



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
05 JUNE 2023
CM592**

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.

TABLE OF CONTENTS

1. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND	4
2. APOLOGIES AND LEAVE OF ABSENCE.....	4
3. ADOPTION OF MINUTES	4
4. DECLARATION OF INTERESTS	4
5. PUBLIC PARTICIPATION TIME	4
6. STRATEGIC ITEMS FOR DECISION.....	7
6.1 Release of draft Governance Rules for Public Consultation	7
6.2 Draft Kingsford Street Reserve Master Plan	73
6.3 Release of DRAFT Community Gardens Guidelines for Public Consultation.....	197
6.4 Tourism and Major Events Advisory Committee Recommendations April 2023	223
6.5 Review of Council Support and Expenses Policy	236
7. STATUTORY PLANNING.....	267
7.1 Amendment C131 (Flood Mapping Update) - Update on Progression of Amendment	267
8. CORPORATE ITEMS FOR DECISION	274
8.1 2022/23 Community Grants and Sponsorship Program - Round 2.....	274
8.2 Adoption of 2023/24 Budget	284
8.3 Council Committee Matters for Consideration	385
8.4 2026 Commonwealth Games - Request for Delegation to the Chief Executive Officer to sign Funding Agreements	523
8.5 Gippsland Sports and Entertainment Park - Establishment of Project Reference Group for the 2026 Commonwealth Games.....	529
8.6 Draft Asset Management Strategy 2023-2032.....	545
8.7 Policy Renewal Program - Revocation of outdated policies.....	570
8.8 Authorisation of Council Officers under the Planning & Environment Act 1987	621

9. URGENT BUSINESS.....	633
10. REPORTS FOR NOTING	635
11. QUESTIONS ON NOTICE	637
12. NOTICES OF MOTION	639
12.1 2023/07 Native Timber Industry in Victoria	639
13. ITEMS FOR TABLING.....	641
14. ACKNOWLEDGEMENTS.....	642
15. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION.....	644
15.1 Gippswide Kerbside Collaborative Procurement Project - Kerbside Collection and Transport Preferred Tenderer	644
15.2 LCC-786 Supply, Delivery, and Placement of Asphalt Products.....	644
15.3 LCC-787 Reconstruction of Scrubby Lane, Traralgon	644

COUNCILLOR AND PUBLIC ATTENDANCE

PLEASE NOTE

TO ENSURE LOCAL GOVERNMENT DECISION-MAKING CAN CONTINUE DURING THE CORONAVIRUS PANDEMIC, MECHANISMS FOR VIRTUAL COUNCIL MEETINGS HAVE BEEN INTRODUCED INTO THE LOCAL GOVERNMENT ACT 2020.

PURSUANT TO SECTION 61 OF THE LOCAL GOVERNMENT ACT 2020, A COUNCILLOR MAY ATTEND THIS COUNCIL MEETING REMOTELY BY ELECTRONIC MEANS OF COMMUNICATION; AND

PURSUANT TO SECTION 66 OF THE LOCAL GOVERNMENT ACT 2020 THIS COUNCIL MEETING MAY BE CLOSED TO IN PERSON ATTENDANCE BY MEMBERS OF THE PUBLIC PROVIDED THE MEETING IS AVAILABLE THROUGH LIVE STREAM ON COUNCIL'S INTERNET SITE.

1. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

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

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

2. APOLOGIES AND LEAVE OF ABSENCE

3. ADOPTION OF MINUTES

Proposed Resolution:

That Council confirm the minutes of the Council Meeting held on 1 May 2023 and Unscheduled Council Meeting held on 15 May 2023.

4. DECLARATION OF INTERESTS

5. PUBLIC PARTICIPATION TIME

Public Questions on Notice

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

Public Speakers

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

STRATEGIC ITEMS FOR DECISION

6. STRATEGIC ITEMS FOR DECISION

Item Number 6.1

05 June 2023

Regional City Strategy & Transition

RELEASE OF DRAFT GOVERNANCE RULES FOR PUBLIC CONSULTATION

PURPOSE

To seek approval from Council to commence the community engagement process as part of the review of the Governance Rules.

EXECUTIVE SUMMARY

- Section 60 of the *Local Government Act 2020* requires a Council to develop, adopt and keep in force Governance Rules with respect to the conduct of Council and delegated committee meetings.
- As a result of the COVID-19 pandemic, the Victorian Government passed the *Regulatory Legislation Amendment (Reform) Act 2022* introducing provisions into the *Local Government Act 2020* (the Act) relating to electronic attendance and participation in council meetings and delegated committees on a permanent basis.
- These provisions created the requirement for all councils to update their Governance Rules, in consultation with their communities, to comply with the new provisions in the Act relating to virtual meetings.
- The review to incorporate these new requirements has provided an opportunity to undertake a wider review of the Governance Rules to address areas of improvement that have been identified in their operation and to provide clarity in how they are to be applied.
- Section 60(4) of the *Local Government Act 2020* requires that a Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules before they can be adopted.

OFFICER'S RECOMMENDATION

That Council:

1. **Approves the release of the Latrobe City Council Draft Governance Rules at Attachment Two for a four-week community consultation period, commencing on Monday, 12 June 2023 to Monday, 10 July 2023, pursuant to section 60(4) of the *Local Government Act 2020* and Council's Community Engagement Policy; and**
2. **Note that a future report will be presented to Council to consider any feedback received from the community regarding the Latrobe City Council Draft Governance Rules and adopt the final Latrobe City Council Governance Rules under section 60 of the *Local Government Act 2020*.**

BACKGROUND

Council has operated under the current version of the Governance Rules since they were adopted on 2 August 2021.

The COVID-19 pandemic highlighted the need for, and usefulness of, a more flexible and modern approach to conducting required local government meetings moving forward.

The Victorian Government's *Regulatory Legislation Amendment (Reform) Act 2022* (Reform Act) introduced to the *Local Government Act 2020* (the Act) provisions relating to electronic attendance and participation in council meetings and delegated committee meetings on a permanent basis. The new provisions came into effect on 2 September 2022.

The Reform Act introduces provisions into Part 3 Division 2 of the Act (section 60) that require a council develop, adopt and keep in force Governance Rules relating to:

- the conduct of council (and delegated committee) meetings held by electronic means; and
- requesting and approving attendance by electronic means.

While making the changes to the current Governance Rules required by this new legislation, a wider review has been undertaken to incorporate additional changes with the intention of improving their clarity and function based on learnings that have been obtained in their operation.

ANALYSIS

The Governance Rules, like any other Council policy, should be regularly reviewed to ensure that they continue to be relevant, reflect the current meeting processes of Council, adhere to legislative requirements and meet community expectations.

While the current review was initiated by the need to include references to the conduct of meetings and attendance by electronic means, it also afforded an opportunity to take a wider review of the Governance Rules to identify areas that can be improved to make them more effective and further embed accountability and transparency principles within them.

The following is a summary of the major proposed changes to the Governance Rules together with a brief explanation of the reasoning behind each change.

A table providing details of all changes is included with this report (Attachment One)

The draft Governance Rules, showing the proposed changes, are also attached for reference. (Attachment Two)

Part A: Introduction

Definitions and Notes

New definitions have been added regarding Conflict of Interest together with Hybrid and Virtual Meetings.

Additionally, the existing definitions of Council and Delegated Committee meetings have been expanded to include references to virtual and hybrid formats.

These additional definitions have been included to reflect the changes made elsewhere in the Governance Rules.

Part C: Meetings Procedure

Council Meetings

Based on recent experience in having to relocate Council meetings to the Gippsland Performing Arts Centre, a new clause has been added allowing the Chief Executive Officer, in consultation with the Mayor, to change the location of a meeting subject to giving reasonable public notice of the change.

New clauses regarding the conduct of Council meetings in virtual or hybrid formats, together with the requirements and responsibilities of a Councillor to attend a meeting virtually, have also been added.

These changes are in response to the new provisions in the Act regarding the conduct of Council meetings by electronic means and the process to request and approve attendance by electronic means.

Notices of Motion

There have been changes to the process of submitting, progressing and responding to a Notice of Motion, most notably the ability for the Chief Executive Officer to refer a Notice of Motion to the operational service request process, a report for consideration at a Councillor Briefing or an out-of-session workshop or handling under delegation.

The intent of these changes is not to remove or limit the ability of Councillors to raise matters via a Notice of Motion, they aim to improve the process in dealing with those that are submitted, including greater clarity as to their implications, while providing alternate avenues for dealing with the matters raised, if appropriate.

The revised requirement for a Notice of Motion to be lodged with the Chief Executive Officer six business days before the next scheduled Council meeting does not change the first time in which a proposed Notice of Motion must be raised, nor does it change the time by which a proposed Notice of Motion must be submitted to the Chief Executive Officer. It does however allow time for a standardised process and timeframes for consideration.

It is anticipated that requiring an officer comment and statement on justification and background facilitates better informs decision making and improves governance through greater accountability and transparency. The alignment for notices of motion with Council's legislated responsibilities assists to demonstrating accountability and promotes community confidence in the Council actions.

Deferral of Debate

A new clause has been introduced with regard to deferral of debate on a matter to a later Council meeting requiring a supplementary report to be included if the reason for the deferral is to consider additional information not already included.

Currently, if a matter is deferred to a subsequent meeting the report that is already under consideration must be recreated and there is no option to include additional information. This change will ensure that Council can be provided with all necessary information to inform their decision making, particularly if it is identified that there are gaps in the initial report that is presented for consideration.

Public Question Time

Under the current Governance Rules the Chief Executive Officer is required to ascertain if the person asking a public question is in the gallery prior to determining if the question will be read at the Council meeting or a response provided directly and recorded in the minutes.

To promote consistency and transparency this has been amended so that all suitable public questions will be read at a Council meeting with a response provided by the Chief Executive Officer at the meeting. Details of the original question and the answer will still be recorded in the minutes and a written response provided following the meeting.

Part D: Other Matters

Additional clauses have been added to this section of the Governance Rules with regard to the declaration and recording of conflicts of interest for Delegated and Community Asset Committees as this is not explicitly stated in the current version.

Additional, minor amendments have also been made to other sections of the Governance Rules to ensure that they are accurate and reflect current practice, legislation or policy.

Following receipt of any additional Councillor feedback, the draft Governance Rules will be presented to a future Council meeting with a recommendation that the draft document be released for public consultation.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE Failure to comply with the new requirements in the <i>Local Government Act 2020</i> with regard to virtual meetings.</p>	<p>Low <i>Unlikely x Minor</i></p>	<p>Ensure that Governance Rules are amended to include these changes and adopted.</p>

RISK	RISK RATING	TREATMENT
<p>SERVICE DELIVERY</p> <p>Failure to publicly consult on the revised Governance Rules may mean Council has not complied with the community engagement requirement for their development.</p>	<p style="text-align: center;">Low</p> <p style="text-align: center;"><i>Unlikely x Minor</i></p>	<p>Ensure that adequate community consultation is undertaken in accordance with Councils Community Engagement Policy.</p>

CONSULTATION

Section 60(4) of the *Local Government Act 2020* states that a Council must ensure that a process of community engagement is followed in developing or amending its Governance Rules unless it is only adopting a good practice guideline issued by the Minister.

It is proposed that a four-week public consultation process will be undertaken on Council’s website seeking comment on the draft Governance Rules. Social media will also be suitably utilised to publicise the consultation activity.

Any feedback that is received from the community as a result of this process will be presented to Council at a future meeting for consideration prior to the revised Governance Rules being adopted.

COMMUNICATION

Once adopted, the updated Governance Rules 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

Ensuring that the Governance Rules reflect current legislative requirements and practice provides the community with an understanding of the processes of Council and also the opportunities to engage in decision making.

Cultural

Not applicable

Health

Not applicable

Environmental

Not applicable

Economic

Not applicable

Financial

The costs associated with undertaking community engagement on the revised Governance Rules can be accommodated in existing budgets.

Attachments

1. Governance Rules - Amendments Summary
2. Governance Rules - Track Changes

6.1

Release of draft Governance Rules for Public Consultation

1	Governance Rules - Amendments Summary	14
2	Governance Rules - Track Changes	17

Section	Proposed Changes	Reasoning
Definitions and Notes	<ul style="list-style-type: none"> • Addition of definition of Conflict of Interest • Expansion of definition of Council Meeting to include virtual or hybrid formats. • Expansion of Delegated Committee Meeting to include virtual or hybrid formats. • Addition of definition of Hybrid Meeting • Addition of definition of Virtual Meeting 	Addition of new definitions or expansion of existing definitions to reflect changes elsewhere in the Governance Rules.
Council Meetings	<ul style="list-style-type: none"> • Addition of new clause allowing the Chief Executive Officer to change the location of Council meeting, if required, subject to reasonable notice being given. (Clause 9.7) • Addition of new clause regarding format of Council meetings being in either a virtual or hybrid format. (Clause 10) • Addition of a new clause detailing the requirements for a Councillor to attend a meeting virtually. (Clause 11) • Addition of a new clause detailing the responsibilities of a Councillor attending a meeting virtually. (Clause 12) 	<p>Requirement identified as a result of recent need to relocate Council meetings from Corporate HQ to Gippsland Performing Arts Centre.</p> <p>These additional clauses are required by the amendments to the <i>Local Government Act 2020</i>.</p>
Notice Of Motion	<ul style="list-style-type: none"> • Addition of requirement for Councillor to provide justification and background of Notice of Motion when raising at a Councillor Briefing. (Clause) 	Alterations and additions to provide great clarity with regard to the preparation of Notice of Motions and the introduction of alternative mechanisms for them to be

	<ul style="list-style-type: none"> • Additional of requirement for the Chief Executive Officer to inform Councillors about the legal, officer resource and cost implications of any proposed Notice of Motion. (Clause) • Requirement that a Notice of Motion must relate to the objectives, role and functions of Council as outlined in the <i>Local Government Act 2020</i>. (Clause) • Expanded clause allowing the Chief Executive Officer to reject or refer a Notice of Motion to the operational service request process, a report for consideration at a Councillor Briefing, an out-of-session workshop or for handling under delegation. (Clause) • Additional clause allowing minor amendments to a Notice of Motion to be proposed by a Councillor. (Clause) 	reviewed, rejected, considered and addressed.
Deferral Of Debate	<ul style="list-style-type: none"> • Addition of a new clause regarding deferral of a matter to a later Council meeting and detailing requirements for any subsequent report. (Clause 38) 	New clause will allow for a matter to be deferred and clarifies the process to enable additional information to be included in subsequent reports.
Speaking at a Council Meeting	<ul style="list-style-type: none"> • Addition of references to participating in a Council meeting virtually. (Clause 63.2) 	This change is in response to the amendments to the <i>Local Government Act 2020</i> to provide an option for members of the public to speak virtually as well as in person.
Public Question Time	<ul style="list-style-type: none"> • Removal of the requirement for the Chief Executive Officer to ascertain if person asking the question is present at Council meeting. (Clause 70.5.2) 	Amendments to make the process of dealing with questions received from the public clearer and promote transparency.

	<ul style="list-style-type: none"> Amendment that all suitable questions will be read out and answered at a Council meeting (Clause 70.5.2) 	
Community Asset Committees	<ul style="list-style-type: none"> Amendment to include reference to Conflict of Interest (Clause 73.3) Amendment to include reference to Instrument of Delegation rather than Terms of Reference. (Clause 73.4) 	Minor amendments.
Conflicts of Interest	<ul style="list-style-type: none"> Amendment to include references to Community Asset Committees. (Clause 75.1) Addition of reference to maintaining a Conflict of Interest Register. (Clause 75.2) Addition of reference to the requirement for a Conflict of Interest to be recorded in the Conflict of Interest Register. (Clause 77.4.2) Amendment to include clarification that Conflict of Interest provisions do not apply to Community Asset Committee members who are not Councillors or Council staff. (Clause 77.5) Addition of a clause requiring all conflicts of interest to be provided to Governance for recording in the Conflict of Interest Register. (Clause 80.2) 	Additional requirements to assist in the ongoing management and recording of Conflicts of Interest.



Governance Rules

Version ~~22~~ 23

Approval Date: ~~2 August 2021~~

Review Date: ~~July 2025~~



Governance Rules

DOCUMENT CONTROL

Responsible GM	General Manager	
Division	Regional City Strategy and Transition	
Last Updated (who & when)	Council Solicitor	August 2021
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	07/09/2020	Adoption of Rules
Council	02/08/2021	Amendments to align Rules with Governance Principles in the Local Government Act 2020 and for enhanced procedural clarity and certainty
References	<i>Election Period Policy</i> <i>Citizen Confidentiality and Privacy Policy</i> <i>Civic, Ceremonial Functions and Honours Policy</i> <i>Employee Code of Conduct</i> <i>Local Government Act 2020</i> <i>Local Government Act 1989</i> <i>Planning and Environment Act 1987</i> <i>Privacy and Data Protection Act 2014</i>	
Next Review Date	July 2025	
Published on website	Yes	
Document Reference No	2236497	



Governance Rules

Table of Contents

Part A: Introduction	7
1. Title	7
2. Objectives of these Governance Rules	7
3. Authorising Provision	7
4. Scope of the Governance Rules	7
5. Definitions and Notes	8
Part B: Election of the Mayor and Deputy Mayor, Appointment of	
Acting Mayor	11
6. Determining the Election of the Mayor	11
7. Determining the Election of any Deputy Mayor	13
8. Determining the Appointment of any Acting Mayor	13
Part C: Meetings Procedure	14
Division 1 - Notices of Meetings and Delivery of Agendas	14
9. Council meetings	14
10. Virtual and Hybrid Council Meetings	15
11. Request to Attend Meeting Virtually	15
12. Responsibilities of Attending Meeting Virtually	16
13. Agendas	16
Division 2 – Quorums	17
14. Inability to gain a Quorum	17
15. Inability to maintain a Quorum	17
16. Inability to achieve or maintain a Quorum due to Conflicts of Interest of Councillors	17
17. Adjourning or postponing a meeting	18
Division 3 – Business of Meetings	19
18. The Order of Business	19
19. Change to Order of Business	19



Governance Rules

20.	Urgent Business	19
	Division 4 – Motions and Debate.....	19
21.	Councillors may propose Notices of Motion	19
22.	Notice of motion.....	19
23.	Chair’s Duty.....	22
24.	Motion Procedure	22
25.	Right of Reply	24
26.	Determining a Motion	24
27.	Moving an Amendment	24
28.	How many Amendments may be Proposed	25
29.	Who may debate an amendment	25
30.	An Amendment Once Carried.....	25
31.	Withdrawal of Motions and Amendments.....	26
32.	Separation of Motions and Amendments	26
33.	Chair may Separate or Aggregate Motions and Amendments	26
34.	Foreshadowing Motions.....	26
35.	Motions and Amendments in Writing.....	26
36.	Repeating Motion or Amendment.....	27
37.	Debate must be relevant to the Motion	27
38.	Deferral Of Debate	26
39.	Priority of address	27
40.	Speaking Times.....	27
41.	Extension of Speaking Times	28
42.	Addressing the Meeting	28
43.	Right to Ask Questions	27
	Division 5 – Procedural Motions	28
44.	Procedural Motions	28
	Division 6 – Rescission Motions	32
45.	Notice of Rescission.....	32



Governance Rules

46.	When a rescission Motion is Lost	33
47.	If Not Moved	33
48.	May be Moved by any Councillor	33
	Division 7 – Points of Order.....	34
49.	Chair to Decide	34
50.	Chair may Adjourn to Consider	34
51.	Dissent from Chair’s Ruling.....	34
52.	Procedure for Point of Order	34
53.	Valid Points of Order	35
	Division 8 – Minutes	35
54.	Confirmation of Minutes.....	35
55.	Content of the Minutes	36
56.	Recording and broadcasting Meetings.....	37
	Division 9 – Behaviour	37
57.	Public Addressing the Meeting.....	37
58.	Chair May Remove.....	38
59.	Suspensions	38
60.	Removal from Chamber	38
	Division 10 – Miscellaneous	38
61.	Matters Not Provided For	38
	Division 11 – Suspension of Standing Orders	38
62.	Suspension of Standing Orders	38
	Division 12 – Public Engagement	39
63.	Community Participation.....	39
64.	Requirements for Councillors whilst speaking	39
65.	Acknowledgments	39
66.	Streaming Council Meetings.....	40
67.	Petitions.....	40



Governance Rules

68.	Written Submissions	42
69.	Speaking at a Council Meeting	42
70.	Public Question Time	44
71.	Privacy	45
	Part D: Other Matters	48
	Division 1 – Committees	48
72.	Delegated Committees	47
73.	Community Asset Committees	47
	Division 2 – Election Period Policy	48
74.	Council’s Election Period Policy	48
	Division 3 – Conflict of Interest	48
75.	Obligations with regard to Conflict of Interest	48
76.	Councillors, Members of Delegated Committees and Members of Community Asset Committees	49
77.	Procedure at a Council, Delegated Committee or Community Asset Committee Meeting	49
78.	Procedure at other meetings organised, hosted or supported by Council	50
79.	Council Staff.....	52
80.	Procedure for disclosures of conflicts of interest by Council Staff	51
	Division 4 – Joint Council Meetings	51
81.	Procedure for Joint Council Meetings	51
	Appendix One: Petition Template	53
	Appendix Two: Public Question Time	54

Part A: Introduction

1. Title

This is the Latrobe City Council Governance Rules which will be known as the "Governance Rules".

2. Objectives of these Governance Rules

The objectives of these Governance Rules are to:

- 2.1. prescribe the procedures governing the conduct of Council meetings and Delegated Committee meetings;
- 2.2. prescribe the form and availability of meeting records;
- 2.3. prescribe the processes for the election of the Mayor and Deputy Mayor, and the appointment of an Acting Mayor;
- 2.4. prescribe Council's Election Period Policy;
- 2.5. prescribe the procedures for disclosure of a conflict of interest by a:
 - 2.5.1 Councillor or a member of a Delegated Committee under section 130 of the *Local Government Act 2020*;
 - 2.5.2 Councillor under section 131 of the *Local Government Act 2020*; and
 - 2.5.3 Member of Council staff when providing information in respect of a matter within the meaning of section 126(1) of the *Local Government Act 2020*; and
- 2.6. provide opportunities for community participation in Council's decision-making processes.

3. Authorising Provision

These Governance Rules are made under section 60 of the *Local Government Act 2020*.

4. Scope of the Governance Rules

- 4.1 These Governance Rules apply to all Council meetings.
- 4.2 These Governance Rules apply to all meetings of:
 - 4.2.1 Delegated Committees appointed by the Council;
 - 4.2.2 Community Asset Committees appointed by the Council;insofar as is set out at Rules 72-73.

5. Definitions and Notes

In these Governance Rules:

Act	means the <i>Local Government Act 2020</i> .
Agenda	means a document containing the date, time and place of a meeting and a list of business to be transacted at the Meeting.
Audit and Risk Committee	means the Audit and Risk Committee established by a Council under section 53 of the Act
Chair	means the Chairperson of a meeting and includes an acting, temporary and substitute Chairperson
Chamber	means any room where the Council holds a Council meeting
Chief Executive Officer	means the Chief Executive Officer of Council
Community Asset Committee	means a Community Asset Committee established by Council under section 65 of the Act
Conflict of Interest	means a conflict of interest as defined in sections 127 to 129 of the Act
Council	means Latrobe City Council
Council Meeting	means a meeting of the Council convened in accordance with section 61 of the Act and these Governance Rules and includes scheduled meetings and unscheduled meetings, whether held by face-to-face (in person) attendance at a set location, via electronic means (virtual) or in a 'hybrid' format that mixes in-person and electronic attendance.
Delegated Committee	means a Delegated Committee established by Council under section 63 of the Act
Delegated Committee meeting	means a meeting of a Delegated Committee held as face-to-face (in person) attendance in a set location or via electronic means (virtual) or in a 'hybrid' format that mixes in-person and electronic attendance.
Deputy Mayor	means the Deputy Mayor of Council and any person appointed by Council to act as Deputy Mayor

Disorder/Disorderly	<p>means any disorderly conduct of a member of the gallery or a Councillor and includes:</p> <ul style="list-style-type: none"> • interjecting when another person is speaking, except, in the case of where a Councillor is raising a Point of Order; • making comments that are defamatory, malicious, abusive or offensive; • refusing to leave the meeting when requested, ordered or directed to do so by the Chair in accordance with the Act and the Governance Rules; and • engaging in any other conduct which prevents the orderly conduct of the meeting.
Election Period	has the same meaning as in the <i>Local Government Act 2020</i>
<u>Hybrid Meeting</u>	<u>in the context of a Council Meeting or Delegated Committee Meeting refers to the method of attendance whereby attendance is a combination of both in-person attendees and attendees attending via electronic means of communication.</u>
Mayor	means the Mayor of Council and any person appointed by Council to be acting as Mayor
Motion	means a proposal framed in a way that will result in the opinion of Council being expressed, and a Council decision being made, if the proposal is adopted
Notice of Motion	means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting
Notice of rescission	means a notice of motion to rescind or amend a resolution made by Council
Point of Order	means a procedural point (about how the meeting is being conducted), not involving the substance of a matter before a meeting
Procedural Motion	means a motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure

Quorum	means the majority of members of the Council or a Delegated Committee
Rescind	means to repeal or amend a resolution and 'rescinded' includes 'amended'
Rule or Sub-Rule	means a rule or sub-rule included in these Governance Rules
Senior Officer	has the same meaning as in the <i>Local Government Act 1989</i>
Significant expenditure	means one (1) percent or more of general rate income of the Council
Urgent business	means a matter that relates to or arises out of a matter which has arisen since distribution of the agenda and cannot reasonably or conveniently be deferred until the next meeting
<u>Virtual Meeting</u>	<u>in the context of a Council Meeting or Delegated Committee Meeting refers to a meeting whereby the method of attendance is by full electronic means of communication.</u>
<u>Workshop</u>	<u>means a process for Councillors, Council officers and where appropriate, third parties, for collaboration, information sharing and discussion of matters. A Workshop is not a formal decision-making forum.</u>

Part B: Election of the Mayor and Deputy Mayor Appointment of Acting Mayor

Summary: This Part complements sections 25 to 27 of the Act and sets out the process to be followed for the election of the Mayor and any Deputy Mayor, and the appointment of an Acting Mayor.

6. Determining the Election of the Mayor

- 6.1. The Chief Executive Officer will preside during the election of the Mayor.
- 6.2. The Chief Executive Officer must invite nominations for the office of Mayor and confirm acceptance of the nomination with the nominee.
- 6.3. Councillors may nominate themselves but each nomination must be seconded.
- 6.4. If there is only one nomination, the candidate nominated is declared elected. If a Councillor nominates himself or herself and they are the only Councillor nominated, then that Councillor is elected even if the nomination is not seconded.
- 6.5. If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates.
 - 6.5.1. If a candidate receives an absolute majority of the votes, that candidate is declared to have been elected;
 - 6.5.2. If no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the meeting must then vote for one of the remaining candidates;
 - 6.5.3. If one of the remaining candidates receives an absolute majority of the votes, that candidate is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates must be repeated until one of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected;
 - 6.5.4. Where there are three or more candidates remaining with two or more of those candidates having an equality of votes and one of them has to be declared, the declaration of a defeated candidate will be determined by lot.

- 6.5.5. If the lot is conducted, the Chief Executive Officer or a Senior Officer appointed by the Chief Executive Officer will conduct the lot and the following provisions will apply:
- 6.5.5.1. each candidate will draw one lot;
 - 6.5.5.2. the order of drawing lots will be determined by the alphabetical order of the surnames of the Councillors who received an equal number of votes except that if two or more such Councillors' surnames are identical, the order will be determined by the alphabetical order of the Councillors' first names; and
 - 6.5.5.3. as many identical pieces of paper as there are Councillors who received an equal number of votes must be placed in a container. The word "Defeated" will be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Defeated" written on it will be declared the defeated candidate (in which event a further vote must be taken on the remaining candidates).
- 6.5.6. If there are two remaining candidates and they have an equality of votes, a second vote will be conducted;
- 6.5.6.1. where, after a second vote, the two candidates still have an equality of votes, the Chief Executive Officer will seek the meeting to resolve to conduct a new election at a meeting to be held the following day at such time as is considered appropriate.
- 6.6. Upon being elected, the Mayor may make a ceremonial speech.
- 6.7. Immediately following the election, the Mayor is to take the chair.

Explanatory Note

As an example, if 4 candidates are nominated and candidate A receives 3 votes and candidates B, C and D each receive 2 votes, a lot must be used to determine which of candidates B, C or D is considered defeated. This is because candidate A did not receive a majority of the votes (having received only 3 of a possible 9 votes).

In this instance, a lot is used to determine which of the 3 candidates is defeated and then the vote is re-taken for all candidates to determine if a candidate receives an absolute majority.

As the Mayor must be elected by absolute majority of the Councillors under section 25 of the Act, a lot cannot be conducted where there are only 2 candidates remaining.

7. Determining the Election of any Deputy Mayor

If Council resolves that there will be an office of Deputy Mayor, the Deputy Mayor is to be elected in the manner provided for in Rule 6 except that:

- 7.1. the Mayor is to chair the election of the Deputy Mayor; and
- 7.2. any reference to the Mayor in that Sub-Rule is to be taken as a reference to the Deputy Mayor.

8. Determining the Appointment of any Acting Mayor

If Council resolves in accordance with section 20B of the Act that an Acting Mayor is to be appointed, the Acting Mayor is to be appointed in the manner provided for in Rule 6 except that:

- 8.1. the Chief Executive Officer is to chair the appointment of the Acting Mayor;
and
- 8.2. any reference to the Mayor in that Sub-Rule is to be taken as a reference to the Acting Mayor.

Part C: Meetings Procedure

Summary: This Part complements requirements in the Act applying to all meetings of Council and deals with procedural elements of Council meetings. Voting is also conducted in accordance with the Act.

Division 1 - Notices of Meetings and Delivery of Agendas

9. Council meetings

- 9.1. The dates, times and places Council meetings are to be held will be determined by Council.
- 9.2. 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.
 - 9.2.1 A schedule of Council meetings will be published on Council's website and be available from Council's customer service centres.
- 9.3. An unscheduled Council meeting may be called by:
 - 9.3.1 Council resolution;
 - 9.3.2 Written notice by the Mayor or three Councillors specifying the business to be transacted and delivered to the Chief Executive Officer.
- 9.4. The Chief Executive Officer must determine a time and date for the meeting within three business days unless exceptional circumstances apply.
- 9.5. Notice of an Unscheduled meeting must be published on Council's website as soon as practicable after the time and date of the meeting has been determined.
- 9.6. Only the business specified in the Council resolution, or written notice, may be considered at an Unscheduled meeting, unless all Council, by unanimous resolution determine to admit another matter.
- 9.7. Should the place of a meeting need to be changed from that on the adopted schedule, the Chief Executive Officer may, in consultation with the Mayor, determine a new location subject to the requirements of Sub-Clause 9.8.
- 9.8. Reasonable notice, including on the Council's website, must be given when Council has changed a meeting date, time or place.
- 9.9. A Council meeting must not go longer than three hours unless a majority of Councillors present vote in favour of it continuing. If the Councillors present vote against the meeting continuing, the meeting is adjourned to a time, date and place to be determined by the Chair.
- 9.10. Councillors who are unable to attend a Meeting may submit an apology:
 - 9.10.1. In writing to the Chair, who will advise the meeting; or

- 9.10.2. By seeking another Councillor to submit it at the meeting on their behalf.
- 9.11. An apology submitted to a meeting will be recorded in the minutes.
- 9.12. A Councillor intending to take a leave of absence should submit it in writing to the Mayor:
- 9.12.1. The Mayor will seek to have any leave of absence request received included in the agenda of the next Council Meeting;
- 9.12.2. A leave of absence not included in a Council Meeting agenda may still be considered by Council if a written request has been received by the Mayor prior to the meeting;
- 9.12.3. Council will not unreasonably withhold its approval of a leave of absence request.
- 9.13. A Councillor who has not submitted an apology or had a leave of absence approved who is not in attendance at a Council meeting will be recorded as absent.

10. Virtual and Hybrid Council Meetings

- 10.1 In the event that the Chief Executive Officer and/or Mayor determines that circumstances require a Council Meeting to be held in a virtual or hybrid format, where time allows, they will arrange for a resolution of Council to reflect this change to the adopted Council Meeting schedule. In these circumstances, the Governance Rules will continue to apply.
- 10.2 Notice of a virtual meeting must be published on Council's website as soon as practicable after a resolution has been passed by Council.
- 10.3 The agenda for a virtual meeting must be made available in accordance with Item 13 of the Governance Rules.

11. Request to Attend Meeting Virtually

- 11.1 If a Council Meeting is to be conducted wholly in person a Councillor may still request to attend by electronic means. Any request under this clause must:
- a) be in writing;
- b) be given to the Chief Executive Officer no later than 24 hours prior to the commencement of the relevant Council Meeting; and
- c) specify the reasons why the Councillor is unable or does not wish to attend the Council Meeting in person.
- 11.2 The Chief Executive Officer or the Chair must ensure that any such request received from a Councillor to attend by electronic means is made known at the commencement of the relevant Council Meeting.
- 11.3 A Councillor present by electronic means of communication is deemed present for the purposes of a quorum.

11.4 A Councillor attending a Council Meeting virtually will still be subject to the Governance Rules.

12. Responsibilities of Attending Meeting Virtually.

12.1 A Councillor who is attending a Council Meeting by electronic means is responsible for ensuring that they are able to access such equipment, and are present in such an environment, that facilitates participation in the Council Meeting.

A Councillor who is attending a meeting by electronic means must be able to:

- a) hear the proceedings;
- b) see all Councillors and members of Council staff who are also attending the Council Meeting while they are speaking;
- c) be seen by all Councillors, members of Council staff and members of the public who are physically present at the Council Meeting; and
- d) be heard when they speak.

If these conditions cannot be met by one or more Councillors attending a Council Meeting:

- a) the Council Meeting will proceed as long as a quorum is present; and
- b) the relevant Councillor (or Councillors) will be treated as being absent from the Council Meeting or that part of the Council Meeting.

12.2 A Councillor may join, or re-join, a Council Meeting at the time that they are able to achieve the above, even if the Council Meeting has commenced or has continued in their absence

13. Agendas

- 13.1 For all scheduled meetings of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda, which includes a motion to adopt the attached or previously distributed minutes of the previous meeting, to every Councillor at least three business days before the meeting.
- 13.2 For any unscheduled meeting of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda to every Councillor within a reasonable time of the special meeting being called but not less than 24 hours prior to the meeting unless there are urgent or exceptional circumstances.
- 13.3 The requirements to provide notice and an agenda under Sub-Rules ~~130.1~~ and ~~130.2~~ do not apply to a Councillor who has been granted leave of absence and who has advised the Chief Executive Officer in writing not to provide the notice and agenda.

13.4 An agenda for each Council meeting:

~~13.4.1-~~ that is not an Unscheduled meeting, will be made available on Council's website no less than two business days before the Council meeting.

~~13.4.2-~~ that is an Unscheduled meeting, will be made available on Council's website no less than one business day before the Council meeting unless exceptional circumstances apply in which case it will be made available as soon as practicable.

Division 2 – Quorums

14 Inability to gain a Quorum

If, after 30 minutes from the scheduled starting time of any Council meeting, a quorum cannot be obtained:

14.1 those Councillors present; or

14.2 if there are no Councillors present, the Chief Executive Officer, or, in the absence of the Chief Executive Officer, a senior officer appointed as a member of Council's Executive Team,

must adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

15 Inability to maintain a Quorum

If, during any Council meeting or any adjournment of the meeting, a quorum cannot be maintained:

15.1 those Councillors present; or

15.2 if there are no Councillors present, the Chief Executive Officer, or, in the absence of the Chief Executive Officer, a senior officer appointed as a member of Council's Executive Team,

must adjourn the meeting for a period not exceeding seven days from the date of the adjournment.

16 Inability to achieve or maintain a Quorum due to Conflicts of Interest of Councillors

16.1 The Chair may defer an item of business in respect of which there is, or is likely to be, a disclosure of a conflict of interest by one or more Councillors that will cause a quorum to be lost and direct the Chief Executive Officer to include that item of business on an agenda for a future Council meeting.

16.2 If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, Council will:

- 16.2.1 Determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
- 16.2.2 Determine to make decisions on separate parts of the matter at a meeting where quorum can be maintained, before making a decision on the whole matter at a meeting for which quorum can be maintained.
- 16.3 If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, and the matter cannot be separated into component parts or prior decisions made, Council will delegate the decision to be made:
- 16.3.1 By the Chief Executive Officer; or
- 16.3.2 By a Delegated Committee, established for the purpose of determining the matter, comprised of all the Councillors who have not disclosed a conflict of interest and any other person(s) the Council considers suitable.
- 16.4 A decision made under delegation due to Council not being able to achieve or maintain a quorum will be reported to the next Council meeting.
- 17 Adjourning or Postponing a Meeting**
- 17.1 Council may adjourn any meeting.
- 17.2 On advice from the Chief Executive Officer or his or her delegate that there is evidence the required meeting notice was incorrect or inconsistent and this information led to a councillor(s) not attending the meeting, the Chair may adjourn a meeting.
- 17.3 If the Chair is of the opinion that the conduct of those present at the meeting is obstructing the progress of business at the meeting, the Chair may adjourn the meeting to a later time on the same day, whether a short adjournment of less than an hour or a longer period as necessary, or to another day that the Chair considers appropriate.
- 17.4 The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining.
- 17.5 If there is an emergency, the Chief Executive Officer or his or her delegate may postpone a Council meeting provided reasonable attempts are made to notify every Councillor.
- 17.6 The Chief Executive Officer must provide a report to the next meeting of the Council of the circumstances causing the postponement of the Council meeting.
- 17.7 The Chief Executive Officer must provide written notice of a meeting adjourned under Rules ~~+1-14~~, ~~+2-15~~ or ~~+3-16~~ but where this is not practicable because time does not permit that to occur, then, provided every reasonable

attempt is made to contact every Councillor, notice by telephone, facsimile, email, in person or by some other means is sufficient.

Division 3 – Business of Meetings

18 Business at Meetings and Order of Business

- 18.1 No business can be dealt with at a Council meeting unless it is contained on the agenda or admitted as urgent business in accordance with Rule 1720.
- 18.2 The order of business to be included in an agenda for a scheduled Council meeting will be determined by the Chief Executive Officer and the Mayor having regard to the principles of open, efficient and effective processes of government.

19 Change to Order of Business

Once an agenda has been sent to Councillors, the order of business for that meeting may be altered with the consent of the Mayor prior to the commencement of the meeting.

20 Urgent Business

Business which has not been listed on the agenda must not be admitted as urgent business other than by resolution of Council and only then if it:

- 20.1 relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 20.2 cannot reasonably or conveniently be deferred until the next Council meeting.

Division 4 – Motions and Debate

21 Councillors may propose Notices of Motion

- 21.1 Councillors may propose a matter to be listed on the agenda for a Council meeting by lodging a Notice of Motion. A maximum of three Notices of Motion can be submitted per Councillor, per Council Meeting.
- 21.2 A Notice of Motion cannot be accepted by the Chair unless it has been listed on the agenda for the meeting at which it was proposed to be moved or unless it is accepted by Council as urgent business.

22 Notice of Motion

- 22.1 A Notice of Motion must ~~be~~:
- 22.1.1 be in writing;
- 22.1.2 be signed and dated by the Councillor (including by electronic means);
- 22.1.3 include a statement setting out the justification and background of the notice of motion;

~~22.1.3~~22.1.4 be raised for discussion at a Councillor Briefing Session by the Councillor who is proposing to move it, at least seven days prior to the Council meeting at which it is proposed to be moved; and

22.1.5 be lodged with the Chief Executive Officer by 10:00am ~~four~~six business days before the next scheduled Council meeting to allow inclusion in the agenda in accordance with Sub-Rule ~~19.13~~13;

~~22.1.4~~22.1.6 relate to the objectives, role and functions of Council as outlined in the Act.

~~22.2~~ A notice of motion lodged in accordance with Sub-Rule 19.1 must have been raised for discussion at a Councillor Briefing Session by the Councillor who is proposing to move it, at least 7 days prior to the Council meeting at which it is proposed to be moved.

~~22.3~~

~~22.4~~22.2 The Chief Executive Officer must reject a Notice of Motion which:

~~22.4.1~~22.2.1 does not relate to the objectives, role and functions of Council as outlined in the Act;

~~22.4.2~~22.2.2 is vague or unclear in intention;

~~22.4.3~~22.2.3 is identical or substantially similar to a Notice of Motion or a rescission motion that has been considered by the Council and lost in the preceding six months;

~~22.4.4~~22.2.4 is defamatory, discriminatory or offensive;

~~22.4.5~~22.2.5 may be prejudicial to any person or Council;

22.2.6 is outside the powers of Council;

22.2.7 relates to an operational service request;

22.2.8 relates to a matter that can be handled under delegation;

~~22.4.6~~22.2.9 is a Notice of Motion submitted during the Election period; or

~~22.4.7~~22.2.10 is a matter subject to a Council decision making process which has commenced but is not yet complete.

22.3 If the Chief Executive Officer rejects a Notice of Motion under Sub-Rule ~~19.4~~22.2, the Chief Executive Officer must, in writing,~~will~~ inform the Councillor who lodged the Notice of Motion of that rejection and the reasons for the rejection within 24 hours of receiving the notice of motion. The Chief Executive Officer may, but is not required to, ~~in 1 working day of receiving the notice of motion. The Councillor will be provided with an opportunity to amend the proposed notice of motion provided that suggest the amended notice revised wording to the draft notice of motion of motion is lodged with the Ch to facilitate compliance with the requirements for Notices of Motion under these rules. The Councillor may submit a revised Notice of Motion within 24 hours of~~

~~being informed of Executive Officer within 1 working day of being informed~~ of the rejection.

~~22.5~~22.4 The Chief Executive Officer may reject and refer any Notice of Motion ~~to one or more of the following:~~

~~22.4.1~~ 22.4.1 ~~the operational service request process;~~

~~22.4.2~~ 22.4.2 ~~Council officers to prepare a report for consideration at the next reasonably practicable Councillor Briefing Session; or~~

~~22.4.3~~ 22.4.3 ~~a Councillor out of session Workshop;~~

~~if it relates to a matter that the Chief Executive Officer determines is more appropriately addressed in one of those ways.~~

~~22.5~~ 22.5 ~~Once a Notice of Motion is lodged, the Chief Executive Officer will arrange for an Officer comment to accompany the agenda item which will include setting the Councillor's justification and background relevant to the Notice of Motion, including, but not limited to:~~

~~22.5.3~~ 22.5.3 ~~whether the Notice of Motion, if passed, will have budget implications and, if so, what;~~

~~22.5.4~~ 22.5.4 ~~whether the Notice of Motion, if passed, will impact on internal resources and, if so, how;~~

~~22.5.5~~ 22.5.5 ~~how the Notice of Motion relates to the Council Plan and any relevant Council policies; and~~

~~22.5.6~~ 22.5.6 ~~how the Notice of Motion relates to work that has already been undertaken by Officers or Committees.~~

~~22.4~~22.6 ~~22.6~~ 22.6 ~~Once lodged with the Chief Executive Officer a notice of motion may be withdrawn by, no later than 2-two business days before the meeting at which it was to be considered, the Councillor who lodged the notice of motion submitting written advice to the Chief Executive Officer that it is to be withdrawn.~~

~~22.5~~22.7 ~~22.7~~ 22.7 ~~If a Councillor proposing the Notice of Motion wishes to make minor changes to the Notice of Motion, he or she, with the consent of the Chair, may do so prior to it being seconded.~~

~~22.6~~22.8 ~~22.8~~ 22.8 ~~Subject to Sub-Rule 19.8~~22.9 ~~22.9~~ 22.9 ~~a notice of motion must call for a Council report if the notice of motion:~~

~~22.6.3~~22.8.3 ~~22.8.3~~ 22.8.3 ~~substantially affects the level of Council services;~~

~~22.6.4~~22.8.4 ~~22.8.4~~ 22.8.4 ~~commits the Council to expenditure in excess of \$5,000 and that has not been included in the adopted budget;~~

~~22.6.5~~22.8.5 ~~22.8.5~~ 22.8.5 ~~establishes or amends a Council policy; or~~

~~22.6.6~~22.8.6 commits the Council to any contractual arrangement, as determined by the Chief Executive Officer.

~~22.7~~22.9 Where a Notice of Motion is likely to commit Council to significant expenditure not included in the adopted budget then the Notice of Motion must only call for referral to and for Council's consideration as part of its future year's annual budget and public submission process.

~~22.8~~22.10 The Chief Executive Officer may designate a Notice of Motion to be confidential in accordance with the Act, in which case the Notice of Motion will be confidential unless the Council resolves otherwise.

~~22.9~~22.11 The full text of any Notice of Motion accepted by the Chief Executive Officer must be included in the agenda.

~~22.10~~22.12 The Chief Executive Officer must cause all Notices of Motion to be numbered, dated and entered in the Notice of Motion register in the order in which they are received.

~~22.11~~22.13 Except by leave of Council, each Notice of Motion before any meeting must be considered in the order in which they were entered in the Notice of Motion register under Sub-Rule ~~19~~22.12.

~~22.14~~ The motion moved must not be substantially different to the motion published in the agenda, however, it may be amended by resolution of the Council.

~~22.12~~22.15 If a Councillor who has given a Notice of Motion is absent from the meeting or fails to move the motion when called upon to do so by the Chair, any other Councillor may move the motion.

~~22.13~~22.16 If a Notice of Motion is not moved at the meeting at which it is listed, it lapses.

23 Chair's Duty

~~23.1~~ The Chair must not accept any motion or amendment which the Chair considers to be:

- 23.4.3 defamatory;
- 23.4.4 objectionable in language or nature;
- 23.4.5 vague or unclear in intention;
- 23.4.6 outside the powers of Council;

~~23.1.5~~ irrelevant to the item of business on the agenda and which has not been admitted as urgent business; or

23.1.6 an amendment that is contrary to Sub-Rule ~~27~~.3.

23.2 The Chair must:

- 23.2.1 conduct the meeting impartially;
- 23.2.2 maintain a neutral position on an item under debate;

- 23.2.2.1 after a motion has been determined, the Chair may make comments related to conducting the debate, for example thanking Councillors for their contribution, but keeping in mind the primacy of the chairing role and the importance of maintaining neutrality;
- 23.2.3 refrain from debate on a motion;
 - 23.2.3.1 where the Chair wishes to move or second a motion, they must temporarily vacate the Chair before the motion is considered by Council. The Chair will be temporarily filled in accordance with Rule [4751.2](#) until the relevant Motion is determined.
- 23.2.4 allow the Chief Executive Officer the opportunity to correct factual errors or incorrect assertions that arise during the meeting;
- 23.2.5 call a person to order if their behaviour is disruptive and interferes with the conduct of the business of Council.

24 Motion Procedure

The procedure for moving any motion is:

- 24.1 The Chair will state the item number and title on the agenda in full, then ask “Councillors, do I have a motion?”;
- 24.2 The mover must state the motion without speaking to it:
 - 24.2.1 if the motion being moved is identical to the officer recommendation in the report, the mover may state the motion to be as per that recommendation;
 - 24.2.2 if the motion being moved is not identical to the officer recommendation in the report, the mover must state the content of the motion in full.
- 24.3 The motion must be seconded by a Councillor other than the mover.
- 24.4 The motion will lapse if it is not seconded.
- 24.5 If the motion is seconded, the Chair must ask: “Is the motion opposed?”
- 24.6 If the motion is not opposed the Chair must ask: “Does any Councillor wish to speak in favour of the motion?”
- 24.7 If a Councillor opposes the motion, the Chair must ask the mover to address the Council on the motion.
- 24.8 The Chair must ask the seconder to address the Council on the motion who may reserve his or her address until later in debate.
- 24.9 The Chair will then invite any Councillor opposed to the motion to debate it and then must provide an opportunity for any Councillor to speak in favour of

the motion, allowing any other Councillors wanting to speak in favour or against the motion to speak in turn.

- 24.10 If no further Councillor wishes to speak for or against the motion, the Chair must ask the mover if they wish to exercise their right of reply in accordance with Rule 22-25 prior to the motion being put to the vote.

25 Right of Reply

- 25.1 The mover of a motion, including an amendment, has a right of reply to matters raised during debate.
- 25.2 No new matters may be raised in the right of reply.
- 25.3 If no Councillor has spoken against a Motion, there will be no right of reply.
- 25.4 After the right of reply has been exercised but subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion or amendment, the motion or amendment must immediately be put to the vote without any further discussion or debate.

26 Determining a Motion

- 26.1 To determine a motion before a Council meeting, the Chair will:
- 26.1.1 First call for those in favour of the motion;
- 26.1.2 Then those opposed to the motion; and
- then declares the result to the meeting.
- 26.2 Each Councillor present at a meeting who is entitled to vote must vote. Any Councillor who is present and does not vote will be taken to have voted against the motion in line with section 61(5)(e) of the Act.
- 26.3 Voting may be by any method resolved by Council that enables those in attendance and, where applicable, those watching a livestream broadcast, to clearly see which way a Council has voted at the time a vote is taken.
- 26.4 In the absence of Council resolving an alternative method, voting on any matter is by show of hands.
- 26.5 Voting at a meeting must not be in secret, but if the meeting is closed to the public, a Councillor is not required to divulge their vote to the public.
- 26.6 The vote cast by each Councillor will be recorded in the minutes of the meeting.
- 26.7 Once a vote on a motion or amendment has been taken, no further discussion relating to the motion or amendment is allowed unless the discussion involves foreshadowing a notice of rescission where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

Explanatory Note

For example, Rule ~~23~~26.7 would permit discussion about a matter which would otherwise be left unresolved because a notice of rescission had been successful. For instance, assume that Council resolved to refuse a planning permit application. Assume further that this resolution was rescinded.

27 Moving an Amendment

- 27.1 A motion which has been moved and seconded but not put to the vote may be amended.
- 27.2 An amendment may be proposed and seconded by any Councillor, except the mover or seconder of the motion.
- 27.3 A proposed amendment must:
- 27.3.1 be relevant to the subject of the motion;
 - 27.3.2 not be in opposition to the motion; and
 - 27.3.3 not contradict the form or substance of the motion.
- 27.4 The Chair will follow the procedure in Rules ~~21-24~~ to ~~23-26~~ for consideration of the motion.
- 27.5 Any debate arising from an amendment to a motion must be confined to the terms of the amendment.
- 27.6 A motion to confirm a previous resolution of Council cannot be amended.

28 How many Amendments may be Proposed

- 28.1 Only one amendment may be accepted by the Chair at any one time.
- 28.2 No second or subsequent amendment may be taken into consideration until the previous amendment has been dealt with.

29 Who may debate an Amendment

A Councillor may address the meeting once on any amendment, whether or not they have spoken to the original motion.

30 An Amendment Once Carried

- 30.1 If the amendment is carried:
- 30.1.1 the motion as amended becomes the substantive motion before the meeting; and
 - 30.1.2 the mover and seconder of the amendment are deemed to be the mover and seconder of the amended motion before the meeting; and
 - 30.1.3 the amended motion can then be further amended.
- 30.2 If the amendment is not carried, the debate returns to the motion, or a further amendment may be proposed.

31 Withdrawal of Motions and Amendments

Before any motion or amendment is put to the vote, it may be withdrawn by the mover and seconder with leave of Council.

32 Separation of Motions and Amendments

Where a motion or amendment contains more than one part, a Councillor may request the Chair before any vote is taken on the matter, to put the motion to the vote in separate parts.

33 Chair may Separate or Aggregate Motions and Amendments

The Chair may decide to put any motion to the vote in:

- 33.1 several parts; or
- 33.2 its aggregate form.

34 Foreshadowing Motions

- 34.1 At any time during debate a Councillor may foreshadow a motion so as to inform Council of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
 - 34.2 A foreshadowed motion must substantially relate to an item already listed on the agenda of the meeting, otherwise it can only be accepted by Council as urgent business and subject to the urgent business restrictions under Rule ~~17~~20.
 - 34.3 A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the Chair being resolved in a certain way, a Councillor intends to move an alternative motion.
 - 34.4 If the substantive motion in relation to which a Councillor foreshadowed a motion is:
 - 34.4.1 not moved or seconded; or
 - 34.4.2 moved, seconded and lost;the Chair may call on that Councillor to move their foreshadowed motion immediately.
 - 34.5 The minutes of the meeting will not record a foreshadowed motion until the foreshadowed motion is formally moved.
- 35 Motions and Amendments in Writing**
- 35.1 The Chair must require that a complex or detailed motion or amendment be in writing and may adjourn the meeting while the motion or amendment is being written.
 - 35.2 The Chair may defer a matter until a motion has been written, allowing the meeting to proceed uninterrupted.

36 Repeating Motion or Amendment

The Chair may request the Chief Executive Officer or the person taking the minutes to read the motion or amendment to the meeting before the vote is taken.

37 Debate must be relevant to the Motion

37.1 Debate must always be relevant to the motion before the Chair, and, if not, the Chair must request the speaker to confine debate to the motion.

37.2 If the speaker continues to debate irrelevant matters after being requested to confine debate to the motion before the Chair, the Chair may direct the speaker not to speak any further.

37.3 A speaker to whom a direction has been given under Sub-Rule ~~34~~37.2 must comply with that direction. If the speaker fails to comply with the Chair's direction, the Chair may require the speaker to leave the chamber until the motion has been put to the vote and the speaker must comply with that requirement-

38 Deferral of Debate

38.1 A motion to defer debate on a matter to a later Council meeting must call for a supplementary report if the primary purpose of the deferral is to consider information not contained in the report already before the Council for that item of business.

38.2 The supplementary report must contain:

38.2.1 the entire report as an attachment;

38.2.2 an updated Officer's Recommendation;

38.2.3 where the Officer's Recommendation in the supplementary report is different in any way to the Officer's Recommendation in the original report, an explanation of the difference.

3839 Priority of address

In the case of competition for the right to speak, the Chair will determine the order in which the Councillors concerned will be heard.

3940 Speaking Times

A Councillor must not speak longer than the time set out below, unless granted an extension by the Chair:

39.140.1 the mover of a motion or an amendment which has been opposed or where a Councillor has asked to speak in favour of the motion under Rule ~~24~~ 24 - 3 minutes;

39.240.2 any other Councillor – 3 minutes; and

39.340.3 the mover of a motion exercising a right of reply – 3 minutes.

4041 Extension of Speaking Times

40.141.1 An extension of speaking time may be granted by the Chair at any time before, during or immediately after debate, but only one extension is permitted for each speaker on any question and the extension cannot be granted for longer than 3 minutes.

40.241.2 The Chair must not grant an extension of speaking time if another speaker has commenced participation in the debate.

4142 Addressing the Meeting

A Councillor, member of Council staff or a member of the public present at a Council meeting should extend appropriate courtesy to each other when they are addressing the meeting and respect the processes under which Council operates.

4243 Right to Ask Questions

42.143.1 At an appropriate time during a debate, the Chair may allow questions from Councillors concerning or arising out of the motion or amendment before the Chair.

42.243.2 Questions may only be raised when no other Councillor is speaking.-

42.343.3 All questions must be:

42.3.143.3.1 directed through the Chair;

42.3.243.3.2 relevant to the matter before Council;

42.3.343.3.3 seeking genuine clarification of the matter; and

42.3.443.3.4 limited to the facts of the matter.

42.443.4 The Chair has the discretion to restrict the number of questions asked and answered to allow for the orderly flow of the meeting.

Division 5 – Procedural Motions

4344 Procedural Motions

43.144.1 Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chair.

43.244.2 The Chair may reject a procedural motion if the Chair believes the Motion on which it is proposed has not been adequately or sufficiently debated.

43.344.3 Procedural motions require a seconder.

43.444.4 Procedural motions must be recorded in the minutes of the meeting.

43.544.5 Notwithstanding any other provision in these Governance Rules, procedural motions must be dealt with in accordance with the following table:

PROCEDURAL MOTIONS TABLE

Procedural Motion	Form	Mover and Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
Deferral of debate to later hour and/or date	That Council defers consideration of this matter to the XX Council meeting.	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	(a) During the election of the Mayor/Deputy Mayor (b) During the election of a Chair; (c) When another Councillor is speaking	Motion and/or amendment is postponed to the stated date	Debate continues unaffected	Yes
The closure (of debate)	That the motion be now put	Any Councillor who has not moved or seconded the substantive motion or otherwise spoken to the substantive motion	During nominations for Chair	Motion or amendment is put to the vote immediately without further debate, subject to any Councillor exercising their right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

Procedural Motion	Form	Mover and Seconder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
Pausing debate (laying the motion on the table)	That the motion be laid on the table	Any Councillor who has not spoken for/against the substantive motion	During the election of the Mayor/Deputy Mayor	Motion is not further discussed or voted on until Council resolves to take the motion from the table at the same meeting	Debate continues unaffected	No
Resuming debate (taking the motion from the table)	That the motion in relation to XX be taken from the table	Any Councillor	When no motion is on the table	Debate of the item resumes	Debate of the item remains paused	No
Alter the order of business	That the item listed at XX on the agenda be considered before/after the item listed as YY	Any Councillor	(a) At a meeting to elect the Mayor; (b) During any debate	Alters the order of business for the meeting	Items are considered in the order listed on the agenda	No

Procedural Motion	Form	Mover and Secunder	When Motion Prohibited	Effect if Carried	Effect if Lost	Debate Permitted on Motion
Suspension of standing orders	That standing orders be suspended to enable discussion on XX	Any Councillor		The rules of the meeting are temporarily suspended for the specific reason given in the motion. No debate or decision on any matter other than a decision to resume standing orders, is permitted	The meeting continues unaffected	No
Resumption of standing orders	That standing orders be resumed	Any Councillor	When standing orders have not been suspended	The temporary suspension of the rules of the meeting is removed	The meeting cannot continue	No

Division 6 – Rescission Motions

4445 Notice of Rescission

44.145.1 A Councillor may propose a notice of rescission provided:

44.1.145.1.1 the resolution proposed to be rescinded has not been acted on; and

44.1.245.1.2 the notice of rescission is provided to the Chief Executive Officer setting out:

44.1.2.145.1.2.1 the resolution to be rescinded; and

44.1.2.245.1.2.2 the meeting and date when the resolution was made.

44.245.2 A notice of rescission is a form of notice of motion and all provisions in these Governance Rules regulating notices of motion apply to notices of rescission.

44.345.3 A resolution will be deemed to have been acted on if the Chief Executive Officer has caused:

44.3.145.3.1 its contents or substance to be formally communicated to a person whose interests are materially affected by it, including by publishing the proposed minutes of the meeting on Council's website; or

44.3.245.3.2 a statutory process or work to commence;

so as to vest enforceable rights in or obligations on Council or any other person.

44.445.4 The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:

44.4.145.4.1 has not been acted on; and

44.4.245.4.2 is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with Rule ~~4145.1~~;

unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy or in the Chief Executive Officer's opinion, place the Council at significant legal, financial or other risk.

Explanatory Note

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Thursday. Assume also that, immediately after that resolution is made, a Councillor lodges a notice of motion to rescind that resolution. Finally, assume that the notice of

rescission would not be dealt with until the next Monday evening (being after the day on which the planning appeal is to be heard).

In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not be debated until after the very thing contemplated by the resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Rule [4145.4](#) would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

[4546](#) When a Rescission Motion is Lost

[45.146.1](#) If a rescission motion is lost, a similar motion may not be put before Council for at least six months from the date it was last lost, unless Council resolves that the notice of motion be re-listed at a future meeting.

[45.246.2](#) If a rescission motion is lost, the Chief Executive Officer or an appropriate member of Council staff is not prevented from acting upon the resolution even if a subsequent notice of rescission has been listed for a Council meeting at least six months subsequent to when the motion for rescission was lost.

Explanatory Note

By way of example, assume that Council resolves to write a letter to a Minister relating to a planning matter. Immediately after the resolution is made, a Councillor lodges a notice of motion to rescind that resolution at the next Council meeting. The notice of rescission is subsequently lost. Assume that the Councillor seeks to lodge a further notice of rescission to be heard in not less than six months' time.

Rule [4246.2](#) would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the original resolution rather than deferring implementation of it until after the further notice of rescission.

[4647](#) If Not Moved

If a rescission motion is not moved at the meeting at which it is listed, it lapses and cannot be put before Council for at least six months from the date it lapsed.

[4748](#) May be Moved by any Councillor

A rescission motion listed on an agenda may be moved by any Councillor present but may not be amended.

Division 7 – Points of Order

4849 Chair to Decide

The Chair must decide all points of order by stating the provision, rule, practice or precedent which the Chair considers applicable to the point raised without entering into any discussion or comment.

4950 Chair may Adjourn to Consider

49.150.1 The Chair may adjourn the meeting to consider a point of order but otherwise must rule on it as soon as it is raised.

49.250.2 All other proceedings before Council are suspended until the point of order is decided.

5051 Dissent from Chair's Ruling

50.151.1 A Councillor may move that the Council disagree with the Chair's ruling on a point of order, by moving:

"That the Chair's ruling [setting out that ruling or part of that ruling] be dissented from".

50.251.2 When a motion in accordance with this Rule is moved and seconded, the Chair must leave the Chair and the Deputy Mayor (or, if there is no Deputy Mayor or the Deputy Mayor is not present, a temporary Chair elected by the meeting) must take their place.

50.351.3 The Deputy Mayor or temporary Chair must invite the mover to state the reasons for their dissent and the Chair may then reply .

50.451.4 The temporary Chair must put the motion in the following form:

"That the Chair's ruling be dissented from."

50.551.5 The temporary Chair maintains a Chair's right to a second vote under section 61(5)(d).

50.651.6 If the vote is in the negative, the Chair resumes the Chair and the meeting proceeds.

50.751.7 If the vote is in the affirmative, the Chair must then resume the Chair, reverse or vary (as the case may be) the Chair's previous ruling and proceed.

50.851.8 The Chair must then resume the Chair for the remainder of the meeting.

50.951.9 The defeat of the Chair's ruling is in no way a motion of censure or non-confidence in the Chair and should not be so regarded by the meeting.

5152 Procedure for Point of Order

51.152.1 A Councillor raising a point of order must:

51.1.152.1.1 state the point of order; and

~~51.1.252.1.2~~ state any section, Rule, paragraph or provision relevant to the point of order.

~~51.252.2~~ Any Councillor interrupted by another Councillor raising a point of order must remain silent until the Councillor raising the point of order has been heard and determined by the Chair.

~~5253~~ Valid Points of Order

A point of order may be raised in relation to:

~~52.153.1~~ a motion, which, under Rule ~~2023~~, or a question which, under Rule ~~3943~~, should not be accepted by the Chair;

~~52.253.2~~ a question of procedure;

~~52.353.3~~ any act of disorder;

~~52.453.4~~ a Councillor who is not conducting themselves in accordance with the Councillor Code of Conduct;

~~52.553.5~~ irrelevant debate; or

~~52.653.6~~ a matter that is outside the powers of Council.

Explanatory Note

Rising to express a difference of opinion or to contradict a speaker is not a point of order.

Raising issues irrelevant to the motion before the meeting can be considered a basis of a valid point of order.

Making defamatory remarks or verbally personally attacking another Councillor would be considered a basis for a valid point of order.

Division 8 – Minutes

~~5354~~ Confirmation of Minutes

~~53.154.1~~ At every Council meeting the minutes of the preceding meeting must be dealt with as follows:

~~53.1.154.1.1~~ a motion will be moved to confirm the minutes in the following terms: “That the minutes of themeeting held on20.....be confirmed.”;

~~53.1.254.1.2~~ if no Councillor indicates opposition to the minutes, the Chair must declare the minutes confirmed;

~~53.1.354.1.3~~ if a Councillor indicates opposition to the minutes, that Councillor must specify the particular matter in the minutes concerned and may, after asking any questions to clarify the matter, move a motion to correct the inaccuracy;

~~53.1.4~~54.1.4 once the minutes are confirmed the Chair of the meeting at which they are confirmed must sign them, if practicable.

~~53.2~~54.2 No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

~~53.3~~54.3 The Chief Executive Officer must ensure that the minutes of any meeting are:

~~54.3.1~~ published on Council's website; and

~~54.3.2~~ available for inspection at Council's office during normal business hours.

~~53.4~~54.4 Nothing in Sub-Rule ~~54.3~~54.3 requires Council or the Chief Executive Officer to make public any minutes relating to a Council meeting or part of a Council meeting closed to members of the public in accordance with section 66 of the Act.

~~54~~55 Content of the Minutes

~~54.1~~55.1 The Chief Executive Officer must ensure that minutes of each Council meeting are kept and those minutes include:

~~54.1.1~~55.1.1 The date, place, time and nature of the meeting;

~~54.1.2~~55.1.2 The names of the Councillors present and the names of any Councillors who apologised in advance for their non-attendance;

~~54.1.3~~55.1.3 The names of the members of Council staff present;

~~54.1.4~~55.1.4 Any information required to reflect the mode of the meeting for example an in-person meeting, a virtual meeting or a combination of both.

~~54.1.5~~55.1.5 Any disclosure of the existence and type (and, where appropriate, nature) of a conflict of interest made by a Councillor, and when such disclosure occurred;

~~54.1.6~~55.1.6 Arrivals and departures (including temporary departures) of Councillors during the course of the meeting;

~~54.1.7~~55.1.7 Each motion and amendment moved (including procedural motions, and motions and amendments that lapse for the want of a seconder);

~~54.1.8~~55.1.8 The outcome of every motion moved;

~~54.1.9~~55.1.9 The vote cast by each Councillor;

~~54.1.10~~55.1.10 Whether any vote against a motion was a result of a Councillor abstaining from the vote including where relevant explanatory notes as to how the vote was tallied;

- ~~54.1.11~~55.1.11 Questions upon notice and the responses provided;
- ~~54.1.12~~55.1.12 Details of any petitions made to Council;
- ~~54.1.13~~55.1.13 The failure of a quorum;
- ~~54.1.14~~55.1.14 The time and reason for any adjournment of the meeting or suspension of standing orders, including when the meeting or standing orders were resumed;
- ~~54.1.15~~55.1.15 Any closure of the meeting to members of the public in accordance with the provisions of section 66(2) of the Act including the reason for the closure;
- ~~54.1.16~~55.1.16 The date and time the meeting was commenced and concluded;
- ~~54.1.17~~55.1.17 Any other matter that the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.

5556 Recording and broadcasting Meetings

Except for a member of staff authorised by the Chief Executive Officer, a person must not operate film, photographic, tape-recording or other equipment to reproduce sound and/or images of any part of a Council meeting, without first obtaining the consent of Council or the Chair (as the case may be). Such consent may at any time during the course of such meeting be revoked by Council or the Chair (as the case may be).

Division 9 – Behaviour

5657 Public Addressing the Meeting

- ~~56.1~~57.1 All present at a Council meeting are required to behave in accordance with the Governance Rules to allow the meeting to proceed without disruption.
- ~~56.2~~57.2 Any member of the public addressing Council must extend due courtesy and respect to Council and the processes and policies under which it operates and must take direction from the Chair whenever called on to do so.
- ~~56.3~~57.3 Appropriate behaviour includes:
- 57.3.1. Be quiet during proceedings;
 - 57.3.2. Not create a nuisance within the meeting;
 - 57.3.3. Be respectful of the protocols of the meeting;
 - 57.3.3 Not harassing those attending the meeting, including Councillors, officers and other visitors;

- 57.3.4 Not bringing in any placards, posters or materials other than personal effects unless prior permission has been sought and granted from the Chair;
- 57.3.5 Not displaying any physical violence or verbal abuse to anyone or anything within the meeting;
- 57.3.6 Not record meeting proceedings without the consent of the Chair via photography, filming or audio unless consent has been given in accordance with Rule ~~52-56~~ of these Governance Rules;
- 57.3.7 Have mobile devices switched off or on silent.

58. Chair May Remove

Where any person, including a Councillor, engages in improper or disorderly conduct or acts in a way that otherwise disrupts a meeting, the Chair, having previously warned the person to cease that behaviour, may order and cause the removal of that person.

59. Suspensions

- 59.1 Council may by resolution suspend from a portion of the meeting, or for the balance of the meeting, any Councillor who engages in improper or disorderly conduct or acts in a way that otherwise disrupts a meeting, where the Chair has previously warned the Councillor to cease that behaviour.
- 59.2 A Councillor may move a motion that another Councillor be ordered to leave the Council Chamber for the remainder of the meeting by moving:
 - 59.2.1 For suspension for the balance of the meeting: "That Cr [...] be ordered to leave the Council Chamber for the remainder of the meeting"; and
 - 59.2.2 For suspension for a portion of the meeting: "That Cr [...] be ordered to leave the Council Chamber until [point Councillor is to be permitted to re-enter Chamber]".
- 59.3 The Chair must invite the mover to state the reason for the motion and the Councillor the subject of the motion may then reply.
- 59.4 The Chair must then put the motion to the vote.

60. Removal from Chamber

The Chair, or Council in the case of a suspension, may ask a member of the Victoria Police to remove from the Chamber any person who acts in breach of these Governance Rules and whom the Chair has ordered to be removed from the meeting under Rule ~~54-58~~ of these Governance Rules or whom Council has suspended under Rule ~~55-59~~.

Division 10 – Miscellaneous**61. Matters Not Provided For**

Where a situation has not been provided for under these Governance Rules, the Council may determine the matter by resolution.

Division 11 – Suspension of Standing Orders**62. Suspension of Standing Orders**

62.1 To expedite the business of a meeting, Council may suspend standing orders.

Explanatory Note

The suspension of standing orders should be used to enable full discussion or clarification of any issue without the constraints of formal meeting procedure.

Its purpose is to enable the formalities of meeting procedures to be temporarily disposed of while an issue is discussed or clarified.

62.2 The suspension of standing orders should not be used purely to dispense with the processes and protocol of the governance of Council.

62.3 Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary.

Division 12 – Public Engagement**63. Community Participation**

~~6359.1-~~ Latrobe City Council will consider where possible, the inclusion of community members to engage in the meetings that have not been closed to the public, or to a forum where Council decides that these Governance Rules will apply.

63.2 Subject to the meeting format determined in accordance with sub-rule , members of the public may participate at a meeting:

(a) in person; or

(b) virtually

~~6359.3-~~ Where community members or organisations, including businesses, wish to make arrangements to address Council on a topic at a time other than at a Council meeting, requests can be submitted electronically to egovernance@latrobe.vic.gov.au.

64. Requirements for Councillors whilst speaking

There is no requirement for a Councillor to stand whilst speaking. However, Councillors must ensure that they utilise the supplied microphone (or any other specific device to enable clarity of speaking), to enable that all members of the public

in attendance (including hearing loop or streaming services) may hear the debate and decision making of the Council.

65. Acknowledgments

~~654.1.~~ At times it will be appropriate for the Council to acknowledge, or recognise achievements of individuals or groups, or the passing of a person who is closely associated with the Council or the community at a Council meeting. Where formal honours are applicable, the *Civic, Ceremonial Functions and Honours Policy* must be followed.

~~654.2.~~ At a Council meeting, the following may occur:

~~654.2.1.~~ a Councillor speaking on the matter (in accordance with the debate timeframes outlined in these Governance Rules) noting the details of the achievements or passing of a person;

~~654.2.2.~~ a presentation of a certificate or plaque; or

~~654.2.3.~~ a minute's silence recognising the passing of a person.

~~654.3~~ A Council resolution is not required to note the details of the achievements or the passing of a person (or send correspondence as such), however, one will be required if further action is required and cannot override provisions outlined within the *Civic, Ceremonial Functions and Honours Policy*.

~~6266.~~ Streaming Council Meetings

~~6266.1.~~ In the spirit of open, accessible and transparent governance, Latrobe City Council will consider streaming Council meetings, either in part or in whole, in accordance with requirements provided for in these Governance Rules and the adopted Meeting Live Streaming Policy.

~~6266.2.~~ By attending a Council meeting those present may be recorded or image captured. Where participating in the meeting, consent is automatically given for those participating to being recorded and images captured. Notices of this effect will be on display at the meeting, although all care is to be taken to maintain a person's privacy as an attendee in the gallery.

~~6266.3.~~ Recordings are used to enable the community who are unable to attend the meeting to view the meeting and for the preparation of the official minutes. Recordings will be retained for viewing by the public for a period deemed reasonable by Council.

~~6367.~~ Petitions

~~6367.1.~~ The community has the right to lobby Council and can do so through petitioning. For a petition from the community to be considered valid, accepted and presented to a Council meeting on its own merits, the requirements in Sub-Rules ~~6367.2~~ to ~~673.4~~ must be met:

67.2 A petition must be:

~~673.2.1.~~ in the prescribed template format (attached to these Governance Rules at Appendix One);

~~673.2.2.~~ addressed to Latrobe City Council;

~~673.2.3.~~ refer to a matter on which Latrobe City Council has the power to act;

- ~~673.32.4.~~ state the reasons for petitioning Latrobe City Council;
- ~~673.32.55.~~ contain a request for action by Latrobe City Council;
- ~~673.23.6.~~ be signed by at least ten people (must not be in pencil);
- ~~673.23.7.~~ not relate to a matter under consideration through a current submission/objection process (e.g. through the Act or the *Planning and Environment Act 1987*).
- ~~673.3.~~ The terms of the petition must:
- ~~673.3.1.~~ be placed at the top of every page;
- ~~673.3.2.~~ not contain any alterations;
- ~~673.3.3.~~ not exceed 250 words;
- ~~673.3.4.~~ not be illegal and must not promote illegal acts; and
- ~~673.3.5.~~ language must not be objectionable or inflammatory in nature.
- ~~673.4.~~ Only paper-based petitions (in the prescribed format) or e-petitions that are submitted through an approved Council e-petition facility that meet the above criteria will be accepted.
- 67.5 Submitting your petition
- ~~673.5.1.~~ Paper-based petitions should be forwarded by mail with the details of the head petitioner or other nominated person for follow up, to:
- Latrobe City Council
PO Box 264
Morwell VIC 3840
- or delivered in person to any Latrobe City Council customer service centre during business hours.
- ~~673.5.2.~~ E-petitions can be forwarded in accordance with the criteria specified by Council for that facility.
- ~~673.6.~~ Once received, officers will provide written acknowledgement of receipt, and undertake an initial assessment against the criteria specified in these Rules to ensure that it complies prior to being presented to the next available Council meeting.
- 67.7 Where the petition does not meet the specified criteria, the following will apply:
- ~~673.7.1.~~ If the subject matter relates to a current submission process (e.g. through the Act or the *Planning and Environment Act 1987*), the petition will be considered as a submission/objection to that process;
- ~~6367.7.2.~~ Any other matter it will be considered as general correspondence and not presented to Council;
- and the head signatory or other nominated person notified accordingly.
- 67.8 A petition that meets the criteria will be listed for tabling at the next available Council meeting with the following information:
- 67.8.1 The terms of the petition;

67.8.2 The number of signatures.

~~673.9-~~ No discussion or debate will be entered into when a petition is being tabled, however, if the petition relates to an operational matter, Council must refer the petition to the Chief Executive Officer for consideration. If this occurs, a further report to Council is not required.

~~6367.10-~~ Follow up of Petition

~~6367.10.1~~ Once tabled, the petition is forwarded to the appropriate Divisional General Manager for action. A report is then presented to a subsequent Council meeting, which will include officers' recommended response for Councils consideration.

~~6367.10.2.~~ Officers may contact the head petitioner or other nominated person as appropriate to clarify any of the issues raised in the petition.

~~6367.10.3.~~ The head petitioner will be advised in writing of the outcome of the request contained in the petition within a reasonable timeframe.

~~6367.10.4.~~ It is the responsibility of the head signatory to advise other signatories of the outcome.

68. Written Submissions

~~6468.1~~ Council will invite submissions in accordance with its policies and governing legislation in force from time to time. Written submissions can form part of an officer report being presented to Council, however there are no other opportunities for written submissions or correspondence to be listed as an agenda item.

~~6468.2~~ These Rules do not override the provisions of the Act or change the opportunities or obligations in relation to people wishing to lodge submissions/objections to planning applications or proposed planning scheme amendments.

~~6468.3~~ Where the submission does relate to a statutory submission process under the Act or the *Planning and Environment Act 1987*, Council will ensure that those procedures are followed, including any notifications required to those who have made a submission as specified in the applicable statutory processes.

69. Speaking at a Council Meeting

69.1 For a member of the public to be able to speak at a Council meeting, the following requirements must be met:

69.1.1 The request to speak must be relevant to an item that is on the agenda for that meeting, and that does not relate to a matter for which the meeting would normally be closed (section 66 of the Act);

69.1.2 Requests must be received no later than midday on the day of the meeting via contacting the Governance Officer by telephone or via the form available on Council's website;

69.1.3 The person requesting to speak must provide their name, address, contact number, who they represent (and must also provide written

approval to do so), the item they wish to speak on and whether they wish to do so in person or virtually;

- 69.1.4 Where a person wishes for another person to speak on their behalf, they must provide written approval to do so (either in their written submission for any submission being heard under section 223 of the *Local Government Act 1989* or under separate advice to Council prior to the meeting);
- 69.1.5 The Chair has the discretion to limit the full time of any one person to speak to a maximum of three minutes, regardless of how many persons (or organisations) they are speaking on behalf of;
- 69.1.6 The person requesting to speak acknowledges that consent is automatically given to being recorded (if the meeting is to be livestreamed) and for the recording to be made available to the public;
- 69.1.7 Organisations are required to select one spokesperson to address Council on their behalf. If an organisation wishes to select more than one spokesperson, it may do so if its request is granted by the Chair prior to the commencement of the meeting;
- 69.1.8 Speaking at Council meeting opportunities are not to be used to present petitions, letters or ask questions (these can be done through alternative mechanisms available as outlined in these Rules);
- 69.1.9 During a declared State of Emergency public participation at Council meetings may be undertaken via tele or video conferencing as determined by Council.
- 69.2 The following procedural matters apply for managing speakers:
- ~~695.2.1-~~ The order of speakers will be as follows:
- 69.2.1.1 Aligns with the order of reports on the agenda;
- 69.2.1.2 Then in order of receipt of the request to speak or as otherwise instructed by the Chair.
- ~~6569.2.2.~~ There is no requirement for standing orders of the meeting to be suspended or resumed to allow members of the public to speak to an item on the agenda.
- ~~6569.3.~~ The following requirements for addressing a Council meeting apply:
- ~~695.3.1-~~ When addressing the meeting, persons are asked to address the meeting facing the Chair at the microphone provided;
- 65.3.2. Speakers are requested to keep their address brief and to the main issues of concern;
- 65.3.3. The time limit allowed for each speaker is three minutes. Only one extension of not more than three minutes can be granted regardless of how many items are being addressed.
- 65.3.4. Councillors may ask questions of the speaker to clarify a point, however, no debate or commentary is to be provided at this time.

695.4 The following protocol applies when addressing a Council meeting:

69.4.1 Any person addressing the Chair must refer to the Chair as:

- Madam Mayor; or
- Mr Mayor; or
- Madam Chair; or
- Mr Chair

as the case may be.

69.4.2 All Councillors, other than the Mayor, must be addressed as Councillor (*name*).

69.4.3 All members of staff in attendance must be addressed as Mr or Ms (*name*) as appropriate or by their official title.

70 Public Question Time

6670.1. Public question time is a section of the agenda of a Council meeting during which Council may answer questions submitted by members of the public. It is not designed to take the place of contacting a Councillor or Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.

70.2 For a question to be considered at a Council meeting, the following requirements must be met:

6670.2.1. The person submitting the question must include their name, address and contact number;

6670.2.2. A question must not exceed 50 words in length;

6670.2.3. A question must focus on an issue within Councils powers to act;

6670.2.4. A question must not name, allude to, or focus on an individual

6670.2.5. No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council meeting.

7066.3- Questions that meet one of the following criteria will not be answered at a Council meeting:

6670.3.1. Repetitive or has already been answered (either previously by officers in writing or at a Council meeting);

6670.3.2. Relates to a matter for which the meeting would normally be closed (section 66 of the Act);

6670.3.3. Is prejudicial to the Council or any other person if answered;

6670.3.4. Relates to the personal views or actions of an individual Councillor or Officer;

~~6670~~.3.5. Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage;

~~6670~~.3.6. Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature;

~~6670~~.3.7. Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.

70.4 Submitting a question

~~6670~~.4.1.- Questions for consideration at a Council meeting can be submitted:

70.4.1.1 electronically to egovernance@latrobe.vic.gov.au;

70.4.1.2 via an online form available on Council's website; or

70.4.1.3 via a form available in Councils' customer service centres (attached to these Governance Rules at Appendix Two).

~~6670~~.4.2.- Questions must be received by no later than midday one business day before the Council meeting. Any questions received after this deadline that meets the criteria will be held until the next scheduled Council meeting for response.

70.5 Response at a Council Meeting

~~6670~~.5.1.- The Chair will ask the Chief Executive Officer to conduct the public question time session.

~~6670~~.5.2. The Chief Executive Officer will ~~ascertain if the person asking the question is present in the gallery, and if so, will~~ read the question or summarise its contents and read the response to the question. The Chief Executive Officer can nominate another Senior Staff member to read the response to the question if they deem it suitable.

~~6670~~.5.3. ~~If the person asking the question is not present in the gallery, the question and the response is not required to be read out. However t~~he details will be included in the minutes of the meeting and a copy distributed to the person to their nominated address.

~~6670~~.5.4. During a declared State of Emergency public participation at Council meetings may be undertaken via tele or video conferencing as determined by Council.

~~6670~~.5.5. Council has the discretion to seek clarification to the question if deemed necessary. Otherwise the person asking the question is not permitted to enter into debate or discussion during this session.

71 Privacy

71.1 To comply with the Victorian *Privacy and Data Protection Act 2014*, personal information provided as part of any provision detailed in these Rules will only be used for the primary purpose for which it was provided – (e.g. to consider the petition, question or submission), except where the Rules specifically state otherwise.

- | 71.2 Processes will comply with Council's ~~Citizen Confidentiality and Privacy Policy~~ where applicable.
- | 71.3 As part of Council's operations, any document incorporated into a Council agenda must be made publically available, including any petitions which are tabled.
- 71.4 The agenda and minutes are printed and available for the general public and appear on Council's website. Attachments, such as full submissions and petitions, will be made available to Councillors; however will only be available for viewing at Council Headquarters via appointment for members of the public. A summary of the submissions, including name (unless specifically requested in writing to remain anonymous), will be made available in the agenda and minutes.
- 71.5 The following details as outlined in the table below will be published in the minutes.

Section	What personal information is published in the minutes and can be published in agenda papers	Further information accessible through other means
Acknowledgements	Name of the person who is being acknowledged and the reason for acknowledgement.	Not applicable
Petitions	Name of the person who has presented the petition (with the number of signatures and the terms of the petition)	Full copies of petitions may be viewed only by contacting Council. A copy is provided to Councillors for their decision <u>making decision-making</u> processes.
Written Submissions	Name of the person, (with a summary of the submission).	Full copies of submissions can be viewed in accordance with the provisions applicable under legislation. If nothing is prescribed, then a copy of a submission may be viewed by contacting Council.
Speaking at a Council meeting	Name of the person who has spoken (with the details of which item on the agenda).	Not applicable. Other information that is collected is only collected in order to contact the person if there are any actions to be followed up by officers.

Section	What personal information is published in the minutes and can be published in agenda papers	Further information accessible through other means
Public Question Time	Name of the person, (with the question and the response provided).	Not applicable. Other information that is collected is only collected in order to contact the person if there are any actions to be followed up by officers (for example, if the person is not in attendance, to provide a copy of the response).

Part D: Other Matters

Division 1 – Committees

72 Delegated Committees

~~6872~~.1. If Council establishes a Delegated Committee, these Rules will apply to the Delegated Committee Meetings with any necessary modifications.

72.2 For the purpose of Sub-Rule ~~6872~~.1:

~~72.2.1~~ a Council Meeting is to be read as a reference to a Delegated Committee Meeting;

~~72.2.1~~~~72.2.2~~ a Councillor is to be read as a reference to a Member of the Delegated Committee; and

~~72.2.2~~~~72.2.3~~ a reference to the Mayor is to be read as a reference to the Chair of the Delegated Committee.

~~7268~~.3. If Council establishes a Delegated Committee, Council may resolve that a provision of these Governance Rules do not apply to that Committee.

73 Community Asset Committees

~~6973~~.1. The Governance Rules may apply to any Community Asset Committee established by Council.

~~6973~~.2. Council may ~~resolve, in establishing a Community Asset Committee, by resolution, determine~~ which ~~rules within these chapters of the~~ Governance Rules ~~are to apply to a Community Asset Committee~~.

~~6973~~.3 ~~Notwithstanding Sub-Rule 6973.2, a Community Asset Committee must adhere to Part D Division 3 Conflict of Interest in these Governance Rules.~~

~~6973.43.~~ A Community Asset Committee must act in accordance with its ~~adopted Terms of Reference~~, Instrument of Delegation [made by the Chief Executive Officer under section 47\(1\)\(b\) of the Act](#) and any [Terms of Reference](#) or other governing document adopted by Council.

Division 2 – Election Period Policy

74 Council’s Election Period Policy

74.1 Council will have in place an Election Period Policy that:

~~740.1.1.~~ Governs decision making during a local government election period, including what may be considered at a Council meeting;

~~740.1.2.~~ Prohibits the use of Council resources for any election campaign purposes, including Federal, State or Council elections;

~~740.1.3.~~ Sets out the conditions for any community engagement required to be undertaken during an election period, including consultations and Civic events;

~~740.1.4.~~ Sets out the requirements for any Council publications during a local government election period – including the website, social media, newsletters and advertising – to ensure Council does not publish materials that relate to issues that are the subject of election campaigns;

~~740.1.5.~~ Defines roles and responsibilities in relation to who is the spokesperson for Council during an election period;

~~740.1.6.~~ Sets out the requirements for a Councillor or member of Council staff who is a candidate in an election including a Federal, State or Council election.

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

74.3 The Election Period Policy forms part of these Governance Rules.

74.4 Any outstanding Delegate’s Reports may still be reported to a meeting of Council during this period.

Division 3 – Conflict of Interest

75 Obligations with regard to Conflict of Interest

75.1 Councillors, Members of Delegated Committees [and Community Asset Committees](#) and Council staff are required to:

75.1.1 Avoid all situations which may give rise to conflicts of interest;

- 75.1.2 Identify any conflicts of interest; and
- 75.1.3 Disclose or declare all conflicts of interest.

~~75.1.2~~ Council will maintain a Conflict of Interest Register that will be made available on request.

76 Councillors ~~and~~ Members of Delegated Committees and Members of Community Asset Committees

- 76.1 May not participate in discussion or decision-making on a matter in which they have a conflict of interest.
- 76.2 All disclosures of conflicts of interest will be recorded in the minutes of a Council, ~~or~~ Delegated Committee or Community Asset Committee meeting.

77 Procedure at a Council, ~~or~~ Delegated Committee or Community Asset Committee Meeting

~~7377.1-~~ A Councillor, ~~or~~ Member of a Delegated Committee or Member of a Community Asset Committee who has a conflict of interest and is attending the Council, ~~or~~ Delegated Committee or Community Asset Committee meeting must make a full disclosure of that interest:

~~773.1.1-~~ by either:

- (a) advising the meeting of the details required under Sub-Rules ~~7377.1.2~~ and ~~7377.1.3~~ at the time in the agenda for disclosures of conflicts of interest; or
- (b) advising the Chief Executive Officer in writing of the details required under Sub-Rules ~~7377.1.2~~ and ~~7377.1.3~~ before the meeting; and

~~7377.1.2-~~ classifying the type of interest that has been given rise to the conflict as either:

- (a) a general interest; or
- (b) a material interest; and

~~7377.1.3-~~ describing the nature of the interest; and

~~7377.1.4~~ if the Councillor or Committee Member advised the Chief Executive Officer of the details under Sub-Rule ~~7377.1.1(b)~~, at the meeting during the time in the agenda for disclosures of conflicts of interest, the Councillor or Member must make a disclosure of the class of interest only and confirm that a written notice has been given to the Chief Executive Officer under these Rules.

- 77.2 Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or Committee Member ~~of a Delegated Committee~~ must

indicate to the meeting the existence of the conflict of interest and leave the meeting.

77.3 A Councillor or [Committee](#) Member ~~of a Delegated Committee~~ who discloses a conflict of interest and leaves a meeting must not communicate with any participants in the ~~M~~meeting while the decision is being made.

77.4 The Chief Executive Officer must:

~~77.4.1~~ ~~73.4.1~~ keep written disclosures given to him or her under this Rule in a secure place for three years after the date the Councillor or [Committee](#) Member ~~of a Delegated Committee~~ who made the disclosure ceases to be a Councillor or [Committee](#) Member ~~of a Committee~~; and

~~77.4.1~~ ~~77.4.2~~ record each conflict of interest disclosed under this Rule in the Register of Conflicts of Interest.

73.4.32 destroy the written disclosure when the ~~3-year~~three-year period referred to in Sub-Rule ~~7377~~.4.1 has expired.

~~7377~~.5. While ~~T~~the requirements of this Rule ~~also~~ apply to all ~~a~~ Councillor or other Members of a Community Asset Committee, who has a conflict of interest and is attending the Community Asset Committee meeting it is acknowledged that the conflict of interest provisions in the Act do not apply to Community Asset Committee Members who are not Councillors or Council staff.

78 Procedure at other meetings organised, hosted or supported by Council

78.1 A Councillor who has a conflict of interest must not participate in discussion of matters that will come before Council for a decision, or if a decision will be made by a member of staff acting under delegation.

78.2 At the time indicated on the agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest and the matter in which the conflict of interest arises.

78.3 If there is no agenda, a Councillor with a conflict of interest will indicate the existence of the conflict of interest as soon the matter arises.

78.4 At the time for discussion of that item, the Councillor will leave the discussion and not communicate with any members of the meeting for the duration of the discussion.

78.5 The existence of a conflict of interest will be recorded in the minutes of the meeting.

78.6 If there are no minutes kept of the meeting, the Councillor may provide to the Chief Executive Officer a written notice recording that the disclosure was made and accurately summarising the explanation given under Sub-Rule ~~7477~~.2, to be retained pursuant to Sub-Rule ~~7377~~.4.

78.7 The meeting minutes or written notice to the Chief Executive Officer will also record the duration of the discussion and whether the Councillor left the meeting.

~~78.7~~78.8 [A conflict of interest disclosed under this Rule must be recorded in the Register of Conflicts of Interest by the Chief Executive Officer.](#)

79 Council Staff

79.1 Must act in accordance with the [Employee Staff](#) Code of Conduct.

79.2 Must not exercise a delegation or make a decision on any matter where they have a conflict of interest.

79.3 May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at Rule ~~76-80~~ and the [Employee Staff](#) Code of Conduct.

80 Procedure for disclosures of conflicts of interest by Council Staff

80.1 Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the Chief Executive Officer.

~~80.1~~80.2 [All conflicts of interest disclosed by Council staff must be provided to Council's Governance team for recording in the Register of Conflicts of Interest.](#)

~~80.2~~80.3 A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if:

~~7680.23.1-~~ The number and qualifications of other people providing advice regarding the same matter is equal or greater; or

~~7680.23.2-~~ The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and

~~7680.32.3-~~ The staff member's General Manager determines that the conflict of interest has not influenced the advice provided; and

~~7680.32.4-~~ The existence of the conflict of interest is documented in all advice provided by that staff member, and in the case of verbal advice, is documented by the decision maker.

Division 4 – Joint Council Meetings

81 Procedure for Joint Council Meetings

81.1 Council may resolve to participate in a Joint Council meeting to consider:

81.1.1 Collaborative projects;

81.1.2 Collaborative procurement;

81.1.3 Emergency Response.

81.2 If Council has resolved to participate in a Joint Council meeting, the Chief Executive Officer (or Delegate) will agree on governance rules with the participating Councils.

81.3 Where Latrobe City Council is the lead Council on a matter to be brought for consideration at a Joint Council meeting, the Mayor will be nominated to Chair the Joint Council meeting

81.4 A majority of Councillors will be appointed to represent Council at a Joint Council meeting.

81.5 Consistent information will be provided to Councillors prior to any Joint Meeting and every endeavour will be made by the Chief Executive Officer to facilitate a joint briefing.

| 81.6 A joint briefing arranged in accordance with Sub-Rule ~~7781~~.1 may be held electronically.

Appendix One: Petition Template

Petition to the Latrobe City Council

Insert subject heading: e.g. Support for New Development

We, the undersigned (insert *residents, property owners, concerned citizens, club members etc.*) wish to inform the Latrobe City Council of (briefly *explain your concern.*)

We ask that the Latrobe City Council (explain the action you would like the Council to take).

	Name (Print)	Address (minimum of residential locality must be specified)	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Appendix Two: Public Question Time

Council Meeting Public Question Time Form

Council invites questions from members of the community at its scheduled Council Meetings. Questions must be received by midday one business day before the Council Meeting. Any questions received after this deadline that meets the criteria specified in the Latrobe City Council *Governance Rules* will be held until the next scheduled Council Meeting for response. Please refer to the Latrobe City Council *Governance Rules* for further information (an extract is attached over the page).

Name:	
Address:	
Contact Phone Number:	

Question Topic:

Question:

.....

.....

.....

.....

.....

Signed: _____ Date: _____

The personal information requested on this form is being collected by Council for the purpose of processing your request to ask a question at a Latrobe City Council Meeting in accordance with the Governance Rules. The personal information will be used solely by Council for that primary purpose, directly related purposes or as otherwise allowed by law.

If you choose not to provide this information, then we will be unable to process your request. The applicant understands that the personal information provided is for the reasons outlined above and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the Privacy Officer at Latrobe City Council on 1300 367 700.

Customer Service Use Only: Note, once this form has been received at reception, the Governance team must be immediately contacted and advised.

Date and Time Question Received:

Contacted Governance: Yes No



Council Meeting Public Question Time Form

Latrobe City Council Governance Rules Extract (please refer to the full Rules for further information on public question time).

66. Public Question Time

- 66.1 Public question time is a section of the agenda of a Council meeting during which Council may answer questions submitted by members of the public. It is not designed to take the place of contacting a Councillor or Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.
- 66.2 For a question to be considered at a Council meeting, the following requirements must be met:
- 66.2.1 The person submitting the question must include their name, address and contact number;
 - 66.2.2 A question must not exceed 50 words in length;
 - 66.2.3 A question must focus on an issue within Council's powers to act;
 - 66.2.4 A question must not name, allude to, or focus on an individual
 - 66.2.5 No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council meeting.
- 66.3 Questions that meet one of the following criteria will not be answered at a Council meeting:
- 66.3.1 Repetitive or has already been answered (either previously by officers in writing or at a Council meeting);
 - 66.3.2 Relates to a matter for which the meeting would normally be closed (section 66 of the Act);
 - 66.3.3 Is prejudicial to the Council or any other person if answered;
 - 66.3.4 Relates to the personal views or actions of an individual Councillor or Officer;
 - 66.3.5 Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage;
 - 66.3.6 Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature;
 - 66.3.7 Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.

Governance Use Only:

Question compliant with Rules: Yes No Date of Meeting question to be submitted to:

Notes:



DRAFT KINGSFORD STREET RESERVE MASTER PLAN

PURPOSE

To provide Council with an overview of feedback received through consultation on the Draft Kingsford Street Reserve Master Plan and to seek endorsement of the plan.

EXECUTIVE SUMMARY

- The Kingsford Street Reserve Master Plan has been drafted following significant community interest in the future use and development of the Reserve over the past 15 years.
- At the 2 March 2020 Council Meeting, Council released the Draft Kingsford Street Reserve Master Plan for community consultation.
- Community consultation was undertaken in November and December 2020 and two written submissions were received.
- Following this consultation period, a formal request was submitted by the Rotary Club of Moe to use Kingsford Street Reserve for a community garden. Subsequently additional work on the suitability of the site for a community garden was undertaken to confirm that Kingsford Street Reserve was not the most suitable site for a Community Garden in Moe.
- It is recommended that Council endorse the Draft Kingsford Street Reserve Master Plan and its implementation in two stages, with the first stage being to remove all existing infrastructure within the reserve returning it to an open green space, then the second stage being to develop the reserve as per the Master plan.
- Implementation of the plan is not currently funded and will be subject to future internal and external funding applications.

OFFICER'S RECOMMENDATION

That Council:

1. **Endorse the Kingsford Street Reserve Master Plan; and**
2. **Makes the Kingsford Street Reserve Master Plan available on Councils website.**

BACKGROUND

Kingsford Street Reserve is located between the residential streets of Kingsford Street and Hinkler Street, Moe. Approximately 500 metres south west of the Moe train station and 50 metres north of Ted Summerton Reserve. See Attachment 1 for site context.

Using the feedback received from the community through various processes between 2008 and 2018 (See Attachment 2 for full background history), subsequent research into the demographic of the area was undertaken and the Draft Kingsford Street Reserve Master plan was developed. See Attachment 3 – Draft Master plan (Plan) and Attachment 4 and 5 – Draft Master plan (Reports – Volume 1 & 2).

Draft Kingsford Street Reserve Master plan:

The Draft Master Plan identifies an opportunity to develop the reserve into a community park featuring elements suitable for older members of the community.

Referred to as a 'Seniors Park', however simply a community park for all ages, the master plan provides elements such as gardens, trees and facilities which provide an inclusive and accessible outdoor environment that encourages all of the community but particularly older adults with an opportunity to engage with the environment through physical exercise and social interaction which promotes healthy aging.

For more information about the outcomes of previous community consultation in relation to use ideas for the site, see Attachment 6 – 2 March 2020 Council Meeting Minutes.

At the Ordinary Council meeting held on 2 March 2020, Council resolved:

That Council:

- *Releases the draft Kingsford Reserve Master Plan for public exhibition for a period of four weeks from Tuesday 2 March 2020 to Sunday 29 March 2020; and*
- *Provides a future report detailing submission received during this period.*

Following the easing of COVID-19 restrictions, community consultation was undertaken between 16 November and 14 December 2020.

See Attachment 7 for a summary of the written submissions received and a Council Officer response to the points raised in each submission. See Attachment 8 for a full copy of the written submissions received.

Further strategic work:

In September 2021, Council received a formal request from the Rotary Club of Moe to undertake works at the reserve to establish a community garden.

Although previous consultation processes indicated the wider community preference to develop the reserve as a publicly accessible passive recreational space, which along with the demographic analysis data has resulted in the Draft Master Plan.

To consider this in the current context, Council engaged external consultants to develop Community Garden Guidelines which subsequently were used to assess site suitability within the Moe/Newborough area. This work also indicated that Kingsford Street Reserve was not the most suitable site for a Community Garden in Moe and has recently resulted in the Moe Rotary Club ceasing their interest in establishing a Community Garden at the site.

ANALYSIS

Implementation of the opportunities identified in the Master Plan are currently not budgeted, therefore are subject to future internal and external funding availability.

However, it is recommended that implementation occurs in two primary stages:

- 1) Remove all existing buildings and other infrastructure (tennis courts etc) and return the reserve to an open grassed space; and
- 2) Develop the reserve into a 'Seniors Park'.

It is anticipated that the removal of the existing buildings and other infrastructure can be absorbed into existing Council budgets, however the development of the reserve into a 'Seniors Park' will be reliant on future internal and external funding applications.

Infrastructure within Kingsford Street Reserve has been in a state of disrepair for many years and has become subject to anti-social behaviour, vandalism and squatting in recent years resulting in the buildings on site needing to be demolished.

Council and the community have been trying to find a more productive use for this reserve for many years, but nothing has ever eventuated.

The Draft Master plan provides some direction on what could be done with the reserve, however it primarily indicates that the reserve will remain a public open space for community use.

The 'Seniors Park' identified in the Master plan is considered the most productive and best use of the land.

As the development of the 'Senior Park' would require significant investment and ongoing maintenance costs, it is unlikely to be developed in the short term or until such time as a specific external funding opportunity for such a space was presented.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Funding availability from Council or external funding partners for implementation.	<p style="text-align: center;">High <i>Likely x Moderate</i></p>	<ul style="list-style-type: none"> • Clear and strong advocacy to external funding bodies; and • Stage the plans implementation.
STRATEGIC Community expectations that the entire master plan will be funded and delivered by Council immediately.	<p style="text-align: center;">High <i>Likely x Moderate</i></p>	<ul style="list-style-type: none"> • Communicate clearly with the community about the master plan actions; and • Ensure each stage delivers a beneficial outcome for the community.

CONSULTATION

The site has been subject to a number of consultation and communication activities in relation to its future use over a number of years.

The most recent community consultation was undertaken between 16 November 2020 and 14 December 2020 and included the following engagement methods:

- Letters were sent to all land owners and occupiers adjoining the reserve;
- Signs were displayed on both the Kingsford Street and Hinkler Street frontages of the Reserve;
- The project featured in two issues of the Council Noticeboard in the Latrobe Valley Express;
- There were two posts on Council's Facebook page;
- The project was promoted on Council's website and 'Have Your Say' page; and
- Officers also received several phone calls from adjoining land owners with general questions about the plan, all of which were supportive of the plan.

At the completion of the engagement period, no comments were made on the Facebook posts however two written submissions were received which have been detailed previously in this report.

COMMUNICATION

As mentioned previously in this report, there have been numerous engagement and consultation activities undertaken for this site over the past 15 years.

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

Both Stage 1 (open space) and Stage 2 (Seniors Park) will provide opportunities for social connection and physical wellbeing, and contributes towards the strategic direction of both the Council Plan 2021-25 and Living Well Latrobe 2022-25.

Cultural

NIL

Health

Both Stage 1 (open space) and Stage 2 (Seniors Park) will provide opportunities for social interaction with other like-minded people in an outdoor environment. This provides a significant mental health benefit, as well as the physical health benefit of undertaking mild exercise.

Environmental

Stage 1 will result in the removal of dilapidated buildings which have asbestos throughout. Stage 2 (Seniors Park) includes the planting of a number of tree and plant species which have obvious environmental benefits.

Economic

NIL

Financial

- A Master Plan is not a detailed design or plan, nor does it commit Council to fund the opportunities identified within a set timeframe. It simply provides a direction for Council and the community should Council or external funding opportunities become available.
- It is noted that the removal of the existing buildings and other infrastructure on site will be absorbed into existing budgets for such works and the development of the 'Seniors Park' is subject to future internal and external funding processes and availability.
- Maintenance of the grassed park will be similar to other reserves developed as passive open space (mowing etc).

Attachments

1. Site Context
2. Background History
3. Draft Master Plan - Plan
4. Draft Master Plan - Report (Volume 1)
5. Draft Master Plan - Report (Volume 2)
6. 2 March 2020 - Council Meeting Minutes

7. Submission Summary and Officer Response
8. Full Written Submissions (Published Separately)

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

6.2

Draft Kingsford Street Reserve Master Plan

1	Site Context.....	81
2	Background History	82
3	Draft Master Plan - Plan	84
4	Draft Master Plan - Report (Volume 1)	85
5	Draft Master Plan - Report (Volume 2)	131
6	2 March 2020 - Council Meeting Minutes	183
7	Submission Summary and Officer Response	195



Note
The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.

Disclaimer:
The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the state of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Latrobe City does not guarantee the accuracy or the currency of the information presented on this map and therefore Latrobe City will not be held liable for any loss or damage arising as a result of using this information. The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for **Dial Before You Dig**. The compilation of this map is subject to copyright laws and regulations, no part of this map can be reproduced without prior written consent of Latrobe City Council.

19/01/2021

1:2000



BACKGROUND

Kingsford Street Reserve has been subject to various enquiries, plans and ideas over the past 15 years.

2008:

Council resolved to sell Kingsford Street Reserve to 'Try Youth & Community Services' for a social housing project. The sale eventually did not proceed as the organisation withdrew and was not able to complete the transaction.

2012:

At the 4 June 2012 Ordinary Council Meeting, Council resolved:

That Council:

- *Not sell Kingsford Street Reserve, Moe.*
- *That Council investigate the potential of an affordable and sustainable housing project being undertaken on Kingsford Reserve, Moe.*
- *That a further report be presented to Council with the results of the investigation of an affordable and sustainable housing project being undertaken on Kingsford Street Reserve, Moe.*
- *That Council notify those persons who have previously made a written submission concerning the potential sale of this land.*

2013:

Two calls for Expressions of Interest (EOIs) for an affordable housing project were advertised. The first closed in May, the second in July 2013 and while a number of EOIs were received, none of the projects were considered suitable and the project lapsed.

2018:

At the 5 February 2018 Ordinary Council Meeting, Council resolved:

That Council:

- *Resolves to undertake community consultation to determine if the Kingsford Street Reserve, Moe, is considered to be surplus to community requirements by giving public notice and inviting written submissions.*
- *Considers any submissions received from the community regarding the Kingsford Street Reserve, Moe, at a future meeting of Council.*
- *Undertakes further investigations into the available options for the Our Future Our Place program pending the outcome of the community consultation regarding the Kingsford Reserve, Moe.*

At the 4 June 2018 Ordinary Council meeting, Council resolved:

That Council:

- *Notes the community's support to retain Kingsford Street Reserve Moe for public use.*
- *Refer the request for \$35,000 for the development of a master plan for the Kingsford Street Reserve Moe to the 2017/18 end of year budget review.*

2019:

The subject Draft Kingsford Street Reserve Masterplan was developed.



LIST OF ITEMS

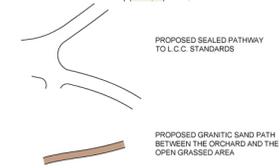
- ① Angled car parking to Hinkler Street, one (1) accessible parking space and two (2) standard parking spaces.
- ② Transparent fencing to both street frontages with pedestrian gates.
- ③ Signage to junctions of access paths at the intersections of the two streets. Main entrance sign with map at Kingsford Street, secondary entrance sign with map at Hinkler Street.
- ④ Orchard areas of mainly Apples, Pears, Citrus, Hazelnuts and Olives.
- ⑤ Sealed pathways to comply to L.C.C. Standards.
- ⑥ Bicycle racks-central location on a concrete pad.

- ⑦ Mulched area around the Mahogany Gum and Lilly Pilly.
- ⑧ Seats with back and arm rests.
- ⑨ Public art central feature.
- ⑩ Lighting to the main path system.
- ⑪ Sheltered conversation/reading area under pergola/arbour with grape vines. Offers passive surveillance to the open grassed area.
- ⑫ Granitic sand path between the orchard and the open grassed area.
- ⑬ Row of shrubs along the fencelines to the neighbouring properties.
- ⑭ Unisex Accessible toilet near Kingsford Street.

- ⑮ Main angled car parking to Kingsford Street south of the existing entry, two(2) accessible parking spaces and three(3) standard parking spaces.
- ⑯ Potential low hedge maze - Sensory garden.
- ⑰ Raised sensory garden beds - Sensory garden.
- ⑱ Picnic table and concrete wheelchair pad, one or two tables to have a chess board on their tabletop. Two picnic tables with covered shelters.

LEGEND

- EXISTING EVERGREEN TREE TO BE RETAINED AND MULCHED UNDERNEATH
- PROPOSED EVERGREEN TREE
- PROPOSED DECIDUOUS TREE
- PROPOSED SHRUBS
- EXISTING / PROPOSED GRASSED AREAS AS NOTED
- PROPOSED GROUND COVERS AND LOW SHRUBS
- PROPOSED WOOD MULCH
- PROPOSED GRANITIC SAND SURFACE
- PROPOSED LIGHTING
- PROPOSED SEATS
- PROPOSED PICNIC TABLES AND WHEELCHAIR PAD
- PROPOSED RAISED TIMBER BOXES SENSORY GARDEN BEDS
- PROPOSED SIGNAGE TO JUNCTIONS OF ACCESS PATHS AT EACH STREET FRONTAGE
- PROPOSED TRANSPARENT FRONTAGE FENCING WITH PEDESTRIAN GATES
- PROPOSED UNISEX ACCESSIBLE TOILET
- PROPOSED BICYCLE RACKS ON A CONCRETE PAD
- PROPOSED POTENTIAL LOW HEDGE MAZE
- PROPOSED SHELTERED CONVERSATION READING AREA UNDER PERGOLA/ARBOUR WITH GRAPE VINES
- PROPOSED ANGLED CAR PARKING TO STREET INCLUDES ACCESSIBLE CAR PARKING SPACES



L1-LANDSCAPE CONCEPT PLAN - KINGSFORD STREET RESERVE, MOE
LATROBE CITY COUNCIL

Amendments:
REVA - Coloured drawing and wording, 26.09.2019
Print Issue:
24.09.2019 - Emailed to R.Bowen
26.09.2019 - REVA Emailed to R.Bowen
SCALE 1:250 (B1 SHEET)

achieving success sportwise
ADN 49 3014 419 948

MICHAEL SMITH AND ASSOCIATES
Landscape Architecture and Urban Design

185 Michtoos Road, Strzelecki 3950
Mob: 0438 053 935
Email: sports@backus.net.au

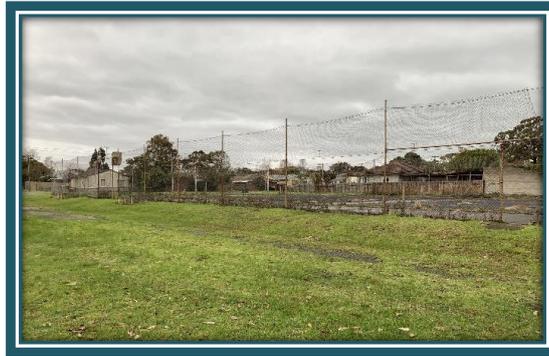
Office: 1st floor, 407 Whitehorse Road, Balwyn VIC 3103
Postal: 5, Jarvis Street, Camberwell VIC 3124
Tel: 9830 0414
Fax: 9830 2555
Email: mike@msalandscape.com.au

Drawn: _____
Date: 20/09/2019
Project No.: 19-029
Cad File: _____
Drawing No.: Sheet 1 of 1

Title: L1 - LANDSCAPE CONCEPT PLAN, KINGSFORD STREET RESERVE, MOE
Client: LATROBE CITY COUNCIL



Kingsford Street Reserve Master Plan Volume One: Master Plan Draft



Prepared for Latrobe City Council

By Sportwise



In association with

MICHAEL SMITH & ASSOCIATES
LANDSCAPE ARCHITECTURE AND URBAN DESIGN



24 October 2019



Table of Contents

1. INTRODUCTION AND INFRASTRUCTURE REVIEW.....	5
1.1. Master Plan Documents.....	5
1.2. Project Purpose.....	6
1.3. Project Methodology	6
1.4. Kingsford Street Reserve Overview	6
1.5. Infrastructure Review of Condition & Suitability – ‘Fit for Purpose’	9
2. SUMMARY OF PROJECT KEY FINDINGS.....	15
2.1. Moe - Newborough Demographic Profile & Population Trends.....	15
2.1.1 Implications for Kingsford Street Reserve Master Plan	16
2.2 Review of Relevant Documents	16
2.3 Facility Provision in Moe - Newborough.....	18
2.3.1 Public Open Space Provision	19
2.3.2 Dog Park.....	22
2.3.3 Community Garden	23
2.3.4 Youth Activity Space	24
2.3.5 RV Overnight Parking.....	24
2.3.6 Men’s Shed	25
2.3.7 Community Enterprise.....	26
3. KINGSFORD STREET RESERVE DRAFT MASTER PLAN.....	28
3.1 Draft Master Plan Components	28
3.2 Kingsford Street Reserve Master Plan	28
3.3 Indicative Cost Guide	35
APPENDICES	38
Appendix One: LCC Public Open Space Strategy - Parkland General Use – Local Indicative Infrastructure	38
Appendix Two: Dog Park Key Components & Site Selection	39
Appendix Three: Kingsford Street Reserve Master Plan – Scope of Components	41
Appendix Four: Opinion of Probable Cost	45

List of Figures

Figure 1 Pavilion.....	7
Figure 2 Shed.....	7

Commercial in Confidence

Page | 2



Figure 3 Pavilion Roof	10
Figure 4 Pavilion Meter Box and Damaged Power Point	11
Figure 5 Pavilion - Side and Rear	11
Figure 6 Moe – Newborough Play Space Locations	21
Figure 7 Kingsford Street Reserve Master Plan	29

List of Tables

Table 1 Project Methodology.....	6
Table 2 Kingsford Street Reserve Pavilion and Shed Construction.....	9
Table 3 Kingsford Street Reserve Infrastructure Suitability – ‘Fit for Purpose’	12
Table 4 Documents Reviewed.....	17
Table 5 Implications of Key Latrobe City Council Reviewed Documents.....	17
Table 6 Public Open Space Provision in Vicinity of Kingsford Street Reserve	19
Table 7 Opinion of Probable Cost Estimate	37
Table 8 Parkland General Use – Local Indicative Infrastructure	38



Acknowledgements

Sportwise acknowledges the contributions to this report of the following:

- Karen Tsebelis, Coordinator Recreation & Open Space.
- Kat Marshall, Recreation & Open Space Development Officer.
- Tneal Weatherhead, previously Acting Recreation & Open Space Development Officer.

Robyn Bowen
Partner
Sportwise

Disclaimer

The information contained in this report is of a general nature and is not intended to be relied on by readers as advice in any particular matter. It is derived from sources believed to be accurate and current at the date of publication. Sportwise cannot be held responsible and extends no warranties as to the suitability of the information in the report for any particular purpose and for actions taken by third parties.

The findings and opinions in this report are based on research undertaken by Sportwise and do not purport to be those of Latrobe City Council.

© 2019 – This work is copyright Sportwise and Latrobe City Council. The report should not be reproduced or distributed to third parties, or included in any public reports without the prior written permission of Sportwise and Latrobe City Council.



1. INTRODUCTION AND INFRASTRUCTURE REVIEW

The Kingsford Street Reserve is located between Kingsford Street and Hinkler Street Moe and is a large open space reserve. Previously an active sporting reserve for tennis and bocce, the reserve user groups ceased to utilise the reserve in 2008 / 2009 for tennis and 2010 for bocce when the bocce club relocated to Olympic Park.

Latrobe City Council (LCC) are developing a Master Plan for Kingsford Street Reserve to provide the development directions for the reserve that reflects and meets community interests and needs. Council had conducted community engagement activities and responses for future options at the reserve included:

- A play space
- Fenced off lead dog park
- Community garden
- Youth activity space
- RV overnight parking area
- Men's Shed
- Outdoor gym.

The Vision in the Latrobe City Council Public Open Space Strategy (2013) is for public open spaces that *are welcoming, accessible and enhance the character of individual townships or neighbourhoods*. In its current condition Kingsford Street Reserve and the infrastructure remaining on site has been identified as being in very poor condition and so does not meet the LCC vision for public open space. As such the development of the Master Plan for Kingsford Street Reserve provides an opportunity to plan for the future infrastructure provision at the reserve for the local community.

Latrobe City Council has resolved to retain the reserve for community use and engaged Sportwise to undertake the *Kingsford Street Reserve Master Plan* project.

1.1. Master Plan Documents

The *Kingsford Street Reserve Master Plan* comprises two volumes of information. *Volume One: Kingsford Street Reserve Master Plan* includes:

- Section One: Introduction and Background
- Section Two: Summary of Project Key Findings
- Section Three: Kingsford Street Reserve Master Plan
- Appendices: Supporting Information

Following the completion of Stage Two Community Engagement the following sections will be included in Volume One:

- Section Four: Implementation / Management Plan
- Section Five: Recommendations



The projects detailed research is provided in *Volume Two: Research* which includes:

- Section One: Introduction and Background
- Section Two: Moe – Newborough Demographic Profile & Population Trends
- Section Three: Review of Relevant Documents
- Section Four: Facility Provision in Moe – Newborough

1.2. Project Purpose

The *Kingsford Street Reserve Master Plan* project purpose is:

... to undertake a master planning process to identify future opportunities for community activation of the reserve.

1.3. Project Methodology

The *Kingsford Street Reserve Master Plan* project comprised three stages being:

- Stage One – Research and Engagement.
- Stage Two – Community Engagement.
- Stage Three – Final Report.

The tasks in the three stages are listed in Table 1 below.

Table 1 Project Methodology

Stage	Tasks
Stage One – Research and Engagement	1. Project Inception Meeting and Site Visit
	2. Literature Review
	3. Moe / Newborough Demographic Analysis
	4. Community Related Activity Demands
	5. Condition Assessments
	6. Draft Master Plan
	7. Engagement Plan
Stage Two – Community Engagement	8. Internal Stakeholder Consultations
	9. Public Exhibition
	10. External Stakeholder Consultations
	11. Draft Management Plan
Stage Three – Final Report	12. Final Master Plan

This report completes Stage One tasks with Stage Two Community Engagement and Stage Three Final Report to be completed.

1.4. Kingsford Street Reserve Overview

The Kingsford Street Reserve is a large open space reserve located between Kingsford Street and Hinkler Street Moe. Previously an active sporting reserve for tennis and bocce, tennis ceased to utilise the reserve in 2008 / 2009 and the bocce club relocated to Olympic Park in 2010.



The Latrobe City Council Public Open Space Strategy (2013) classifies the reserve as Parkland – General Use, hierarchy level is ‘Local’ and the site is zoned Residential 1. The site is identified as having a low level of usage.



Figure 1 Pavilion



Figure 2 Shed

Figure 3 on the following page identifies the remaining infrastructure and features at the reserve.



Figure 3 Kingsford Street Reserve



1.5. Infrastructure Review of Condition & Suitability – ‘Fit for Purpose’

Two site visits were undertaken by Sportwise (27 May and 11 July 2019) to Kingsford Street Reserve to consider the infrastructure suitability - ‘fit for purpose’. In accordance with the Project Brief, a condition report has been completed on the Pavilion and Shed by a registered building contractor. Glasgow Building Inspections completed a site visit on 11 July 2019 to determine the condition of the two structures for either demolition or remedial works.

The following table provides details for each of the two structures at the reserve as summarised by Glasgow Building Inspections.

Table 2 Kingsford Street Reserve Pavilion and Shed Construction

Structure	Information
Pavilion	<ul style="list-style-type: none"> • Skillion roof design with steel exposed trusses visible from the internal side. The roof covering was corrugated iron and clear roof sheeting. Sisalation was installed to the underside of the roof covering. • Internal walls were blockwork; some of the internal wall linings were timber panels. • External cladding was brickwork. • Constructed on a concrete slab. • Double door for access at the front and two shutters either side of the timber doors. • Personal Access (PA) door on the right-hand-side facing Kingsford Street. There was also an emergency exit / access door off the male amenities on the other side. • Internal layout included male and female amenities with change area, toilets and shower and a kitchenette in the middle back section. The remainder of the pavilion was an open area.
Shed	<ul style="list-style-type: none"> • Timber pitched roof framing design, with steel trapezoidal roof covering. • External cladding was steel. • Two single bay roller doors to each side and two PA doors. • No concrete slab internally. • Steel footings were embedded into concrete pad footings.

Source: Glasgow Building Inspections Structural Condition Report, 16 July 2019.

The key findings and recommendations from the site visits include:

- *Condition of Pavilion and Shed:* Overall Glasgow Building Inspections concluded that both the Pavilion and the Shed were structurally sound. A number of remedial works were recommended and would require specific trades to complete. Glasgow Building Inspections recommended that:
 - The roof plumbing works should be carried out by a Registered Plumber. These included:
 - Pavilion - replacing the damaged and deflected downpipe. Note: the corrugated iron roof sheeting was rusted, however no excessive corrosion or holes were identified.



Figure 3 Pavilion Roof

- Shed – replace the gutters and install downpipes. Note: roof covering was not aesthetically appealing, however there was no obvious damage, corrosion or deflections.
- The electrical upgrade by a licensed Electrician. Glasgow Building Inspections stated that:
 - *The new Electrical Safety Regulations stipulate that no electrical works can be carried out (no matter how minor), without upgrading the existing Meter Box's to meet current codes. As the Meter Box has the older ceramic fuses, this Meter Box will require upgrading, prior to any electrical works being carried out.*
 - *Consider an upgrade to the Electrical Meter Box, to install safety shut off switches. The backing of the Switchboard was identified as Asbestos sheeting which may be required to be removed. Further investigation by a Licensed Electrician.*



Figure 4 Pavilion Meter Box and Damaged Power Point

- The internal remedial works can be carried out by a Carpenter or Builder. These include:
 - Pavilion - replacing all external doors (one double and three singles), internal doors to male and female amenities, replace shower roses, remove / reinstate timber wall cladding in social area of pavilion, repairs to kitchenette cabinetry and tiling, install glass in pavilion windows and repairs to kitchenette window, consider painting external brickwork for aesthetic appeal.



Figure 5 Pavilion - Side and Rear

- Shed – repair / replace roller door; replace single access doors including new locks.
- *Suitability – ‘Fit for Purpose’ of Existing Infrastructure:* Overall it is concluded that none of the current infrastructure is suitable – ‘fit for purpose’ and in addition will not comply with applicable legislation. The recommendations are summarised in the following table.



Table 3 Kingsford Street Reserve Infrastructure Suitability – ‘Fit for Purpose’

Facility Component	Recommendation	
1. Change rooms	That both the male and female change rooms (change area, toilets and showers) are not in a suitable condition / fit for purpose and would require upgrade / renewal to be compliant and of a suitable standard for usage in future.	
2. Kitchenette (including storage and servery)	That upgrade / renewal works would be required to bring up to a suitable condition and standard to enable use in the future such as repair / replacement of existing fitout with additional cupboards / storage potentially required depending on usage; no cooking areas and likely insufficient space, unless remove some of the existing cupboards or extend the area into the existing social space.	
3. Social Area	That: a) The pavilion is cleaned up and broken glass, rubbish, needles, disused equipment, etc removed. b) That the area is made safe until such time as any future usage is determined. c) That assess condition of wooden shutters as not known if shutters are functional.	
4. Heating / Cooling	That as the power was not connected it was not possible to determine if the ceiling fans are operational – these would need to be tested if considered for future use.	



Facility Component	Recommendation	
5. Access to Premises and Universal Design	<p>That the following Access to Premises compliance, accessibility requirements and Universal Design principles, will need to be addressed if the pavilion and shed are to be used into the future given the following issues that have been identified:</p> <ul style="list-style-type: none"> a) Disabled parking – none provided. b) Steps / lip into pavilion. c) No accessible paths of travel and uneven outdoor surfaces. d) No ambulant toilets. e) No accessible toilet. f) Internal pavilion paths of travel likely not compliant. 	 
6. Court area	<p>That:</p> <ul style="list-style-type: none"> a) Fencing is removed for the safety of users if not required for the Master Plan. b) That unless an area is needed in the Master Plan the courts are removed. 	
7. Spectator Seating	<p>That given the condition of the remaining spectator / player seating this is removed for the safety of park users.</p>	
8. Stand Alone Storage Shed	<p>That:</p> <ul style="list-style-type: none"> a) The items currently remaining in the shed are removed and disposed of appropriately. b) That given the location in proximity to neighbouring residents, the current condition and that visually unattractive, that unless a requirement within the Master Plan, the shed is removed. 	



Facility Component	Recommendation
9. Master Plan	<p>That the Master Plan:</p> <ul style="list-style-type: none"> a) Includes implementation of access to premises, universal design, healthy by design and environmental sustainability. b) Considers the provision of suitable support infrastructure once the future usage is determined including seating, landscaping (trees, garden beds and grassed areas), natural shade, site lighting, paths of travel (including disability / wheelchair access), rubbish bins (including recycling), car parking (including disabled parking provision) with vehicle barriers, bicycle racks, drinking fountains (consider provision for water bottles and dogs), signage, etc.

In addition, it is important to note that Latrobe City Council has advised that hazardous material (asbestos except where otherwise noted) is located in the following areas of the Pavilion (assessed 2015):

- Eaves
- Club room ceiling
- Timber panel underlay (assumed hazardous material, type not known)
- Switchboard panel and backing
- Kitchenette ceiling.



2. SUMMARY OF PROJECT KEY FINDINGS

This section summarises the key project findings and forms the basis for the proposed master plan for Kingsford Street Reserve. The information should be considered in association with the detailed information provided in Volume Two Research.

2.1. Moe - Newborough Demographic Profile & Population Trends

This section of the report provides a summary of the current and future demographic profile and population trends for Moe - Newborough area based on information available on the Australian Bureau of Statistics website and the Latrobe City Council REMPLAN Community website¹. The findings indicate that:

- Moe - Newborough is one of the four central towns in Latrobe City Council area, located 136 kms from Melbourne. The Moe - Newborough current, 2016 ABS Census population of 16,551² compared to 16,674 in 2011, a decrease of 123 people.
- Overall in 2016 there was a slightly higher percentage of females (51.5% compared to 51.1%) and as such a lower percentage of males (48.5% compared to 48.9%) in the Moe - Newborough area when compared with Latrobe City.
- Analysis of the five-year age groups of Moe - Newborough in 2016 compared to Latrobe City shows that there was a slightly lower proportion of people in the younger age groups (under 15) and a higher proportion of people in the older age groups (65+).
- Overall, children aged 0 to 14 years were 16.5% of the population and 21.7% were aged 65 years and over, compared with 18.1% and 18.6% respectively for Latrobe City.
- The age groups with the highest percentage of residents in Moe - Newborough in 2016 were 60 to 64 years with 7.3% followed by 55 to 59 years with 6.9%, 50 to 54 years with 6.8% and 65 to 69 years with 6.7%.
- In particular, two major differences between the age structure of Moe - Newborough and Latrobe City were a *larger* percentage of persons aged 85 and over (3.2% compared to 2.4%) and aged 65 to 69 (6.7% compared to 6.0%).
- Analysis of the country of birth of the population in Moe - Newborough area compared to Latrobe City in 2016 shows that there was a slightly higher percentage of people born overseas. Overall, 13.3% of the population was born overseas, compared with 12.4% for Latrobe City.
- A review of the results for individual income levels indicates that in 2016 the Moe - Newborough area when compared to Latrobe City had a higher proportion of people earning a low income (those earning less than \$500 per week) and a lower proportion of high income people (those earning \$1,750 per week or more). The SEIFA Index of Disadvantage indicates that in 2016 the Moe area is more disadvantaged than Churchill, Newborough, Yallourn North, Yallourn, Traralgon, Yinnar and Latrobe City areas. Moe and Newborough are less disadvantaged than Morwell.

¹ Source: REMPLAN Community, Latrobe City Council <https://communityprofile.com.au/latrobe/>

² Source: Moe – Newborough 2016 Census of Population and Housing General Community Profile Catalogue Number 2001.0



- The majority (84.5%) of households in Moe – Newborough owns one or more vehicles indicating that whilst potentially the majority of residents in Moe - Newborough have the ability to independently access sport, recreation and community facilities and programs, 10.1% of households had no access to a vehicle resulting in reliance on public transport or on accessing facilities locally. It is important to note that where people are commuting for employment this can impact capacity and access to vehicles for household members for other activities including sport and recreation.
- **Future Population Projections:**
 - Moe area population is projected to decrease between 2016 to 2021 (-165) and then increase for each period from 16,106 in 2021 to a total of 16,939 persons by 2031. As such over the period from 2016 to 2031 the population in Moe is projected to increase by 758 persons. The highest increase is predicted between 2026 to 2031 with 580 additional people.
 - The largest increase in persons between 2016 and 2031 is forecast to be in ages 75 to 79 years, which is expected to increase by 420 and account for 2.5% of the total persons.
 - The 5-year age group that is predicted to have the largest percentage increase between 2016 and 2031 is 80 to 84 years which is expected to increase by 72.9% (363 persons) and account for 5.2% of the total persons.
 - The largest 5-year age group in 2031 is predicted to be 65 to 69 years, with a total of 1,218 persons (7.4%) whilst the largest in 2016 was the 60 to 64 years with 1,163 (7.2%).

2.1.1 Implications for Kingsford Street Reserve Master Plan

In terms of the Kingsford Street Reserve Master Plan the key implications of the population trends are:

- A high concentration of older adults requires core specialist facilities and services to meet the needs and interests of these residents and as such this is a significant age profile trend for the Master Plan development. This includes provision of inclusive and accessible facilities (eg disabled parking, ramp access to any facility, accessible amenities, etc).
- The younger age groups are key users of sport and recreation facilities and in the Moe area the 0 to 19 years population is predicted to decrease slightly between 2016 and 2036 (-2.9%, -112 persons). Consideration of the current provision in Moe – Newborough area of the type of facilities this population segment is seeking (facilities for fun, play and social activity with friends and family) as given predicted decline additional provision will not be needed in the future unless the current demand is not being met.

2.2 Review of Relevant Documents

To establish the context for the development of the *Kingsford Street Reserve Master Plan* and to ensure that all opportunities, implications and any issues are understood, selected current policies, plans and strategies have been reviewed.

The policies, plans and strategies that have been reviewed are provided in the following table.



Table 4 Documents Reviewed

Latrobe City Council Policies, Strategies and Plans	
Latrobe 2026 – The Community Vision for Latrobe Valley	Latrobe City Council Plan 2017 – 2021
Living Well Latrobe - Municipal Public Health & Wellbeing Plan 2017 – 2021	Moe & District Social Infrastructure Plan – 2018
Latrobe City Council Community Gardens Policy – 2017	Public Open Space Strategy Volume 1 Strategy & Recommendations - 2013
Community Engagement Strategy 2015 – 2019	
External Documents	
Kingsford Street Men’s Shed & Community Space Project - Submission to Latrobe City Council, 2017 ³	Active Victoria – A strategic framework for sport and recreation in Victoria 2017 - 2024
Victorian Public Health & Wellbeing Plan 2015 - 2019	Sport 2030
Environmentally Sustainable Design	Universal Design
Healthy by Design – A guide to planning active living environments in Victoria	CPTED – Crime Prevention Through Environmental Design

A summary of the key points for each document for the development of the *Kingsford Street Reserve Master Plan* is provided in the Volume Two Section 3 with the key implications of Latrobe City Council documents provided in the following table.

Table 5 Implications of Key Latrobe City Council Reviewed Documents

Policy / Strategy	Comments and Implications for Kingsford Street Reserve Master Plan
Latrobe 2026 – The Community Vision for Latrobe Valley <i>In 2026 Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership.</i>	<ul style="list-style-type: none"> • Supports accessible, sustainable high quality facilities and services. • Opportunities for growing and emerging recreation activities.
Latrobe City Council Plan 2017 – 2021	<ul style="list-style-type: none"> • Importance of community engagement and consultation – understanding priorities. • Quality of infrastructure provision – attractive community spaces. • Provision of inclusive facilities, programs and opportunities that support healthy lifestyles. • Safety of community important – CPTED (Crime Prevention Through Environmental Design) and planning / design outcomes. • Infrastructure that supports recreation opportunities including sport, community gardens and pathways.

³ Gippsland Employment Skills Training Inc on behalf of the Kingsford Street Men’s Shed & Community Space Collective



Policy / Strategy	Comments and Implications for Kingsford Street Reserve Master Plan
Living Well Latrobe - Municipal Public Health & Wellbeing Plan 2017 – 2021	<ul style="list-style-type: none"> Physical activity is a high priority – need to align this with access to suitable facilities providing environments that create opportunities to “build physical health”, infrastructure that provides low cost options (walking and cycling), programs, services and initiatives that increase existing and provide new physical activity opportunities. Consider including features / elements in Kingsford Street Reserve Master Plan that facilitates and encourages physical activity as well as social interaction and connection.
Moe & District Social Infrastructure Plan (2018)	<ul style="list-style-type: none"> Excludes consideration of public open space and active recreation facilities. Application dependent on future directions for the reserve and inclusions identified for the Master Plan. At a local level demand for intergenerational programs with community garden suggested as an option. Need for youth space (District Level) and advocates for upgrade to skate park (at existing location).
Latrobe City Council Community Gardens Policy (2017)	<ul style="list-style-type: none"> Community garden was suggested in the LCC community engagement process as one of a number of options for the site. As site is owned by LCC would need to meet and comply with the policy if a community garden is included within the Master Plan.
Public Open Space Strategy Volume 1 Strategy & Recommendations (2013)	<ul style="list-style-type: none"> Importance of quality and appeal of existing spaces – Kingsford Street Reserve does not currently meet this. Consideration of partnership opportunities, community gathering spaces and infrastructure that supports social interaction within master plans. Consider infrastructure / developments in Master Plan that supports increased physical activity, off-leash dog exercise, community gardens and neighbourhood orchards.

2.3 Facility Provision in Moe - Newborough

In order to provide development directions for *Kingsford Street Reserve Master Plan* that reflects and meets community interests and needs it is necessary to understand the current facility provision around Kingsford Street Reserve. The following sections consider the responses to community engagement activities conducted previously by Council as well as developments for Kingsford Street Reserve in the context of relevant LCC plans, policies and strategies. As such the following sections consider:

- Public open space provision including play spaces and outdoor fitness equipment.
- Dog parks
- Community gardens
- Youth activity spaces
- RV overnight parking areas
- Men’s Shed
- Community enterprise.



2.3.1 Public Open Space Provision

The Vision in the LCC Public Open Space Strategy (2013) is for public open spaces that *are welcoming, accessible and enhance the character of individual townships or neighbourhoods*. In its current condition Kingsford Street Reserve and the infrastructure remaining on site, does not meet LCC vision for public open space and as such the Master Plan provides an opportunity to plan for the future infrastructure provision at the reserve for the local community.

In the Strategy, Kingsford Street Reserve is zoned Residential 1, classified as Parkland - General Use with low usage and hierarchy Local level. Parkland - General Use is described as:

Open space reserves set aside primarily to accommodate a range of recreational uses by the community. These are not formal sports venues. However, they are likely to include playgrounds, neighbourhood parks and areas offering urban relief, landscape amenity and opportunities for informal physical activity participation. In some instances these sites may be undeveloped pending future enhancement opportunities.

The strategy makes no specific recommendations in regards to Kingsford Street Reserve. In the context of Parkland – General Use, the Strategy identifies an indicative list of the most common types of infrastructure that can be expected to be provided for each open space category and hierarchy. It also states that each reserve is considered on a case by case basis to respond to the individual or unique characteristics, including consideration of availability of nearby public reserves. The indicative infrastructure listed for Local Parkland General Use such as Kingsford Street Reserve is detailed in Appendix One and has provided guidance in the development of the Master Plan.

In regards to the point in the Strategy that the availability of infrastructure at nearby public reserves also needs to be considered, Table 6 below provides a summary of current provision at public open space reserves in proximity to Kingsford Street Reserve.

Table 6 Public Open Space Provision in Vicinity of Kingsford Street Reserve

Reserve	Hierarchy	Primary Function	Zoning	Current Provision	Distance to Kingsford Street Reserve
Kingsford Street Reserve	Local	Parkland - General Use	Residential 1	Disused pavilion, shed, tennis courts and bocce courts. Grassed areas, car parking (unsealed).	
Ted Summerton Reserve Vale St Moe	Regional	Sport	Public Park & Recreation	Pavilions, oval, netball courts, practice wickets, indoor regional cricket (in progress), CFA track, play space, car parking (sealed).	Approx. 100m
HG Stoddart Memorial Park Vale Street Moe	Local	Parkland - General Use	Residential 1	Play space, grassed areas, paths, park seat and natural shade.	Approx. 650m
Bristol Hawker Reserve Bristol Street & Hawker Street Moe	Local	Parkland General Use	Residential 1	Grassed areas.	Approx. 650m
Moe Olympic Reserve Vale St Moe	District	Sport	Public Park & Recreation	Pavilion, soccer pitches, car parking.	Approx. 700m



A review of the above public open space provision indicates that Parkland - General Use is well provided for in the area and is supported by two sport reserves which also provide public open space. The following two sections consider two facilities, play spaces and outdoor fitness equipment which were both identified in the community engagement undertaken by LCC.

1) Play Space

The figure on the following page provides the location of current local, district and regional level play spaces in the Moe – Newborough area.

A review of the locations indicates that:

- Local level play space at Ted Summerton Reserve – approximately 100m from Kingsford Street Reserve and as such would be serving the local playground needs of those in the vicinity of Kingsford Street Reserve.
- A Local level play space at HG Stoddart Memorial Park, Vale Street, Moe. This is approximately 600m from Kingsford Street Reserve and would meet the local playground needs for people living east of Fowler Street, Moe.
- Moe - Newborough also is serviced by three Regional play spaces at the Apex Park Waterloo Road Moe (Apex Park Central, Apex Park East and Lions Park) and a future District Level Play Space located at Moe Botanic Gardens, Narracan Drive, Moe.
- In total there are 17 play spaces with a local level catchment in Moe and 11 in Newborough.⁴
- There is also a play space/s at the South Street Primary School.

The Latrobe City Council Play Space Strategy (2016) identifies the need for one new play space for Moe to be located west of Truscott Road, Moe. Otherwise improvement works are identified at the existing Playgrounds.

As such the implications of this review of current play spaces on the *Kingsford Street Reserve Master Plan* is that there is no indicative demand for play space provision to be provided at the Kingsford Street Reserve.

⁴ Note: not all Local level play spaces are identified in Figure 8.

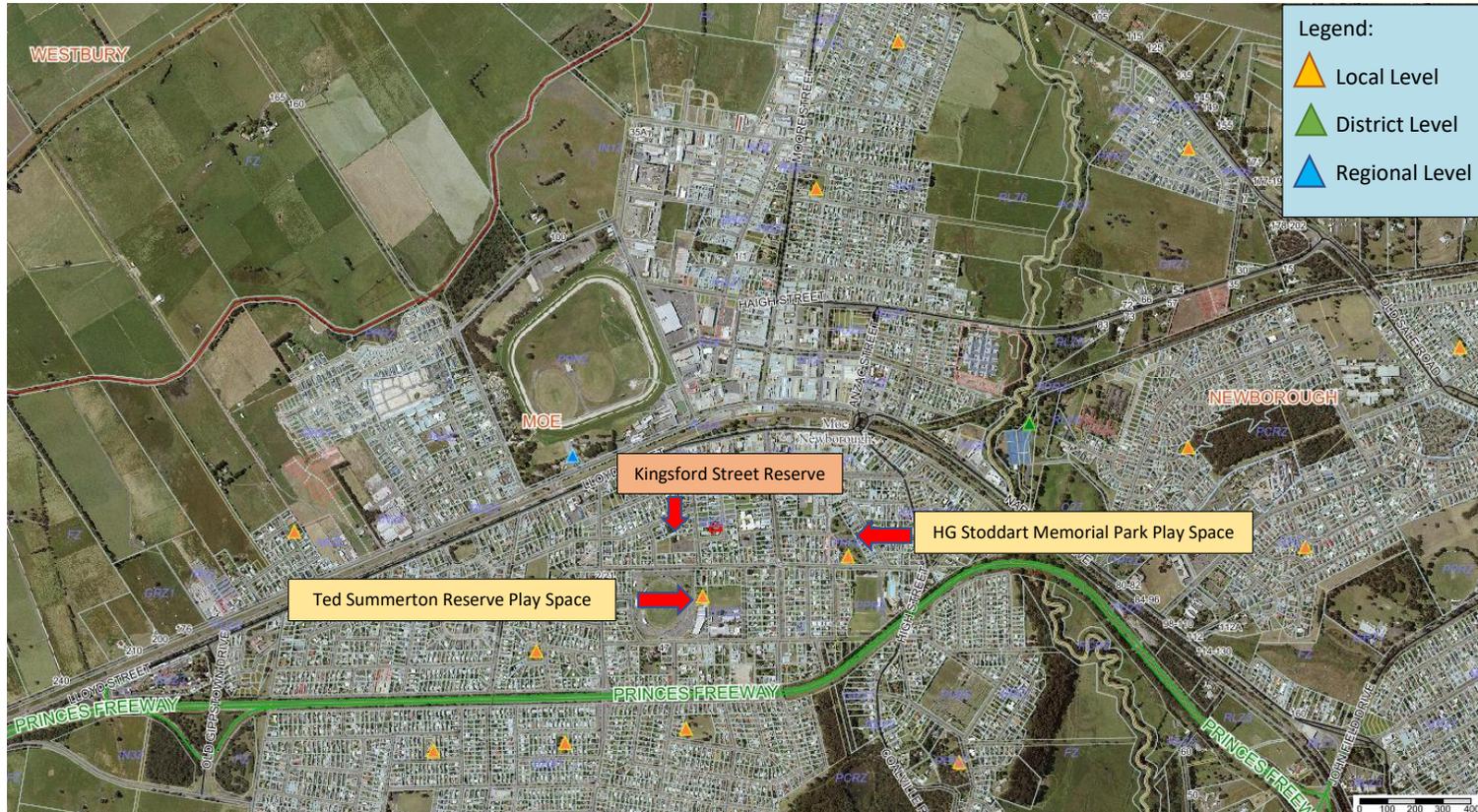


Figure 6 Moe – Newborough Play Space Locations



2) Outdoor Fitness Equipment

As stated in Section 2.3.1 above, the Kingsford Street Reserve is Parkland General Use – Local and as such, consistent with the Public Open Space Strategy, Kingsford Street Reserve should not have outdoor fitness stations / equipment. In addition, the Strategy recommends that:

Increase installation of outdoor fitness stations and exercise equipment at selected District Reserves across the City (sites to be determined by Council, however aim for at least one site per major township integrated with defined walking trails as per the proposed Pathway Strategy).

As such in the Moe – Newborough area this would potentially be located at any of the District Level public open space sites in the area of which there are 10 listed in the Public Open Space Strategy (2013).

2.3.2 Dog Park

There has been a growth in the popularity of off-leash dog parks, providing safe and secure areas for exercising and socialising dogs, particularly in urban areas where housing density is increasing and private backyards are decreasing. Like play spaces, dog parks can vary in size and level, with local, district and regional provided in local government areas. Dog parks / areas suitable for puppies, small or large dogs are provided.

Latrobe City Council (LCC) have implemented a trial fenced off-leash dog park at the Franklin Street Reserve, Franklin Street, Traralgon in 2019. During the 12-month trial the community are able to provide feedback through an on-line survey with consultations scheduled to close on 17 January 2020, after which this will be analysed, and a report subsequently presented for Council consideration.

There is currently no fenced off-leash dog park in Moe-Newborough. An off-leash dog area is provided at College Park, Newborough, between Monash Road, Eastern Avenue and John Field Drive.

In terms of assessing the Kingsford Street Reserve as a possible location for a fenced, off-leash dog park, two documents have been used to assist in the assessment being The Dog and Cat Management Board, Government of South Australia, *Unleashed A Guide to Successful Dog Parks* (2013) and the City of Greater Geelong *Fenced Dog Parks Siting, Design and Management Guidelines* in April 2019⁵. A summary of the key components required for a dog park and site selection points are provided in Appendix Two.

In considering Kingsford Street Reserve as a potential site for a fenced off-leash dog park based on the key components and site requirements identified in the reference documents:

- Local level parks such as Kingsford Street Reserve are generally considered unsuitable for dog parks.
- Large parks are generally considered better (less stressful for dogs, reduction in potential conflicts, ability to provide separate areas for large and small dogs and a diversity of surfaces and activities, etc). A destination park such as the Apex Park which already includes a diversity of facilities and activities would be a more suitable location in Moe or the existing

⁵ City of Greater Geelong *Fenced Dog Parks Siting, Design and Management Guidelines* (April 2019), p15.



off-leash dog park provided at College Park, Newborough, between Monash Road, Eastern Avenue and John Field Drive if these sites meet the criteria.

- Issue in ability to design a dog park for the site that will enable establishment of a suitable buffer / set back to residential properties (noise, smell, etc). Research has suggested a buffer of between 15m to 60m from residences. The Kingsford Street Reserve is estimated at 8,272m² in total and ranges between 43.5m to 69m in width so it would not be possible to achieve suitable residential buffers at Kingsford Street Reserve. Given the benefit from co-location with other park features, the need to provide a buffer from adjacent residential properties and some other park facilities / activities, the site is not of sufficient size and shape to accommodate a minimum 3,000m² dog park (recommended minimum size).
- Issue with ability to co-locate other required park facilities for users and to achieve a buffer to these park facilities and activities (safety of users). Research indicates a buffer of at least 30m to a play space or children's facility.

2.3.3 Community Garden

The provision of community gardens has been identified in a number of Latrobe City Council plans and policies including:

- Latrobe City Council Plan 2017 – 2021 – Strategy 12 *Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.*
- Latrobe City Council Community Gardens Policy (2017).
- Public Open Space Strategy (2013) - *Open Space Activation Recommendation 22 - Improve provision of infrastructure that supports increased physical activity participation including paths, seating, drinking taps, fitness stations, way finding signage, interpretive information, half-court facilities etc. Consideration should also be given to proactively identifying reserves that are suitable for off-leash dog exercise and establishment of community gardens or neighbourhood orchards.* (p 55)

As such the establishment of community gardens are a priority for Latrobe City Council. The Latrobe City Council Community Gardens Policy – 2017 defines a community garden as:

... any piece of land gardened by a group of people, utilising either individual or shared plots on private or public land. The land may produce fruit, vegetables, and/or ornamentals. Edible landscapes (e.g. fruit trees in public places) also fall under the definition of community gardens for the intent of this policy.

The GEST *Kingsford Street Men's Shed & Community Space Project* (Submission to Latrobe City Council, December 2017) included the Moe Community Garden Group who as part of the project in conjunction with GEST would teach horticultural skills by assisting to develop and deliver non-accredited training for the community.

LCC has advised that the Moe Community Garden Group have expressed an interest in conducting their activities at the old netball courts on the northern side of Joe Tabuteau Reserve. In reviewing the research, given the Moe Community Garden Group interest in an alternative site, to deliver on the LCC Council Plan strategies and policies an option for further consideration within the development of the master plan is the potential inclusion of an orchard within the planting scheme.



This could be expanded to include food plants such as bush foods, herbs and vegetables, all of which could be picked and enjoyed by the local community.

2.3.4 Youth Activity Space

The Moe – Newborough Social Infrastructure Plan (MNSIP) identified at a District level⁶ the need to “Develop a Local Youth Space”. The MNSIP identifies some examples of the types of spaces or services that could be provided locally in Moe – Newborough in the future such as *Headspace (National Youth Mental Health Foundation)*, *Ladder (not-for-profit targeting youth homelessness)*, or *the Centre for Multicultural Youth (CMY) and link with the soon to be established State Government funded Youth Space in Morwell*. The MNSIP also recommends that consultation with young people is undertaken to determine the most appropriate location and type of local youth space.

The Moe Activity Centre Plan – Stage 2 incorporates the development of a youth precinct, skate park, play space and public realm improvements. Whilst this area has been designed, LCC have advised that funding has not yet been secured for this project. The existing Moe Skate Park will be demolished as part of Stage 2.

A multi-use half court and hit up wall are identified as infrastructure that could be included in Parkland - General Use, along with play space / playground. The LCC Public Open Space Strategy (2013) discusses the importance of low cost, locally accessible facilities that “support and encourage informal physical activity participation including half-court basketball/netball”. The Strategy also recommends a focus on improving the appeal of existing spaces for young people and families including multi-use half court areas.

Half-court facilities are generally popular with young people and are frequently co-located with play spaces. Given the identification of existing play spaces in the vicinity of Kingsford Street Reserve (Refer Section 2.3.1) provision of a multi-use half court may be more appropriately located at Ted Summerton Reserve or HG Stoddart Memorial Park.

2.3.5 RV Overnight Parking

Moe-Newborough is currently serviced by two caravan parks as follows:

- Moe Gardens Caravan Park, 1 Mitchell’s Road, Moe which is easily accessible to the M1 Princes Freeway, only 900m from the CBD and 1.2km drive from Kingsford Street Reserve. Provides both RV parking and dump point available to the public for a gold coin donation.
- Lake Narracan Caravan Park and Camping Ground, 53 South Shore Road, Newborough 3825 which is a 7.5 km drive from Kingsford Street Reserve and provides RV parking.

The proximity of local residences and the road access to the site indicates that RV Overnight parking is not a suitable development for the Kingsford Street Reserve in the future. In addition, there is existing provision only 1.2km from this site at Moe Gardens Caravan Park.

⁶ District level social infrastructure is a larger scale and used by a wider catchment of residents than the neighbourhood level. Social infrastructure at this scale generally includes services people need to access less regularly or are accessed by only some members of the community (e.g. youth, older people). There is one district level catchment, being the townships of Moe and Newborough.



2.3.6 Men's Shed

The Australian Men's Shed Association (ASMA) defines a Men's Shed as:

... any community-based, non-profit, non-commercial organization that is accessible to all men and whose primary activity is the provision of a safe and friendly environment where men are able to work on meaningful projects at their own pace in their own time in the company of other men. A major objective is to advance the well-being and health of their male members.⁷

ASMA also state that in some communities they may call themselves "Community Sheds" and be open to female members or may be restricted to residents of private facilities such as Aged Care or Residential Care facilities.

There are currently three Men's Sheds identified in the Moe - Newborough area:

- Moe Life Skills Community Centre Inc (MLSCC), 2A High Street and 1 – 3 Parer Avenue, Moe (member Victorian Men's Shed Association VMSA) with the Centres located 1.1km and 260m respectively from Kingsford Street Reserve and as such provides access to a Men's Shed to those residing in and around the Reserve.

The GEST *Kingsford Street Men's Shed & Community Space Project* (Submission to Latrobe City Council, December 2017) included the option of developing a permanent home for Moe Men's Shed at the Kingsford Street Reserve.

- Moe Old Gippsdown Men's Shed Inc, Lloyd Street, Moe (member Victorian Men's Shed Association). This is 2.6km from the Kingsford Street Reserve and as such provides access to a Men's Shed to those residing in and around the Reserve.
- Newborough Men's Shed, 41 Monash Road, Newborough (member of ASMA). This is located 3.7km from Kingsford Street Reserve and is likely to service those residing in Newborough. It is unlikely that it will service residents in and around Kingsford Street Reserve unless they choose to travel to this Shed, such as because of activities / facilities provided, to be with friends, etc.

This results in two Men's Sheds located in the area bounded by the M1 Princes Freeway and the Railway line. As such should the Moe Life Skills Community Centre wish to find an alternative location to those listed above, either north of the Railway line or south of the M1 Princes Freeway would potentially be a more viable option to improve the locational spread of these services around the Moe – Newborough community into the future.

⁷ Source: Australian Men's Shed Association, <https://mensshed.org/what-is-a-mens-shed/>



2.3.7 Community Enterprise

Brotherhood of St Laurence 2008 report - *Growing community enterprise - An evaluation of the Community Enterprise Development Initiative* defines a community enterprise as:

*... businesses that are developed to meet specific community needs and which deliver social outcomes in a way that is financially sustainable. The objectives of community enterprise range from increasing community participation and engagement to creating training and employment pathways for people in disadvantaged communities.*⁸

The GEST Kingsford Street Men's Shed & Community Space Project (2017) purpose is re-activating the Kingsford Street site for the benefit of the wider Moe – Newborough community. Key aspects of the proposal included construction of Moe Men's Shed (Refer Section 2.3.6), teaching horticultural skills by assisting to develop and deliver non-accredited training for the community by Moe Community Garden Group (Refer Section 2.3.3), building a community building to provide space for small local groups and individuals. Initial priority targets are long term unemployed, isolated elderly, returned service personnel and volunteers.

Whilst the proposal meets some aspects of the community enterprise definition, there is a lack of evidenced based information on financial sustainability of the proposal. The proposal does not include a budget and specific funding for proposed capital works and ongoing operations are not detailed apart from stating that:

- Each group to apply for own funding.
- Management committee will also apply for funding.
- Potential membership fee - \$5.
- Hiring of family garden plots.
- Partnerships with other organisations.
- Consider feasibility of hiring out the community building for meetings / classroom spaces.

In addition, the recommendations in the Moe – Newborough Social Infrastructure Plan (MNSIP) for South Moe where Kingsford Street Reserve is located, does not include a community enterprise (or similar). The three "Considerations for the Future" are for establishment of local information space, explore further demand for Out of School Hours Care, and expand Local Intergenerational Program. MNSIP states that:

South Moe is well serviced by a range of local-scale social infrastructure.

In regards to provision of a local community space the plan identifies that South Moe has:

- Some Council-run and hireable facilities in South Moe. General facilities and meeting places such as the High St Community Hub (run as profit-for-purpose) also operate in this area.
- Numerous private (i.e. non-government, not-for-profit or profit-for-purpose) and Council operated meeting spaces for hire, all with capacity.

⁸ *Growing community enterprise An evaluation of the Community Enterprise Development Initiative*, Brotherhood of St Laurence 2008.



In summary, based on the information provided in the Moe – Newborough Social Infrastructure Plan, no demand or need for a community enterprise in the local area of the Kingsford Street Reserve was identified. In addition, given the site characteristics (including residential and site size), a community enterprise is not a suitable development at the reserve.



3. KINGSFORD STREET RESERVE DRAFT MASTER PLAN

This section of the report utilises the findings in the previous sections to develop the Kingsford Street Reserve – Scope of Components proposed for inclusion in the Kingsford Street Reserve Master Plan. The proposed Master Plan and “Opinion of Probable Cost” is also detailed.

3.1 Draft Master Plan Components

Based on the project key findings a Kingsford Street Reserve Master Plan – Scope of Components has been developed.

The results of the research along with relevant guidelines, regulations and standards (where applicable) have been utilised in the development of the Scope of Components.

The Kingsford Street Reserve Master Plan – Scope of Components is provided in Appendix Three with details of the key components provided in the following sections. It is important to note the responsibility for actioning and funding of the proposed works may be LCC, the community or a combination.

3.2 Kingsford Street Reserve Master Plan

The project landscape architects Michael Smith and Associates, have developed a master plan for the Kingsford Street Reserve based on the Scope of Components. The recommended future Master Plan for the Kingsford Street Reserve is provided on the following page with information on the components provided in the sections below.



1) Age Friendly Park

In response to the analysis of the demographic profile and population trends for Moe - Newborough the *Kingsford Street Reserve Master Plan* design considers the needs of the ageing population. Provision of an age friendly park supports ageing in place and creation of age friendly cities. Some key design guidelines for age friendly parks⁹ that have been incorporated into the Master Plan include:

- *Control*
 - Signage: entrance signage, way-finding signage, map of park layout at both entrance/s.
 - Avoidance of dead-end paths.
- *Choice*
 - ... have a variety of places to wander, a variety of things to look at, and a variety of activities and programs for passive and active recreation and enjoyment.¹⁰
 - Variety in seating (sun, shade, open and public, number – single, small / larger groups, etc); if possible, seating that can be moved / changed.
 - Views and vistas.
 - Passive (sit, read, watch, play cards or board games, social interaction) and active (walking paths).
 - Flat, grassy, multi-purpose areas.
- *Safety and Security*
 - Design for natural surveillance (CPTED - Crime Prevention Through Environmental Design).
 - Designs that minimise trips and falls – non-slippery paving and surfaces; curbs along paths (safer for walkers and wheelchairs; prevention of falls); outer edges of paths a different colour; good lighting; prohibit skateboarding and cycling (or designated areas only).
 - Place on low traffic street and safe crossing points (eg pedestrian refuge islands) and traffic calming measures.
 - Lighting.
 - Locate seats in an easily accessible position, with space for people in wheelchairs to sit next to people on seats. Seats with backs and armrests are most appropriate for older adults and the frail aged. Seat and armrest height should also be set at levels to suit older adults (i.e. a seat not too low to the ground and an angular armrest that assists with getting up and sitting down).
- *Accessibility*
 - Accessible parking and toilet.
 - Flat (<2%) and wide paths.
 - Large font signage and easily visible from wheelchairs (height from ground).
 - Free of obstacles.

⁹ Information on age friendly parks design has been sourced from: *Placemaking for an Aging Population – Guidelines of Senior-Friendly Parks*, A Loukaitou-Sideris, L Levy-Storms & M Brozen, UCLA Complete Street Initiative, Luskin School of Public Affairs & Lewis Center for Regional Policy Studies, June 2014; *What do Seniors Need in Parks*, Jared Green, The Dirt – Uniting the Built & Natural Environment, <https://dirt.asla.org/2015/05/06/what-do-seniors-need-in-parks/>, 05-06-2015.

¹⁰ *Placemaking for an Aging Population – Guidelines of Senior-Friendly Parks* (refer above for details), p110.



- Seating - within visual distance of each one; higher than usual with backrests and hand rests; space for wheelchairs and walkers.
- Public transport access.
- *Social support / connection*
 - Seating design to facilitate social interaction – set at right angles, in circle or movable.
 - Seating along paths.
 - Flat area for informal gatherings and large group activities.
- *Physical activity - active recreation and walking*
 - Paths that go somewhere / destination points (eg orchard, public art central feature, sensory garden beds).
 - Paths of different lengths and level of difficulty.
 - Grass and tree area.
- *Comfort*
 - Seating – ergonomic designs with backs and arms; may be slightly higher than normal (easier to get in and out). Avoid metal, surfaces that glare. Space for wheelchairs and walkers; level surfaces around; shade – natural or other (including some with tables).
 - Weather protection – protection from prevailing winds, sun, etc.
 - Universally accessible amenities – water fountains; rubbish bins.
 - Movement – curvilinear and flat paths.
- *Sensory and aesthetic*
 - Mature trees, outdoor art.
 - Plants that mean something to users eg local species.
 - Plant variety – colour, size, fragrance, texture and seasonal variety and traditional (shape and scent that prompt memories).
 - Tactile experiences / qualities.

2) Garden Zones

The Master Plan includes several garden zones with key features being:

- *Orchard*
 - The inclusion of an orchard in the design responds to LCC Public Open Space Strategy (2013) which includes that consideration to be given to proactively identifying reserves that are suitable for neighbourhood orchards.
 - Provides plants from which produce could be picked and enjoyed by the local community.
 - Suggested plants for inclusion are apples, pears, citrus, hazelnuts and olives.
 - A path is included through the orchard to facilitate opportunities for local community to pick the fruit and nuts once the trees mature.



Werribee Park Heritage Orchard



The Orchard Project (United Kingdom)¹¹

- *Sensory Garden Beds*
 - Two raised sensory garden beds for people with Alzheimer’s and other dementia memory issues.
 - Raised beds that are easily accessible by people in wheelchairs and who use walkers.
 - Plants that engage and stimulate the five senses and that prompt memories with plants to touch, smell and look at (shape, fragrance, texture).
 - Sealed paths providing access for all.



Raised Garden Beds ¹²

- *Grassed Multi-purpose Area*
 - Provides an area available for informal gathering, group activities and exercises such as yoga, tai chi, etc.
 - If demand and resources area could be activated with gentle exercise programs.

¹¹ Photo Sources: L - Werribee Park Heritage Orchard, <http://www.werribeeparkheritageorchard.org.au/photo-gallery/2011-2/>; R – The Orchard Project https://www.theorchardproject.org.uk/guides_and_advice/choosing-apple-varieties-to-plant/

¹² Photo Sources: L - The Portland Memory Garden <http://www.centerofdesign.org/pages/purpose.htm>; R - Sedona Winds Assisted Living, Gardens for Humanity <http://www.universaldesignstyle.com/wheelchair-accessible-gardens-gardens-humanity/>

- *Planting*
 - Low maintenance and drought resistant planting with inclusion of mature trees from Latrobe City Council species list.
 - The two existing trees, Mahogany Gum and Lilly Pilly are to be maintained.
- *Future Options to Consider*
 - Potential low hedge maze offers the opportunity to assist in stimulating cognitive function and performance.
 - Consider inclusion of an edible garden (vegetables and herbs) if local community groups are prepared to undertake responsibility for development within LCC requirements / guidance and responsibility for ongoing maintenance.



Existing Mahogany Gum

3) Public Art Central Feature

A public artwork (eg sculpture) as a central feature / focal point that is visible from the main pedestrian access points has been included. Options include consideration of public art that represents the value of LCC aged community, with the aim of helping to foster community identity and wellbeing and pride in Kingsford Street Reserve.

4) Support Infrastructure and Amenities

- *Park Furniture - Seating & Tables*
 - To enhance amenity for users and provide social opportunities a range and mix of furniture is proposed.
 - To encourage and facilitate social connection different formats and combinations of seating is proposed with spaces for wheelchairs and walkers, singles for those who want to sit alone and multiple seating for interaction.



Age Friendly Seating with Space for Walker ¹³



¹³ Photo Sources: VelopaA, <https://www.velopa.com/products/street-furniture/bench-for-the-elderly/vivanti-bench-for-the-elderly-wood-with-backrest-with-rollator-facility-1x1-seater/>

- A sheltered conversation / reading area under a pergola / arbour has been included in the design overlooking the open grassed area.
- Seating offering views of the public art central feature and the sensory garden area.
- Picnic tables with covered shelters and wheelchair pad provide places for social interaction and small group activities such as chess, board games and cards. A chess board is suggested to be included on one or two picnic tables.



Wheelchair Friendly Table & Bench Setting¹⁴



Table with Chess Board¹⁴

- Ergonomic designs – seating with backs and arms and potentially slightly higher than normal so easier to get in and out.
- Furniture that is durable, easily replaced (product continuity, commercially available) and accessible.
- *Pedestrian Access and Movement*
 - Main entrance at Kingsford Street with secondary access from Hinkler Street.
 - Path network that facilitates access for all with sealed paths from entry points and through the sensory garden area.
 - Granitic sand path through the orchard and connecting to grassed area and main path network.
 - Walking loop / circuit - design that provides a gentle walking circuit connecting park features which can be used for gentle 'physical activity'.
 - Wide paths for accessibility.
 - Consider option at design of providing handrails on some path sections (accessibility and safety).



Example of Dementia Friendly Park Design¹⁵

¹⁴ Photo Sources: Emerdyn, <http://www.emerdyn.com.au/product-detail/the-george-table-and-bench-setting-dda-table>; Draffin Street Furniture, <https://draffin.com.au/product/kiama-table-setting/>

¹⁵ Dementia Friendly Environments, Ageing & Aged Care, Department of Health & Human Services, <https://www2.health.vic.gov.au/ageing-and-aged-care/dementia-friendly-environments/gardens-outdoors>

- *Other key infrastructure and amenities features:*
 - Accessible toilet provision to increase usage and length of stay.
 - Universally accessible drinking fountains.
 - Shade provision to be a mix of both natural shade (planting of mature trees) and shelters for instant shade provision. Shade is important for seating and tables for sun smart, weather protections and age friendly park
 - Signage consistent with age friendly design with maps, wayfinding to assist those with cognitive issues, plant signage, large font for visually impaired, use of graphics and symbols and at a height suitable for people using wheelchairs, walkers and mobility scooters.
 - Transparent fencing at both street frontages providing clear site lines.
 - Car parking with provision of designated disabled car parking spaces and angled street parking (wider than normal for ease of access) at both streets.
 - Option to consider provision of mobility scooter charging point located at the accessible toilet and potential for sheltered parking (facilitate usage and length of stay).



Raised Beds and Amenity Example ¹⁶

3.3 Indicative Cost Guide

At this stage of design and development it is not possible to provide an accurate cost plan until detailed designs are prepared. The project landscape architects Michael Smith and Associates, have prepared an “Opinion of Probable Cost” for the Kingsford Street Reserve Master Plan.

¹⁶ Photo Sources: What do Seniors Need in Parks, Jared Green, <https://dirt.asla.org/2015/05/06/what-do-seniors-need-in-parks/>; L: ASLA 2006 Professional General Design Honor Award. The Elizabeth & Nona Evans Restorative Garden Cleveland Botanical Garden, Cleveland, Ohio by Dirtworks / K. Duteil; R: Portland Memory Garden / Brian Bainson



Existing construction cost data for similar facilities (where available) has been utilised to identify estimated costs within a range for the proposed projects. It is not possible to provide completely accurate cost plans at this stage and these costs should be regarded as a guide only as detailed designs / plans are required to be completed with the site features which will enable more accurate cost schedules.

Final project development timing also needs to be considered as annual construction cost escalation will impact on the proposed cost estimate.

The capital cost estimates are based on rates as at October 2019 and no cost escalation has been allowed for. It is recommended that a Quantity Surveyors Report is prepared for each project as part of the design process.

The following have been excluded from the cost estimate:

- Council internal costs.
- Cost escalation.
- Staging costs.
- Upgrading, new or replacement of existing authority services infrastructure to the site and diversion or re-location of any existing in-ground services.
- Land, legal, marketing, finance costs and provision / upgrade of any services.
- Adverse soil conditions including excavation of rock, replacement of soft spots, testing, removal and replacement of contaminated soil.
- Pile or bored pier foundations.
- ESD initiatives.
- Latent conditions.
- Works to adjoining roads or outside a site boundary.
- Asbestos and other hazardous materials removal.
- Authority fees and charges.
- Relocation / Decanting costs.
- Stormwater detention / retention on site.
- Planning, design, professional or permit fees.
- Public art.

The table on the following page provides the “Opinion of Probable Cost” estimate for the Master Plan components.



Table 7 Opinion of Probable Cost Estimate

Master Plan Component	Estimated Cost (Exc GST)
Garden beds & trees (cultivation, topsoil to 150mm depth; mulch and planting shrubs; raised timber boxes; maze hedges; trees evergreen & deciduous)	\$59,100
Furniture including concrete pads (Seating, picnic tables, bike racks, rubbish bins, pergola and seating underneath)	\$43,000
Paths (sealed @1.8m wide assume reinforced concrete and granitic sand path 0.9m wide)	\$94,000
Unisex Accessible Toilet supply, install & connect to the sewer line (eg Landmark Single Cubicle Toilet K9801)	\$73,000
Signage (4 signs including graphic & fabrication)	\$12,000
Surfaces (granitic sand; mulch to specific sites – 2 existing trees and orchard)	\$16,500
Ground cultivation (assume some areas saved near pergola; cultivation of existing ground, spreading topsoil, seeding in April – no irrigation)	\$40,000
Earthworks (bulk trimming, set out of paths, garden beds, general ground shaping)	\$4,000
Civil Works to Car Park Areas (Nature strip converted to car parks asphalt seal; new kerbings & drainage; reinstatement of nature strip area)	\$28,000
Lighting and cabling; switch boards	\$40,000
Site establishment, meetings, co-ordination, set-out	\$8,000
Demolition (sports courts, buildings, including disposal to LPD)	\$25,000
Nature Strip for car parks, civil works; herbicide spraying of most grassed areas	\$10,000
Maintenance & establishment (Allowance) (garden beds, tanker watering 3 months; assume no irrigation to grassed areas)	\$4,000

Note: the cost figures provided in the table above do not include the public art central feature or any of the excluded items listed previously.

The indicative “Opinion of Probable Cost” (excluding public art central feature and items listed previously) is estimated to cost in the range of \$410,000 to \$505,000 (Exc GST).

The option exists to stage the implementation of the Master Plan and this will be considered further in the Implementation / Management Plan which will be prepared following the Community Consultation. An indicative option is:

- 1) Stage One: demolition of remaining infrastructure at the reserve (pavilion, shed, fencing, courts, etc).
- 2) Stage Two: parking provision, path network with lighting, site fencing, orchard, public art central feature, accessible toilet, pergola with seating (sheltered conversation / reading area) and selected park furniture.
- 3) Stage Three: sensory garden beds, low hedge maze, park furniture and any other remaining items.



APPENDICES

Appendix One: LCC Public Open Space Strategy - Parkland General Use – Local Indicative Infrastructure

Table 8 Parkland General Use – Local Indicative Infrastructure

Parkland – General Use Infrastructure	Local
Security / amenity lighting	✓
Reserve Fencing	Must not have
Public toilets	✗
Pathways	✓ Unsealed or sealed
Path circuit	✓
Disability / Wheel access (Universal access)	✓
Car parking	✓ Unsealed
Bicycle rack	✓
Park seating	✓
Picnic table/s	✗
Public BBQ facilities	Must not have
Drinking taps	✓
Shade	✓ Natural only
Play space / playground	✓
Fitness stations	✗
Signage and way finding	✓
Multi-use half court / hit-up wall	✓
Skate park facilities	✗
Litter bin/s	✓
Landscape - trees	✓
Landscape – garden beds	✓
Informal lawn area/s	✓
Ornamental water features	✗
Public art	✓
Vehicle barriers	✓

Legend
✓ Might have
✗ Should not have

Source: Public Open Space Strategy Volume 1: Strategy and Recommendations (2013)



Appendix Two: Dog Park Key Components & Site Selection

The Dog and Cat Management Board, Government of South Australia has published, *Unleashed A Guide to Successful Dog Parks* (2013) identifies the following:

- Key Components:
 - Fencing - perimeter and also any dividing fencing if providing areas for small and large dogs.
 - Gates (two per entry with self-closing child proof locks) and airlock.
 - Service / maintenance gates.
 - Pathways, variety of ground surfaces and landscaping.
 - Essential amenities – drinking fountains, bins and bag dispensers, shelter and seating, signage.
 - Optional amenities – lighting, toilets, dog equipment.
 - Car parking – off street parking is important as research indicates that the majority of dog park users travel to the dog park by car (may be dependent on size of dog park and size of area park is serving). Proximity of parking to dog park entrance is important to encourage owners to keep dogs on leash until after they have entered the park (safety and risk).
- Location – characteristics / features of a good location are:
 - *Be easily accessible by road*
 - *Have adequate space for off-street parking*
 - *Have connections to existing pedestrian paths and trails*
 - *Be within walking distance of residential areas*
 - *Have good surveillance from public areas (not an isolated site).*
 - *Proximity to compatible uses/activities or other community facilities*
 - *Some natural vegetation and topography*
 - *Good drainage.*¹⁷
 - Co-location with other facilities for users to be able to have a range of experiences / engage in other activities.
- Size: dog parks vary in size, however generally larger parks are said to be better including being less stressful for dogs and opportunities for different activity zones. The advantages and disadvantages of small dog parks include:
 - *Advantages:* local community focus and lower construction cost.
 - *Disadvantages:* potential for overcrowding, dog conflict, overuse resulting in surface quality issues and *inattentive owner behaviour.*

Other factors to consider include:

- Residential buffer – provide a buffer between nearby residences so that there are no more disturbances from dog parks than other typical park uses.

¹⁷ *Unleashed A Guide to Successful Dog Parks* The Dog and Cat Management Board, Government of South Australia (2013)



- Buffer to other park facilities eg playgrounds, picnic facilities, sport facilities and other programmed areas.
- Accessibility – ensure that the dog park is accessible for all.

City of Greater Geelong adopted the *Fenced Dog Parks Siting, Design and Management Guidelines* in April 2019¹⁸ and identified steps to choosing a site including *Step 2 Eliminate any sites unsuitable for a fenced dog park* with two points of relevance being:

- *local and neighbourhood parks (as per our park hierarchy classification)*
- *parks less than the preferred minimum size of 3,000m²*

The guidelines also state that they will aim:

- *... to position fenced dog parks in areas where there is little conflict with other land uses.*
- To use ‘a setback or buffer between the dog park and neighbouring houses to reduce potential conflict.’

¹⁸ City of Greater Geelong *Fenced Dog Parks Siting, Design and Management Guidelines* (April 2019), p15.



Appendix Three: Kingsford Street Reserve Master Plan – Scope of Components

No	Item	Comments
1.	Demolish: a) Storage Shed. b) Pavilion. c) Tennis and Bocce Courts: i. Remove all fencing. ii. Remove infrastructure, all hard stand and associated fill.	<ul style="list-style-type: none"> Area under tennis courts may need some rehabilitation.
2.	Entry & Site Fencing: a) Main entry point from Kingsford Street. b) Secondary entry from Hinkler Street. c) Some form of site fencing (prevention of vehicle access and user safety).	<ul style="list-style-type: none"> Ensure transparent fencing on Kingsford Street and Hinkler Street (for clear sightlines and safety – CPTED and vistas from properties).
3.	Garden Zones: a) Orchard – fruit and nuts with paths to enable access. Option to include some heritage varieties. b) Sensory – for Alzheimer’s and other dementia / memory; at least one raised garden bed with low height, low maintenance and drought resistant sensory planting. c) Design points: path network to facilitate access; seating; low maintenance and drought resistant planting; inclusion of mature trees from LCC species list.	<ul style="list-style-type: none"> Consider inclusion of Edible Garden (vegetables and herbs) if community groups prepared to be responsible for development within Council requirements / guidance and responsible for ongoing maintenance. If budget allows consider raised wicking beds (reduced watering required). Options to approach could include Moe Senior Citizens, the two local Primary Schools (intergenerational project), etc. Use Latrobe City Council species list.
4.	Grassed Multi-purpose Area – informal gatherings and maybe group activities; suitable for exercise (eg yoga, tai chi, etc).	<ul style="list-style-type: none"> Area could be activated with gentle exercise programs.
5.	Public artwork (eg sculpture) as a central feature / focal point - located central to park so visible from main pedestrian access points.	<ul style="list-style-type: none"> Consider a piece that represents the value of LCC aged community.



No	Item	Comments
6.	Amenities: <ol style="list-style-type: none"> a) One unisex accessible toilet - essential for age friendly park to increase usage and length of stay. b) Universally accessible drinking / water fountain/s. c) Accessible rubbish bins. d) Bike racks. 	
7.	Path network: <ol style="list-style-type: none"> a) All paths to be accessible - aim for sealed. b) Outer edges of paths a different colour; curbs along paths (safer for those using walkers or wheelchairs). c) Paths throughout plantings to enable access; no dead-end paths – all must lead somewhere. d) Walking loop / circuit – encourage gentle walking exercise; open viewing, gentle curves; path/s that take users through and around gardens with regular seating and if long enough distance markers for those wanting to keep track of their exercise. 	<ul style="list-style-type: none"> • LCC guidelines for paths. • Handrails – consider option at design of providing handrails on some path sections (accessibility and safety).
8.	Seating & tables: <ol style="list-style-type: none"> a) Ergonomic with backs and arms and slightly higher than normal. b) Places for wheelchairs, walkers, etc. c) Different combinations – some singles for those who want to sit alone, doubles for social connection, etc. d) Formats – some at right angles / in circle to encourage and facilitate social interaction; some with tables; along paths at distance so can see next seat. e) Tables with seating – that enable ease of access (not ones that need to climb over seat to access); could include one with chess board. 	



No	Item	Comments
9.	Shade: <ol style="list-style-type: none"> a) Is important for seating and tables for sun smart, weather protection and age friendly park. b) Mix of natural shade (importance of mature tree plantings) and shelters for instant shade provision. c) Consider use of deciduous climbers (on suitable structures) to provide shade in summer and winter sun. 	<ul style="list-style-type: none"> • Only the two trees currently with one, a <i>Eucalyptus botryoides</i> (Mahogany Gum) is prone to limb drop; consider options for user safety; no seating to be provided underneath; to be monitored; likely to require removal in future – if so and any wood / sections in suitable condition, assess capacity to be reclaimed for use in the park.
10.	Pedestrian Access: provide multiple access points.	<ul style="list-style-type: none"> • Maintain gate access from units (in proximity to existing trees).
11.	Signage: identification, information, directional and safety or regulatory, prohibition and advisory. <ol style="list-style-type: none"> a) Main entrance sign with map at Kingsford Street. b) Secondary entrance sign with map at Hinkler Street. c) Consider map in proximity to orchard / central key point for ease of navigation; location is dependent on overall design. d) Wayfaring signage – assist those with cognitive issues. e) Information and plant signage within park. f) Suitable height for wheelchairs, walkers and mobility scooters. g) Large font for vision impaired; use of graphics / symbols. 	
12.	Lighting: <ol style="list-style-type: none"> a) Solar LED. b) Consistent and even (reflected downward). c) Glare free lighting. d) Avoid low level and in-ground lighting along paths. 	



No	Item	Comments
13.	Car parking provision: <ol style="list-style-type: none"> a) All sealed – accessibility and safety. b) Main car parking at Kingsford Street south of existing entry, with angled street parking; two (2) accessible and three (3) standard (wider than normal for ease of access). c) Additional one (1) accessible parking space and two (2) standard (wider than normal for ease of access) at Hinkler Street to south of existing vehicle access point (increased accessibility). 	<ul style="list-style-type: none"> • Angle parking into site will require re-location / re-alignment of existing footpaths. • Consider: mobility scooter charging point located at accessible toilet (available same hours as toilet) and potential for sheltered parking.



Appendix Four: Opinion of Probable Cost

KINGSFORD STREET RESERVE, MOE OPINION OF PROBABLE COSTS Based on the concept plan Prepared by Michael Smith and Associates		 MICHAEL SMITH & ASSOCIATES <small>LANDSCAPE ARCHITECTURE AND DESIGN CONSULTANTS</small> Postal: 5 Jervis Street, Camberwell Vic 3124 Office: 1st Floor, 407 Whitehorse Road, Balwyn Vic 3103 Telephone 03 9830 0414 Facsimile 03 9830 2555 Mobile 0418 172 863 Email mika@msalendurb.com.au	
17 th October 2019			
1. Site establishment, meetings, co-ordination, set out		\$8,000	
2. Demolition Sports courts, buildings, including disposal to L.P.D.		\$25,000	
Nature strip for car parks, civil works. Herbicide spraying of most grassed areas.		\$10,000	
3. Earthworks – bulk trimming, set out of paths, garden beds, general ground shaping.		\$4,000	
4. Civil works to car park areas. Nature strip converted to car parks asphalt seal. New kerbings and drainage. Reinstatement of nature strip area.		\$28,000	
5. Landmark Single Cubicle toilet (K9801), supply, install and connect to the sewer line.		\$73,000	
6. Lighting and cabling, switch boards.		\$40,000	
7. Site furniture including concrete pads. Seating, picnic tables, bike racks, litter bins.		\$28,000	
8. Pergola and seating under		\$15,000	
9. Sealed paths 1.8m wide. Assume reinforced concrete		\$91,000	
10. Granitic sand surface		\$7,000	
11. Granitic sand path 0.9 metres wide		\$3,000	
12. Signage- No.4 signages including graphic and fabrication		\$12,000	
13. Mulch to specific sites, 2 existing trees and orchard		\$9,500	
14. Assume some areas could be saved near pergola. Cultivation of existing ground, spreading top soil, seeding in April (no irrigation)		\$40,000	



15. Garden beds	
Cultivation, top soil to 150mm depth.	
Mulch and planting shrubs.	\$48,000
Raised timber boxes.	\$5,000
Maze hedges.	\$2,000
Trees – Evergreen	\$2,500
Trees Deciduous	\$1,600
16. Maintenance and establishment to garden beds, tanker watering 3 months	Allow \$4,000
Assume no irrigation to grassed areas.	

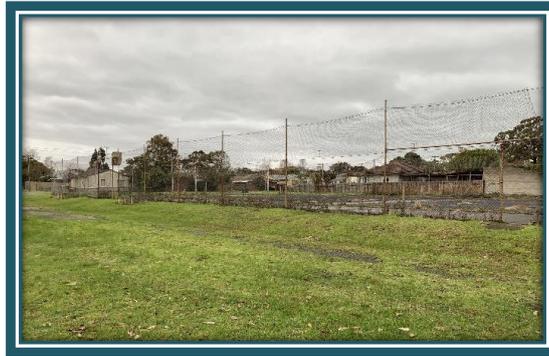
Total excluding GST	\$456,600
GST	\$45,660
Total including GST	\$502,260



Kingsford Street Reserve Master Plan

Volume Two: Research

Draft



Prepared for Latrobe City Council

By Sportwise



In association with

MICHAEL SMITH & ASSOCIATES
LANDSCAPE ARCHITECTURE AND URBAN DESIGN



24 October 2019



Table of Contents

1. INTRODUCTION AND INFRASTRUCTURE REVIEW.....	5
1.1. Master Plan Documents.....	5
1.2. Project Purpose.....	6
1.3. Project Methodology	6
1.4. Kingsford Street Reserve Overview	6
1.5. Infrastructure Review of Condition & Suitability – ‘Fit for Purpose’	9
2. MOE - NEWBOROUGH DEMOGRAPHIC PROFILE & POPULATION TRENDS.....	15
2.1. Gender Population Trends	15
2.2. Age Population Trends.....	15
2.3. Country of Birth.....	17
2.4. Languages Spoken at Home	18
2.5. Residents Income Levels	19
2.6. Motor Vehicle Ownership.....	20
2.7. SEIFA Index of Disadvantage.....	21
2.8. Future Population Predictions	22
2.8.1. Changes in Age Structure.....	23
2.9. Implications for Kingsford Street Reserve Master Plan	24
3. REVIEW OF RELEVANT DOCUMENTS.....	25
3.1. Summary of Latrobe City Council Policies, Plans and Strategies	25
3.2. Summary of Review of Selected External Documents.....	32
4. FACILITY PROVISION IN MOE - NEWBOROUGH.....	40
4.1. Public Open Space Provision.....	40
4.1.1. Play Space	42
4.1.2. Outdoor Fitness Equipment.....	45
4.2. Dog Park	45
4.3. Community Garden.....	47
4.4. Youth Activity Space.....	49
4.5. RV Overnight Parking	49
4.6. Men’s Shed.....	50
4.7. Community Enterprise	51



List of Figures

Figure 1 Pavilion.....	7
Figure 2 Shed.....	7
Figure 3 Kingsford Street Reserve.....	8
Figure 4 Pavilion Roof	10
Figure 5 Pavilion Meter Box and Damaged Power Point	11
Figure 6 Pavilion - Side and Rear.....	11
Figure 7 Forecast Age Structure for Moe Area in 2021, 2026 and 2031	23
Figure 8 Moe – Newborough Play Space Locations.....	44

List of Tables

Table 1 Project Methodology.....	6
Table 2 Kingsford Street Reserve Pavilion and Shed Construction.....	9
Table 3 Kingsford Street Reserve Infrastructure Suitability – ‘Fit for Purpose’	12
Table 4 Gender Profile Moe - Newborough Area	15
Table 5 Age Population Structure for Moe - Newborough Area	16
Table 6 Moe - Newborough Area Most Common Countries of Birth	17
Table 7 Languages Spoken at Home in Moe - Newborough Area	18
Table 8 Residents Individual Income Levels for Moe - Newborough Area.....	19
Table 9 Motor Vehicle Ownership in Moe - Newborough Area	20
Table 10 SEIFA Index of Disadvantage Latrobe City Small Areas and Selected Benchmarks	21
Table 11 Future Population 2016 to 2031 for Latrobe City Area & Moe.....	22
Table 12 Documents Reviewed.....	25
Table 13 Summary of Implications from Review of Latrobe City Council Policies, Plans & Strategies	26
Table 14 Summary of Review of External Documents.....	32
Table 15 Parkland General Use – Local Indicative Infrastructure.....	41
Table 16 Public Open Space Provision in Vicinity of Kingsford Street Reserve	42



Acknowledgements

Sportwise acknowledges the contributions to this report of the following:

- Karen Tsebelis, Coordinator Recreation & Open Space.
- Kat Marshall, Recreation & Open Space Development Officer.
- Tneal Weatherhead, previously Acting Recreation & Open Space Development Officer.

Robyn Bowen
Partner
Sportwise

Disclaimer

The information contained in this report is of a general nature and is not intended to be relied on by readers as advice in any particular matter. It is derived from sources believed to be accurate and current at the date of publication. Sportwise cannot be held responsible and extends no warranties as to the suitability of the information in the report for any particular purpose and for actions taken by third parties.

The findings and opinions in this report are based on research undertaken by Sportwise and do not purport to be those of Latrobe City Council.

© 2019 – This work is copyright Sportwise and Latrobe City Council. The report should not be reproduced or distributed to third parties, or included in any public reports without the prior written permission of Sportwise and Latrobe City Council.



1. INTRODUCTION AND INFRASTRUCTURE REVIEW

The Kingsford Street Reserve is located between Kingsford Street and Hinkler Street Moe and is a large open space reserve. Previously an active sporting reserve for tennis and bocce, the reserve user groups ceased to utilise the reserve in 2008 / 2009 for tennis and 2010 for bocce when the bocce club relocated to Olympic Park.

Latrobe City Council (LCC) is seeking to develop a Master Plan for Kingsford Street Reserve to provide the development directions for the reserve that reflects and meets community interests and needs. Council had conducted community engagement activities and responses for future options at the reserve included:

- A play space
- Fenced off lead dog park
- Community garden
- Youth activity space
- RV overnight parking area
- Men's Shed
- Outdoor gym.

The Vision in the Latrobe City Council Public Open Space Strategy (2013) is for public open spaces that *are welcoming, accessible and enhance the character of individual townships or neighbourhoods*. In its current condition Kingsford Street Reserve and the infrastructure remaining on site has been identified as being in very poor condition and so does not meet the LCC vision for public open space. As such the development of the Master Plan for Kingsford Street Reserve provides an opportunity to plan for the future infrastructure provision at the reserve for the local community.

Latrobe City Council has resolved to retain the reserve for community use and engaged Sportwise to undertake the *Kingsford Street Reserve Master Plan* project.

1.1. Master Plan Documents

The *Kingsford Street Reserve Master Plan* comprises two volumes of information. The projects detailed research is provided in *Volume Two: Research* which includes:

- Section One: Introduction and Background
- Section Two: Moe – Newborough Demographic Profile & Population Trends
- Section Three: Review of Relevant Documents
- Section Four: Facility Provision in Moe – Newborough

Volume One: Kingsford Street Reserve Master Plan includes:

- Section One: Introduction and Background
- Section Two: Summary of Project Key Findings
- Section Three: Kingsford Street Reserve Master Plan
- Appendices: Supporting Information



Following the completion of Stage Two Community Engagement the following sections will be included in Volume One:

- Section Four: Implementation / Management Plan
- Section Five: Recommendations

1.2. Project Purpose

The *Kingsford Street Reserve Master Plan* project purpose is:

... to undertake a master planning process to identify future opportunities for community activation of the reserve.

1.3. Project Methodology

The *Kingsford Street Reserve Master Plan* project comprised three stages being:

- Stage One – Research and Engagement.
- Stage Two – Community Engagement.
- Stage Three – Final Report.

The tasks in the three stages are listed in Table 1 below.

Table 1 Project Methodology

Stage	Tasks
Stage One – Research and Engagement	1. Project Inception Meeting and Site Visit
	2. Literature Review
	3. Moe / Newborough Demographic Analysis
	4. Community Related Activity Demands
	5. Criteria & Assessment Matrix
	6. Condition Assessments
	7. Draft Master Plan
	8. Engagement Plan
Stage Two – Community Engagement	9. Internal Stakeholder Consultations
	10. Public Exhibition
	11. External Stakeholder Consultations
	12. Draft Management Plan
Stage Three – Final Report	13. Final Master Plan

1.4. Kingsford Street Reserve Overview

The Kingsford Street Reserve is a large open space reserve located between Kingsford Street and Hinkler Street Moe. Previously an active sporting reserve for tennis and bocce, tennis ceased to utilise the reserve in 2008 / 2009 and the bocce club relocated to Olympic Park in 2010.

The Latrobe City Council Public Open Space Strategy (2013) classifies the reserve as Parkland – General Use, hierarchy level is Local and site is zoned Residential 1. It is identified as having a low level of usage.



Figure 1 Pavilion



Figure 2 Shed

Figure 3 on the following page identifies the remaining infrastructure and features at the reserve.

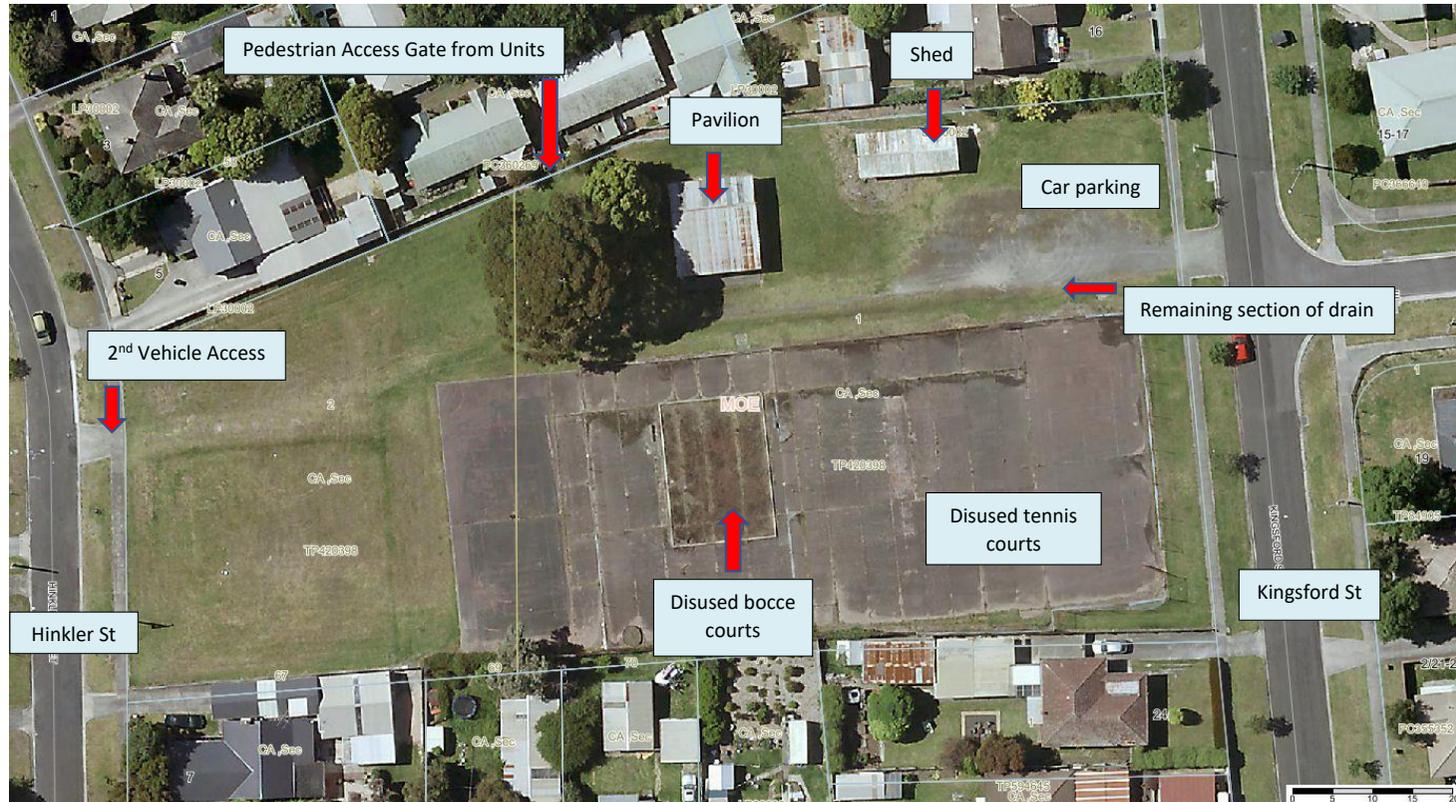


Figure 3 Kingsford Street Reserve



1.5. Infrastructure Review of Condition & Suitability – ‘Fit for Purpose’

Two site visits were undertaken by Sportwise (27 May and 11 July 2019) to Kingsford Street Reserve to consider the infrastructure suitability - ‘fit for purpose’. In accordance with the Project Brief, a condition report has been completed on the Pavilion and Shed by a registered building contractor. Glasgow Building Inspections completed a site visit on 11 July 2019 to determine the condition of the two structures for either demolition or remedial works.

The following table provides details for each of the two structures at the reserve as summarised by Glasgow Building Inspections.

Table 2 Kingsford Street Reserve Pavilion and Shed Construction

Structure	Information
Pavilion	<ul style="list-style-type: none"> • Skillion roof design with steel exposed trusses visible from the internal side. The roof covering was corrugated iron and clear roof sheeting. Sisalation was installed to the underside of the roof covering. • Internal walls were blockwork; some of the internal wall linings were timber panels. • External cladding was brickwork. • Constructed on a concrete slab. • Double door for access at the front and two shutters either side of the timber doors. • Personal Access (PA) door on the right-hand-side facing Kingsford Street. There was also an emergency exit / access door off the male amenities on the other side. • Internal layout included male and female amenities with change area, toilets and shower and a kitchenette in the middle back section. The remainder of the pavilion was an open area.
Shed	<ul style="list-style-type: none"> • Timber pitched roof framing design, with steel trapezoidal roof covering. • External cladding was steel. • Two single bay roller doors to each side and two PA doors. • No concrete slab internally. • Steel footings were embedded into concrete pad footings.

Source: Glasgow Building Inspections Structural Condition Report, 16 July 2019.

The key findings and recommendations from the site visits include:

- *Condition of Pavilion and Shed:* Overall Glasgow Building Inspections concluded that both the Pavilion and the Shed were structurally sound. A number of remedial works were recommended and will require specific trades to complete. Glasgow Building Inspections recommended that:
 - The roof plumbing works should be carried out by a Registered Plumber. These included:
 - Pavilion - replacing the damaged and deflected downpipe. Note: the corrugated iron roof sheeting was rusted, however; no excessive corrosion or holes were identified.



Figure 4 Pavilion Roof

- Shed – replace the gutters and install downpipes. Note: roof covering was not aesthetically appealing, however there was no obvious damage, corrosion or deflections.
- The electrical upgrade by a licensed Electrician. Glasgow Building Inspections stated that:
 - *The new Electrical Safety Regulations stipulate that no electrical works can be carried out (no matter how minor), without upgrading the existing Meter Box's to meet current codes. As the Meter Box has the older ceramic fuses, this Meter Box will require upgrading, prior to any electrical works being carried out.*
 - *Consider an upgrade to the Electrical Meter Box, to install safety shut off switches. The backing of the Switchboard was identified as Asbestos sheeting which may be required to be removed. Further investigation by a Licensed Electrician.*



Figure 5 Pavilion Meter Box and Damaged Power Point

- The internal remedial works can be carried out by a Carpenter or Builder. These include:
 - Pavilion - replacing all external doors (one double and three singles), internal doors to male and female amenities, replace shower roses, remove / reinstate timber wall cladding in social area of pavilion, repairs to kitchenette cabinetry and tiling, install glass in pavilion windows and repairs to kitchenette window, consider painting external brickwork for aesthetic appeal.



Figure 6 Pavilion - Side and Rear

- Shed – repair / replace roller door; replace single access doors including new locks.
- *Suitability – ‘Fit for Purpose’ of Existing Infrastructure:* Overall it is concluded that none of the current infrastructure is suitable – ‘fit for purpose’ and in addition will not comply with applicable legislation. The recommendations are summarised in the following table.



Table 3 Kingsford Street Reserve Infrastructure Suitability – ‘Fit for Purpose’

Facility Component	Recommendation	
1. Change rooms	That both the male and female change rooms (change area, toilets and showers) are not in a suitable condition / fit for purpose and would require upgrade / renewal to be compliant and of a suitable standard for usage in future.	
2. Kitchenette (including storage and servery)	That upgrade / renewal works would be required to bring up to a suitable condition and standard to enable use in the future such as repair / replacement of existing fitout with additional cupboards / storage potentially required depending on usage; no cooking areas and likely insufficient space, unless remove some of the existing cupboards or extend the area into social space.	
3. Social Area	That: <ul style="list-style-type: none"> a) The pavilion is cleaned up and broken glass, rubbish, needles, disused equipment, etc removed. b) That the area is made safe until such time as any future usage is determined. c) That assess condition of wooden shutters as not known if shutters are functional. 	



Facility Component	Recommendation	
4. Heating / Cooling	That as no power was connected it was not possible to determine if the ceiling fans are operational – these would need to be tested if considered for future use.	
5. Access to Premises and Universal Design	<p>That the following Access to Premises compliance, accessibility requirements and Universal Design principles, will need to be addressed if the pavilion and shed are to be used into the future given the following issues that have been identified:</p> <ul style="list-style-type: none"> a) Disabled parking – none provided. b) Steps / lip into pavilion. c) No accessible paths of travel and uneven outdoor surfaces. d) No ambulant toilets. e) No accessible toilet. f) Internal pavilion paths of travel likely not compliant. 	 
6. Court area	<p>That:</p> <ul style="list-style-type: none"> a) Fencing is removed for the safety of users if not required for the Master Plan. b) That unless an area is needed in the Master Plan the courts are removed. 	
7. Spectator Seating	That given the condition of the remaining spectator / player seating this is removed for the safety of park users.	



Facility Component	Recommendation	
8. Stand Alone Storage Shed	<p>That:</p> <ul style="list-style-type: none"> a) The items currently remaining in the shed are removed and disposed of appropriately. b) That given the location in proximity to neighbouring residents, the current condition and that visually unattractive, that unless a requirement within the Master Plan, the shed is removed. 	
9. Master Plan	<p>That the Master Plan:</p> <ul style="list-style-type: none"> a) Includes implementation of access to premises, universal design, healthy by design and environmental sustainability. b) Considers the provision of suitable support infrastructure once the future usage is determined including seating, landscaping (trees, garden beds and grassed areas), natural shade, site lighting, paths of travel (including disability / wheelchair access), rubbish bins (including recycling), car parking (including disabled parking provision) with vehicle barriers, bicycle racks, drinking fountains (consider provision for water bottles and dogs), signage, etc. 	

In addition, it is important to note that Latrobe City Council has advised that hazardous material (asbestos except where otherwise noted) is located in the following areas of the Pavilion (assessed 2015):

- Eaves
- Club room ceiling
- Timber panel underlay (assumed hazardous material, type not known)
- Switchboard panel and backing
- Kitchenette ceiling.



2. MOE - NEWBOROUGH DEMOGRAPHIC PROFILE & POPULATION TRENDS

This section of the report provides an overview of the current and future demographic profile for Moe - Newborough area based on information available on the Australian Bureau of Statistics website and the Latrobe City Council REMPLAN Community website¹.

Moe - Newborough is one of the four central towns in Latrobe City Council area, located 136 kms from Melbourne. The Moe - Newborough current, 2016 ABS Census population of 16,551² compared to 16,674 in 2011, a decrease of 123 people.

2.1. Gender Population Trends

Table 4 below provides a comparison of the gender statistical breakdown for the Moe - Newborough area compared to Latrobe City Council in 2016 compared to 2011.

Table 4 Gender Profile Moe - Newborough Area

Category	2016				2011				Moe - Newborough Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	
Total Population	16,551	100.0	100.0	100.0	16,674	100.0	100.0	100.0	-123
Males	8,022	48.5	48.9	49.1	8,069	48.4	48.8	49.1	-47
Females	8,527	51.5	51.1	50.9	8,605	51.6	51.2	50.9	-78

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016 (Usual residence).

A review of the results for the gender profile indicates that:

- There were more females than males within the Moe - Newborough area in 2016 (51.5% compared to 48.5%).
- In comparison Latrobe City Council had slightly more females than males in 2016 (51.1% versus 48.9%), whilst in Regional Victoria there were also slightly more females than males (50.9% compared to 49.1%).
- In comparison to 2011 the percentage of females and males in Moe - Newborough area was similar to that in 2016. There was a small decrease in both the number of females (-78) and the number of males (-47).
- Overall in 2016 there was a slightly higher percentage of females (51.5% compared to 51.1%) and as such a lower percentage of males (48.5% compared to 48.9%) in the Moe - Newborough area when compared with Latrobe City.

2.2. Age Population Trends

The age population profile for the Moe - Newborough area compared Latrobe City Council and Regional Victoria in 2016 compared to 2011 is provided in the table on the following page.

¹ Source: REMPLAN Community, Latrobe City Council <https://communityprofile.com.au/latrobe/>

² Source: Moe – Newborough 2016 Census of Population and Housing General Community Profile Catalogue Number 2001.0



Table 5 Age Population Structure for Moe - Newborough Area

Five Year Age Groups	2016				2011				Moe - Newborough Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	
0 to 4	894	5.4	6	5.8	996	6	6.6	6.3	-102
5 to 9	905	5.5	6.2	6.3	1,012	6.1	6.3	6.2	-107
10 to 14	928	5.6	5.9	6.1	1,041	6.2	6.6	6.7	-113
15 to 19	990	6	6	6.1	1,199	7.2	7.2	6.8	-209
20 to 24	1,104	6.7	6.5	5.5	999	6	6.7	5.5	105
25 to 29	950	5.7	6.2	5.4	895	5.4	6.2	5.2	55
30 to 34	941	5.7	6.1	5.5	851	5.1	5.6	5.2	90
35 to 39	828	5	5.6	5.4	941	5.6	5.9	6.1	-113
40 to 44	924	5.6	5.8	6.1	1,004	6	6.5	6.7	-80
45 to 49	1,016	6.1	6.4	6.6	1,151	6.9	7	7.0	-135
50 to 54	1,124	6.8	6.9	6.8	1,160	7	7.1	7.1	-36
55 to 59	1,144	6.9	7.1	7.1	1,185	7.1	6.7	6.9	-41
60 to 64	1,208	7.3	6.7	6.9	1,113	6.7	6.1	6.6	95
65 to 69	1,113	6.7	6	6.6	857	5.1	4.6	5.2	256
70 to 74	793	4.8	4.4	4.9	737	4.4	3.8	4.1	56
75 to 79	666	4	3.4	3.6	584	3.5	2.8	3.2	82
80 to 84	483	2.9	2.3	2.6	493	3	2.3	2.6	-10
85 and over	537	3.2	2.4	2.7	457	2.7	1.9	2.3	80
Total population	16,548	100.0	100.0	100.0	16,675	100.0	100.0	100.0	-127

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

A review and analysis of the five-year age groups in the above table indicates that:

- The age groups with the highest percentage of residents in Moe - Newborough in 2016 were 60 to 64 years with 7.3% followed by 55 to 59 years with 6.9%, 50 to 54 years with 6.8% and 65 to 69 years with 6.7%.
- The age groups with the lowest percentage of residents in Moe - Newborough in 2016 were 80 to 84 years with 2.9%, followed by 85 and over with 3.2% and 75 to 79 with 4%.
- The largest changes in age structure in this area between 2011 and 2016 were in the age groups:
 - 65 to 69 (+256 persons)
 - 15 to 19 (-209 persons)
 - 45 to 49 (-135 persons)
- The median age in Moe - Newborough in 2016 was 44 years compared with Latrobe City 41 years.
- Overall, children aged 0 to 14 years were 16.5% of the population and 21.7% were aged 65 years and over, compared with 18.1% and 18.6% respectively for Latrobe City and 18.2% and 20.4% respectively for Regional Victoria.
- Analysis of the five-year age groups of Moe - Newborough in 2016 compared to Latrobe City shows that there was a slightly lower proportion of people in the younger age groups (under 15) and a higher proportion of people in the older age groups (65+).



- The major differences between the age structure of Moe - Newborough and Latrobe City were:
 - A *larger* percentage of persons aged 85 and over (3.2% compared to 2.4%)
 - A *larger* percentage of persons aged 65 to 69 (6.7% compared to 6.0%)
 - A *smaller* percentage of persons aged 5 to 9 (5.5% compared to 6.2%)
 - A *smaller* percentage of persons aged 0 to 4 (5.4% compared to 6.0%).
 - A *smaller* percentage of persons aged 35 to 39 (5.0% compared to 5.6%).
- An analysis of the age data comparing Moe - Newborough the Regional Victoria indicates that there was a lower proportion of people in the younger age groups (Under 15 years) and a higher proportion of people in the older age groups (65+).
- The major differences between the age structure of Moe - Newborough and Regional Victoria were:
 - A *larger* percentage of persons aged 20 to 29 (6.7% compared to 5.5%)
 - A *smaller* percentage of persons aged 5 to 9 (5.5% compared to 6.3%)

2.3. Country of Birth

A review and analysis of the population born overseas in an area can indicate the diversity of the population within the community.

Table 6 provides a summary of the main countries of birth for residents of Moe - Newborough area compared to Latrobe City and Regional Victoria.

Table 6 Moe - Newborough Area Most Common Countries of Birth

Category	2016				2011				Moe - Newborough Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	Moe - Newborough
England	536	3.2	2.7		662	4.0	3.1		-126
United Kingdom				3.2				3.5	
Netherlands	218	1.3	0.9	0.5	241	1.4	1.1	0.6	-23
Germany	158	1.0	0.6	0.4	191	1.1		0.5	-33
New Zealand			0.9	1.0			0.9	1.0	
Malta	156	0.9		0.1	182	1.1		0.1	-26
Scotland	145	0.9	0.7		194	1.2	1.0		-49
Italy			0.8	0.5			1.0	0.6	
Total Born Overseas	2,194	13.3	12.4	11.0	2,471	14.8	13.7	10.6	-277
Australia	12,816	77.6	78.4	80.7	13,376	80.2	80.6	84.3	-560
Not Stated	1,541	9.3	9.2	8.3	828	5.0	5.7	5.0	+713
Total population	16,551				16,675				-124

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.



Analysis of the country of birth of the population in Moe - Newborough area compared to Latrobe City in 2016 shows that there was a slightly higher percentage of people born overseas. Overall, 13.3% of the population was born overseas, compared with 12.4% for Latrobe City. When compared with Regional Victoria Moe - Newborough had a higher percentage born overseas (13.3% versus 11.0%).

Between 2011 and 2016, the number of people born overseas decreased by -277 persons. The largest change in birthplace countries of the population between 2011 and 2016 was for those born in England (-126 persons) followed by those born in Scotland -49 persons.

2.4. Languages Spoken at Home

The following table provides information on the languages spoken at home for the Moe - Newborough area compared to Latrobe City and Regional Victoria. This indicates the cultural diversity of the population and demand for information to be provided in languages other than English.

Table 7 Languages Spoken at Home in Moe - Newborough Area

Category	2016				2011				Moe - Newborough Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	
Speaks English Only	14,315	86.6	85.4	86.6	15,002	90.0	88.5	90.5	-687
Non- English Language Spoken Total	1,033	6.1	6.6	6.0	1,071	6.4	6.9	5.3	-68
Not stated	1,233	7.4	8.0	7.4	602	3.6	4.6	4.3	+631
Total population	16,551	100.0	100.0	100.0	16,675	100.0	100.0	100.0	-124

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

A review of the information for languages spoken at home indicates that in 2016 for the population of Moe - Newborough area compared to Latrobe City there was a slightly higher proportion of people who spoke English only, and a smaller proportion of those speaking a non-English language (either exclusively, or in addition to English).

Overall, 86.6% of the population spoke English only, and 6.1% spoke a non-English language, compared with 85.4% and 6.6% respectively for Latrobe City whilst in Regional Victoria, 86.6% spoke English only and 6.0% a non-English language.

The dominant language spoken at home, other than English, in Moe - Newborough area was Maltese, with 0.6% of the population, or 105 people speaking this language at home and Dutch with 0.6% and 100 speaking this language at home. In comparison the dominant language other than English for Latrobe City was Italian (1.1%, 840 people) followed by Greek with 0.5% and 357 people.

Between 2011 and 2016, the number of people who spoke a language other than English at home decreased by -8 or -6.8%, and the number of people who spoke English only decreased by 687 or -4.8%.



2.5. Residents Income Levels

Table 8 below provides the 2016 weekly individual income levels for residents in Moe - Newborough area compared to Latrobe City and Regional Victoria.

Table 8 Residents Individual Income Levels for Moe - Newborough Area

Category	2016				
	Moe - Newborough		Latrobe City		Regional Victoria
	Number	%	Number	%	%
Negative Income/ Nil Income	950	6.9	4,636	7.7	7.2
\$1-\$149	607	4.4	2,640	4.4	4.4
\$150-\$299	1,298	9.4	5,139	8.6	7.8
\$300-\$399	1,815	13.1	6,530	10.9	10.5
\$400-\$499	1,694	12.3	6,226	10.4	10.3
\$500-\$649	1,260	9.1	5,168	8.6	9.0
\$650-\$799	1,036	7.5	4,533	7.6	8.5
\$800-\$999	992	7.2	4,452	7.4	8.5
\$1,000-\$1249	802	5.8	4,020	6.7	7.8
\$1,250-\$1499	477	3.5	2,652	4.4	4.9
\$1,500-\$1749	402	2.9	2,169	3.6	3.8
\$1,750-\$1,999	266	1.9	1,637	2.7	2.4
\$2,000-\$2,999	412	3.0	2,372	4.0	2.9
\$3,000 or more	211	1.5	1,207	2.0	1.6
Not stated	1,615	11.7	6,613	11.0	10.4
Total persons aged 15+	13,816		59,996		

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

A review of the results for individual income levels indicates that:

- In 2016 Moe - Newborough area compared to Latrobe City there was a higher proportion of people earning a low income (those earning less than \$500 per week) and a lower proportion of high income people (those earning \$1,750 per week or more) and the same when compared to Regional Victoria.
- Overall, 6.4% of the population earned a high income, and 46.1% earned a low income, compared with 8.7% and 42.0% respectively for Latrobe City, and 6.9% and 40.2% respectively for Regional Victoria.
- The major differences between Moe - Newborough's individual incomes and Latrobe City's individual incomes were:
 - A *larger* percentage of persons who earned \$300 - \$399 (13.1% compared to 10.9%).
 - A *larger* percentage of persons who earned \$400 - \$499 (12.3% compared to 10.4%).
 - A *smaller* percentage of persons who earned \$1,250 - \$1,499 (3.5% compared to 4.4%).
 - A *smaller* percentage of persons who earned \$2,000 - \$2,999 (3.0% compared to 4.0%).
 - A *smaller* percentage of persons who earned Negative Income/ Nil Income (6.9% compared to 7.7%).



- The major differences between Moe - Newborough's and Regional Victoria's individual incomes were:
 - A *larger* percentage of persons who earned \$300 - \$399 (13.1% compared to 10.5%).
 - A *larger* percentage of persons who earned \$400 - \$499 (12.3% compared to 10.3%).
 - A *larger* percentage of persons who earned \$150 - \$299 (9.4% compared to 7.8%).
 - A *smaller* percentage of persons who earned \$1,000 - \$1,249 (5.8% compared to 7.8%).
 - A *smaller* percentage of persons who earned \$1,250 - \$1,499 (3.5% compared to 4.9%).
 - A *smaller* percentage of persons who earned \$800 - \$999 (7.2% compared to 8.5%).

2.6. Motor Vehicle Ownership

Vehicles can be an indication of a person's ability to independently access services, including local sport and recreation facilities and programs without needing to rely on public transport (where available) or the proximity of facilities or programs to their place of residence.

The table below provides the number of vehicles garaged or parked per household in Moe - Newborough area compared to Latrobe City and Regional Victoria.

Table 9 Motor Vehicle Ownership in Moe - Newborough Area

Category	2016				2011				Moe – Newb'h Change 2011 to 2016
	Moe - Newborough		Latrobe City	Regional Victoria	Moe - Newborough		Latrobe City	Regional Victoria	
	Number	%	%	%	Number	%	%	%	
No motor vehicles	685	10.1	7.3	5.1	794	11.6	8.8	6.4	-109
1 motor vehicle	2,591	38.2	34.9	31.1	2,697	39.5	35.7	33.0	-106
2 motor vehicles	2,082	30.7	34.9	34.9	2,005	29.4	35.0	36.1	77
3 or more motor vehicles	1,057	15.6	18.2	19.2	989	14.5	16.7	18.4	68
Not stated	359	5.3	4.6	9.6	339	5.0	3.9	6.1	20
Total households	6,776				6,824				-48

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

A review of motor vehicles garaged or parked per household in Moe - Newborough shows that:

- 84.5% of the households had at least one car, while 10.1% did not, compared with 88.0% and 7.3% respectively in Latrobe City, and 85.2% and 5.1% in Regional Victoria.
- Overall, of those households that had at least one vehicle:
 - More than one-third (38.2%) had just one car.
 - Almost one-third who had two cars (30.7%).
 - 15.6% who had three cars or more.
 - In comparison Latrobe City had 34.9%, 34.9% and 18.2% respectively and Regional Victoria with 31.1%, 34.9% and 18.2%.



- The largest changes in the household vehicles parked or garaged in Moe - Newborough between 2011 and 2016 were:
 - No motor vehicles (-109)
 - 1 motor vehicle (-106 households)
 - 2 motor vehicles (+77 households)
 - 3 or more motor vehicles (+68 households).

As such, whilst potentially the majority of residents in Moe - Newborough have the ability to independently access sport, recreation and community facilities and programs with 84.5% having access to at least one vehicle, 10.1% of households had no access to a vehicle resulting in reliance on public transport or on accessing facilities locally. It is important to note that where people are commuting for employment this can impact capacity and access to vehicles for household members for other activities including sport and recreation.

2.7. SEIFA Index of Disadvantage

The Index of Relative Socio-Economic Disadvantage (SEIFA) is derived from attributes such as low income, low educational attainment, high unemployment, jobs in relatively unskilled occupations and variables that reflect disadvantage rather than measure specific aspects of disadvantage (e.g. Indigenous and Separated/Divorced).³

High scores on the Index of Relative Socio-Economic Disadvantage occur when the area has few families of low income and few people with little training and in unskilled occupations. Low scores on the index occur when the area has many low income families and people with little training and in unskilled occupations. A higher score on the index means a lower level of disadvantage whilst a lower score on the index means a higher level of disadvantage.⁴

Table 10 below provides the SEIFA Index of Disadvantage for Moe - Newborough, Latrobe City small areas including a comparison to selected benchmark areas.

Table 10 SEIFA Index of Disadvantage Latrobe City Small Areas and Selected Benchmarks

Latrobe City Council Small Areas and Benchmark Areas Ranked from least to greatest disadvantage	2016 SEIFA Index of Disadvantage
Traralgon South	1076
Moe South	1,070
Tyers	1,049
Glengarry	1,038
Victoria	1,009.6
Toongabbie	1,004
Australia	1,002
South Gippsland	999.5
Baw Baw	998
Wellington	974

³ Source: Australian Bureau of Statistics
<https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/2033.0.55.001~2016~Main%20Features~SEIFA%20Basics~5>

⁴ Source: Source: Australian Bureau of Statistics
<https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by%20Subject/2033.0.55.001~2016~Main%20Features~SEIFA%20Basics~5>



Latrobe City Council Small Areas and Benchmark Areas Ranked from least to greatest disadvantage	2016 SEIFA Index of Disadvantage
Boolarra	988
Yinnar	988
Regional VIC	977
Traralgon	974
Yallourn	956
Latrobe City	940
Yallourn North	932
Newborough	921
Churchill	903
Moe	835
Morwell	829

Source: Australian Bureau of Statistics, Census of Population and Housing 2011 and 2016.

In comparison with the selected benchmarks, the neighbouring municipalities of South Gippsland, Baw Baw and Wellington as well as Regional Victoria (overall) are considered less disadvantaged than Latrobe City Council.

Moe area is more disadvantaged than Churchill, Newborough, Yallourn North, Yallourn, Traralgon and Yinnar. Moe and Newborough are less disadvantaged than Morwell.

2.8. Future Population Predictions

Table 11 below provides an overview of predicted population change for Latrobe City and Moe areas between 2016 and 2031.⁵

Table 11 Future Population 2016 to 2031 for Latrobe City Area & Moe

Area	2016	2021	2026	2031	Change 2016 to 2031
Latrobe City	73,646	75,038	77,775	81,222	
Time Frame		2016 to 2021	2021 to 2026	2026 to 2031	
Change in Population Between Years		1,391	2,737	3,447	+7,576
Average Annual Percentage Change		0.4%	0.7%	0.9%	
Area	2016	2021	2026	2031	
Moe	16,181	16,106	16,359	16,939	
Time Frame		2016 to 2021	2021 to 2026	2026 to 2031	
Change in Population Between Years		-165	+342	+580	+758

Source: Victoria in the Future 2016.

The projections indicate that the Latrobe City population will experience a minimal increase in population in each five-year period from 73,646 in 2016 to 81,222 in 2031 an increase of 7,576 people. The average annual change ranges from a high of 0.9% from 2026 to 2031 to a low of 0.4% from 2016 to 2021.

⁵ Source: Latrobe City Council Victoria in the Future 2016 One Page Profile



In comparison Moe area population is projected to decrease between 2016 to 2021 (-165) and then increase for each period to a total of 16,939 persons. As such over the period from 2016 to 2031 the population in Moe is projected to increase by 758 persons. The highest increase is predicted between 2026 to 2031 with 580 additional people.

2.8.1. Changes in Age Structure

Changes in age structure are important indicators in planning for any age-based facilities and services. The forecast age structure for Moe area is provided in the following figure.



Figure 7 Forecast Age Structure for Moe Area in 2021, 2026 and 2031

Source: Victoria in the Future 2016.

A review of the forecast age structure for Moe area indicates that:

- The largest increase in persons between 2016 and 2031 is forecast to be in ages 75 to 79 years, which is expected to increase by 420 and account for 2.5% of the total persons.
- The largest 5-year age group in 2031 is predicted to be 65 to 69 years, with a total of 1,218 persons (7.4%) whilst the largest in 2016 was the 60 to 64 years with 1,163 (7.2%).
- Between 2016 and 2031, the number of persons aged under 19 is forecast to decrease by 112 persons (-2.9%) and will comprise 22.4% of the total population. The number of persons aged 60 and over is expected to increase by 1,581 (46.6%) and comprise 37.3% of the total population. In the 20 to 64 years age range the number of persons is forecast to decrease by 710 persons (-9.4%) and will comprise 40.4% of the total population.
- The 5-year age group that is predicted to have the largest percentage increase between 2016 and 2031 is 80 to 84 years which is expected to increase by 72.9% (363 persons) and account for 5.2% of the total persons.



- The 5-year age group that is predicted to have the largest percentage decrease between 2016 and 2031 is 50 to 54 years which is expected to decrease by -26.5% (-298 persons) and account for 4.9% of the total persons (6.9% in 2016). This is followed by the 20 to 24 years age group which will decrease by 16.2% (-154 persons) and account for 4.7% of the total population (5.9% in 2016).

2.9. Implications for Kingsford Street Reserve Master Plan

In terms of the Kingsford Street Reserve Master Plan the key implications of the population trends are:

- A high concentration of older adults requires core specialist facilities and services to meet the needs and interests of these residents and as such this is a significant age profile trend for the Master Plan development. This includes provision of inclusive and accessible facilities (eg disabled parking, ramp access to any facility, accessible amenities, etc).
- The younger age groups are key users of sport and recreation facilities and in the Moe area the 0 to 19 years population is predicted to decrease slightly between 2016 and 2036 (-2.9%, -112 persons). Consideration of the current provision in Moe – Newborough area of the type of facilities this population segment is seeking (facilities for fun, play and social activity with friends and family) as given predicted decline additional provision will not be needed in the future unless the current demand is not being met.



3. REVIEW OF RELEVANT DOCUMENTS

To establish the context for the development of the *Kingsford Street Reserve Master Plan* and to ensure that all opportunities, implications and any issues are understood, selected current policies, plans and strategies have been reviewed.

The Latrobe City Council policies, plans and strategies that have been reviewed are listed in the following table.

Table 12 Documents Reviewed

Latrobe City Council Policies, Strategies and Plans ⁶	
Latrobe 2026 – The Community Vision for Latrobe Valley	Latrobe City Council Plan 2017 – 2021
Living Well Latrobe - Municipal Public Health & Wellbeing Plan 2017 – 2021	Moe & District Social Infrastructure Plan – 2018
Latrobe City Council Community Gardens Policy – 2017	Public Open Space Strategy Volume 1 Strategy & Recommendations - 2013
Community Engagement Strategy 2015 – 2019	
External Documents	
Kingsford Street Men’s Shed & Community Space Project - Submission to Latrobe City Council, 2017 ⁷	Active Victoria – A strategic framework for sport and recreation in Victoria 2017 - 2024
Victorian Public Health & Wellbeing Plan 2015 - 2019	Sport 2030
Environmentally Sustainable Design	Universal Design
Healthy by Design – A guide to planning active living environments in Victoria	CPTED – Crime Prevention Through Environmental Design

A summary of the key points for each document with the implications for the development of the *Kingsford Street Reserve Master Plan* is provided in the following sections.

3.1. Summary of Latrobe City Council Policies, Plans and Strategies

A summary of the implications of the Latrobe Council policies, plans and strategies on the *Kingsford Street Reserve Master Plan* are provided in Table 13 below.

⁷ Gippsland Employment Skills Training Inc on behalf of the Kingsford Street Men’s Shed & Community Space Collective



Table 13 Summary of Implications from Review of Latrobe City Council Policies, Plans & Strategies

Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
<p>Latrobe 2026 – The Community Vision for Latrobe Valley</p> <p><i>In 2026 Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership.</i></p>	<p>The aim of Latrobe 2026 is to identify current strengths and issues that can be built upon or improved to achieve the Community Vision by 2026. Three broad concepts were identified by the Latrobe community – Sustainability, Liveability and Leadership. Nine objectives were identified including:</p> <ul style="list-style-type: none"> Built environment - <i>a well planned built environment that is complementary to its surroundings and which provides for a connected and inclusive community; it is important that accessibility of community services and facilities are preserved and enhanced as communities evolve.</i> Our community - <i>known for its high quality health, education and community services, supporting communities that are safe, connected and proud. ... Creating opportunity for participation in community life is important to reduce individual disadvantage and welfare dependency, and thus strengthen the Latrobe Valley community as a whole.</i> Recreation - <i>high satisfaction levels with recreation and sporting options and facilities were identified.</i> <p>Latrobe Valley is positioned as the principal service centre for Gippsland offering high quality health, education and community services.</p> <p>A major aspiration is for a community that is both liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected. Continued development of first-rate facilities to support the emerging and growing recreational pursuits is identified.</p> <p>The implementation of ‘Access for All Abilities’ facilities is becoming more widespread allowing the inclusion of residents from a range of cultures, ages and abilities.</p>	<ul style="list-style-type: none"> Supports accessible, sustainable high quality facilities and services. Opportunities for growing and emerging recreation activities.



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
<p>Latrobe City Council Plan 2017 – 2021</p>	<p>Identifies a focus on employment, economic growth, liveability and a connected Municipality to deliver on core responsibility for wellbeing, prosperity and good governance.</p> <p>Seven objectives, each with supporting indicators and 14 strategies to deliver on the objectives, with those relevant to this project being:</p> <ul style="list-style-type: none"> • Objective 3 - <i>Improve the liveability and connectedness of Latrobe City</i> • Objective 5 - <i>Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.</i> • Strategies: <ul style="list-style-type: none"> - 7. Enhance Council's engagement with the community to better understand the community's priorities. - 11. Improve the amenity and attractiveness of Latrobe City's town entrances and public spaces to enhance community pride. - 12. Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens. - 14. Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community. 	<ul style="list-style-type: none"> • Importance of community engagement and consultation – understanding priorities. • Quality of infrastructure provision – attractive community spaces. • Provision of inclusive facilities, programs and opportunities that support healthy lifestyles. • Safety of community important – CPTED (Crime Prevention Through Environmental Design) and planning / design outcomes. • Infrastructure that supports recreation opportunities including sport, community gardens and pathways.
<p>Living Well Latrobe - Municipal Public Health & Wellbeing Plan 2017 – 2021</p>	<p>The plan identifies six key focus areas with those relevant to this project being:</p> <ul style="list-style-type: none"> • <i>Social and Community Connectedness</i> – support initiatives that reduce feelings of isolation and loneliness - connect neighbours and communities. • <i>Active Living</i> – Build environments that create opportunities to move and build physical health; Invest in infrastructure that provides low cost physical activity that can be used by all members of the community; Get the community moving—grow existing active living initiatives, foster new ones and work with the community to create new and exciting physical activity opportunities; Improve low cost physical activity facilities to promote walking, cycling ... 	<ul style="list-style-type: none"> • Physical activity is a high priority – need to align this with access to suitable facilities providing environments that create opportunities to “build physical health”, infrastructure that provides low cost options (walking and cycling), programs, services and initiatives that increase existing and provide new physical activity opportunities. • Consider including features / elements in Kingsford Street Reserve Master Plan that facilitates and encourages physical activity as well as social interaction and connection.



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Moe & District Social Infrastructure Plan (2018)	<ul style="list-style-type: none"> • Social Infrastructure: <i>facilities, places and spaces that support community members to live healthy and connected lives. This includes social infrastructure that is both publicly (i.e. government) and privately (i.e. non-government, not-for-profit and profit-for-purpose) provided to support community services, programs and activities.</i> The Plan excludes public open space and active recreation facilities (covered in <i>Public Open Space Strategy</i> (2013) and <i>Recreation Needs Analysis</i> (2017)). Includes general facilities and letting spaces. • Summarises key directions from relevant policies, plans and guidelines including: <ul style="list-style-type: none"> – Provision of appropriate, affordable and sustainable facilities, services and recreation. – Facilities and services co-located or clustered, multi-purpose, catering to range of ages, users and uses (efficiencies). – Inclusive and accessible facilities and services; universal design principles. • Vision for plan: <i>Moe and Newborough are places where residents of all ages and life stages live safe, healthy, and engaged lives through the provision of affordable, inclusive and accessible social infrastructure.</i> <i>We have opportunities to learn and develop new skills. We look out for each other and take pride in our community.</i> • Identifies a set of values that underpin decisions re facility design and delivery with some key features being healthy and active lifestyles, inclusive and accessible, provide formal and informal opportunities, technology and intergenerational. • Plan uses hybrid approach incorporating benchmarks as a base adding in social information and community values unique to Moe - Newborough area. 	<ul style="list-style-type: none"> • Excludes consideration of public open space and active recreation facilities. • Application dependent on future directions for the reserve and inclusions identified for the Master Plan. • At a local level demand for intergenerational programs with community garden suggested as an option. • Need for youth space (District Level) and advocates for upgrade to skate park (at existing location).



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
<p>Moe & District Social Infrastructure Plan (2018) (cont)</p>	<ul style="list-style-type: none"> • Recommendations relevant to this project are: <ul style="list-style-type: none"> - South Moe Neighbourhood Level (includes Kingsford Street Reserve): <ul style="list-style-type: none"> ▪ Current provision includes some Council hireable facilities, general facilities and meeting places; well serviced with range of local level social infrastructure. ▪ Future Considerations: local information board; out of school hours care; expand intergenerational program with options raised including intergenerational community garden (population forecast to be the oldest of all towns). - Moe – Newborough District level: <ul style="list-style-type: none"> ▪ Current provision includes community space, neighbourhood house; most have capacity for growth. • Future Considerations: local youth space, proposes consultation with local young people to determine most appropriate type and location; notes the poor condition of skate park resulting in lack of appeal and potential to re-develop (central location with public transport and retail). 	
<p>Latrobe City Council Community Gardens Policy (2017)</p>	<p>The policy responds to strategy 12 of LCC’s Council Plan 2017-2021: <i>“Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.”</i></p> <p>Definition: <i>A community garden is any piece of land gardened by a group of people, utilising either individual or shared plots on private or public land. The land may produce fruit, vegetables, and/or ornamentals. Edible landscapes (e.g. fruit trees in public places) also fall under the definition of community gardens for the intent of this policy.</i></p> <p>Objectives: of the policy is to outline LCC’s role in supporting community gardens, including its aims for the gardens, its principles for their operation and how it assesses proposals for new community gardens on Council owned or managed land.</p>	<ul style="list-style-type: none"> • Community garden was suggested in the LCC community engagement process as one of a number of options for the site. • As site is owned by LCC would need to meet and comply with the policy if a community garden is included within the Master Plan.



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Latrobe City Council Community Gardens Policy – 2017 (cont)	<p>The Principles of Management include:</p> <ul style="list-style-type: none"> • Generally local spaces for residents to grow fresh food using sustainable practices and improving / teaching horticultural skills and building community connections through shared activities. • Variety of management models including incorporated committees, informal with volunteer support from agencies such as Neighbourhood Houses. • Importance of partnerships in the sustainability of community gardens including in-kind, financial and pro bono support. • For LCC owned or managed sites groups need to prepare a proposal including (as a minimum): <ul style="list-style-type: none"> – Purpose and local community benefits. – Proof of incorporation not-for-profit organisation and garden management structure. – Membership numbers. – Proposed garden location with any available site information including water and power access, management and usage. – Impact on nearby residents and organisations in close proximity – strategies to minimise odour, vandalism, noise, site aesthetics and vermin. – Financial resources – establishment and ongoing. – Events if any with anticipated participant numbers. • No commercial activity except the sale of excess produce and goods to support operation of the garden. 	



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Public Open Space Strategy Volume 1 Strategy & Recommendations (2013)	<p>Public open space was defined as: <i>Publicly accessible land that is set aside for recreation, leisure, sport, conservation and/or associated environmental and urban design functions.</i></p> <p>Vision: <i>Latrobe City will plan, provide and manage a diverse range of attractive, appealing and sustainable public open space facilities that are welcoming, accessible, and enhance the character of individual townships or neighbourhoods.</i></p> <p>Develops priorities under a series of key themes with recommendations, with those relevant to this project including:</p> <ul style="list-style-type: none"> • <i>Enhance what we already have</i> – improving the appeal of existing spaces for young people and families; hierarchical approach (Regional, District and Local); application of Healthy by Design and CPTED principles. • <i>Community Partnerships</i> – importance of open space to facilitate community interaction, social inclusion and community health and well being; master plans and reserve improvements to consider opportunities for integration of community gathering spaces and infrastructure that supports social interaction. • <i>Open Space Activation</i> - <i>Improve provision of infrastructure that supports increased physical activity participation including paths, seating, drinking taps, fitness stations, way finding signage, interpretive information, half-court facilities etc. Consideration should also be given to proactively identifying reserves that are suitable for off-leash dog exercise and establishment of community gardens or neighbourhood orchards.</i> <p>Note: none of the Moe – Newborough specific recommendations are for Kingsford Street Reserve.</p>	<ul style="list-style-type: none"> • Importance of quality and appeal of existing spaces – Kingsford Street Reserve does not currently meet this. • Consideration of partnership opportunities, community gathering spaces and infrastructure that supports social interaction within master plans. • Consider infrastructure / developments in Master Plan that supports increased physical activity, off-leash dog exercise, community gardens and neighbourhood orchards.



Policy / Strategy	Summary of Key Points	Comments and Implications for Kingsford Street Reserve Master Plan
Community Engagement Strategy 2015 – 2019	<ul style="list-style-type: none"> Community engagement values are: Respect; Inclusiveness and accessibility; Integrity and honesty; Accountability and ownership; Communication; Innovation. Objectives of community engagement practice are: Improved Understanding; Enabling Involvement; Communication and Feedback; Decision Making; and Continual Improvement. IAP2 Spectrum of Public Participation is used to enable finding of the most appropriate level of engagement in each situation. Key stages of the community engagement process are: Plan; Action; Report; Decide; and Feedback. 	<ul style="list-style-type: none"> To be used to frame the Community and Stakeholder Engagement Plan (Task 8) and Task 11 External Stakeholder Consultations.

3.2. Summary of Review of Selected External Documents

A review of the results for implications of the external documents on the *Kingsford Street Reserve Master Plan* are provided in Table 14 below.

Table 14 Summary of Review of External Documents

Reviewed Document	Summary of Key Points
Kingsford Street Men's Shed & Community Space Project - Submission to Latrobe City Council, December 2017	<p>Participating organisations were Moe Men's Shed, Moe Community Garden Group, Moe Community Art Collective and Gippsland Employment Skills Training (GEST).</p> <p>The proposal identifies the purpose of "re-activating the Kingsford Street site for the benefit of the wider Moe – Newborough community" and also "designed to assist the Moe Men's Shed to have a new permanent facility that is readily accessible to the community."</p>



Reviewed Document	Summary of Key Points
Kingsford Street Men's Shed & Community Space Project - Submission to Latrobe City Council, December 2017 (Cont)	<p>Points to note are:</p> <ul style="list-style-type: none"> • Benefits identified of the proposal were delivering community connectedness and social outcomes. • Initial priority targets are long term unemployed, isolated elderly, returned service personnel and volunteers. • Management Structure: Committee with two representatives from each of the four organisations. • Masterplan – to be developed by the Committee. • Moe Community Art Collective (MCAC) – proposed to initially utilise the old tennis pavilion, however does not identify what the MCAC will be using it for. • Moe Community Garden Group – to teach horticultural skills by assisting to develop and deliver non-accredited training for the community. • Moe Men's Shed – seek funding to build a shed (eg straw bale construction). Build a community building managed by lead tenant model (Moe Community Art Collective) – providing a community space for small local groups and individuals. Led by GEST with construction by employing a qualified supervisor with local community enrolling in non-accredited training to assist in the building. Potential to utilise AGA unemployed apprentices. Space will also be utilised to deliver low level training such as resilience. "Community can drop in and have a cuppa and a chat". Also potentially include a commercial kitchen for cooking classes. Overall targets – school children to the elderly in the wider community. • Youth Support Areas – basketball ring and hand ball area. • "... incorporate the existing area used by locals as a sitting / meeting area adding new tables etc." (Note – there is currently no seating area at the Reserve). • A number of support organisations are listed. • Strategies for Future Sustainability: <ul style="list-style-type: none"> – Each group apply for own funding. – Management committee will also apply for funding. – Potential membership fee - \$5. – Hiring of family garden plots. – Partnerships with other organisations. – Consider feasibility of hiring out the community building for meetings / classroom spaces. <p>Note: there was no evidence provided in the proposal of the need or demand for many of the ideas presented, no budget or source of funding for the construction of the community space / building, other required infrastructure and any associated fitout. Are seeking a peppercorn rental for the Men's Shed and the Community Space / Building.</p>



Reviewed Document	Summary of Key Points
<p>Victorian Public Health & Wellbeing Plan 2015 - 2019</p>	<p>Vision - <i>a Victoria free of the avoidable burden of disease and injury, so that all Victorians can enjoy the highest attainable standards of health, wellbeing, and participation at every age</i></p> <p>Aim is to reduce inequalities in health and wellbeing with the six key priorities including:</p> <ul style="list-style-type: none"> • Healthier eating and active living <ul style="list-style-type: none"> - Promote consumption of healthy, sustainable and safe food and supporting healthy food choices. - Encourage and support people to be as physically active as often as possible throughout their lives. Strategies may include active transport (such as walking or cycling to work), neighbourhood design that promotes activity and social connectedness and participation in sport and recreation. - Encourage interaction with nature in Victoria’s parks and open spaces. • Improving mental health <ul style="list-style-type: none"> - Enhance and develop strategies to promote mental health and wellbeing and reduce current high levels of psychological distress, eg increasing physical activity and sporting participation. • Preventing violence and injury. • Reducing harmful alcohol and drug use. <p>Other points relevant to this project are:</p> <ul style="list-style-type: none"> • Place based approaches – role of communities including health and wellbeing outcomes from participating in sport and active recreation particularly in rural and regional areas where a sporting club or recreation group provides a hub for the community. • Liveable neighbourhoods – access to walking and cycling infrastructure, accessible public open space (improved access to green and open spaces supporting a range of activities; healthy parks healthy people) and leisure opportunities.
<p>Active Victoria – A strategic framework for sport and recreation in Victoria 2017 – 2024</p> <p>Department of Health & Human Services, State of Victoria - 2017</p>	<p>Vision:</p> <ul style="list-style-type: none"> • More active - An increased proportion of Victorians participate in sport and active recreation. • More diverse and inclusive - An inclusive system that provides all Victorians with the opportunity to be involved. • Collaborative - Well-planned and connected investment that maximises participation and health, economic, community and liveability benefits. • Robust, flexible, sustainable and affordable - A sustainable and efficient approach that responds to changing demands and provides flexible and affordable choices for participants. • Broad-based and connected – An integrated system that addresses the different demands, contributors and structure of community sport, active recreation and high-performance sport and events and maximises the pathways and connections across the system.



Reviewed Document	Summary of Key Points
Active Victoria – A strategic framework for sport and recreation in Victoria 2017 – 2024 (Cont)	The framework includes six key directions: <ul style="list-style-type: none"> • Meeting demand – increasing capacity of facilities and infrastructure (eg lighting, synthetic surfaces, etc); create flexible and innovative participation options; balance investment across rural and regional and metropolitan Victoria; maximising use of existing spaces. • Broader and more inclusive participation - build inclusion into the system; provide affordable participation options; address racism, discrimination and harassment; continue investment in female participation; support increased participation of Aboriginal Victorians; provide support and flexible participation options for other under-represented communities including people with disability, LGBTI people and disengaged youth. • Additional focus on active recreation - create a model that supports the structure and needs of active recreation; provide information and encouragement to support non-organised and unstructured physical activity; invest in infrastructure that enables active recreation; connecting planning and development of outdoor recreation to nature-based tourism opportunities with emphasis on benefits to regional economies. • Build system resilience and capacity - support volunteers and the sport and active recreation workforce; encourage good governance and diverse leadership; develop a strong evidence base and analytical capacity; address reputational risk and threats to integrity. • Connect investment in events, high performance and infrastructure - invest in state and regional facilities that underpin Victoria’s event calendar; develop pathways to excellence; provide new and integrated support for high performance athletes across the Victorian Institute of Sport, regional academies and sports; planning for programming and use integrated into infrastructure planning (new and renewal). • Work together for shared outcomes - develop agreed priorities for collaborative action; ensure complementary investment to create collective impact; whole of government approach (joined up planning), joint investment and better connections between sport and recreation organisations, local Councils and Victorian Government.
Sport 2030 Department of Health Commonwealth of Australia - 2018	In 2018 the Federal Government released <i>Sport 2030</i> , the Australian Government’s strategic plan for sport, with the vision for Australian sport in 2030 of: <p style="text-align: center;"><i>Australia is the world’s most active and healthy sporting nation, known for its integrity and sporting success.</i> ⁸</p>

⁸ Sport 2030, Department of Health, Commonwealth of Australia, 2018



Reviewed Document	Summary of Key Points
Sport 2030 (Cont)	<p>Four priority areas to achieve the vision are:</p> <ul style="list-style-type: none"> • Build a more active Australia – More Australians, more active, more often: to be achieved by: <i>driving sustained participation growth, improving access to community sports facilities, encouraging sports organisations to provide better suited offerings, and embedding physical activity within the school day.</i> • Achieving sporting excellence – National pride, inspiration and motivation through international sporting success. • Safeguarding the integrity of sport – A fair, safe and strong sport sector free from corruption; includes contemporary sports governance and the protection of children in sporting environments. • Strengthening Australia’s sporting industry - A thriving Australian sport and recreation industry with contemporary governance structures, world-leading research and innovation, strong economic investment, hosting global events and facilitating Australia’s international interests includes: <i>Data, evidence and insights to promote how active, sporting and healthy Australians are and could be.</i> <p>Five target outcomes under the priority areas are identified being:</p> <ul style="list-style-type: none"> • Improve the physical health of Australians. • Improve the mental health of Australians. • Grow personal development. • Strengthen our communities. • Grow Australian economy.
Environmentally Sustainable Design	<p>Environmentally sustainable design (ESD) are a requirement of some Government grants. Sport and Recreation Victoria website for the Community Sports Infrastructure Fund provides the Environmentally Sustainable Design Fact Sheet which states that:</p> <p><i>“Including Environmentally Sustainable Design principles and initiatives in the design and development of infrastructure can reduce operation costs and environmental impacts while increasing building resilience.</i></p> <p><i>“The main objective of the sustainable design principle is to avoid resource depletion of energy, water and raw materials, prevent environmental degradation caused by infrastructure facilities throughout their lifecycle and create built environments that are liveable, comfortable, safe and productive”.</i></p> <p>The ESD principles are optimise size / existing structure potential, optimise energy use, protect and conserve water, use environmentally preferable products, enhance indoor environmental quality and optimise operational and maintenance practices. These need to be incorporated into the design development or redevelopment of infrastructure identified in this study.</p>



Reviewed Document	Summary of Key Points
Universal Design Principles	<p>Universal Design is “a design philosophy that ensures that products, buildings, environments and experiences are innately accessible to as many people as possible, regardless of their age, level of ability, cultural background, or any other differentiating factors that contribute to the diversity of our communities.”⁹</p> <p>It is a concept that aims to “simplify life for everyone by making the programs, services and the built environment more usable by more people.”¹⁰ The framework for creating solutions is:</p> <ul style="list-style-type: none"> • Equitable use (Be Fair) • Flexibility in use (Be Included) • Simple and intuitive use (Be Smart) • Perceptible Information (Be Independent) • Tolerance for error (Be Safe) • Low Physical effort (Be Active) • Size and Space for Approach and use (Be Comfortable). <p>The concept targets all people of all ages, sizes and abilities, however there are no specific goals to reach.</p> <p>Universal Design is a requirement of some Government Grant programs.</p> <p>The Design for Everyone Guide: A Guide to Sport and Recreation Settings (Sport and Recreation Victoria website - http://sport.vic.gov.au/publications-and-resources/design-everyone-guide) includes information on sport and recreation reserves and sports pavilions as well as checklists of key elements.</p>
Healthy by Design – A guide to planning active living environments in Victoria Heart Foundation - 2012	<p>The <i>Healthy by Design – A guide to planning active living environments in Victoria</i> (2012) resource includes “design considerations, evidence, tools and case studies to support those professionals who have responsibility for the design, development and maintenance of the public realm”¹¹ including as a tool for planning, development and enhancement of open space.</p> <p>The <i>Healthy By Design</i> guide is based on planning for people and putting the needs of people and communities as a key part of the planning and design process, decisions based on health and wellbeing including providing accessible open spaces for recreation and leisure.</p>

⁹ Universal Design Fact Sheet, Department of Health & Humans Services, June 2015.

¹⁰ Source: Michael Walker, Universal Design, PLA Conference, Geelong, May 2014.

¹¹ Healthy by Design - A guide to planning active living environments, Heart Foundation, 2012.



Reviewed Document	Summary of Key Points
<p>Healthy by Design – A guide to planning active living environments in Victoria (Cont)</p>	<p>There are three supporting documents and a Healthy Active by Design website to assist in implementation:</p> <ul style="list-style-type: none"> • <i>Healthy by Design: Victorian local government implementation tool</i> - provides practical options for Councils to embed healthy design principles into their planning processes, policies and day to day operations. • A 'Matrix of Like Design Considerations' provides a practical tool to influence the design process that considers physical activity, shade, safer design, access, design and road user safety. • Healthy Active by Design website (https://www.heartfoundation.org.au/programs/healthy-active-by-design) - provides information on the eight design features, case studies and master checklists (including destinations, housing diversity, movement networks, public open space, sense of place, community facilities, buildings, healthy foods). <p>Healthy be Design encourages:</p> <ul style="list-style-type: none"> • Providing bicycle parking facilities for people riding to community facilities and spaces including sporting ovals and parks. • Safe pedestrian access leading to or near park entrances. • Community spaces or buildings designed to facilitate a variety of uses (eg after hours use of school facilities). • Community buildings located to contribute to a "sense of place and provide a community heart." • Open space to incorporate a range of shade, shelter, seating, signage opportunities and clearly defined walking and cycling routes. • Public open spaces within a maximum of 500m walking distance from dwellings. • Large local parks (one hectare minimum) within 500m and small local parks within 150m to 300m safe walking distance of dwellings. • Encourage more vigorous physical activity by providing exercise and training equipment along walking paths. • Range of equipment and facilities for active recreation for children and youth. • Path network allow direct passage through and recreational walking around in parks. • Shade (natural or structured) over play equipment, BBQs and seats. • Provide drinking fountains and consider need for public toilet facilities. • Outdoor seating aligned to facilitate social interaction, views and points of special interest. Seats with back and arm rests and include spaces for wheelchairs and prams; provision of shaded seating. • Durable signage that is clear, concise and consistent; signage that is illuminated after dark. • Lighting in areas for night use and / or areas accessed by pedestrians after dark; avoid low level or in-ground lights along paths (limit vision of users). • Avoiding opportunities for concealment and entrapment along paths and in community spaces. Use low level or transparent fencing along front and with open space, whilst side fencing should achieve a balance between visual connection and privacy. • Engage community members early in the planning process; include young people and children in planning. • Utilise vandal and graffiti resistant materials. • Design for diversity of users.



Reviewed Document	Summary of Key Points
CPTED – Crime Prevention Through Environmental Design	<p>CPTED is an approach to crime prevention that takes into account the relationship between the physical environment and the users of that environment.¹²</p> <p>CPTED includes three strategies:</p> <ul style="list-style-type: none"> • Natural Access Control - aimed at restricting criminal intrusion to areas where they might not be easily observed such as through the use of gates, fences, walls, footpaths, landscaping and lighting to guide public to and from entrances and exits, preventing access to dark, unmonitored areas and enabling any intruders to be more easily recognised. It includes utilising activity support (<i>safety measures that use a specific activity planned for a specific space</i>¹³) and maintenance. • Natural Surveillance - involves creating environments that keep potential offenders / intruders under observation by others going about normal activities, eg by use of physical features to maximise visibility, placement of people or activities and maintenance of minimum lighting standards of car parking, walkways, entrances, exits, etc. • Territorial Reinforcement - is a design concept that clearly delineates private space from semi-public and public spaces and also creates a sense of ownership.¹⁴ This is achieved by reinforcing the above strategies, design that provides long-term, continued use that is fit-for-purpose and using <i>pavement treatments, landscaping, art, signage, screening and fences to define and outline ownership of space.</i>¹⁴

¹² Crime Prevention & Community Safety, Victoria Police, https://www.police.vic.gov.au/content.asp?document_id=10444

¹³ Crime Prevention & Community Safety, Victoria Police, https://www.police.vic.gov.au/content.asp?document_id=10444

¹⁴ Crime Prevention & Community Safety, Victoria Police, https://www.police.vic.gov.au/content.asp?document_id=10444



4. FACILITY PROVISION IN MOE - NEWBOROUGH

In order to provide development directions for *Kingsford Street Reserve Master Plan* that reflects and meets community interests and needs it is necessary to understand the current facility provision around Kingsford Street Reserve. The following sections consider the responses to community engagement activities conducted previously by Council as well as developments for Kingsford Street Reserve in the context of relevant LCC plans, policies and strategies. As such the following sections consider:

- Public open space provision including play spaces and outdoor fitness equipment.
- Dog parks
- Community gardens
- Youth activity spaces
- RV overnight parking areas
- Men's Shed
- Community enterprise.

4.1. Public Open Space Provision

The Vision in the LCC Public Open Space Strategy (2013) is for public open spaces that *are welcoming, accessible and enhance the character of individual townships or neighbourhoods*. In its current condition Kingsford Street Reserve and the infrastructure remaining on site does not meet LCC vision for public open space and as such the Master Plan provides an opportunity to plan for the future infrastructure provision at the reserve for the local community.

In the Strategy Kingsford Street Reserve is zoned Residential 1, classified as Parkland - General Use with low usage and hierarchy Local level. Parkland - General Use is described as:

Open space reserves set aside primarily to accommodate a range of recreational uses by the community. These are not formal sports venues. However, they are likely to include playgrounds, neighbourhood parks and areas offering urban relief, landscape amenity and opportunities for informal physical activity participation. In some instances these sites may be undeveloped pending future enhancement opportunities.

The strategy makes no specific recommendations in regards to Kingsford Street Reserve. In the context of Parkland – General Use, the Strategy identifies an indicative list of the most common types of infrastructure that can be expected to be provided for each open space category and hierarchy. It also states that each reserve is considered on a case by case basis to respond to the individual or unique characteristics, including consideration of availability of nearby public reserves. The indicative infrastructure listed for Local Parkland General Use such as Kingsford Street Reserve are detailed in the table on the following page and can provide guidance in the development of the Master Plan.



Table 15 Parkland General Use – Local Indicative Infrastructure

Parkland – General Use Infrastructure	Local
Security / amenity lighting	✓
Reserve Fencing	Must not have
Public toilets	✗
Pathways	✓ Unsealed or sealed
Path circuit	✓
Disability / Wheel access (Universal access)	✓
Car parking	✓ Unsealed
Bicycle rack	✓
Park seating	✓
Picnic table/s	✗
Public BBQ facilities	Must not have
Drinking taps	✓
Shade	✓ Natural only
Play space / playground	✓
Fitness stations	✗
Signage and way finding	✓
Multi-use half court / hit-up wall	✓
Skate park facilities	✗
Litter bin/s	✓
Landscape - trees	✓
Landscape – garden beds	✓
Informal lawn area/s	✓
Ornamental water features	✗
Public art	✓
Vehicle barriers	✓

Legend
✓ Might have
✗ Should not have

Source: Public Open Space Strategy Volume 1: Strategy and Recommendations (2013)

The assessment of the provision or otherwise of play space (might have) and outdoor fitness stations (should not have) is considered further below as each of these were identified as options from Council's previous community engagement.

In regards to the point in the Strategy that the availability of infrastructure at nearby public reserves also needs to be considered, Table 16 on the following page provides a summary of current provision at public open space reserves in proximity to Kingsford Street Reserve.



Table 16 Public Open Space Provision in Vicinity of Kingsford Street Reserve

Reserve	Hierarchy	Primary Function	Zoning	Current Provision	Distance to Kingsford Street Reserve
Kingsford Street Reserve	Local	Parkland - General Use	Residential 1	Disused pavilion, shed, tennis courts and bocce courts. Grassed areas, car parking (unsealed).	
Ted Summerton Reserve Vale St Moe	Regional	Sport	Public Park & Recreation	Pavilions, oval, netball courts, practice wickets, indoor regional cricket (in progress), CFA track, play space, car parking (sealed).	Approx. 100m
HG Stoddart Memorial Park Vale Street Moe	Local	Parkland - General Use	Residential 1	Play space, grassed areas, paths, park seat and natural shade.	Approx. 650m
Bristol Hawker Reserve Bristol Street & Hawker Street Moe	Local	Parkland General Use	Residential 1	Grassed areas.	Approx. 650m
Moe Olympic Reserve Vale St Moe	District	Sport	Public Park & Recreation	Pavilion, soccer pitches, car parking.	Approx. 700m

A review of the above public open space provision indicates that Parkland - General Use is well provided for in the area and is supported by two sport reserves which also provide public open space. The following two sections consider two facilities, play spaces and outdoor fitness equipment which were both identified in the community engagement undertaken by LCC.

4.1.1.1. Play Space

The figure on the following page provides the location of current local, district and regional level play spaces in the Moe – Newborough area.

A review of the locations indicates that:

- Local level play space at Ted Summerton Reserve – approximately 100m from Kingsford Street Reserve and as such would be serving the local playground needs of those in the vicinity of Kingsford Street Reserve.
- A Local level play space at HG Stoddart Memorial Park, Vale Street, Moe. This is approximately 600m from Kingsford Street Reserve and would meet the local playground needs for people living east of Fowler Street, Moe.
- Moe - Newborough also is serviced by three Regional play spaces at the Apex Park Waterloo Road Moe (Apex Park Central, Apex Park East and Lions Park) and a future District Level Play Space located at Moe Botanic Gardens, Narracan Drive, Moe.
- In total there are 17 play spaces with a local level catchment in Moe and 11 in Newborough.¹⁵
- There is also a play space/s at the South Street Primary School.

¹⁵ Note: not all Local level play spaces are identified in Figure 8.



The Latrobe City Council Play Space Strategy (2016) identifies the need for one new play space for Moe to be located west of Truscott Road, Moe. Otherwise improvement works are identified at the existing Playgrounds.

As such the implications of this review of current play spaces on the *Kingsford Street Reserve Master Plan* is that there is no indicative demand for play space provision to be provided at the Kingsford Street Reserve.

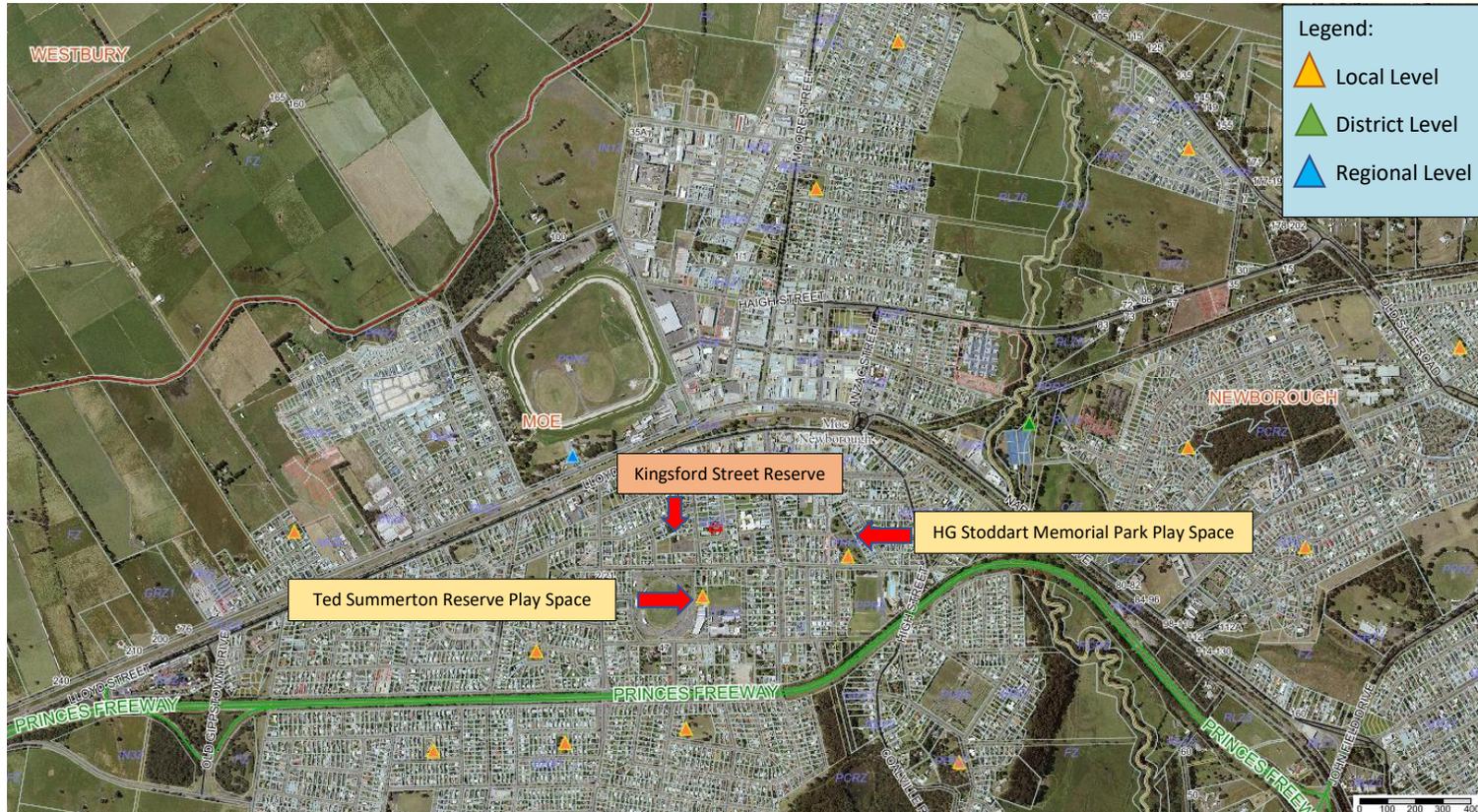


Figure 8 Moe – Newborough Play Space Locations



4.1.2. Outdoor Fitness Equipment

Sport and Recreation Victoria in collaboration with a number of partners including Parks and Leisure Australia (Victoria and Tasmania), VicHealth and selected local councils have developed the *Guidelines for planning, installing and activating outdoor fitness equipment*. The Guidelines include information on planning and determining need, design considerations, activation and programming, maintenance and evaluation as well as a selection of case studies.

The Guidelines recommend in the section on site features as a medium priority the proximity to other community recreational areas including skate parks, community centres, leisure centres, playgrounds, walking / cycling tracks and sports grounds.

As stated in Section 4.1 above, the Kingsford Street Reserve is Parkland General Use – Local and as such, consistent with the Public Open Space Strategy, Kingsford Street Reserve should not have outdoor fitness stations / equipment. In addition, the Strategy recommends that:

Increase installation of outdoor fitness stations and exercise equipment at selected District Reserves across the City (sites to be determined by Council, however aim for at least one site per major township integrated with defined walking trails as per the proposed Pathway Strategy).

As such in the Moe – Newborough area this would potentially be located at any of the District Level public open space sites in the area of which there are 10 listed in the Public Open Space Strategy (2013).

4.2. Dog Park

There has been a growth in the popularity of off-leash dog parks, providing safe and secure areas for exercising and socialising dogs, particularly in urban areas where housing density is increasing and private backyards are decreasing. Like play spaces, dog parks can vary in size and level, with local, district and regional provided in local government areas. Dog parks / areas suitable for puppies, small or large dogs are provided.

Latrobe City Council (LCC) have implemented a trial fenced off-leash dog park at the Franklin Street Reserve, Franklin Street Traralgon in 2019. During the 12-month trial the community are able to provide feedback through an on-line survey with consultations scheduled to close on 17 January 2020, after which this will be analysed, and a report subsequently presented for Council consideration.

There is currently no fenced off-leash dog park in Moe-Newborough. An off-leash dog area is provided at College Park, Newborough, between Monash Road, Eastern Avenue and John Field Drive.

In terms of assessing the Kingsford Street Reserve as a possible location for a fenced, off-leash dog park, The Dog and Cat Management Board, Government of South Australia has published, *Unleashed A Guide to Successful Dog Parks* (2013) and identifies the following:

- Key Components:
 - Fencing - perimeter and also any dividing fencing if providing areas for small and large dogs.
 - Gates (two per entry with self-closing child proof locks) and airlock.
 - Service / maintenance gates.



- Pathways, variety of ground surfaces and landscaping.
- Essential amenities – drinking fountains, bins and bag dispensers, shelter and seating, signage.
- Optional amenities – lighting, toilets, dog equipment.
- Car parking – off street parking is important as research indicates that the majority of dog park users travel to the dog park by car (may be dependent on size of dog park and size of area park is serving). Proximity of parking to dog park entrance is important to encourage owners to keep dogs on leash until after they have entered the park (safety and risk).
- Location – characteristics / features of a good location are:
 - *Be easily accessible by road*
 - *Have adequate space for off-street parking*
 - *Have connections to existing pedestrian paths and trails*
 - *Be within walking distance of residential areas*
 - *Have good surveillance from public areas (not an isolated site).*
 - *Proximity to compatible uses/activities or other community facilities*
 - *Some natural vegetation and topography*
 - *Good drainage.*¹⁶
 - Co-location with other facilities for users to be able to have a range of experiences / engage in other activities.
- Size: dog parks vary in size, however generally larger parks are said to be better including being less stressful for dogs and opportunities for different activity zones. The advantages and disadvantages of small dog parks include:
 - *Advantages:* local community focus and lower construction cost.
 - *Disadvantages:* potential for overcrowding, dog conflict, overuse resulting in surface quality issues and *inattentive owner behaviour*.

Other factors to consider include:

- Residential buffer – provide a buffer between nearby residences so that there are no more disturbances from dog parks than other typical park uses.
- Buffer to other park facilities eg playgrounds, picnic facilities, sport facilities and other programmed areas.
- Accessibility – ensure that the dog park is accessible for all.

City of Greater Geelong adopted the *Fenced Dog Parks Siting, Design and Management Guidelines* in April 2019¹⁷ and identified steps to choosing a site including *Step 2 Eliminate any sites unsuitable for a fenced dog park* with two points of relevance being:

- *local and neighbourhood parks (as per our park hierarchy classification)*
- *parks less than the preferred minimum size of 3,000m²*

¹⁶ *Unleashed A Guide to Successful Dog Parks* The Dog and Cat Management Board, Government of South Australia (2013)

¹⁷ City of Greater Geelong *Fenced Dog Parks Siting, Design and Management Guidelines* (April 2019), p15.



The guidelines also state that they will aim:

- ... to position fenced dog parks in areas where there is little conflict with other land uses.
- To use 'a setback or buffer between the dog park and neighbouring houses to reduce potential conflict.'

In summary, in considering Kingsford Street Reserve as a potential site for a fenced off-leash dog park based on the key components and site requirements identified in the reference documents:

- Local level parks such as Kingsford Street Reserve are generally considered unsuitable for dog parks.
- Large parks are generally considered better (less stressful for dogs, reduction in potential conflicts, ability to provide separate areas for large and small dogs and a diversity of surfaces and activities, etc). A destination park such as the Apex Park which already includes a diversity of facilities and activities would be a more suitable location in Moe or the existing off-leash dog park provided at College Park, Newborough, between Monash Road, Eastern Avenue and John Field Drive if these sites meet the criteria.
- Issue in ability to design a dog park for the site that will enable establishment of a suitable buffer / set back to residential properties (noise, smell, etc). Research has suggested a buffer of between 15m to 60m from residences. The Kingsford Street Reserve is 8,272m² in total and ranges between 43.5m to 69m in width so it would not be possible to achieve suitable residential buffers at Kingsford Street Reserve. Given the benefit from co-location with other park features, the need to provide a buffer from adjacent residential properties and some other park facilities / activities, the site is not of sufficient size and shape to accommodate a minimum 3,000m² a dog park (recommended minimum size).
- Issue with ability to co-locate other required park facilities for users and to achieve a buffer to these park facilities and activities (safety of users). Research indicates a buffer of at least 30m to a play space or children's facility.

4.3. Community Garden

The provision of community gardens has been identified in a number of Latrobe City Council plans and policies including:

- Latrobe City Council Plan 2017 – 2021 – Strategy 12 *Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.*
- Latrobe City Council Community Gardens Policy – 2017.
- Public Open Space Policy (2013) - *Open Space Activation - Improve provision of infrastructure that supports increased physical activity participation including paths, seating, drinking taps, fitness stations, way finding signage, interpretive information, half-court facilities etc. Consideration should also be given to proactively identifying reserves that are suitable for off-leash dog exercise and establishment of community gardens or neighbourhood orchards.*



As such the establishment of community gardens are a priority for Latrobe City Council. The Latrobe City Council Community Gardens Policy – 2017 defines a community garden as:

... any piece of land gardened by a group of people, utilising either individual or shared plots on private or public land. The land may produce fruit, vegetables, and/or ornamentals. Edible landscapes (e.g. fruit trees in public places) also fall under the definition of community gardens for the intent of this policy.

In the context of developing a community garden the Policy also specifies the process required for the establishment of a community garden on LCC owned or managed sites. Groups need to prepare a proposal including (as a minimum):

- Purpose and local community benefits.
- Proof of incorporation not-for-profit organisation and garden management structure.
- Membership numbers.
- Proposed garden location with any available site information including water and power access, management and usage.
- Impact on nearby residents and organisations in close proximity – strategies to minimise odour, vandalism, noise, site aesthetics and vermin.
- Financial resources – establishment and ongoing.
- Events if any with anticipated participant numbers.

As such the provision of a community garden at Kingsford Street Reserve would need to comply with this process. The GEST Proposal for the *Kingsford Street Men's Shed & Community Garden Project* (2017) included the Moe Community Garden Group who as part of the project in conjunction with GEST would teach horticultural skills by assisting to develop and deliver non-accredited training for the community.

LCC has advised that the Moe Community Garden Group have expressed an interest in conducting their activities at the old netball courts on the northern side of Joe Tabuteau Reserve.

The Moe – Newborough Social Infrastructure Plan identified for the South Moe Neighbourhood¹⁸ (which includes Kingsford Street Reserve) consideration of social infrastructure for the future to *Expand the Local Intergenerational Program* with suggestions including an intergenerational community garden.

In reviewing the research, given the Moe Community Garden Group interest in an alternative site, to deliver on the LCC Council Plan strategies and policies an option for further consideration within the development of the master plan is the potential inclusion of an orchard within the planting scheme. This could be expanded to include food plants such as bush foods and vegetables all of which could be picked and enjoyed by the local community.

¹⁸ *The South Moe Neighbourhood is bound by the Edward Hunter Heritage Bushland Reserve to the south, Lloyd Street to the north, Narracan Creek to the east and the municipal boundary to the west and as such includes the Kingsford Street Reserve*



4.4. Youth Activity Space

The Moe – Newborough Social Infrastructure Plan (MNSIP) identified at a District level¹⁹ the need to “Develop a Local Youth Space”. The MNSIP identifies some examples of the types of spaces or services that could be provided locally in Moe – Newborough in the future such as *Headspace (National Youth Mental Health Foundation)*, *Ladder (not-for-profit targeting youth homelessness)*, or *the Centre for Multicultural Youth (CMY) and link with the soon to be established State Government funded Youth Space in Morwell*. The MNSIP also recommends that consultation with young people is undertaken to determine the most appropriate location and type of local youth space.

The Moe Activity Centre Plan – Stage 2 incorporates the development of a youth precinct, skate park, play space and public realm improvements. Whilst this area has been designed, LCC have advised that funding has not yet been secured for this project. The existing Moe Skate Park will be demolished as part of Stage 2.

A multi-use half court and hit up wall are identified as infrastructure that could be included in Parkland - General Use, along with play space / playground. The LCC Public Open Space Strategy (2013) discusses the importance of low cost, locally accessible facilities that “support and encourage informal physical activity participation including half-court basketball/netball”. The Strategy also recommends a focus on improving the appeal of existing spaces for young people and families including multi-use half court areas.

Half-court facilities are generally popular with young people and are frequently co-located with play spaces. Given the identification of existing play spaces in the vicinity of Kingsford Street Reserve (Refer Section 4.1.1) provision of a multi-use half court may be more appropriately located at Ted Summerton Reserve or HG Stoddart Memorial Park.

4.5. RV Overnight Parking

Moe-Newborough is currently serviced by two caravan parks as follows:

- Moe Gardens Caravan Park, 1 Mitchell’s Road, Moe which is easily accessible to the M1 Princes Freeway, only 900m from the CBD and 1.2km drive from Kingsford Street Reserve. Provides both RV parking and dump point available to the public for a gold coin donation.
- Lake Narracan Caravan Park and Camping Ground, 53 South Shore Road, Newborough 3825 which is a 7.5 km drive from Kingsford Street Reserve and provides RV parking.

The proximity of local residences and the road access to the site indicates that RV Overnight parking is not a suitable development for the Kingsford Street Reserve in the future. In addition, there is existing provision only 1.2km from this site at Moe Gardens Caravan Park.

¹⁹ District level social infrastructure is a larger scale and used by a wider catchment of residents than the neighbourhood level. Social infrastructure at this scale generally includes services people need to access less regularly or are accessed by only some members of the community (e.g. youth, older people). There is one district level catchment, being the townships of Moe and Newborough.



4.6. Men's Shed

The Australian Men's Shed Association (ASMA) defines a Men's Shed as:

*... any community-based, non-profit, non-commercial organization that is accessible to all men and whose primary activity is the provision of a safe and friendly environment where men are able to work on meaningful projects at their own pace in their own time in the company of other men. A major objective is to advance the well-being and health of their male members.*²⁰

ASMA also state that in some communities they may call themselves "Community Sheds" and be open to female members or may be restricted to residents of private facilities such as Aged Care or Residential Care facilities.

There are currently three Men's Sheds identified in the Moe - Newborough area:

- Moe Life Skills Community Centre Inc (MLSCC), 2A High Street and 1 – 3 Parer Avenue, Moe (member Victorian Men's Shed Association VMSEA) with the Centres located 1.1km and 260m respectively from Kingsford Street Reserve and as such provides access to a Men's Shed to those residing in and around the Reserve.

The Disability Service provider section of the MLSCC website lists a Men's Shed course and states the following:

This course provides participants with a range of skills in carpentry to create wooden projects, conduct basic maintenance repairs. Participants will learn how to safely use manual hand tools and power tools, follow instructions to construct, maintain and restore woodwork. Participants will learn to design, plan, organise and schedule, calculate and measure a project of their choice. Participants will develop skills from hands-on activities and projects.

The GEST *Kingsford Street Men's Shed & Community Space Project* (Submission to Latrobe City Council, December 2017) included the option of developing a permanent home for Moe Men's Shed at the Kingsford Street Reserve.

- Moe Old Gippsdown Men's Shed Inc, Lloyd Street, Moe (member Victorian Men's Shed Association). This is 2.6km from the Kingsford Street Reserve and as such provides access to a Men's Shed to those residing in and around the Reserve.
- Newborough Men's Shed, 41 Monash Road, Newborough (member of ASMA). This is located 3.7km from Kingsford Street Reserve and is likely to service those residing in Newborough. It is unlikely that it will service residents in and around Kingsford Street Reserve unless they choose to travel to this Shed, such as because of activities / facilities provided, to be with friends, etc.

²⁰ Source: Australian Men's Shed Association, <https://mensshed.org/what-is-a-mens-shed/>



This results in two Men's Sheds located in the area bounded by the M1 Princes Freeway and the Railway line. As such should the Moe Life Skills Community Centre wish to find an alternative location to those listed above, either north of the Railway line or south of the M1 Princes Freeway would potentially be a more viable option to improve the locational spread of these services around the Moe – Newborough community into the future.

4.7. Community Enterprise

Brotherhood of St Laurence 2008 report - *Growing community enterprise - An evaluation of the Community Enterprise Development Initiative* defines a community enterprise as:

*... businesses that are developed to meet specific community needs and which deliver social outcomes in a way that is financially sustainable. The objectives of community enterprise range from increasing community participation and engagement to creating training and employment pathways for people in disadvantaged communities.*²¹

The GEST Kingsford Street Men's Shed & Community Space Project (2017) purpose is re-activating the Kingsford Street site for the benefit of the wider Moe – Newborough community. Key aspects of the proposal included construction of Moe Men's Shed (Refer Section 4.6), teaching horticultural skills by assisting to develop and deliver non-accredited training for the community by Moe Community Garden Group (Refer Section 4.3), building a community building to provide space for small local groups and individuals. Initial priority targets are long term unemployed, isolated elderly, returned service personnel and volunteers.

Whilst the proposal meets some aspects of the community enterprise definition, there is a lack of evidenced based information on financial sustainability of the proposal. The proposal does not include a budget and specific funding for proposed capital works and ongoing operations are not detailed apart from stating that:

- Each group to apply for own funding.
- Management committee will also apply for funding.
- Potential membership fee - \$5.
- Hiring of family garden plots.
- Partnerships with other organisations.
- Consider feasibility of hiring out the community building for meetings / classroom spaces.

In addition, the recommendations in the Moe – Newborough Social Infrastructure Plan (MNSIP) for South Moe where Kingsford Street Reserve is located, does not include a community enterprise (or similar). The three "Considerations for the Future" are for establishment of local information space, explore further demand for Out of School Hours Care, and expand Local Intergenerational Program. MNSIP states that:

South Moe is well serviced by a range of local-scale social infrastructure.

In regards to provision of a local community space the plan identifies that South Moe has:

- Some Council-run and hireable facilities in South Moe. General facilities and meeting places such as the High St Community Hub (run as profit-for-purpose) also operate in this area.

²¹ *Growing community enterprise An evaluation of the Community Enterprise Development Initiative*, Brotherhood of St Laurence 2008.



- Numerous private (i.e. non-government, not-for-profit or profit-for-purpose) and Council operated meeting spaces for hire, all with capacity.

District, Municipal and Regional level “Considerations for the Future” for Moe – Newborough include:

- District - exploring development of a community classroom program within existing facilities in the areas and development of a youth space (Refer Section 4.4 Youth Activity Spaces).
- Municipal – none currently in Moe – Newborough and states that this needs to be considered through a municipal wide plan. Examples are higher order community centre, community based health precinct, youth space, civic centre and Planned Activity Group facility, independent schools, none which are suitable for development at Kingsford Street Reserve.
- Regional - includes large state-of-the-art purpose-built facilities (eg Moe Library and Service Centre or Latrobe Performing Arts Centre) and as such Kingsford Street Reserve would not be a suitable for Regional level social infrastructure.

In summary, based on the information provided in the Moe – Newborough Social Infrastructure Plan, no demand or need for a community enterprise in the local area of the Kingsford Street Reserve was identified. In addition, given the site characteristics (including residential and site size), a community enterprise is not a suitable development at the reserve.



Ordinary Council Meeting Minutes 02 March 2020 (CM544)

Agenda Item: 15.4

Agenda Item: Kingsford Reserve Master Plan

Sponsor: General Manager, Assets and Presentation

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

Status: For Decision

MOTION

Moved: Cr Gibson

Seconded: Cr Law

That Council:

- 1. Releases the draft Kingsford Reserve Master Plan for public exhibition for a period of four weeks from Tuesday 3 March 2020 to Sunday 29 March 2020; and**
- 2. Provides a future report detailing submissions received during this period.**

CARRIED UNANIMOUSLY

Executive Summary:

Council funded the development of a master plan for Kingsford Street Reserve in Moe following a decision to retain the site for community use, rather than developing the site for housing.

The community's feedback from consultation in 2018 and subsequent research has resulted in an analysis of the suitability of a range of proposed infrastructure suggested for Kingsford Street Reserve including, play spaces, dog parks, RV Dumps and community gardens.

The draft master plan identifies an opportunity to develop a local level park for older members of the Moe community. The research undertaken for the draft master plan has identified an older cohort as the predominant beneficiary of this planning exercise.

The draft master plan recommends a staged implementation for the suggested improvements, with the priority being the demolition of the existing un-used sporting infrastructure, including the old tennis courts, bocce rink, sporting pavilion and shed. Funding for the demolition of this infrastructure is available from an

existing Council budget.

A master plan identifies opportunities for a particular site. It is not a detailed design and Council is not compelled to deliver the master plan within a set period of time, rather it is opportunistic and prioritises projects for potential future funding from either Council or external funding partners.

Latrobe City Council will publically exhibit the draft master plan for a period of four weeks, commencing Tuesday 3 March 2020 to Sunday 29 March 2020.

A further report will be provided to Council presenting the submissions received during the exhibition period.

Background:

Kingsford Street Reserve (Photo 1) is a large passive open space reserve located between Kingsford Street and Hinkler Street in Moe.

Photo 1 – Kingsford Street Reserve Moe



Figure 3 Kingsford Street Reserve

Background

In 2008 Council resolved to sell Kingsford Street Reserve to try Youth & Community Services for a social housing project. The sale did not proceed as that organisation withdrew and was not able to complete the transaction.

At its Ordinary Council Meeting held on 4 June 2012 Council resolved:

That Council not sell Kingsford Street Reserve, Moe.

1. *That Council investigate the potential of an affordable and sustainable housing project being undertaken on Kingsford Street Reserve, Moe.*



Ordinary Council Meeting Minutes 02 March 2020 (CM544)

2. *That a further report be presented to Council with the results of the investigation of an affordable and sustainable housing project being undertaken on Kingsford Street Reserve, Moe.*
3. *That Council notify those persons who have previously made a written submission concerning the potential sale of this land.*

During 2013, two calls for Expressions of Interest (EOIs) for the Affordable Housing Project were advertised. The first closed in May and the second in July and while a number of EOIs were received from private companies, none were considered suitable and the project lapsed.

At the Ordinary Council Meeting held on 5 February 2018 Council resolved:

That Council:

1. *Resolves to undertake community consultation to determine if the Kingsford Street Reserve, Moe, is considered to be surplus to community requirements by giving public notice and inviting written submissions.*
2. *Considers any submissions received from the community regarding the Kingsford Street Reserve, Moe, at a future meeting of Council.*
3. *Undertakes further investigations into the available options for the Our Future Our Place program pending the outcome of the community consultation regarding the Kingsford Reserve, Moe.*

Community consultation - 2018

The community consultation period closed on 27 April 2018. A summary of the consultation includes:

15 written submissions were received:

- Two submissions support the development of an off-leash dog park;
- Three support the Kingsford Street Men's Shed and Community Space Project proposal previously submitted to Council by a collective of community groups, with an additional person supporting a community garden specifically;
- Four support the development of affordable housing; and,
- Five support the development of the reserve as an open space.

An online survey was conducted with 35 responses received. Respondents indicated support for the following uses of the land:

- 21 respondents' support utilising the site for a community garden;
- 20 support retaining the land for community use, including support for an outdoor gym, an off leash dog park, youth activity space and an RV overnight parking area;
- Nine support using the land for affordable housing; and,
- Three respondents support selling the land and utilising the money for other community projects in Moe.



Ordinary Council Meeting Minutes 02 March 2020 (CM544)

- In the free text of the survey six respondents specifically expressed support for the Kingsford Street Men's Shed and Community Space Project.

The 35 survey respondents indicated a high usage of surrounding open space with 21 saying they utilise Apex Park, 13 utilise Ted Summerton Reserve, five utilise Edward Hunter Bush Reserve and four people said they do not utilise other nearby reserves.

A community information session was held on 19 April 2018. The session was attended by 35 community members. A number of community members spoke in support of the reserve being retained for community use, either as a green space/park or for the development of the Men's Shed and Community Garden proposal.

Following the community consultation activities, a further report was presented to Council. At the Ordinary Council meeting held on 4 June 2018, Council resolved the following:

That Council:

1. *Notes the community's support to retain Kingsford Street Reserve Moe for public use:*
2. *Refer the request for \$35,000 for the development of a master plan for the Kingsford Street Reserve Moe to the 2017/18 end of year budget review.*

Funding was provided to develop a master plan for Kingsford Street Reserve in Moe. Latrobe City Council has engaged a consultant to assist with the development of the master plan.

Draft Kingsford Street Reserve master plan

The purpose of the Kingsford Street Reserve master plan is:

....to undertake a master planning process to identify future opportunities for community activation of the reserve.



Ordinary Council Meeting Minutes 02 March 2020 (CM544)

The project comprises of three key stages:

Table 1 Project Methodology

Stage	Tasks
Stage One – Research and Engagement	1. Project Inception Meeting and Site Visit
	2. Literature Review
	3. Moe / Newborough Demographic Analysis
	4. Community Related Activity Demands
	5. Condition Assessments
	6. Draft Master Plan
	7. Engagement Plan
Stage Two – Community Engagement	8. Internal Stakeholder Consultations
	9. Public Exhibition
	10. External Stakeholder Consultations
	11. Draft Management Plan
Stage Three – Final Report	12. Final Master Plan

Stage one of the project is now complete with the draft Kingsford Street master plan (Attachment 1). The draft master plan will be publically exhibited for a period of 4 weeks from Tuesday 3 March to 29 March 2020.

The draft master plan responds to the results of the community consultation activities undertaken in Feb – April 2018 and the draft Kingsford Street Reserve master plan – Volume 2 (Attachment 2) to prepare the draft master plan.

The draft Kingsford Street Reserve master plan Volume 2 recommends the master plan design responds to the of the demonstrated needs of an ageing population.

The draft master plan proposes a simple planning approach for what is essentially a Greenfield site, once the existing disused sporting infrastructure is demolished. The draft plan incorporates:

- Accessible parking spaces in both Hinkler Street and Kingsford Streets
- Fencing to both street frontages
- A network of internal paths, including lighting
- Bicycle racks
- Additional landscaping treatments, including additional tree plantings and low maintenance shrubs, a sensory garden, low hedges for a maze and an orchard of Apple, Pears, Citrus, Hazelnuts and Olive trees
- Seating
- Public art feature
- Unisex Accessible toilet
- Pergola/Shelter



Ordinary Council Meeting Minutes 02 March 2020 (CM544)

Provision of an age friendly park supports ageing in place and creation of age friendly cities. Feedback and suggestions by the community for the Kingsford Street Reserve site provided during the 2018 community consultation has been assessed in the draft master plan. The report provides a detailed analysis of these suggestions, including:

Play Spaces

The report has not identified any need for another play space at Kingsford Street Reserve. There is a local level play space at Ted Summerton Reserve (100 metres away), with further local level play spaces at HG Stoddart Memorial Park in Vale Street. In total there are already 17 play spaces with a local level catchment in Moe and a further 11 local level play spaces in Newborough.

Outdoor Fitness Equipment

Sport and Recreation Victoria in collaboration with a number of partners including Parks and Leisure Australia, VicHealth and selected local councils have developed the Guidelines of planning, installing and activating outdoor fitness equipment. The guidelines include information of planning and determining needs, design considerations, activation and programming, maintenance and evaluation as well as a selection of case studies.

The Public Open Space Strategy (2013) identifies Kingsford Street Reserve as local level parkland. It is not recommended that fitness station equipment is appropriate for a local level park, as it should be co-located with other community recreational infrastructure such as skate parks, community centres, leisure centres and walking/cycling tracks.

Dog Park

The Victorian government has recently developed guidelines for the Fence Off Lead Areas for dogs.

In an ideal situation, planning for off-leash areas would be the same as planning for other open space and community assets, with space allocation defined for a specific catchment or demand. This results in an appropriate distribution of facilities or opportunities across the LGA and avoids overcrowding and conflicts between dogs and other open space activities and users.

For fenced off-leash areas an area of 5,000 square metres and ideally to 10,000 square metres for higher level sites is advisable. Ideally the site should have a buffer to residential areas of at least 50 metres on all sides.

The Kingsford Street Reserve site is 0.8 hectare, however allowing for the 50 metre buffer, there is insufficient space for a minimum fenced off leash area of 5,000 sq/m.

Community Garden

During the 2018 community consultation, the Moe Garden Group expressed an interest to develop a community garden at the Kingsford Street Reserve site. However since this time, the group has written to Council and advised that they no longer wish to develop a community garden at the site, and their preference is to



**Ordinary Council Meeting Minutes
02 March 2020 (CM544)**

explore the development of a community garden at Joe Tabuteau Reserve, near the old Moe Netball courts.

RV Overnight Parking

Moe-Newborough is currently serviced by two caravan parks. The proximity of local residences and the road access to the site suggest that RV Overnight parking is not a suitable development of the Kingsford Street Reserve site. In addition, there is already existing provision only 1.2 km from this site at Moe Gardens Caravan Park.

Mens Shed

There are currently three Men’s Sheds identified in the Moe-Newborough area:

- Moe Life Skills Community Centre
- Moe Old Gippstown Men’s Shed Inc.
- Newborough Men’s Shed

There is no demonstrated demand for another Men’s Shed in the area.

Photo 2 – Draft Kingsford Street Reserve master plan



An indicative cost plan (Table 1) has been developed to determine the potential cost of the proposals. The total estimated cost is \$456,600.



Ordinary Council Meeting Minutes 02 March 2020 (CM544)

Annual operating costs for the site would be similar to other reserves with landscaping and paths.

The Kingsford Street Reserve Master Plan has identified a range of opportunities. It is not a detailed design and it is not intended to be constructed as one large project. Master plans typically have a lifespan of approximately 10 years.

It is recommended to stage the implementation of the Kingsford Street Reserve master plan and this will be considered further in the Implementation / Management Plan which will be prepared following the Community Consultation.

Table 1 – Indicative Costs

Components	Estimated Cost	Stage
Site establishment, meetings, set-out	\$8,000	1
Demolition of existing infrastructure (pavilion, shed, courts etc.)	\$25,000	1
Earthworks	\$4,000	1
Paths	\$94,000	1
Sub Total – Stage 1	\$131,000	
Surfaces	\$16,500	2
Furniture, including concrete pads	\$43,000	2
Ground cultivation	\$40,000	2
Garden beds & Trees	\$59,100	2
Sub Total –Stage 2	\$158,600	
Civil Works to Car Park	\$28,000	3
Nature Strip for car parks, civil works; herbicide spraying of most grassed areas	\$10,000	3
Unisex Accessible toilet	\$73,000	3
Maintenance & Establishment	\$4,000	3
Sub Total – Stage 3	\$115,000	3
Total Overall Cost	\$404,600	

Issues:

Strategy Implications

Improve the liveability and connectedness of Latrobe City by providing community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.

Communication



Ordinary Council Meeting Minutes 02 March 2020 (CM544)

The Kingsford Street Reserve site has been subject to a number of consultation activities in relation to its future use. The last round of consultation activities in early 2018 has assisted the development of the draft Kingsford Street Reserve master plan.

It is proposed that following Councillors feedback in relation to the draft Kingsford Street Reserve master plan, a further four weeks of community engagement will take place with the Moe community.

Financial Implications

This draft master plan explored a range of development opportunities for Kingsford Street Reserve. A master plan is not a detailed design or plan, nor does it commit Council to fund the opportunities identified within a set timeframe.

This master plan provides clear priorities for Council and the community for Kingsford Street Reserve should Council funds or external funds become available for this type of project. The draft master plan is intended to be implemented in a staged manner.

The priority for this staged implementation is the demolition and removal of the existing sporting infrastructure (old courts, fencing and vandalised pavilion and shed) and the reinstatement of the reserve to a grassed park. The existing infrastructure is beyond repair and more importantly there is no demand for the old courts and pavilion, with no formal activation of the site for over 10 years.

The old pavilion and shed are in very poor condition and are a constant issue for Council due to squatters attempting to occupy both buildings.

The demolition of this old sporting infrastructure is planned for 2020/21 through an existing budget.

Maintenance of the proposed option would be similar for other reserves developed as a passive open space.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Service Delivery Risk Funding availability from Council or external funding partners for the recommended actions	Possible	<ul style="list-style-type: none"> • Clear and strong advocacy to external funding bodies • Staged implementation of identified actions
Reputational Risk Community expectations to fund and deliver actions identified in the draft master plan	Possible	<ul style="list-style-type: none"> • Provide clear messages to the community about the master plan actions • Staged implementation of actions identified in the master plan



Ordinary Council Meeting Minutes 02 March 2020 (CM544)

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

Legal and Compliance

There are no legal or compliance matters arising as a result of this report.

Community Implications

Given the level of interest from the community in relation to Kingsford Street Reserve over the intervening 15 years, there will be interest from the local community about the recommendations contained in the Kingsford Street Reserve master plan.

The planned community engagement for the public exhibition of the draft master plan will engage directly with the community about their previous suggestions and possible concerns.

The draft master plan has been developed using previous consultation undertaken with the Moe community, which will be used as a starting point for discussions with interested stakeholders.

In 2019, a key stakeholder from previous consultation activities, the Moe Community Garden Group wrote to Council to inform that they would no longer be seeking Kingsford Street Reserve for a community garden space, preferring instead to be located at the old netball pavilion at Joe Tabuteau Reserve.

Suggestions for other types of infrastructure such as a dog park and play space have been addressed in the draft master plan and there is no demonstrated demand for this type of infrastructure. A dog park is not suitable for Kingsford Street Reserve, given its close proximity to residential dwellings. A play space is also not warranted, given the close proximity of at least 3 other existing play spaces.

Environmental Implications

The existing sporting pavilion is known to have Asbestos within the building. This environmental risk has been identified and planned for with the proposed demolition.

Consultation

As stated previously within this report, there has not been any engagement activities so far for the development of the draft Kingsford Street Reserve master plan. The draft report has utilised previous relevant community consultation undertaken in early 2018.

A schedule of engagement activities is planned to talk with the Moe community about the master plan. These will include:

- A workshop held at the Moe Service Centre for interested stakeholders and community members
- One on One meeting as requested by interested stakeholders and community members
- Public exhibition of the draft master plan on:
 - Latrobe City Council's web page



Ordinary Council Meeting Minutes 02 March 2020 (CM544)

- Latrobe City Council's Facebook page
- Public exhibition of a hard copy of the draft master plan at:
 - Latrobe City Council Moe Service Centre
 - Latrobe City Council Corporate Headquarters in Morwell
- Public exhibition of the draft master plan:
 - Latrobe Valley Express – Latrobe City Council Noticeboard

Submissions will be accepted in writing or email. The public exhibition period is from Tuesday 3 March 2020 for four weeks until Sunday 29 March 2020.

Declaration of Interests:

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

Supporting Documents:

Kingsford Street Reserve Community Consultation – Ordinary Council Meeting 4
June 2018

Attachments

- 1 [↓](#). Draft Kingsford Street Reserve Master Plan
- 2 [↓](#). Draft Kingsford Street Reserve Master Plan - Volume 2 Background and Research



**Ordinary Council Meeting Minutes
02 March 2020 (CM544)**

15.4

Kingsford Reserve Master Plan

1	Draft Kingsford Street Reserve Master Plan	198
2	Draft Kingsford Street Reserve Master Plan - Volume 2 Background and Research	250

Submission 1 - Summary:

- Supportive of the 'Seniors Park' concept, however they would be personally impacted by the development if it were to be constructed strictly in accordance with the Draft Master Plan, as their property currently benefits from a side access gate only accessible from within the reserve; and
- Suggested amending the plan to remove this impact and allow occasional informal access to the rear of their property.

Officer Response:

The submitter does not have a legal right to access their property through Council's Reserve as there are no easements in their favour or lease agreements in place to do so.

This is a common occurrence when private properties adjoin publicly accessible land, however the fact that it is 'public' land does not automatically allow the right to use it for this purpose.

Local Law No. 2 states that an owner or occupier of land must not '*allow vehicular access from their land to a public reserve or recreation ground*', due mostly to the risks associated with a property owner using the land for this purpose.

Council Officers consider the location of the submitters informal access way to be inappropriate for consideration for such an easement or agreement and therefore whilst the submitter may have benefitted from the use of the land for vehicle access informally in the past, if/when the land is required for its intended purpose (public reserve or recreation) then it is not considered unreasonable for such access to be removed.

Submission 2 - Summary:

- Supportive of the retention of the Kingsford Street Reserve as a space for community use;
- Disappointed the Draft Master Plan does not include a full-scale community garden, Men's Shed, commercial herb growing social enterprise and a passive recreation space for the local neighbourhood;
- Would like to see the basketball ring remain and/or be renewed on the site for youth who currently informally use it on a regular basis;
- Would like to see the old tennis and bocce courts retained and repurposed for a social enterprise such as a community or commercial nursery and herb garden similar to that in Heyfield; and

- Concerned about redundant and underutilised community infrastructure in Moe in general and suggest Council redeploy this infrastructure to provide for Moe's community needs. Needs such as low or no cost office accommodation for community and service groups, pre-employment training opportunities for the long term unemployed, food security projects and projects which help reduce social isolation experienced by low socioeconomic.

Officer Response:

Many of the points raised by this submitter have been considered through previous community consultation processes which have led to the development of the Draft Master Plan.

As mentioned in their submission, the coalition of community groups who initiated the desire to establish the site as a community garden and associated infrastructure etc. no longer exists.

Additionally, the Moe Community Garden Group (MCGG) wrote to Council Officers in July 2019 detailing that the group had decided to no longer pursue the Kingsford Street Reserve for their community garden project, instead would be working with the Latrobe Valley Bee Keepers Association to establish the community garden at the old Moe Netball Courts.

Previous community consultation undertaken in 2018 demonstrated the wider community preference to develop the reserve as a publicly accessible passive recreational space, which along with the demographic analysis data has resulted in the Draft Master Plan.

The basketball ring located on the site was not installed by Council and access to the ring appears to be from an area of the old fence that has been pushed over.

Due to the dilapidated state of the old tennis courts and associated infrastructure, it would be unsafe to promote the use of this space without significant investment in the surface and surrounding infrastructure.

Additionally, the development of a basketball ring or court does not align with the wider community preference for the reserve and the intent of the Draft Master Plan.

It is important to note that the Master Plan does not restrict other activities, developments or uses occurring in the reserve in the future. The Master Plan simply provides a direction of intent and therefore if community interest in other such activities, developments and uses arise in the future they will be considered on their merits.

RELEASE OF DRAFT COMMUNITY GARDENS GUIDELINES FOR PUBLIC CONSULTATION

PURPOSE

To present the DRAFT Community Gardens Guidelines and seek Council approval to release it to the community for comment.

EXECUTIVE SUMMARY

- In response to increasing community interest and requests surrounding Community Gardens, the *DRAFT* Community Gardens Guidelines have been developed to assist community groups understand their responsibilities and formalise the application and assessment process.
- Community gardens have strong alignment with the objectives and strategic direction of the Council Plan 2021-25 and Living Well Latrobe 2022-25.
- The *DRAFT* Community Gardens Guidelines detail roles and responsibilities and outline the criteria that must be met by community groups, before being approved to establish a community garden within the municipality.
- As per the Community Gardens Policy, applications that are considered to be operational (e.g. within a preschool) will be assessed by Council Officers and more complex applications will be presented to Council for consideration.
- The *DRAFT* Community Gardens Guidelines state that the establishment of a Community Garden is typically community led and therefore funding options need to be explored and secured by the community group itself.
- The DRAFT Community Gardens Guidelines were designed externally in 2022. The document will be re-designed to be in line with current Latrobe City Council branding before being released to the public, however the content will remain the same.

OFFICER'S RECOMMENDATION

That Council:

1. Releases the *DRAFT* Community Gardens Guidelines for public consultation; and
2. Is provided a future report detailing submissions received regarding the *DRAFT* Community Gardens Guidelines.

BACKGROUND

In response to increasing community interest and requests surrounding Community Gardens, the *DRAFT* Community Gardens Guidelines have been developed to assist community groups understand their responsibilities and formalise the application and assessment process. These Guidelines are based on the Latrobe City Council Community Gardens Policy and outline the social, environmental and economic benefits of community gardens, while highlighting the importance for them to be sustainable, safe and broadly accessible to the community.

ANALYSIS

A Community Garden is any piece of land gardened by a group of people, utilising either individual or shared plots on private or public land. The land may produce fruit, vegetables, and/or ornamentals.

Community gardens have strong alignment with the objectives and strategic direction of the Council Plan 2021-25:

- Provide spaces and services that support the community's physical health and mental wellbeing for the benefit of all.
- Ensure health and wellbeing planning to the centre of council planning in promoting safe communities, positive mental and physical health programs, resilience and connection to natural and built environments.
- Increase accessibility to utilise our green spaces and facilities to connect community and achieve positive health and wellbeing outcomes.
- Support community groups and sporting clubs across the community, to increase engagement, participation and volunteerism, which will increase social connections within community.

There is also a strong alignment with Living Well Latrobe 2022-25:

- Support enhanced food security by supporting local sustainable food systems and improving access to healthy affordable food.
- Build understanding of the key factors that influence a person's mental wellbeing and promote prevention initiatives that support positive mental health and wellbeing.
- Encourage individuals and communities to plan for, create and maintain a healthy environment that fosters community connectedness.

The *DRAFT* Community Gardens Guidelines detail roles and responsibilities and outlines the criteria that must be met by community groups before being approved to establish a community garden within the municipality.

These criteria are based on the following:

1. Community Partnerships;
2. Governance and Planning;

3. Connectivity;
4. Site Location and Ownership;
5. Complimentary Services and Facilities; and
6. Funding.

An assessment tool has been developed to weight and score each application to ensure suitability of the proposal.

As per the Community Gardens Policy, applications that are considered to be operational (e.g. within a preschool) will be assessed by Council Officers and more complex applications will be presented to Council for its consideration.

The *DRAFT* Community Gardens Guidelines state that the establishment of a Community Garden is typically community led and therefore funding options need to be explored and secured by the community group itself.

Funding required depends on the site, infrastructure available, volunteer numbers and skills as well as philanthropic support. Estimated costings are as follows:

- Establishment = \$0 - \$200,000 or more (depending on size and type);
- Ongoing = \$0 - \$50,000 annually (maintenance and a supervisor/ program coordinator).

As a requirement under the Gender Equality Act 2020, a Gender Impact Assessment (GIA) has been completed on the *DRAFT* Community Gardens Guidelines.

Findings from the GIA such as the consideration for adequate lighting; using sites with high visibility; and accessibility for a diverse range of people are already covered within the guidelines, criteria and application form.

The *DRAFT* Community Gardens Guidelines were designed externally in 2022. The document will be re-designed inhouse to be in line with current Latrobe City Council branding before being released to the public, however the content will remain the same.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Site is not appropriate	Low <i>Possible x Minor</i>	Site selection criteria covers land ownership, visibility, accessibility and connectivity.

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Community Garden is not run efficiently or well maintained	<p style="text-align: center;">Low <i>Possible x Moderate</i></p>	Guidelines stipulate that the applicant must have an established governance structure, provide sufficient planning documentation and have the relevant skills and experience to run a community garden. Guidelines also stipulate that if the garden is not maintained, Council has the ability to remove.
FINANCIAL Site set up costs for Council that are not within budget	<p style="text-align: center;">Medium <i>Likely x Moderate</i></p>	The guidelines provide a greater weighting for sites that already have access to essential services and infrastructure.
STRATEGIC Community does not agree with provision / location of Community Gardens	<p style="text-align: center;">Low <i>Possible x Moderate</i></p>	Ensure adequate community consultation is undertaken on these guidelines and during any application phase.

CONSULTATION

The *DRAFT* Community Garden Guidelines have not yet been subject to any formal community consultation.

If approved, the *DRAFT* Community Gardens Guidelines will be released to the community for comment and feedback for a six-week period via the 'Have Your Say' page on the website, social media and the Council Noticeboard.

COMMUNICATION

The *DRAFT* Community Gardens Guidelines have been developed with the input of Council's Recreation and Open Space Planning, Open Space Maintenance and Community Health and Wellbeing teams.

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

Community Gardens have many positive social consequences such as strengthening community connectedness by providing place-based opportunities for interaction, building social networks and creating a stronger connection with nature.

Cultural

Opportunities exist for cultural benefits, however these would be subject to the community groups proposal.

Health

Community Gardens support health and wellbeing by providing opportunities for physical activity, while also fostering a greater awareness of good nutrition and cost-effective ways to achieve a healthy diet. In addition, Community Gardens ensure that more people have access to affordable healthy foods, as food can be shared throughout the local community.

Environmental

Community Gardens have a positive impact on the environment by encouraging sustainable food practices and reducing environmental impacts of transport and packaging that is associated with supermarket fruit and vegetable consumption.

Economic

There is economic benefit for the local community as produce may be more accessible and affordable.

Financial

The delivery, operation and maintenance of Community Gardens will be the responsibility of the community group. There may be some associated site set up costings for Council, however this will be considered and assessed upon application.

Attachments

1. DRAFT Community Gardens Guidelines
2. Community Gardens Application Form

6.3

Release of DRAFT Community Gardens Guidelines for Public Consultation

1	DRAFT Community Gardens Guidelines	203
2	Community Gardens Application Form	217



Community Gardens Guidelines

July 2022





Contents

Vision 2

Introduction 3

Purpose 3

definitions & scope 3

existing community gardens 5

roles and responsibilities 6

Weighing it up 9

opportunities 9

challenges 9

Ingredients for success 10

the scoresheet 11

establishment process 12



Figure 1 Yinnar Community Garden



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

Vision

Our Community Vision 2031

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.



Figure 2 Yinnar Community Gardens



Figure 3 Traralgon VRI Community Gardens

Vision for Community Gardens

Community Gardens are valuable assets as they provide multiple benefits for the health and wellbeing of community including improved social connections, physical activity, healthy eating, environmental education and positive mental wellbeing outcomes.

Community Gardens are valuable community assets and play a role in making Latrobe City creative, healthy, sustainable and connected.

These guidelines respond to the Council Plan Strategic Directions and in particular -

Healthy - the vision for abundant green spaces that are accessible, inclusive and safe and to promote positive health outcomes for all.

These guidelines address the following strategies -

- Ensure health and wellbeing planning to the centre of council planning in promoting safe communities, positive mental and physical health programs, resilience and connection to natural and built environments
- Support community groups and sporting clubs across the community, to increase engagement, participation and volunteerism, which will increase social connections within the community.



Introduction



Figure 4 Yinnar Community Gardens

PURPOSE

These Guidelines have been developed to support and guide the establishment of Community Gardens within Latrobe City.

Latrobe City Council has taken a community development approach to these community assets / programs to build effective partnerships between community groups and organisations in their local community to facilitate community ownership and support long-term and sustainable success.

Council recognises the value that Community Gardens provide, however it is important to ensure that they are sustainable, safe and broadly accessible to the community.

Council acknowledges that establishing a successful Community Garden requires strong and sustained commitment from community members to undertake considerable planning, collaboration and engagement for a sustained length of time.

These Community Gardens Guidelines assist community groups to understand the parameters of siting community gardens and the responsibilities of all stakeholders involved when establishing and managing community gardens on Council owned or managed land.

DEFINITIONS & SCOPE

Community gardens are places where the community comes together to grow food, improve our health, green our environments, develop core life skills and cultivate vibrant communities.

Although gardening is the focus, community gardens are often community hubs for a range of activities – learning and education, playgroups, arts and creative activities, preparing and sharing food and community events. The produce grown in community gardens is predominantly for personal or shared use, however, some models may rely on sales (i.e. at markets) to help fund ongoing maintenance.

Community gardens are largely planned, designed, built and maintained by community members for the use and enjoyment of the community. Community Gardens may be located on Council owned or managed land, or on privately owned land. Often community garden groups enter into a lease or licence to formalise the use of the land.

COMMUNITY GARDEN MODELS

There are various models for the set up and management of community gardens. These guidelines apply to the following models -

- A) “communally run” gardens
- B) “individual plot” gardens
- C) a combination of A & B

Smaller street or neighbourhood gardens are considered a subset of A) “communally run” gardens.



A) Communally Run Community Gardens

This model is the preferred model for community gardens in Latrobe City as it provides greater opportunity for accessible participation and social connection. These gardens generally have large plots that are managed communally. Some plots may also be allocated to specific groups for activities i.e.

- Kindergarten or school gardening activities
- Health services who want to run seminars on health and nutrition
- Gardeners who want to meet and share skills and knowledge
- Community groups who want to grow fresh food for their community kitchen and soup vans

Street or Neighbourhood Gardens

These gardens are communally run but on a smaller scale and for a defined smaller group i.e. the local residents.



B) Individual Plot Community Gardens

These community gardens are divided up into small plots with each plot allocated to an individual gardener. It is usual for an annual fee to be charged to cover expenses such as insurances and the maintenance of common areas i.e., fences and sheds. Plot holders cultivate their own plots autonomously but may also be required to participate in communal activities that maintain common areas. Management of the garden is overseen by a committee drawn from plot holders.

Note: This model will be considered under these guidelines if it meets the criteria identified, including multiple opportunities for community building, low fees and inclusive of all interested community members.





EXISTING COMMUNITY GARDENS



Name	Address	Model
Moe Habitat Creations Community Garden	Old Sale Road	Land owned by Gippsland Water Gippsland Employment Skills Training (GEST) Garden – open to volunteers
Traralgon VRI Community Gardens	18/20 Queens Pde	VicTrack owned land Traralgon Neighbourhood Learning House (TNLH) Lease Neighbourhood House employ coordinator Communal plots – all community welcome
Traralgon ADRA Community Gardens	50 Stuart Street	Land owned by Seventh-day Adventist Church Communal plots – all community welcome
Churchill Churchill Community Garden	Community Centre, 9-11 Philip Parade	Churchill Neighbourhood Centre Council owned land, run by a community group Communal plots – all community welcome
Yinnar Yinnar Community Gardens	19 Main St	Land owned by Council and leased by Artist Resource Collective Communal plots – all community welcome



Glengarry Glengarry Community Garden	1 Railway Ave	Located behind community hall on Department of Energy, Environment and Climate Action land
Morwell Morwell Centenary Rose Garden	Corner of Commercial Road & Maryvale Crescent	Committee run rose garden with 'friends of the garden' volunteers given opportunities to plant and maintain the garden and meet socially. Council owned land.

ROLES AND RESPONSIBILITIES

Council recognises that the most successful community gardens are driven by a strong and committed community group with assistance from land managers / partner organisations when required. The following diagrams outline the respective responsibilities when establishing and managing a community garden in Latrobe City.



Community Group

Community Group responsibilities

 <p>Community Engagement Provide information and attract community members to join the group</p>	 <p>Secure funding Apply and secure grant funding to establish and operate community gardens</p>	 <p>Site Selection In partnership with Council Use these guidelines (scoresheet) to measure site suitability</p>	 <p>Program coordinator Coordinate community garden programs</p>
 <p>Facilitate partnerships Facilitate partnerships to strengthen support</p>	 <p>Licence operator Manage the site in line with licence conditions</p>	 <p>Maintenance Maintain facilities to ensure safety and longevity</p>	 <p>Planning Strategic and business planning to ensure financial and long term success</p>
 <p>Governance Establish and manage Community Gardens Committee in line with regulations. <ul style="list-style-type: none"> • Acquire appropriate insurance • Manage membership fees </p>	 <p>Construction Build or project manage construction in line with planning and building regulations</p>	 <p>Health and Safety Follow appropriate health and safety procedures in line with regulations</p>	



Council

Latrobe City responsibilities



Information & Advice

Provide information and advice to help community groups establish a sustainable facility and program



Community Grants

Administer Community Grants program with opportunities for community gardens groups



Site Selection

Establish Community Gardens guidelines (scoresheet) to measure site suitability and guide community groups



Encourage partnerships

Encourage partnerships between community groups and like minded organisations



Land Manager

Administer approvals & lease/licence conditions where gardens are developed on Council managed land



Advocate

Promote the benefits to attract external support

Council is not responsible for maintaining community gardens. Council reserves the right to terminate the agreed use of the land, and return the land to its previous state if a community garden established on Council owned or managed land:

- Fails to comply with the terms of the lease / license agreement and conditions
- Is not maintained
- If Council requires the land for another purpose
- Becomes unsafe or unsightly
- Ceases to be insured

Additionally, both the community garden group and Council have the right to terminate the occupancy agreement if the group ceases to function.



Weighing it up

OPPORTUNITIES

Health & Wellbeing

- Encourage gardening as a hobby to improve health and wellbeing through physical activity and social interaction and education
- Participants have a stronger connection with nature and sustainable practices

Social Connections

- Participation builds social networks
- Partnerships strengthen like-minded organisations

Education

- Greater awareness of nutrition and cost-effective ways to achieve a healthy diet
- Targeted programs can enrich outcomes and assist with building stronger relationships and improving life skills for more vulnerable community groups including CALD, Traditional Owners, people with disabilities and people from low socio-economic backgrounds

Food Security

- A greater variety of different fruits and vegetables is grown and consumed in the community
- Excess food from the garden can be shared in a regular and frequent Produce Exchange or at markets
- Produce can be offered to community members who need assistance

CHALLENGES

Attracting volunteers

Attracting and keeping sufficient volunteers to undertake all activities required such as -

Governance (fulfil roles on the committee to ensure legal responsibilities and efficient and inclusive operations)

- Strategic planning
- Education / programs
- Growing / harvesting
- Selling / distributing
- Organising events
- Securing grants

Attracting participants

Community gardens need to attract enough participants to -

- keep them vibrant and dynamic
- support volunteers
- sustain programs

Funding

The establishment of a Community Garden is typically community led and therefore funding options need to be explored and secured by the community garden organisation. Funding required depends on the site, infrastructure available, volunteer numbers and skills as well as philanthropic support.

- Establishment \$0 - \$200,000 or more
- Ongoing funding \$0 - \$50,000 annually (maintenance and a supervisor/ program coordinator)

Finding a site

Finding a site can be challenging as successful sites require a combination of the following characteristics

- Co-location with a like-minded organisation
- Accessible to a large proportion of the community (ideally walking distance)
- Good surveillance to ensure participants feel safe and reduce vandalism
- Access to services
- Access to complimentary infrastructure i.e. car parks / toilets
- Appropriate gardening conditions i.e. sunlight / shelter

Key ingredients for success

Community gardens that meet best practice typically have four key ingredients as identified below.



Your Community Garden Plan

To ensure these ingredients can come together to inspire your community to create a flourishing community garden, it is essential that your group develops a comprehensive project plan including –

- The need for the community garden
- Governance structure including succession planning
- Site & Layout Plan (raised garden beds preferred)
- Construction logistics & Maintenance Plan
- Operational logistics (long-term to ensure the project is sustainable)
- Programming Plan
- Risk Register
- Processes for fair and transparent plot allocation and garden/plot membership (if relevant)
- Plans to encourage broader community engagement and social connection
- Associated licences and permits
- Itemised budget for establishment and operations

The following resource has been written to assist individuals and groups planning to set up a community garden. The material included and suggestions made are based upon the experiences of eleven regional Victorian communities who have each been involved in a Community Based Gardening Project.



<https://hmstrust.org.au/wp-content/uploads/2014/02/Community-Gardens-Manual.pdf>

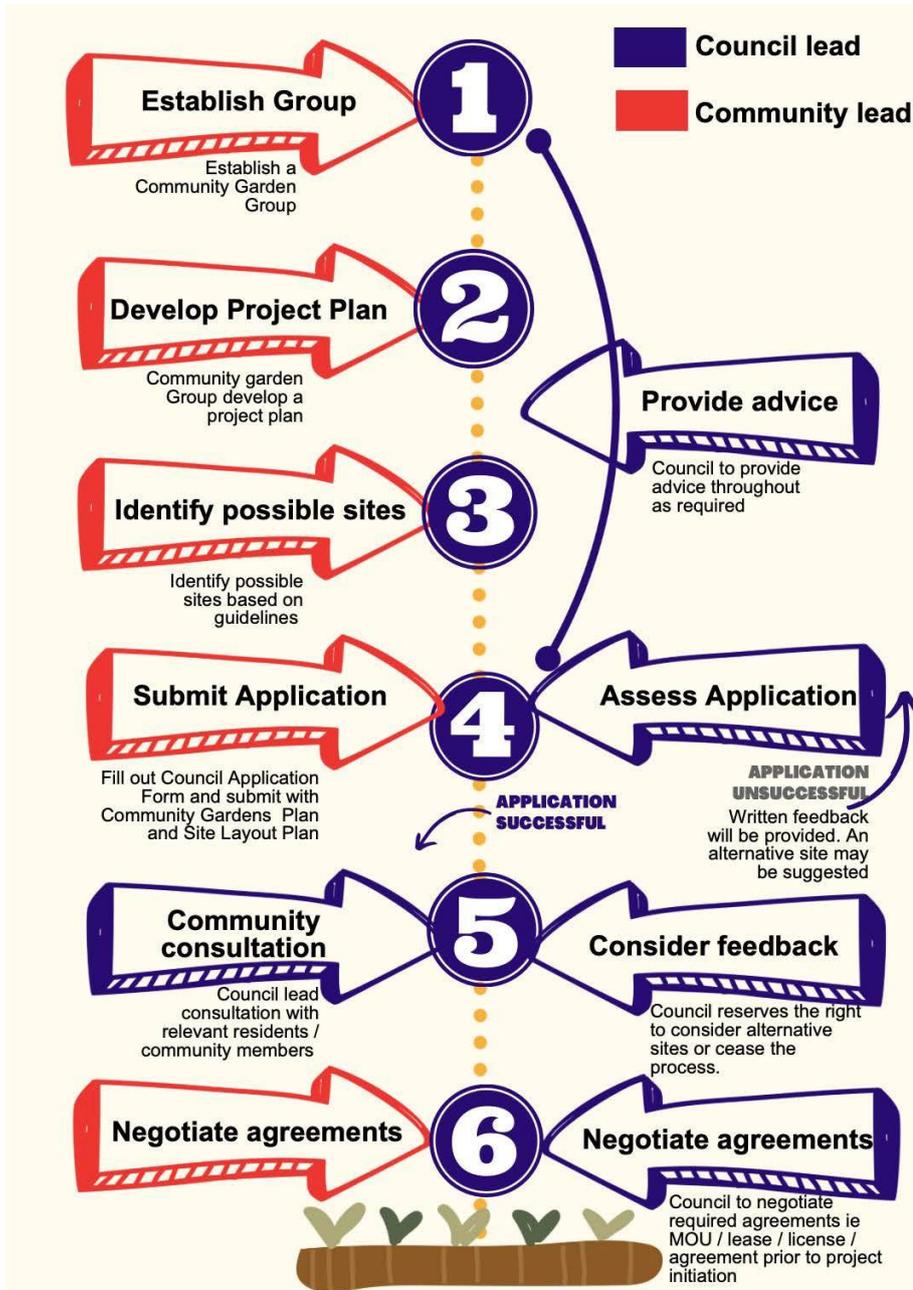
THE SCORESHEET

Latrobe City is committed to supporting grass roots projects that improve the health and wellbeing of the community by providing advice and guidance based on these guidelines and the scoresheet below.

Criteria	Considerations
Essential <input type="checkbox"/> Scored <input type="checkbox"/>	
Community Partnerships <input type="checkbox"/>	<ul style="list-style-type: none"> Has the group partnered with a like-minded organisation? i.e. community centre / neighbourhood house, school, kindergarten, Tafe, gardening club etc Are there identified opportunities for programming partnerships? i.e. growing food and cooking programs Are there identified opportunities to provide partnership opportunities for diverse user groups including Traditional Owners, CALD, people with disabilities? Are there identified opportunities to educate the community to improve food growing skills and improve health? Is there evidence that the establishment of a community garden has broader community support?
Governance & Planning <input type="checkbox"/>	<ul style="list-style-type: none"> Does the group have an established governance structure with core governance roles allocated including president, vice president, secretary, treasurer? Does the core group have skills required to plan, secure funding, and establish a community garden? Does the group have experience in the Not-for-Profit sector? Does the group have a comprehensive Community Garden Plan including a Site & Layout Plan, Risk Register and Budget?
Connectivity <input type="checkbox"/>	<ul style="list-style-type: none"> Is the proposed site in a high-profile location? Does the site currently have high levels of visitation? Can a significant proportion of the town population walk or cycle to the proposed site? Is the site close to public transport? Does the site have good passive surveillance? i.e. People can see and be seen through casual observation
Site location & ownership <input type="checkbox"/>	<ul style="list-style-type: none"> Is the land owned or managed by Latrobe City? And are there licensing options for the subject land? Will this be the only community gardens located within this town? The site is earmarked for community use and would support a community garden The site is NOT earmarked for a purpose that is NOT a complimentary use Is there a Layout Plan that shows that the site is large enough to host the community garden for up to 10 years? Is the site an appropriate distance from sensitive zones? i.e. residential dwellings Does the site have good passive surveillance? i.e. people can see and be seen through casual observation? Does the site have adequate sunlight for vegetable growing?
Complimentary Services/ Facilities <input type="checkbox"/>	<ul style="list-style-type: none"> Does the site have access to existing services that a community garden requires – water, electricity? Does the site have access to an existing carpark with more than 10 spaces available? Does the site have access to accessible public toilets? Does the site have access to existing community group meeting facilities? i.e. meeting room / kitchen Does the site have access to shelter and seating? Does the site have access to storage area for equipment? I.e. workshop
Funding <input type="checkbox"/>	<ul style="list-style-type: none"> Does the Community Gardens Plan identify an accurate and affordable establishment cost including all requirements as above? I.e. toilet, storage, shelter, carpark, water connection Has the community group sourced funding options to cover the establishment? Does the Project Plan identify a funding model for the garden to sustain operations including lease and insurance? The annual operations funding model does NOT rely on securing grants every year?

ESTABLISHMENT PROCESS

The following flowchart outlines the key stages required to set up a community garden in Latrobe City.





Partner documents

- 1 - Community Gardens Assessment Tool
- 2 - Community Gardens Application Form
- 3 - Community Gardens Manual



Community Gardens Application

This application form and checklist must be completed by applicants for Community Gardens on Council owned or Managed land. Applicants should refer to Council's *Community Gardens Guidelines, July 2022* prior to completing this form.

Prior to application, please contact Council for a **pre-application meeting** to ensure that your project is on track and your group is ready to undertake the application stage.

This application must be accompanied by a **Community Garden Plan** and **Site & Layout Plan** for consideration, including the following -

- The need for the Community Garden (i.e. there no other similar facilities nearby)
- Governance structure
- Site layout plan
- Construction logistics & Maintenance Plan
- Operational logistics (long-term to ensure the project is sustainable)
- Programming plan
- Risk register
- Processes for fair and transparent plot allocation and plot/garden membership (if relevant)
- Plans to encourage broader community engagement and social connection
- Associated licences and permits
- Itemised budget for establishment and operations



Applicant Details

Community Garden Group Name	
Representative Name	
Representative Role	
Proposed Site (Include overview of site selection rationale)	
Proposed Site Address [street address] [suburb][postcode]	
Applicant Contact Phone [business hours] [after hours]	
Applicant email [correspondence with Council]	
Applicant name [completing this form]	
Applicant signature	
Date	



Group Details

Number of Members (minimum 4) (Attach list of dedicated members including signatures)			
Is the Group Incorporated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Incorporation Number:
Is the Group being auspiced by an existing incorporated association for the purposes of this project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• Have you attached a letter of support from the auspicing agent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	NA <input type="checkbox"/>
• Auspicing Group Name			
• Postal Address			
• Contact Phone numbers			
• Email addresses [for correspondence with Council]			
Public information about your group [email] [phone] [social media]			
Are you able to obtain / does the group currently have public liability insurance? (Attach certificate) or	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you attached a copy of your (or your auspicing association) Certificate of Currency for Public Liability Cover for at least \$20,000,000	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have members had experience with community gardens previously?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Provide details:



Community Partnerships

Criteria	Yes	No	Provide Details
Has the group partnered with a like-minded organisation? i.e. community centre / neighbourhood house, school, kindergarten, TAFE, gardening club etc			
Are there identified opportunities for programming partnerships? i.e. growing food and cooking programs			
Are there identified opportunities to provide partnership opportunities for diverse user groups including Traditional Owners, CALD, people with disabilities?			
Are there identified opportunities to educate community to improve food growing skills and improve health?			
Is there evidence that the establishment of a community garden has broader community support?			

Governance and Planning

Criteria	Yes	No	Provide Details
Does the group have an established governance structure with core governance roles allocated including president, vice president, secretary and treasurer?			
Does the core group have skills required to plan, secure funding, and establish a community garden? Does the group have experience in the Not-for-Profit sector?			
Does the group have a comprehensive Community Garden Plan including a Site & Layout Plan and Risk Register and Budget? (Attach Plan)			

Connectivity

Criteria	Yes	No	Provide Details
Is the proposed site in a high-profile location?			
Does the site currently have high levels of visitation?			
Can a significant proportion of the town population walk or cycle to the proposed site?			
Is the site close to public transport?			
Does the site have good passive surveillance i.e. people can see and be seen through casual observation?			



Site Location & Ownership

Criteria	Yes	No	Provide Details
Is the land owned or managed by Latrobe City? And are there licensing options for the subject land?			
Will this be the only community gardens located within the town?			
The site is earmarked for community use and would support a community garden			
This site is NOT earmarked for a purpose that is NOT a complimentary use			
Is there a Layout Plan that shows that the site is large enough to host the community garden for up to 10 years? (show in layout plan how growth will be accommodated on site)			
Is the site an appropriate distance from sensitive zones i.e. residential dwellings			
Does the site have good passive surveillance i.e. people can see and be seen through casual observation?			
Does the site have adequate sunlight for vegetable growing?			

Complimentary services/ facilities

Criteria	Yes	No	Provide Details
Does the site have access to existing services that a community garden requires – water, electricity?			
Does the site have access to an existing carpark with more than 10 spaces available?			
Does the site have access to accessible public toilets?			
Does the site have access to existing community group meeting facilities? i.e. meeting room / kitchen			
Does the site have access to shelter and seating?			
Does the site have access to storage area for workshop etc?			



Funding

Criteria	Yes	No	Provide Details
Does the Community Gardens Plan identify an accurate and affordable establishment cost including all requirements as above? i.e. toilet, storage, shelter, carpark, water connection			
Has the community group sourced funding options to cover the establishment?			
Does the Community Gardens Plan identify a funding model for the garden to sustain operations including lease and insurance?			
The annual operations funding model does NOT rely on securing grants every year?			

TOURISM AND MAJOR EVENTS ADVISORY COMMITTEE RECOMMENDATIONS APRIL 2023

PURPOSE

To present the recommendations from the Tourism and Major Events Advisory Committee and seek council approval to fund two events (AGL Loy Yang Traralgon International Junior Tennis Championships and the Latrobe City Win Network Pro-Am Golf) through the major events attraction budget (2023/24).

EXECUTIVE SUMMARY

- The Tourism and Major Events Advisory Committee (TAMEAC) recommended funding support on 11 April 2023 for the AGL Loy Yang Traralgon International Junior Tennis Championships and the Latrobe City Win Network Pro-Am Golf.
- Both events can be funded from the 2023/24 Major Event Attraction budget and, as a result, there are no budget implications. Total funding for consideration is \$30,000.
- These major events have been reviewed and considered by officers based on assessments prepared outlining economic benefit, return on investment, alignment with objectives in the council plan and benefit to the local community. Details of the assessments are provided in the attachments.
- Recommendations arising from the 11 April TAMEAC meeting.

OFFICER'S RECOMMENDATION

That Council:

1. **Approve the \$15,000 contribution for the AGL Loy Yang Traralgon International Junior Tennis Championships: and**
2. **Approve the \$15,000 contribution for the Latrobe City WIN Network Pro-Am Golf**

BACKGROUND

AGL Loy Yang Traralgon International Junior Tennis Championships

A world class international tennis tournament that has been hosted in Traralgon for the past 30 years. The event provides a pathway for the international and Australian top juniors as the lead in event to the Australian Open Junior Championships. The event is held across 14 days and involves in excess of 150 players from 35 countries.

Latrobe City Win Network Pro-Am Golf

A well-established event held in January each year at the Traralgon Golf Club. The event is high status on the PGA calendar, being an 'Order of Merit' event – with points gained leading to entries into the Victoria Open and Australian Open. The event runs across two days and involves over 400 players, officials, organisers and spectators. Latrobe City has naming rights and has been hosting this event for over 20 years.

ANALYSIS

Assessment of each event takes into consideration the overall impact of the event within the community. Economic impact is a key factor along with community engagement, event history, event prestige and alignment with the council plan.

Economic impact is calculated using a formula provided by Visit Victoria and uses attendance data, the number of day visits, overnight stays and attendee's origin, e.g., local, intrastate, interstate or overseas.

Original funding request for the Golf Pro-Am was \$20,000, this was reduced to \$15,000 due to the relatively low return on investment.

Average return on investment for major events in 2022/2023 is 49:1

Event	Council Contribution	Economic Impact (estimated)
AGL Loy Yang Traralgon International Junior Tennis Championships 10 – 18 January 2024	\$15,000	\$1.8M
Latrobe City Win Network Pro-Am Golf Mid to late January 2024	\$15,000	\$185,000

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Major event doesn't meet safety or regulatory requirements.	Low <i>Unlikely x Minor</i>	All events supported by Council are required to submit and have approved an event permit.
SERVICE DELIVERY Inability to deliver event by scheduled date.	Low <i>Unlikely x Minor</i>	Event timeframes are developed in conjunction with the Latrobe City events team. Strict oversight of this is monitored by Council officers.
STRATEGIC Major event negatively impacts on the reputation of Latrobe City Council as an events destination.	Low <i>Unlikely x Minor</i>	TAMEAC consideration of event proposal and assessment. Strict oversight of operations and arrangements by Council officers.

CONSULTATION

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

COMMUNICATION

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

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

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

Cultural

These events are public sporting events and will be promoted to all backgrounds and various community groups to encourage a diverse mix of spectators.

Health

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

Environmental

It is not anticipated that these events will generate any adverse environmental impacts.

Economic

Economic impacts have been undertaken and assessed based on their economic benefit, return on investment and benefit to the local business community. Both events offer an excellent economic benefit to the municipality.

Financial

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

Attachments

1. AGL Loy Yang Traralgon International Junior Tennis Championships, Major Event Assessment
2. Latrobe City WIN Network Pro-Am Golf, Major Event Assessment

6.4

Tourism and Major Events Advisory Committee Recommendations April 2023

- 1 AGL Loy Yang Traralgon International Junior Tennis Championships, Major Event Assessment..... 228
- 2 Latrobe City WIN Network Pro-Am Golf, Major Event Assessment..... 232



MAJOR EVENT ASSESSMENT FORM

Updated July 2022

TO BE USED AS PART OF THE ASSESSMENT PROCESS FOR MAJOR EVENT ATTRACTION/FUNDING			
Date proposal received	21 February 2023		
Assessed by	Jess Middlemiss		
EVENT DETAILS			
Event name:	AGL Loy Yang Traralgon International		
Event date / proposed date:	Wednesday January 10 to Thursday January 18, 2024		
Event description:	Grade 1 International Tennis Federation Junior Tennis Tournament		
Event type: (please select)	Arts/Culture <input type="checkbox"/> Food & Wine <input type="checkbox"/> Sponsorship <input type="checkbox"/> Sport <input checked="" type="checkbox"/> Business & Conference <input type="checkbox"/> Community <input type="checkbox"/> Other <input type="checkbox"/>		
Event category: (please select) ** Refer to last page for definitions	Hallmark <input type="checkbox"/> Major <input checked="" type="checkbox"/> Significant <input type="checkbox"/> Community <input type="checkbox"/>		
Event Term in region - commitment to region hosting:	1 year only <input checked="" type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> Roll over rights i.e. 3+3 <input type="checkbox"/>		
Funding - CASH		Funding - IN KIND	
Year 1 :	\$15,000		
Year 2 :			
Year 3 :			
Other :			
EVENT CONTACT DETAILS			
Contact name:	Susie Grumley	Email:	sec@traralgontennis.com
Title/Position:	Manager / Secretary	Phone:	0448 551 610
EVENT DELIVERABLE			
Purpose / Aims / Objectives:	<ul style="list-style-type: none"> • Deliver a world class tennis event in Latrobe City • Promote sport and the sport of tennis • Provide a pathway for the International and Australian top juniors as the lead in event to the Australian Open Junior Championships • Provide local players the opportunity to try out in the qualifying rounds • Give more Victorian players the opportunity to sign in for qualifying rounds • Promote sport, tennis and a healthy lifestyle • Encourage participation from our club members and community through volunteering, ball children • Build on tennis participation in our region • Support local businesses and community by bringing in a large boost to the economy over 14 days 		
Outcomes / Vision:	<ul style="list-style-type: none"> • Deliver a successful event, working in with Tennis Australia, AGL Loy Yang, Latrobe City and all our sponsors • Give as many Victorian and local players the opportunity to play in the event • Bring a good economic boost into our community • Encourage more participation at our club and throughout our community • Continue to grow and improve the event • Continue to attract as many of the world's best juniors as possible • Provide an opportunity for the community to be part of the event • Put Latrobe City and Traralgon Tennis Association on the map as a major tennis event destination, hopefully attracting more events to the club and region 		
Budget estimate:	\$15,000		



MAJOR EVENT ASSESSMENT FORM

Updated July 2022

EVENT GRADING		
Estimated economic benefit to Latrobe Valley – has an assessment or forecast been completed by the event representative? <i>Explanation / justification (if less than \$5 please expand i.e. new event)</i>	ROI	Rating (Select one only)
Based on 2023 event, the event is projected to have an economic benefit of \$1.8M. ROI: \$1.8M / \$15K = \$120:\$1	\$5 - \$10	1
	\$11 - \$19	2
	\$20 +	3
Event commitment/ term to region		
1 year only – Annual event, agreement is for 1 year		1
2 year commercial deal		2
5 year commercial deal		3
Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond?		(Could be more than 1)
None allocated		
Latrobe City only		1
Latrobe City and the Latrobe Valley (inclusive of Baw Baw and Wellington Shires)		1
Metro Melbourne		1
Other Intrastate regions		1
Nationally		1
In addition to the above, does the event provide opportunity to market and promote Latrobe City as a tourist destination through the events existing and established marketing channels? i.e. membership data base, TV / live streaming digital media other.		
The following promotional activities will be undertaken: <ul style="list-style-type: none"> Television advertising Radio advertising Players receive an information booklet promoting tourism activities, local businesses, dining out etc. Latrobe City visitor information stand that provides information on the local area, tourism activities, what to see and do etc. Local businesses and facilities are being used for the event, Black Snake Productions (Australian wildlife educational experience), Gippsland Regional Aquatic Centre (recovery and gym) Tourism tours to Gippsland destinations (on request only) 		1
Proposed program of sport development and community engagement activities		(Could be more than 1)
Is there a proposed community engagement plan / content?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1
If yes, is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand: <ul style="list-style-type: none"> With the event being held in school holidays, school engagement is not possible, however we source local junior club and community members to be ball children over the event Many members of the CALD community attend the event and engage with players from their home countries 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1
Are there other activities /programs included in the proposal that have not been mentioned previously? If so, please provide details: <ul style="list-style-type: none"> After this event concludes, Traralgon Tennis Club hosts the Australian Open Junior Qualifying rounds which are played over two days. Traralgon Tennis Club endeavours to organise activities throughout the event for the players such as: <ul style="list-style-type: none"> Welcome Players BBQ Native Australian Animals Afternoon Afternoon at the Gippsland Aquatic Centre 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1



MAJOR EVENT ASSESSMENT FORM

Updated July 2022

<ul style="list-style-type: none"> ○ Nightly dinners for all players, coaches and support crew ○ Grand Slam Dinner at the club for all sponsors and interested community 		
Has the local association/clubs been notified of this event? (Please note: This question is not applicable if this application is being completed by a local association/club)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1
Calendar/Market fit for Latrobe City Calendar of Events		
No other conflicting events	Poor	1
	Good	2
Pro Am Golf occurs after the conclusion of this event.	Excellent	3
Please provide any further information below to support your event application		
2023 marked 30 years of this event being hosted in Traralgon. This event brings consistently brings in a significant economic benefit each year to Latrobe City.		

Grading guide: 0 – 6 = GOOD 7 – 12 = V GOOD 13 and above = EXCELLENT	Score	17/20
---	--------------	--------------

STRATEGIC GOALS / FOCUS		
Does the event support the following strategic goals:		
<ul style="list-style-type: none"> • Adding to our region’s Economic prosperity 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Being complementary to community members and groups 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Increasing the regions image and visibility 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

IDENTIFY KEY ISSUES/BENEFITS
Issues: None
Benefits: <ul style="list-style-type: none"> • Long running major event – great profile amongst the local and tennis community • High economic impact and ROI





MAJOR EVENT ASSESSMENT FORM

Updated July 2022

RECOMMENDATION

Rationale:

As per the benefits listed above, it is recommended to proceed with this proposal.

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

1. Increase Visitation

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

2. Increase Length of Stay and Visitor Spend

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

3. Increase Destination Profile

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

4. Promote Community Connectiveness

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

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

1. Creative

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

2. Healthy

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

3. Connected

- Promote our role as Gippsland's Regional City to support economic growth and events programming, cultural events and recreation and sporting attractions.

DEFINITIONS

** Event Category

Major:

Multiple overnight stays, Economic impact over \$1 million, generates significant immediate and long term economic, social and cultural benefits.

Community:

Local participants/audience

Significant Community:

Community events that attract regional/intra + national audience/participants and have an economic impact over \$50,000

Hallmark:

A reoccurring event that provides the community with an opportunity to secure high prominence in the tourism marketplace.



MAJOR EVENT ASSESSMENT FORM

Updated July 2022

TO BE USED AS PART OF THE ASSESSMENT PROCESS FOR MAJOR EVENT ATTRACTION/FUNDING			
Date proposal received	6 March 2023		
Assessed by	Jess Middlemiss		
EVENT DETAILS			
Event name:	Traralgon Latrobe City WIN Network Pro Am Classic		
Event date / proposed date:	Mid to Late January. TBC		
Event description:	The Traralgon Latrobe City Pro Am Classic invites to the two day event, 70 professional golfers, Victoria's top amateur golfers (hence the name Pro Am Classic) local and out of area sponsors and their guests, plus club members from Traralgon and surrounding clubs. Each day 27 groups of 4 tee off at 7.30am and 1.00pm; in total 216 per day. The event is high status on the PGA calendar, being an 'Order of Merit' event. Points gained lead to entries into the Vic Open and Australian Open; both international events. The amateur winner receives an entry into the Super 6s, a Geoff Ogilvy event most recently being played at Yallourn and Warragul.		
Event type: (please select)	Arts/Culture <input type="checkbox"/> Food & Wine <input type="checkbox"/> Sponsorship <input type="checkbox"/> Sport <input checked="" type="checkbox"/> Business & Conference <input type="checkbox"/> Community <input type="checkbox"/> Other <input type="checkbox"/>		
Event category: (please select) ** Refer to last page for definitions	Hallmark <input type="checkbox"/> Major <input checked="" type="checkbox"/> Significant <input type="checkbox"/> Community <input type="checkbox"/>		
Event Term in region - commitment to region hosting:	1 year only <input checked="" type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> Roll over rights i.e. 3+3 <input type="checkbox"/>		
Funding - CASH		Funding - IN KIND	
Year 1 :	\$20,000		
Year 2 :			
Year 3 :			
Other :			
EVENT CONTACT DETAILS			
Contact name:	Ian Whitehead	Email:	lan57@wideband.net.au
Title/Position:	Secretary – Pro Am Committee Traralgon Golf Club	Phone:	0427 800 297
EVENT DELIVERABLE			
Purpose / Aims / Objectives:	To showcase the Latrobe Valley as a viable area for the staging of a major event.		
Outcomes / Vision:	To run a major Pro Am golf event over 2 days involving 432 players plus officials, organisers and spectators.		
Budget estimate:	\$45 000 based on expenditure of 2023		
EVENT GRADING			
Estimated economic benefit to Latrobe Valley – has an assessment or forecast been completed by the event representative?	ROI	Rating (Select one only)	
<i>Explanation / justification (if less than \$5k please expand i.e. new event)</i>			
Based on economic impact from 2023 event, it is expected this event will have an economic impact of \$185,000. ROI – \$9.25:\$1	\$5 - \$10	1	
	\$11 - \$19	2	
	\$20 +	3	
Event commitment/ term to region			
1 year only – annual event, agreement is for 1 year		1	
2 year commercial deal		2	



MAJOR EVENT ASSESSMENT FORM

Updated July 2022

5 year commercial deal		3
Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond?		(Could be more than 1)
None allocated		
Latrobe City only		1
Latrobe City and the Latrobe Valley (inclusive of Baw Baw and Wellington Shires)		1
Metro Melbourne		1
Other Intrastate regions		1
Nationally		1
In addition to the above, does the event provide opportunity to market and promote Latrobe City as a tourist destination through the events existing and established marketing channels? i.e. membership data base, TV / live streaming digital media other.		
The event is the centre-point of what's known as "The Gippsland Swing." Because it is a 2 day event, participants base themselves in Traralgon usually for 3 to 4 nights. From Traralgon the players travel to Trafalgar, Yarram, and Bairnsdale. Tourist opportunities exist for partners and 'rest days' for the golfers.		
Proposed program of sport development and community engagement activities		(Could be more than 1)
Is there a proposed community engagement plan / content?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1
If Yes, is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand: The junior event referred to below has opened communication with local schools. The course has been opened to select sports days, but the connection now paves the way for students being invited to watch the action. Potentially clinics can be offered to school groups as an enhancement to the junior clinics now being conducted each Saturday. Outreach programs to the aged care facilities of Dalkeith and Yallambie are in train. Each facility has a community bus at the facility and each facility has club members as residents willing to co-ordinate transport to the course. Whether it be students or elderly citizens, the club would be committed to looking after such groups at the event.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1
Are there other activities /programs included in the proposal that have not been mentioned previously? If so, please provide details: The most recent pro-am included a sponsored junior event. We have a junior coaching program. In the day prior to the pro-am, nine professionals each hosted a group of juniors around 9 holes at Traralgon GC. This was followed by a BBQ and Q&A. Amid many photo opportunities with the professionals and good conversation it is an initiative the club and our sponsor (TRFM) are keen to pursue.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1
Has the local association/clubs been notified of this event? (Please note: This question is not applicable if this application is being completed by a local association/club)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1
Calendar/Market fit for Latrobe City Calendar of Events		
Good fit – no other conflicting events	Poor	1
	Good	2
	Excellent	3
AGL Loy Yang Traralgon International occurs prior to the start of this event.		
Please provide any further information below to support your event application		

Grading guide: 0 – 6 = GOOD 7 – 12 = V GOOD 13 and above = EXCELLENT	Score	14/20
--	--------------	--------------

STRATEGIC GOALS / FOCUS





MAJOR EVENT ASSESSMENT FORM

Updated July 2022

Does the event support the following strategic goals:		
<ul style="list-style-type: none"> • Adding to our region's economic prosperity 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Being complementary to community members and groups 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<ul style="list-style-type: none"> • Increasing the regions image and visibility 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

IDENTIFY KEY ISSUES/BENEFITS
<p>Issues:</p> <ul style="list-style-type: none"> • High investment for low ROI <p>Benefits:</p> <ul style="list-style-type: none"> • Long running event within the community • Integration of professional and amateur golfers

RECOMMENDATION

Rationale:

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

Recommended funding allocation: \$15,000 – reduced funding allocation due to low ROI.

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

1. Increase Visitation

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

2. Increase Length of Stay and Visitor Spend

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

3. Increase Destination Profile

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

4. Promote Community Connectiveness

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

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

1. Healthy

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



MAJOR EVENT ASSESSMENT FORM

Updated July 2022

DEFINITIONS

**** Event Category**

Major:

Multiple overnight stays, Economic impact over \$1 million, generates significant immediate and long term economic, social and cultural benefits.

Community:

Local participants/audience

Significant Community:

Community events that attract regional/intra + national audience/participants and have an economic impact over \$50,000

Hallmark:

A reoccurring event that provides the community with an opportunity to secure high prominence in the tourism marketplace.

REVIEW OF COUNCIL SUPPORT AND EXPENSES POLICY

PURPOSE

To seek endorsement of the revised Council Support and Expenses Policy.

EXECUTIVE SUMMARY

- As part of the introduction of the *Local Government Act 2020*, Council adopted the Councillor and Delegated Committee Member Expenses, Resources and Support Policy in August 2020. Some amendments around personal coaching and mentoring were made in 2021.
- Officers have conducted benchmarking against best practice policies identified by the Local Government Inspectorate. From that benchmarking, officers are of the opinion that there are amendments which would be beneficial in achieving alignment with best practice, particularly in terms of clarity and consistency. Officers also propose to rename the Policy as the Council Support and Expenses Policy.
- The most significant changes to the Policy are outlined at Analysis below.

OFFICER'S RECOMMENDATION

That Council:

1. **Adopts the Council Support and Expenses Policy with an effective date of 05 June 2023;**
2. **Notes that with the adoption of this Policy, that any previous versions are now revoked;**
3. **Requests a copy of the final formatted Policy be provided to all Councillors; and**
4. **Makes this Policy available on Council's website and available for inspection at all Council Service Centres.**

BACKGROUND

Council is required to adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for Councillors and Delegated Committee members, under section 41 of the *Local Government Act 2020*. The policy must cover, at minimum:

- procedures to follow for reimbursement;
- reimbursement of childcare expenses; and
- expenses incurred by a Councillor who is a carer in a care relationship as defined by the *Carers Recognition Act 2012*.

In addition to those matters, Council's policy is intended to cover circumstances where Councillors and members of Delegated Committees are entitled to reimbursement as well as the various resources available to Councillors.

The suggested alterations to the Policy as set out below largely relate to clarity, consistency and transparency.

ANALYSIS

It is best practice to review policies endorsed by Council on a regular basis to ensure that they are relevant, reflect contemporary practice, reference current legislation, and meet community expectations.

Following the officer review, the key changes proposed for incorporation in the updated Policy are:

Subject Matter	Existing Policy	Amended Policy	Differences
Travel	4.3, 4.5, 4.6	4.5	Various forms of possible transport have been combined to a generalised travel entitlement based on the most cost effective method that is reasonable for the travel in question. This is to improve clarity and the practical application of the policy.
Private vehicle use	4.3, 4.7(5)	4.5.4-4.5.5	Clarity regarding appropriate records to be kept and produced to support reimbursement, to assist with compliance. Clearer guidance around reimbursement for interstate travel where private vehicle is chosen instead of air travel.

Subject Matter	Existing Policy	Amended Policy	Differences
Attendance at external meetings, conferences and functions	4.8	4.17.2	Addition of CEO approval for attendance within Victoria as a prerequisite to reimbursement, excluding external meetings in the Gippsland area and metropolitan Melbourne municipalities. This is to better align with the approval requirements for interstate and overseas travel reimbursement.
Attendance at external meetings, conferences and functions	4.7, 4.8	4.17.3	Addition of factors to be considered in approval of Victorian, interstate or overseas attendance at external meetings, conferences or functions. This is to improve clarity and the practical application of the policy.
Reporting	5.4	4.2	Rather than monthly expense reports, Councillors will be provided with the annual summary to be published on Council's website for review prior to publication.
Exclusions	5.6	4.8	Clearer list of exclusions.
Individual professional and personal development	6.2-6.4	4.19	Rephrasing of what constitutes eligible professional or personal development including specific criteria. Changes to circumstances where advance payments can be made and process. These changes are to improve clarity and the practical application of the policy.
Access to facilities by Mayor	8.4	4.16.1	The existing policy already contains a requirement for Councillors to advise Council's after hours number of access to facilities outside of normal business hours. This change is to confirm the same requirement applies to Mayoral access and is to better ensure Council's compliance with occupational health and safety obligations.

Subject Matter	Existing Policy	Amended Policy	Differences
Equipment and IT costs, support, training and security	9.2-9.7	4.12	The existing clauses have been condensed and rephrased to improve clarity and the practical application of the policy.
Legal costs	11	4.20	Rephrasing of when legal costs of Councillors are payable by Council to improve clarity and the practical application of the policy.
Payment from another organisation	N/A	4.5.6	Addition regarding confirmation there will be no reimbursement for travel if there is payment entitlement from another organisation for the person's attendance.
Appeal	N/A	4.11	Addition of the ability of a Councillor to request the CEO review a decision not to reimburse an expense, followed by the option to request the matter be reported to Council for determination. This is to assist in resolution of disagreements on application of the policy.
Car parking	N/A	4.13.7	Addition of confirmation regarding Councillor reserved car parks at Headquarters.

The above changes were incorporated based on internal officer consultation and benchmarking with other council policies recommended by the Local Government Inspectorate.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Council will not be compliant with the <i>Local Government Act 2020</i> in relation to Councillor expenses and support.	Low <i>Unlikely x Minor</i>	Ensure Council has a clear, consistent policy in place to appropriately manage reimbursement and provision of appropriate resources.

CONSULTATION

There are no external consultation requirements for this Policy. Internal consultation has taken place with appropriate officers.

COMMUNICATION

Internal communications will occur with relevant Council officers to ensure awareness of the changes to the Policy, if endorsed. While Council does not currently have any Delegated Committees, communications would also occur with members of any Committee established as to the application of the Policy to those members.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

A consistent and comprehensive policy for reimbursement of Councillors and Delegated Committee members and resources provided to Councillors, assists to provide guidance and accountability on that expenditure to the municipal community which in turn promotes trust with that community.

Cultural

Nil.

Health

Nil.

Environmental

Nil.

Economic

A consistent and comprehensive policy for reimbursement of Councillors and Delegated Committee members aligns with sustainable economic policy.

Financial

As the reimbursement and support relating to Councillors are already covered by Council's existing policy and the changes proposed relate more to clarity, consistency and transparency than adding or removing resources and reimbursements available, there will be no practical effect on associated expenditure or budget.

Attachments

1. Council Support and Expenses Policy

6.5

Review of Council Support and Expenses Policy

1	Council Support and Expenses Policy	243
---	---	-----



Council Support and Expenses Policy

Version 3

Approval Date: (insert date)

Review Date: (insert date)



Council Support and Expenses Policy

DOCUMENT CONTROL

Responsible GM	General Manager Regional City Strategy and Transition	
Division	Governance	
Last Updated (who & when)	Manager Governance – Hanna Steevens	2023
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	3 August 2020	Adopted
Council	1 March 2021	Clarification in relation to personal coaching and mentoring
Council		Policy name change and updated contents following benchmarking
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	Yes	
Document Reference	No	

WARNING - uncontrolled when printed.

Page 2 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

1. Background

The *Local Government Act 2020* (the Act) includes a requirement for Council to adopt and maintain an expenses policy in relation to the reimbursement of out of pocket expenses for Councillors and members of Delegated Committees. This Policy meets that requirement and supports Councillors and members of Delegated Committees to perform their roles, as defined under the Act.

2. Objectives

This Policy intends to:

- 2.1. provide guidance and establish clear expectations on the:
 - reimbursement of expenses for both Councillors and members of Delegated Committees;
 - processes for reimbursement and reporting requirements;
 - resources and support that are necessary for Councillors, to enable the effective performance of their official Council duties and functions;
- 2.2. ensure that the reimbursement of expenses is in accordance with the Act and meets the Act's principles of:
 - public transparency;
 - achieving the best outcomes for the municipal community; and
 - ensuring the ongoing financial viability of Council; and
- 2.3. provide a framework for Councillors and members of Delegated Committees to be supported to perform their duties without disadvantage.

3. Scope

This Policy applies to all Councillors and members of Delegated Committees in relation to the reimbursement of out of pocket expenses incurred in performing their official duties and functions, and to all Councillors in relation to resources support.

4. Principles of Management

Reimbursement of Expenses

Councillors and members of a Delegated Committee are entitled, under section 40 of the Act, to the reimbursement of expenses reasonably incurred in the performance of official duties and activities necessary as a part of their role, in achieving the objectives of Council.

These may include, but are not limited to:

- meetings of Council or its Committees;

WARNING - uncontrolled when printed.

Page 3 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

- meetings, briefing sessions and civic or ceremonial functions convened by the Mayor or Council;
- meetings of community groups, organisations and statutory authorities to which a Councillor has been appointed as a Council representative;
- a meeting, function or other official role as a representative of the Mayor or Council;
- other meetings, inspections or events attended by a Councillor in an official capacity.

Pursuant to the Act, Councillors and members of a Delegated Committee will be reimbursed for out-of-pocket expenses that are:

- bona fide expenses; and
- have been reasonably incurred in the performance of the role of Councillor; and
- are reasonably necessary for the Councillor or member of a Delegated Committee to perform their role.

4.1. Claiming Expenses

- 4.1.1. Expenses must be claimed within 60 days of being incurred, or within 60 days from the date of return from a relevant event (whichever date is later). Late claims will not be accepted except where the CEO is satisfied that exceptional circumstances apply.
- 4.1.2. An expense claim must be:
- (a) made on the appropriate claim form which can be obtained from Council's Mayoral and Council Support team;
 - (b) accompanied by original proof of expenditure such as receipts or tax invoices (credit card receipts will not be accepted); and
 - (c) signed by the Councillor or Delegated Committee member, to declare the nature of the Council business and to verify that the claim is accurate and complies with the relevant legislative provisions and Council policy.
- 4.1.3. An expense claim which complies with clause 4.1.2 may be submitted to the CEO, or as determined by Council, for processing.
- 4.1.4. An expense claim that does not comply with clause 4.1.2, will be returned to the Councillor or Delegated Committee member, with an explanation of what is required for compliance.
- 4.1.5. Reimbursements will be paid by electronic funds transfer within 30 days of a correctly completed claim form being received.

WARNING - uncontrolled when printed.

Page 4 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

- 4.1.6. Any advance payment made for an expense associated with a Councillor or Delegated Committee member's duties or functions must be reconciled within one month of receiving such payment and receipts supplied as verification.

4.2. Reporting

- 4.2.1. Information in relation to Councillor and Delegated Committee member expenses consisting of name and annual totals for allowance (Councillors only), travel, professional development, expenses to support role and overall total of those categories are included in Council's Annual Report.
- 4.2.2. Councillors may on request be provided with monthly reports on their expenses and reimbursements.

4.3. Audit

Expenses paid or reimbursed under this Policy will be subject to:

- 4.3.1. regular review by Council's internal auditors; and
- 4.3.2. an annual review by Council's Audit and Risk Committee, in accordance with section 40(2) of the Act.

4.4. Carer Expenses

- 4.4.1. The cost of care for a dependent child aged under 14 years, a person who is in a care relationship pursuant to section 4 of the *Carers Recognition Act 2012* or an elderly, disabled or sick immediate family member, may be claimed by a Councillor or Delegated Committee member where:
- (a) the expense is incurred to enable the Councillor or Delegated Committee member to perform their official duties and functions; and
 - (b) the child or person who requires care:
 - (i) resides in the Councillor's or Delegated Committee member's household and the Councillor or Delegated Committee member is the primary carer; or
 - (ii) is a person in respect of whom the Councillor or Delegated Committee member is entitled to a Commonwealth Carer Payment or Allowance; or
 - (iii) is a person for whom the Councillor's or Delegated Committee member's partner is the primary carer, when the partner is accompanying the Councillor or Delegated Committee member to a Council business function;

and

WARNING - uncontrolled when printed.

Page 5 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

- (c) the care is provided by:
- (i) a registered care provider, including a live in professional helper who is required to work extra hours at additional expense due to the duties or functions; or
 - (ii) a person who does not reside with the Councillor or Delegated Committee member, and who does not have a familial or similar relationship with the Councillor or Delegated Committee member (eg. partner, mother, father, sister, brother, aunt, uncle, cousin, niece, nephew, grandparent, sister-in law, brother-in-law); or
 - (iii) where in the opinion of the CEO there are exceptional circumstances, another person appropriate in those circumstances.

4.4.2. A claim for reimbursement of carer expenses must:

- (a) include the details of the meeting or Council business that was undertaken during the period of care; and
- (b) be substantiated by a tax invoice or receipt from the care provider which includes the dates and times when the care was provided, the care provider's signature and ABN (where relevant).

4.4.3. Where care is provided by a registered care provider, Council will reimburse the amount on the official tax invoice.

4.4.4. Care that is not provided by a registered care provider will be based on the current market rate and is subject to review.

4.5. Travel

4.5.1. Councillors and members of a Delegated Committee are entitled to reimbursement of travel expenses incurred in performing their official duties and functions.

4.5.2. When travel expenses are to be paid or reimbursed from Council funds, it is expected that, wherever practicable:

- (a) Travel must be undertaken using efficient routes and cost-effective means of transport that are reasonable for the travel in question. Determination of what is reasonable in the circumstances will take all relevant considerations into account.
- (b) If in doubt about the appropriate form of transport, a:
 - (i) Councillor should, if practicable, consult with the CEO; and
 - (j) Member of a Delegated Committee should, if practicable, consult with the appropriate Council officer nominated by the CEO.

WARNING - uncontrolled when printed.

Page 6 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

- (c) Where more than one Councillor or Delegated Committee member attends the same event outside the municipal boundaries, a vehicle should be shared.
- 4.5.3. Any proportion of the travel expenses that relate to activities other than the Councillor's or Delegated Committee members official duties and functions, will be excluded from the calculation of expenses to be paid.
- 4.5.4. The standard form of travel outside the state of Victoria will be economy class air. If a Councillor or Delegated Committee member chooses instead to use their own vehicle for interstate travel, the maximum amount for which they are entitled to be reimbursed is equivalent to the combined cost of:
- The cheapest available return airfare between Melbourne Airport and the destination;
 - Private vehicle return travel between the person's residence and Melbourne Airport as determined in accordance with subclause 4.5.5 below; and
 - The cheapest available parking at Melbourne Airport for the duration of the travel period.

The exceptions to this clause are:

- where the intended destination does not have a co-located airport and it is more practicable to travel by vehicle; or
- the travel is between the municipality and Canberra;

in which case the Councillor or Delegated Committee member is entitled to reimbursement for use of the private vehicle for travel as determined in accordance with clause 4.5.5.

- 4.5.5. Private vehicle use:
- Travel expenses associated with the use of a private vehicle within Victoria for the performance of a Councillor's or Delegated Committee member's official duties and functions will be reimbursed in accordance with the rates specified (as applicable to employees) in Council's Enterprise Agreement that is in operation at the time the travel occurred, upon submission of a completed Councillor or Delegated Committee Member Expense Claim Form. This form includes a declaration to verify that the travel claimed was undertaken in the performance of the Councillor's or Delegated Committee member's official duties and functions and in compliance with this Policy.
 - Where a Councillor or Delegated Committee member elects to use their own private vehicle to carry out official Council business,

WARNING - uncontrolled when printed.

Page 7 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



Council Support and Expenses Policy

a written record of mileage must be made. A mileage form can be obtained from Council's Mayoral and Council Support team for this purpose. The record of mileage must accompany the claim form submitted for reimbursement.

- 4.5.6. Travel expenses will not be reimbursed in instances where the Councillor or Delegated Committee member is entitled to a payment from another organisation for their attendance.
- 4.5.7. Where there is no other reasonable transport option available, a Councillor may have access to a carpool vehicle to undertake Council business, subject to availability and on the same conditions as pool vehicles are available for use to staff under Council's current Motor Vehicle Operational Policy. Overnight or weekend usage does not require additional permission but must be notified to the CEO and only Councillors or Council employees may drive the vehicle in such circumstances.
- 4.5.8. Councillors and Delegated Committee members can stay in reasonable accommodation appropriate to the area travelled to, the nature of the visit and the reasonable requirements of the Councillor or Delegated Committee member. As a guide, four star accommodation is generally considered reasonable accommodation.
- 4.5.9. Standard rooms will be used for accommodation but a room upgrade may be accepted provided the additional cost is borne personally by the Councillor or Delegated Committee member, or if there is no cost, the matter is disclosed as a gift in accordance with the current *Gifts Benefits and Hospitality Policy*.
- 4.5.10. If a Councillor leader of a Council delegation comprising more than one Councillor or Council employee, that Councillor will be entitled to a suite in the accommodation (if available) rather than a standard room.

4.6. Meals and Refreshments

- 4.6.1. Council will provide suitable refreshments during planned meetings regarding Council business for Councillors and members of a Delegated Committee, served on the premises.
- 4.6.2. Council will provide Councillors with suitable meals and refreshments where Council meetings and briefings or other scheduled Council business extends through normal meal times or over an extended period.
- 4.6.3. Unless the CEO or the Mayor determine that the occasion is an authorised function of Council at which alcohol will be served, no alcohol will be provided with meals and refreshments to Councillors.

WARNING - uncontrolled when printed.

Page 8 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

- 4.6.4. If alcohol is served as part of an authorised Council function Councillors, must observe the Alcohol, Drugs and Smoking in the Workplace Operational Framework.
- 4.6.5. Where a Councillor or member of a Delegated Committee is undertaking Council business that requires them to be away from home during normal meal times, or over an extended period, they are entitled to be reimbursed for the actual cost incurred for suitable refreshments and meals, within reasonable limits and on provision of a tax invoice or receipt. Any meals that exceed this amount will be borne by the Councillor or Delegated Committee member. Reimbursement will not be made in circumstances where a meal was provided.
- 4.6.6. Where a Councillor has been formally invited to attend an event and there is an entry fee associated with that event, a tax invoice will need to be provided and paid by Council, which will be reflected in the Councillor's expense.

4.7. Insurance

- 4.7.1. In accordance with section 43 of the Act, Councillors and members of Delegated Committees are indemnified against all actions or claims, as long as the acts giving rise to the action or claim were done in good faith and related to the Councillor's or Delegated Committee member's official duties and functions;
- 4.7.2. The CEO will ensure that policies of insurance are maintained to provide the relevant protections to Councillors and members of Delegated Committees while performing their duties and functions as a Councillor or Delegated Committee member.

4.8. Exclusions

The following expenses cannot be funded or reimbursed by Council:

- 4.8.1. any expense arising from a breach of road, traffic, parking, or other regulations or laws;
- 4.8.2. stationery or equipment additional to that provided for in this Policy;
- 4.8.3. damage to or loss of personal possessions;
- 4.8.4. expenses for a Councillor's or Delegated Committee's partner which are not expressly provided for within this Policy;
- 4.8.5. donations, tips or gratuities, gifts, the purchase of raffle tickets, unless endorsed by Council resolution;
- 4.8.6. tickets or entry fees to events, that are in addition to that provided for in this Policy;
- 4.8.7. hotel mini bar, room movies, room service and similar;

WARNING - uncontrolled when printed.

Page 9 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

- 4.8.8. expenses incurred by third parties;
- 4.8.9. expenses claimed by a Councillor or Delegated Committee member as a tax deduction;
- 4.8.10. expenses which are fully or partly recoverable from a third party; and
- 4.8.11. expenses associated with the election campaign of any Councillor.

4.9. Repayment

Any reimbursement required to be paid back to Council for non-Council related expenditure incorrectly incurred or claimed under this Policy must be made within 60 days of the cost being incurred or account being received by the Councillor or Delegated Committee member.

4.10. Expenses not included in this Policy

Any expense not included in this Policy will require approval by the CEO. A Councillor or Delegated Committee member whose expense claim has been refused by the CEO may refer the expense claim to Council for approval.

4.11. Appeals

- 4.11.1. A Councillor or member of a Delegated Committee is entitled to make a complaint or appeal in writing to the CEO against any decision regarding a reimbursement.
- 4.11.2. In the event of a complaint or appeal against a decision regarding a reimbursement under this Policy remaining unresolved, the Councillor or Delegated Committee member may request the matter be reported to Council for determination. Council's decision on the matter will be final.

Councillor Resources and Support

4.12. Supply of Communications Equipment and Stationery for Councillors

- 4.12.1. Each Councillor is entitled to be provided with such communications equipment and stationery as is reasonably required to facilitate the effective performance of their official duties and functions.
- 4.12.2. The particulars of the Council supplied communications equipment and stationery will be determined by the CEO, or as determined by Council, and will be issued to the incoming Councillors at the commencement of each Council term, and may include any or all of:
 - (a) a mobile telephone or 'smart phone' with email access;
 - (b) a laptop/notebook computer and/or a tablet (e.g. iPad);
 - (c) data allowance or mobile wi-fi device;

WARNING - uncontrolled when printed.

Page 10 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

- (d) computer peripherals such as docking station, keyboard, mouse and stylus;
 - (e) multi-function device(s) (combined printer, scanner and fax machine);
 - (f) any other communications equipment or other resources reasonably necessary due to the location of the Councillor's residence;
 - (g) stationery including paper, writing implements, envelopes, diaries and business cards. Any Council letterhead supplied may only be used for official Council business;
 - (h) a name badge; and
 - (i) a Councillor email account (managed through Council's administration).
- 4.12.3. Council will meet the reasonable costs associated with the purchase, installation, service connection, maintenance, rental and usage of Council supplied communications equipment.
- 4.12.4. A request for replacement of Council supplied communications equipment that has been lost or irreparably damaged must be accompanied by documentation to substantiate the loss or damage. Equipment will generally be replaced on a like-for like basis, rather than on a new-for-old basis.
- 4.12.5. Council supplied communications equipment is intended to be used for Council business purposes. However, minimal personal use is acceptable, provided that the use is legal and appropriate, does not interfere with Council business and does not involve additional expense. The direct costs of any private use of these facilities must be reimbursed to Council.
- 4.12.6. Any use of Council supplied communications equipment may be monitored or recorded, read, copied and disclosed in accordance with applicable laws, regulations and policies.
- 4.12.7. Councillors are responsible for:
- (a) the safety and security of the equipment provided to them and ensuring that there is no unauthorised access to any personal or confidential information that may be stored on that equipment.
 - (b) adhering to the Council policies and procedures for security, maintenance and use of equipment, which may be amended or changed from time to time.

WARNING - uncontrolled when printed.

Page 11 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

- (c) ensuring that full and accurate records of Council business activities undertaken by them are created, managed and disposed of in a way that is consistent with organisational practice so that Council can meet its legislative obligations. However Councillors will be provided with organisational support to assist with compliance.

4.12.8. The Information and Technology team will:

- (a) provide familiarisation training for Councillors in relation to the communication equipment provided to them and in the management of information stored on that equipment, either as part of induction for new Councillors or on a case by case basis (ad hoc requests) as required; and
- (b) undertake all software updates on any laptops, tablets and mobile devices when required. Councillors will be required to bring the equipment into Headquarters for scheduled maintenance and password updates.

4.12.9. The use of Council supplied equipment to maintain or support a personal private business or for electioneering purposes is strictly prohibited.

4.12.10. Return of Council supplied equipment:

- (a) In the event of the resignation, retirement, suspension or disqualification of a Councillor or where a Councillor is not re-elected at a general Council election, the Councillor must return to the CEO all Council supplied communications equipment and any items supplied by Council which bear the Council's logo. Following the end of a suspension, the equipment will be returned to the Councillor.
- (b) Councillors are not required to return Council supplied communications equipment or other Council supplied resources during a general Council election period. However all use of such resources must comply with Council's Election Period Policy.

4.13. Councillor Access to Council Buildings

4.13.1. Each Councillor will receive a swipe card allowing access to the Latrobe City Council Corporate Headquarters, Traralgon Service Centre, Moe Service Centre and Churchill Hub during the following:

- (a) Monday – Friday: 7.00 a.m. – 11.00 p.m.
- (b) Saturday- Sunday: 8.00 a.m. – 8.00 p.m.

WARNING - uncontrolled when printed.

Page 12 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

- 4.13.2. The Mayor and CEO may grant a Councillor additional hours of access or access to other Council buildings for undertaking their official duties and functions as a Councillor.
- 4.13.3. If a Councillor needs access to Corporate Headquarters and Council's service centres outside of normal business hours, the Councillor must advise Council's after hours emergency contact number on arrival and departure. The after hours number can be reached by dialling Council's general phone line on 1300 367 700, which when contacted outside of business hours contains an option for transfer to the after hours service.
- 4.13.4. If the Councillor's swipe card is lost or stolen the Councillor must report the loss or theft to the Mayoral and Council Support team to put in place appropriate security measures as soon as possible.
- 4.13.5. Councillors are provided with an office/meeting room (known as the Councillor Lounge) that may be used at any time. The Councillor Lounge includes a computer connected to Latrobe City Council's computer system and a printer. Wi-fi is also available in the Councillor Lounge. Councillors meeting with external parties are to advise Mayoral and Council Support to ensure that the meeting room is not being used by other Councillors.
- 4.13.6. Other Council shared meeting spaces are available at Corporate Headquarters and at the Traralgon Service Centre, Moe Service Centre and Churchill Hub, which may be utilised on an as needs and availability basis, by booking through the Mayoral and Council support team.
- 4.13.7. 3 parking spaces at Latrobe City Council Headquarters are reserved at all times for use by Councillors with a further 3 spaces reserved on Monday afternoons for Councillor Briefings and Councillor Meetings. Councillors are also entitled to use the other adjacent Council reserved parking spaces.

4.14. Purchasing Card

Subject to the approval of the Mayor and the Chief Executive Officer, a Councillor may be provided with a purchasing card with a transactional monthly limit of no more than \$500 for use while undertaking their official duties and functions as a Councillor.

- 4.14.1. use of a purchasing card will be in accordance with the terms of the Purchasing Card Agreement, as well as Council's Purchasing Card and Procurement Policies;
- 4.14.2. Where a purchasing card is provided, monthly reconciliation must be completed by the holder using the ProMaster system with the

WARNING - uncontrolled when printed.

Page 13 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

appropriate tax invoices/receipts and quotes/exemption forms attached and sent to the Chief Executive Officer for approval.

4.15. Administrative Support

- 4.15.1. Administrative support will be made available for Councillors to assist them with calendar management, responding to correspondence and responding to enquiries and requests for service as part of their official duties and functions as a Councillor.
- 4.15.2. Council business papers, other Council information and personal mail will be provided to Councillors in the manner required by each Councillor, whether by courier to the Councillors' place of residence or other nominated location, placed in Councillors' communication boxes for pick up or forwarded by electronic mail weekly or as required.
- 4.15.3. Where a Councillor requires that Council business papers, other Council information and personal mail be delivered to the Councillors' residence or other address, the Councillor must advise Mayoral and Council Support of the person authorised by the Councillor to take delivery if the Councillor is not present to accept delivery.

4.16. Additional Entitlements for the Mayor

- 4.16.1. The Mayor will be provided access to the Latrobe City Council Corporate Headquarters, Traralgon Service Centre, Moe Service Centre and Churchill Hub 24 hours a day, 7 days a week. If the Mayor intends to access any of these facilities outside of normal business hours, the Mayor must advise Council's after hours emergency contact number on arrival and departure. Connection to the after hours service is set out at clause 4.13.3 above.
- 4.16.2. A fully equipped office and administrative support will be provided to assist the Mayor to effectively undertake mayoral duties. The level of support is determined by the CEO in consultation with the Mayor.
- 4.16.3. A mayoral vehicle will provided that is the equivalent to and on the same terms as the vehicle provided to the CEO including a fuel card and cleaning card. Use is subject to the *Motor Vehicle (Operational) Policy*.
- 4.16.4. The vehicle is associated with the office of the Mayor, rather than the incumbent Mayor. The mayoral vehicle is passed from one Mayor to the next. The commencement of a new Mayor does not necessitate the purchase of a new mayoral vehicle.
- 4.16.5. The Mayor may be provided with a purchasing card with a transaction and monthly limit set at no more than \$10,000 for use while discharging the functions of the office, subject to the requirements set out at clause 4.14.

WARNING - uncontrolled when printed.

Page 14 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

4.17. Attendance at External Meetings, Conferences and Functions

- 4.17.1. A Councillor attending an external meeting, conference or function in their capacity as Council's appointed delegate, substitute delegate, designated committee member or any other authorised representative role, including an approved invitation to speak in their capacity as Councillor, is entitled to have all reasonable expenses for travel, accommodation, registration fees, meals and other necessary associated out of pocket expenses reimbursed or paid on their behalf subject to the requirements and limitations set out in this Policy.
- 4.17.2. Councillors' attendance at external meetings, conferences or functions:
- within Victoria must be approved by the CEO or determined by Council;
 - interstate must be approved by the CEO and the Mayor or determined by Council;
 - overseas must be approved by Council resolution;
- prior to departure, in order for reimbursement of associated expenses to be claimable. External meetings held within the Gippsland area or metropolitan Melbourne municipalities are excluded from this clause and do not require prior CEO approval as part of reimbursement eligibility.
- 4.17.3. Matters relevant to the approval of a Councillor's attendance at a particular conference or function are:
- course topic, content, location, date and duration;
 - relevance of conference to Council business;
 - analysis of the costs including the travel and accommodation for the Councillor; and
 - benefits expected to result from attendance.

4.18. Community, Charity or Civic Functions and Events

- 4.18.1. Council will meet the cost of a Councillor attending community, charity or civic functions and events, if the cost does not exceed \$200. If the cost of a function or event exceeds \$200, the Councillor must obtain the prior consent of the Mayor and Chief Executive Officer or in the case of the Mayor, the prior consent of the Chief Executive Officer.
- 4.18.2. Where a Councillor and his/her partner have been invited to attend a community, charity or civic function and event at a cost to attend, in the circumstances where the Councillor will attend, Council will meet the cost of the partner's attendance with prior notification to the Mayor and Chief Executive Officer.

WARNING - uncontrolled when printed.

Page 15 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

- 4.18.3. When Council is hosting a function where Councillors are invited to attend, the Mayor may extend an invitation to partners of Councillors.
- 4.18.4. In circumstances where the Mayor has been invited to a function or event and is unable to attend, the Mayor may delegate to another Councillor.

4.19. Individual Professional and Personal Development

- 4.19.1. It is desirable that Councillors undertake appropriate training and professional development throughout their terms in office. Whilst some training is provided by Council in-house or arranged through professional bodies, it is important that Councillors are able to attend other relevant forums, to further develop their understanding of the many issues faced within local government, and to network with other Councillors.
- 4.19.2. Accordingly, Councillors are entitled to reimbursement of expenses incurred through attending recognised and industry approved conferences, seminars, events, study, training courses and professional and personal development opportunities that are relevant to their role, and which enhances their potential in serving the community as a member of the Council.
- 4.19.3. Each Councillor is allocated \$2,500 exclusive of GST (inclusive of course materials such as reference books, travel, meals and accommodation if required) each calendar year for individual professional and personal development.
- 4.19.4. Unused funds allocated for a Councillor's individual professional and personal development may only be rolled over from one year to the next during the Councillor's term of office. Funds rolled over will be up to the cumulative total due in the year but not exceeding the amount of \$10,000 in the fourth year. That is, \$2,500 for year one, up to \$5,000 in year two, up to \$7,500 in year 3 and \$10,000 in year 4. Subject to the limitations and requirements of this Policy including clause 14.19.12, Councillors may use allocations in advance, up to and including the entire term of office entitlement in the first year.
- 4.19.5. The allocation to a Councillor is not transferable to another Councillor.
- 4.19.6. The allocation to a Councillor ends when the Councillor's term of office ends and any balance does not roll over if the Councillor is re-elected.
- 4.19.7. Subject to the limitations and requirements in this Policy, the allocation to a Councillor may be used for:
- (d) attendance at recognised and industry approved conferences, seminars or events;

WARNING - uncontrolled when printed.

Page 16 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

- (e) formal study;
 - (f) individual training, coaching or mentoring; or
 - (g) other training and development approved by the CEO;
- provided that in the opinion of the CEO:
- (h) it relates to one of the following:
 - (i) local government activity;
 - (ii) leadership;
 - (iii) governance in the context of the role of Councillor; or
 - (iv) enhancing the personal or professional skills of the individual to undertake the role;
 - (i) it is formally recognised and accredited; and
 - (j) the provider is a Registered Training Organisation or holds appropriate professional accreditation and/or memberships.

4.19.8. An approved professional or personal development activity may be:

- (a) paid for by the Councillor personally and reimbursed following the process at clause 4.1, on production of appropriate evidence of attendance at and successful completion of the activity; or
- (b) paid in advance by Council on the approval of the CEO, with production of a valid tax invoice.

4.19.9. Where an advance payment has been made by Council pursuant to clause 4.19.8, the Councillor must provide appropriate evidence of successful completion of the activity within 30 days of its conclusion. In the event the Councillor fails to attend, successfully complete or pass any required assessment of an activity by the end of the Councillor's term of office, the payment must be refunded to Council unless there are mitigating circumstances which are accepted and approved by the CEO.

4.19.10. Where a course extends beyond the Councillor's term of office, Council will only pay the fees and associated costs relating to the current term of office.

4.19.11. Council will not pay any fees or associated costs of retaking any part of a development activity that a Councillor has failed to successfully complete.

4.19.12. If a Councillor wishes to spend more than one year's allocation on one personal development activity, they must first submit a development plan to the Mayor for approval. In determining whether to approve a plan under this subclause the Mayor will take into consideration the

WARNING - uncontrolled when printed.

Page 17 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

merits of the program or activity in accordance with the overall parameters set by this Policy. This applies to allocations from both previous years or future years of the Councillor's term of office.

- 4.19.13. If during their term a Councillor does not complete a professional or personal development program or course in respect of which the Mayor has approved a development plan, the Councillor, if re-elected, may seek approval from the Mayor to continue the development program.
- 4.19.14. Regardless of the overall cost, Councillors must obtain approval by resolution of Council for any program or course that involves overseas travel.
- 4.19.15. Councillors are entitled to reimbursement of membership fees paid to any recognised organisation operating within Victoria, which provides access to information, training, seminars or networking directly relevant to the role of Mayor or Councillor. Reimbursement will be on a pro rata basis where a membership extends beyond the current term of the Councillor.
- 4.19.16. In addition to the individual professional and personal development allowance set out above:
- (a) the Mayor will be entitled to attend either the Municipal Association of Victoria Mayoral Program or the Victorian Local Government Association Mayoral Weekend, while in the role as Mayor; and
 - (b) the Mayor and Deputy Mayor will be entitled to attend media training (organised through Council with an appropriate training provider) and Municipal Association Victoria Mastering Public Speaking and Presentation training, while in the role as Mayor and Deputy Mayor.

4.20. Legal Costs

- 4.20.1. A Councillor may seek payment of reasonable legal costs by Council where the matter to which the legal costs relate is directly in connection with acts or omissions of the Councillor acting in good faith, in the course of the Councillor's official functions and duties.
- 4.20.2. Approval of payment will be determined by the CEO. Situations in which the CEO may approve payment include, but are not limited to:
- (a) Defending proceedings brought against a Councillor in relation to activities undertaken in good faith while carrying out official duties.
 - (b) Responding appropriately to a Councillor conduct investigation, or to any other investigation by a regulatory body such as the Victorian Office of Local Government, the Independent Broad-

WARNING - uncontrolled when printed.

Page 18 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



Council Support and Expenses Policy

based Anti-Corruption Commission or the Victorian Ombudsman, which relates to activities undertaken in good faith while carrying out official duties.

- (c) Effective management of a complaint or dispute under the Councillor Code of Conduct.
- (d) Responding appropriately to an investigation conducted by Victoria Police in relation to the Councillor's duties and responsibilities (excluding criminal investigations).
- (e) A circumstance where the CEO determines that external legal advice is required in relation to a Councillor's pecuniary interests or a potential conflict of interest.

4.20.3. The CEO must not approve payment:

- (a) if the CEO considers the matter to be outside the functions and duties of the role of Councillor;
- (b) if the CEO considers the Councillor has not acted in good faith;
- (c) to the extent the legal costs are unreasonable;
- (d) where the legal firm retained is not on the Municipal Association of Victoria Panel, for any costs incurred prior to the CEO's approval;
- (e) for defamation proceedings brought by a Councillor or advice in respect of bringing such proceedings.

4.20.4. In relation to legal costs paid in a matter where the Councillor is later found by a court, tribunal or other person or body with the legislative authority to make such a determination, to have committed:

- (a) Misconduct, serious misconduct or gross misconduct within the meaning of the Act or an offence under the Act; or
- (b) An offence or unlawful act under any other State, Territory or Commonwealth law or regulation;

the Councillor must repay those legal costs to Council.

4.21. Councillors with Disabilities or Illness and Councillors who are a Carer in a Care Relationship

Council will provide reasonable additional facilities and support to enable a Councillor:

- 4.21.1. with a disability (as defined in the *Disability Discrimination Act 1992*) or illness; or
- 4.21.2. who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012;

WARNING - uncontrolled when printed.

Page 19 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

to perform their official functions and duties as a Councillor.

5. Accountability and Responsibility

Clarification or advice about the interpretation of this Policy may be sought in the first instance from the Chief Executive Officer or the Manager Governance.

Accountability and responsibility for this policy is outlined below.

5.1. Council

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

5.2. Councillors and members of Delegated Committees:

- Responsibility for ensuring they are each familiar with the requirements of this Policy
- Accountable for managing own compliance with this Policy

5.3. 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

5.4. General Manager

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

5.5. 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

WARNING - uncontrolled when printed.

Page 20 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

5.6. 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. Definitions

Act	Means the <i>Local Government Act 2020</i> (Vic)
Care relationship	means a person who provides another person or receives from another person, care because one of the persons in the relationship has a disability, is older, has a mental illness or has an ongoing medical condition (including a terminal or chronic illness or dementia). It also means a relationship where an individual has custody and guardianship of a child under a permanent care order, a relationship where a child is placed with an individual who provides care to that child under a child care agreement, a relationship where a child is placed with an individual who provides care to that child under a protection order under the various parts of the Children Youth and Families Act 2005. It does not apply to another person merely because they are the spouse, or the domestic partner within the meaning of the Children Youth and Families Act 2005, is the parent, child or relative of the other person, lives with the other person, is under a contract of service or a contract for the provision of services, under an employment contract or in the course of doing voluntary work for a community organisation or as part of the requirements of an education course or training.
CEO	means the Chief Executive Officer of Council
Civic Function	means a function or event convened by Council which involves a guest or guests of honour and invited guests.
Council	means Latrobe City Council
Councillor	means a person who holds the office of a member of a member of Latrobe City Council.
Council business	means activities and matters relevant to Council's objectives, roles and functions, as described in the Act.

WARNING - uncontrolled when printed.

Page 21 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

<p>Official duties and functions</p>	<p>Councillors</p> <p>means activities consistent with the role of a Councillor as defined in s.28 of the Local Government Act 2020. It includes Council business, civic and statutory duties and activities conducted on behalf of Council to further the achievement of Council's objectives. Examples include preparing for, attending and participating in Council meetings, including joint Council meetings, Councillor briefings, committee meetings, workshops and inspections; attending civic functions, representing Council at ceremonies and community events where formally invited as Councillor to undertake an official duty; attending public meetings, annual meetings or presentation dinners where invited as a Councillor; and attending meetings of community groups where invited to speak about Council programs or initiatives, private meetings with residents, ratepayers, community groups, developers etc., where arranged through official Council channels and details of discussions are documented in official records or diaries.</p> <p>Members of a Delegated Committee</p> <p>means Council business or duties and activities conducted on behalf of Council or the Committee to further the achievement of Council's or the Committee's objectives. Examples include preparing for, attending and participating in Delegated Committee meetings, including joint Delegated Committee meetings, workshops and inspections; attending civic functions, representing the Delegated Committee at community events to undertake an official duty, attending public meetings, annual meetings, presentation dinners where invited as a member of the Delegated Committee, private meetings with organisations that relate to the activities of the Committee, which are documented in official records or diaries.</p>
<p>Reasonable or reasonably incurred</p>	<p>in relation to expenses and costs for Councillors and Delegated Committee members, means expenses and costs incurred in performing official duties and functions which, in amount and nature, are consistent with public expectations. When determining whether an expense or cost is reasonable, relevant factors will include whether the expense or cost is necessary, cost-conscious and capable of withstanding public scrutiny.</p>

WARNING - uncontrolled when printed.

Page 22 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



Council Support and Expenses Policy

Reasonably required	in relation to expenses, costs, resources and equipment for Councillors, means requirements for performing and conducting official duties and functions or Council business which, in amount and nature, are consistent with public expectations. When determining whether an expense, cost, resource or equipment is reasonably required, relevant factors will include whether it is necessary, cost-conscious and capable of withstanding public scrutiny.
Travel expenses	means costs for travelling by car, taxi, bus, train, tram or air, in relation to Council business or business related to the Delegated Committee.

7. Related Documents

Councillor Code of Conduct
 Election Period Policy
 Gifts, Benefits and Hospitality Policy
 Governance Rules
 Latrobe City Council Enterprise Agreement
 Motor Vehicle Operational Policy
 Procurement Policy
 Public Transparency Policy

8. Reference Resources

Carer's Recognition Act 2012
 Charter of Human Rights and Responsibilities Act 2006
 Children Youth and Families Act 2005
 Equal Opportunity Act 2010
 Freedom of Information Act 1989
 Gender Equity Act 2020
 Local Government Act 2020

9. Appendices

Not applicable.

WARNING - uncontrolled when printed.

Page 23 of 23

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------

STATUTORY PLANNING

7. STATUTORY PLANNING

Item Number 7.1

05 June 2023

Regional City Planning and Assets

AMENDMENT C131 (FLOOD MAPPING UPDATE) - UPDATE ON PROGRESSION OF AMENDMENT

PURPOSE

To update Council on the progress of Amendment C131 (Flood Mapping Update) and provide timeframes for progression of the Amendment.

EXECUTIVE SUMMARY

- Council previously considered Amendment C131 (Flood mapping update) at the 1 August 2022 Ordinary Council Meeting and resolved for officers to undertake further work and consultation with the West Gippsland Catchment Management Authority (WGCMA) on the submissions received.
- Holding reports were considered at the 5 September 2022 and 7 November 2022 Ordinary Council Meeting to update Councillors on the process of reviewing submissions, in a comprehensive and collaborative manner.
- Council officers have appointed consultants to undertake a peer review of the background and Amendment C131 documents to understand key issues and identify next steps on the progression of the amendment.
- The next steps for the peer review include the finalisation of the background report, identifying any key issues with the proposed Amendment C131, preparing and finalising a report for Council's consideration on how to proceed with the amendment.

OFFICER'S RECOMMENDATION

That Council:

1. **Note the update on the progression of Amendment C131 (Flood Overlay Updates); and**
2. **Request Council officers prepare a further report to be presented no later than the 4 December 2023 Council Meeting which considers submissions and details next steps for the progression of the Amendment.**

BACKGROUND

The purpose of Amendment C131 is to ensure that a development maintains the free passage of flood waters, minimises the potential for flood damage, and is compatible with the flood hazard over land as identified by the West Gippsland Catchment Management Authority (WGCMA).

Amendment C131 was placed on exhibition from 3 February 2022 to 7 March 2022. During the exhibition, a total of 66 written submissions were received, including 45 objections that remain outstanding.

At the 1 August 2022 Council Meeting, Council resolved:

That Council defer consideration of this item to the next Council Meeting and see further advice from the West Gippsland Catchment Management Authority in relation to objections raised and updated information on works that have taken place, not included in their desktop study.

At the 5 September 2022 and 7 November 2022 Council Meetings, Council resolved to give further time to officers to detail options on how to progress the planning scheme amendment and that a report should be prepared for a future Ordinary Council Meeting in early 2023.

As part of the discussions with the WGCMA, it was determined that at the commencement of the project not all flood studies were provided, however the flood overlays supplied were informed by the flood data for all flood studies. All flood studies that informed the flood data included:

- *Bennetts Creek Diversion study (2014)*
- *Glengarry Eaglehawk Floodplain Mapping (September 2021)*
- *Morwell North West Drainage Report (April 2016)*
- *Narracan Creek Flood Study – Existing Flood Conditions (June 2007)*
- *Narracan Creek Flood Study – Mitigation Floodplain Management (June 2007)*
- *Rintouls Creek Study (December 2015)*
- *Tyers River (December 2015)*
- *Unnamed Reach South-East of Contour Drain (November 2020)*
- *Unnamed Reach South of Contour Drain (November 2020)*
- *Upper Traralgon Creek (June 2021)*
- *Waterhole Creek Flood Study Flood Mitigation (June 2007)*
- *Waterhole Creek Flood Study Existing Flood Conditions (June 2017)*
- *Traralgon Bypass Retarding Basin Modelling (January 2016)*
- *Traralgon Flood Study (June 2016)*
- *Latrobe River Flood Study (March 2015)*

Following receipt of these additional flood studies, Council officers obtained legal advice on options to progress the Amendment based on only exhibiting the original documents provided to Council, which were the Latrobe River Flood Study (2015) and Traralgon Flood Study (2016).

A peer review of all the background and planning scheme amendment documents identified as the most appropriate next steps in progressing Amendment C131. Since the 7 November 2022 Council Meeting, the following has been undertaken:

- Project brief and procurement undertaken for the peer review (November 2022);
- Discussions held with WGCMA, Department of Transport and Planning (DTP) about opportunities for funding (December 2022);
- Funding application made to the Regional Planning Hubs (January 2023);
- Funding granted and agreements signed (February 2023);
- Appointment of consultants (Venant Solutions) to undertake the peer review work (March 2023);
- Inception Meeting held on 31 March 2023; and
- Background Review commenced (April 2023).

Please note, there have been some time delays since the appointment of consultants, due to planned leave of the project officer for Venant Solutions. Delays are also being experienced in obtaining relevant information background information from the WGCMA. Council officers are currently working through these issues.

ANALYSIS

The next steps and proposed timeframes for the peer review and the Planning Scheme Amendment are:

- Finalisation of background review including formation of view on any issues identified (May 2023);
- Workshop to be held with Council Officers, WGCMA, DTP representatives to review key findings (June 2023);
- Preparation of draft report (June 2023);
- Presentation of draft report findings to Councillors (August 2023);
- Final Report (August 2023); and
- Council Report prepared for Council's consideration which identifies next steps for Amendment C131 (October 2023).

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>Delay in finalisation of the Amendment may result in development in areas subject to flooding that is inconsistent with the flood hazard, resulting in long term and inconsistent planning outcomes in such areas.</p> <p>Any current Land subject to Inundation Overlay (LSIO) / Floodway Overlay (FO) proposed to be removed by the overlay can continue to trigger planning permits for certain developments until such time that it is removed.</p>	<p style="text-align: center;">High <i>Likely x Major</i></p>	<p>When a planning permit is required under a planning scheme trigger, those applications are to be forwarded to WGCMA for comment.</p> <p>Any area proposed to be removed from the current LSIO/FO will be taken into consideration. However, until the overlay is removed it will trigger a planning permit.</p> <p>Notification has occurred to all landowners of the amendment. Therefore, some knowledge of the proposed overlays is assumed.</p>
<p>STRATEGIC</p> <p>Submitters being aware of some submissions being resolved and not others.</p>	<p style="text-align: center;">Medium <i>Possible x Moderate</i></p>	<p>Retain proposed flood overlays on properties where modelling clearly justifies that the land is subject to inundation or flooding and meets the criteria.</p> <p>These criteria are specified within <i>Planning Practice Note 12 (PPN12) – Applying the Flood Provisions in Planning Schemes</i>.</p>
<p>STRATEGIC</p> <p>Submitters becoming frustrated with the process because of the time taken.</p>	<p style="text-align: center;">Low <i>Medium x Unlikely</i></p>	<p>Provide update to submitters as required.</p> <p>Notify submitters of the Council Meetings to keep them informed of the progress of the Amendment.</p>

CONSULTATION

Amendment C131 was placed on exhibition from 3 February 2022 to 7 March 2022. A detailed community consultation plan was developed, and included direct notices to landowners and occupiers, notices in the Latrobe Valley Express and social media posts.

COMMUNICATION

Council officers have engaged with WGCMA staff as part of the review of outstanding submissions, advising that further detail is required to address how submissions have been assessed. Council's Engineering Team has also contributed to this review, in particular addressing recent stormwater works in the vicinity of submitter locations.

Key stakeholders will be involved in the peer review of the background documents and Amendment C131 documents including a workshop to discuss relevant findings.

Further correspondence with the submitters to Amendment C131 will be undertaken once the final report and recommendations have been prepared for Council's consideration.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

N/A

Cultural

N/A

Health

N/A

Environmental

The amendment has considered environmental effects, provides for sustainable land use and development outcomes, and will allow Council to plan to minimise risk to life, property, the environment and infrastructure from flood hazard. Updated flood information in the planning scheme will ensure development does not alter natural flood behaviour.

Economic

Flooding can have significant economic impacts on municipalities and the community as a result of loss of life, damage to public and private assets, and property and agricultural losses. The amendment will ensure that new development is protected from the effects of flooding and that the flood plain is not adversely affected by inappropriate development. The amendment will discourage inappropriate new development that would be impacted by flooding or that may have adverse impacts on flood behaviour.

Financial

- The project has received \$30,000 funding from Department of Transport and Planning to support the progression of the Amendment, \$15,000 has been spent in preparing amendment documentation.
- Legal advice was obtained to understand implications of background documents not being exhibited during the exhibition, which cost \$1,716.00
- The further \$13,000 has been allocated to the peer review of the Amendment C131 and background documents.
- An additional \$41,978.00 was provided from Regional Planning Hubs to undertake the peer review.

Attachments

Nil

CORPORATE ITEMS FOR DECISION

8. CORPORATE ITEMS FOR DECISION

Item Number 8.1

05 June 2023

Community Health and Wellbeing

2022/23 COMMUNITY GRANTS AND SPONSORSHIP PROGRAM - ROUND 2

PURPOSE

To present the 2022/23 Community Grants Program and Sponsorship Program Round Two recommendations for endorsement.

EXECUTIVE SUMMARY

- Applications for round two of the 2022/23 Community Grants and Sponsorship Programs were accepted from 20 February 2023 to 20 March 2023 for the following program categories: Minor Capital Works, Minor Equipment, Community Wellbeing, Community Events Minor, Community Events Significant and Community Sponsorship Major.
- Council received a total of 144 applications across these six categories. A total of 62 grant applications and one sponsorship application have been recommended for full or part funding.
- Of the 81 unsuccessful applicants a total of 15 were assessed as ineligible and 66 were not recommended by the panel.
- The total allocated budget for round two of the Community Grants Program was \$238,428.00. The total round two budget for Community Sponsorship Major was \$27,500.00.
- The total amount of funding applied for in the Community Grants Program was \$529,418.30. The total amount of funding applied for in the Community Sponsorship Program was \$20,000.00.
- Total funding recommended for the Community Grants Program is \$245,479.95 and the total amount of funding recommended for the Community Sponsorship program is \$20,000.00.
- Applications have been reviewed for eligibility and have undergone assessment by officers comprising Subject Matter Expert Panels. Assessments were completed in line with the Grant Governance Policy and applications were reviewed using the assessment criteria for each grant program.
- Ward Workshop meetings were held with Councillors in which the recommendations of the Panels were provided to assist Councillors to provide relevant comment or feedback.

OFFICER'S RECOMMENDATION

That Council:

1. Approves 61 applications in the amounts stated as set out in Attachment A and releases publicly a list of the successful applicants – 2022/23 Community Grants Program, Round Two – Final Recommendations in the Community Wellbeing, Community Events Minor, Community Events Significant, Minor Equipment and Minor Capital Works categories of the 2022/23 Community Grants Program, Round Two.
2. Approves one application in the amount stated as set out in Attachment B and releases publicly a list of successful applications – 2022/23 Community Grants Program Round Two – Final Recommendations – Declared Conflict of Interest in the Minor Capital Works category of the 2022/23 Community Grants Program, Round Two.
3. Notes the 78 unsuccessful applications as set out in Attachment C – 2022/23 Community Grants Program, Round Two – Unsuccessful Applications – in the Community Wellbeing, Community Events Minor, Community Events Significant, Minor Equipment and Minor Capital Works categories of the 2022/23 Community Grants Program, Round Two: and
4. Notes three unsuccessful applications as set out in Attachment D – 2022/23 Community Grants Program, Round Two – Unsuccessful Applications – Conflict of Interest in the Minor Equipment and Community Events Minor category of the 2022/23 Community Grants Program, Round Two.
5. Approves one application in the amount stated as set out in Attachment E and releases publicly a list of the successful applicants – 2022/23 Community Sponsorship Program, Round Two – Final Recommendations – in the Community Sponsorship Major category of the Community Sponsorship Program, Round Two.

BACKGROUND

The Community Grants and Sponsorship Programs represent 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.

Applications for the 2022/23 Community Grants and Sponsorship Programs were accepted from 20 February 2023 to 20 March 2023 for the following program categories, Minor Capital Works, Minor Equipment, Community Wellbeing, Community Events Minor, Community Events Significant and Community Sponsorship Major.

The total annual budget for the Community Grant Program is \$514,000.00. The budget is divided into each program category:

- \$340,000.00 – Minor Capital Works
- \$30,000.00 – Minor Equipment
- \$39,000.00 – Community Wellbeing
- \$40,000.00 – Community Events Minor
- \$65,000.00 – Community Events Significant.

The total budget for round two of the Community Grants Program is \$204,000.00:

- \$140,000.00 – Minor Capital Works
- \$10,000.00 – Minor Equipment
- \$14,000.00 – Community Wellbeing
- \$15,000.00 – Community Events Minor
- \$25,000.00 – Community Events Significant.

The total annual budget for Community Sponsorship Major Program is \$70,000.00. The round two budget for Community Sponsorship Major is \$25,000.00.

All applications were assessed against a list of criteria that was provided to the applicants within the application form, and in accordance with Latrobe City Council's Grant Governance Policy and program objectives. The following criteria was used for each program:

1. The project addresses a community need and describes how the community will benefit from the project.
2. The applicant has demonstrated ability to deliver the project.
3. The budget is fully detailed, costed with quotes.
4. The application demonstrates other contributions e.g., monetary, voluntary services or in-kind support as part of the proposal.
5. The application is consistent with the Council Plan, Municipal Public Health and Wellbeing Plan and other strategic documents.
6. The application shows commitment to being accessible and inclusive.
7. There is no cost to community members to attend the venue or participate in the activities where the project is being undertaken.

Using the assessment criteria, panel members completed an individual assessment, rating each application against the above criteria. Potential scores range between 0 and 5, with 5 being highly supported. These assessments and associated notes were collated to provide overall commentary and a total assessment score for each application and formed the basis for discussion and forming of a final recommendation for each application.

As a result of the assessment applications have been supported fully, in part or deemed unsuccessful. In some cases, additional funding conditions have been recommended for inclusion in the funding agreement and compliance will be required to achieve a successful acquittal.

In addition to the above, some applications have been identified as ineligible due to outstanding acquittals from previous funding rounds or not meeting the Community Grant Guidelines eligibility criteria.

The panel recommendations have been reviewed by Councillors at Ward Council meetings which provide an opportunity for Councillors to ask questions and provide additional information.

ANALYSIS

Proposed recommendation for 2022/23 Community Grants and Sponsorship – Round 2.

Minor Capital Works Grant

Financial assistance provided to community groups who wish to develop community facilities for accessibility improvements, renovations, repairs and built in or fixed equipment purchases.

There is \$185,505.00 available for round two of the Minor Capital Works Grant program in 2022/23.

Applications	Number of Applications	Total Funding
Received	59	\$349,750.23
Recommended (includes part funding)	33	\$174,806.45
Not Recommended (includes ineligible applications)	25	\$152,673.71
Withdrawn	1	\$ 6,244.10

Minor Equipment

Financial assistance provided to community groups who wish to purchase non fixed equipment.

There is \$4,783.00 available for round two of the Minor Equipment Grant program in 2022/23.

The recommended amount is \$11,749.00 more than the allocated amount for this program, this amount has been subsidised by the following:

- Minor Capital Works Program \$10,698.55
- Community Wellbeing \$1,050.45

Applications	Number of Applications	Total Funding
Received	53	\$94,710.76
Recommended (includes part funding)	9	\$16,996.00
Not Recommended (includes ineligible applications)	42	\$75,198.56

Community Wellbeing

Community Wellbeing grants provide assistance to community groups for a broad range of community development programs, services, and activities.

There is \$23,440.00 available for round two of the Minor Capital Works Grant program in 2022/23.

Applications	Number of Applications	Total Funding
Received	14	\$27,162.50
Recommended (includes part funding)	7	\$13,977.50
Not Recommended	7	\$13,185.00

Community Events Minor

Assistance to conduct conferences, deliver special events of significance or to develop an existing event. Events must include local and regional participation. This could include carnivals, festivals and cultural events.

There is \$13,700 available for round two of the Community Events Minor Grant program in 2022/23.

The recommended amount is \$2,650.00 more than the allocated amount for this program, this amount has been subsidised by the following:

- Community Wellbeing program \$2,650.00

Applications	Number of Applications	Total Funding
Received	14	\$41,742.41
Recommended (includes part funding)	9	\$16,350.00
Ineligible	5	\$14,456.50

Community Events Significant

Financial assistance available to conduct larger conferences, deliver special events of significance or to develop an existing event. Events must include local and regional participation. This could include carnivals, festivals and cultural events.

There is \$11,000 available for round two of the Community Events Significant Grant program in 2022/23.

The recommended amount is \$12,350.00 more than the allocated amount for this program, this amount has been subsidised by the following:

- Community Wellbeing program \$6,812.50
- Community Sponsorship Major \$5,537.50

Applications	Number of Applications	Total Funding
Received	5	\$47,500.00
Recommended (includes part funding)	4	\$23,350.00
Not Recommended	1	\$10,000.00

Community Sponsorship Major

Community Sponsorship provides assistance to community groups for a broad range of community programs, services and activities.

There is \$27,500 available for round two of the Community Sponsorship Major program in 2022/23.

Applications	Number of Applications	Total Funding
Received	1	\$20,000.00
Recommended (includes part funding)	1	\$20,000.00

Recommendations by Ward – Community Grants and Sponsorship

Ward	Recommended Amount
Central	\$ 60,246.05
East	\$140,863.90
South	\$ 28,910.00
West	\$ 35,460.00
TOTAL	\$265,479.95

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
FINANCIAL Misuse of Council Funds	Medium <i>Possible x Moderate</i>	Acquittal and accountability process as set out in the Grants Governance Policy.

CONSULTATION

Whilst the Community Grants and Sponsorships Programs were open, staff were available to provide one on one support to applicants to prepare a submission.

COMMUNICATION

Applicants will be notified of their grant outcome by Friday 9 June 2023, subject to the resolution of Council at the June 2023 meeting.

Discussion with those applicants where the outcome is subject to additional conditions will be held following the Council meeting and Funding Agreements will be issued for completion by Friday 14 July, 2023.

Unsuccessful applicants will be provided with feedback and supported to prepare future submissions where possible.

A media release will be developed, promoting Council's financial contribution to community projects, demonstrating community support.

A media release will be developed, promoting Council's financial contribution to community projects, demonstrating community support.

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 implications will vary on whether an application is successful or not.

Officers will endeavour to minimise the negative community implications by working with the unsuccessful applicants to amend their applications to resubmit in round one of the 2023/24 Community Grants and Sponsorship programs.

Health

The Community Grants and Sponsorship program supports community groups by providing funding for projects that increase social connection and physical and mental health.

Environmental

There are no environmental implications expected as an outcome of providing funding. Some projects support improved environmental sustainability at a minor local level.

Economic

Currently the report template does not explicitly call for economic analysis as distinct from financial analysis. This section has been added in recognition of Council's role as provider of enabling infrastructure supporting private and public investment and our more limited role in the social safety net system.

Financial

In the event Council adopts the recommendations tabled in this report, a total of 62 Community Grant applications will be supported with a recommended total value of \$245,479.95. Additionally, one Community Sponsorship application will be supported with the recommended total value of \$20,000.00.

The total recommended amount of \$265,479.95 sits over the allocated total budget of \$229,000.00 for the Community Grants and Sponsorship program for round two.

Due to an underspend in grant funding in round one, the surplus funding has been allocated to the budget for this round.

Supporting Documents

2022/23 Community Grant Program Guidelines.

2022/23 Community Sponsorship Program Guidelines.

Attachments

1. Attachment A - 2022-23 Community Grants Program Round Two - Final Recommendations (Published Separately)

This attachment is designated as confidential under subsection (h) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). For Councillor Endorsement.

2. Attachment B - 2022-23 Community Grants - Round Two - Final Recommendations - Declared Conflict of Interest (Published Separately)

This attachment is designated as confidential under subsection (h) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). For Councillor Endorsement.

3. Attachment C - 2022-23 Community Grants Program Round Two - Not Recommended (Published Separately)

This attachment is designated as confidential under subsection (h) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). For Councillor Endorsement.

4. Attachment D - 2022-23 Community Grants Program Round Two - Not Recommended - Declared Conflict Of Interest (Published Separately)

This attachment is designated as confidential under subsection (h) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). Declared Conflict of Interest.

5. Attachment E - 2022-23 Community Sponsorship Program Round Two - Final Recommendations (Published Separately)

This attachment is designated as confidential under subsection (h) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). For Councillor Endorsement.

ADOPTION OF 2023/24 BUDGET

PURPOSE

To present to Council for adoption the 2023/24 Budget prepared in accordance with Section 94 of the *Local Government Act 2020*.

EXECUTIVE SUMMARY

- In accordance with the Local Government Act 2020, (the Act 2020) Council must adopt a budget for each financial year by 30 June.
- Council has now complied with the legislative requirements for the preparation and public notification of its 2023/24 Budget, which includes the proposed rates and charges.
- A total of 44 submissions were received at the unscheduled council meeting held on 15 May 2023.
- The budgeted Rates and Charges revenue has increased by \$1.3 million as a result of growth in Council's rate base valuations since the draft budget was released in April. This change is reflected across the four years of the budget.
- It is recommended that Council adopt the 2023/2024 Budget document (including fees and charges) annexed to this report and declare the rates and charges to be applied in the 2023/24 financial year.

OFFICER'S RECOMMENDATION

That Council having prepared and given public notice of the proposed 2023/24 Budget in accordance with Section 94 of the *Local Government Act 2020*, and having conducted a consultative process, including having received and considered submissions, resolves:

- 1. To adopt the 2023/2024 Budget (including fees and charges), annexed to this report at Attachment 1;**
- 2. In accordance with the provisions of the *Local Government Act 1989* (Act 1989), declares that the amounts that it intends to raise by way of general rates, municipal charges and service charges for the period 1 July 2023 to 30 June 2024 are as follows:**

General Rates	\$61,991,714
Municipal Charge	\$ 6,001,869
Service Charges	\$14,648,155
EPA Landfill Levy Charge	\$ 1,217,101

Cultural and Recreational Land \$ 79,017

Payments in lieu of rates \$ 8,893,200

- 3. Declares that the general rates will be raised in 2023/2024 by the application of the following differential rates calculated on the Capital Improved Value of rateable property:**
 - 3.1. General rate of 0.00293783 cents in the dollar on lands as defined in paragraph 6.1.1**
 - 3.2. Farm rate of 0.00220337 cents in the dollar on farm land as defined in paragraph 7.1.1**
 - 3.3. Derelict Properties rate of 0.00881348 cents in the dollar on lands as defined in paragraph 8.2**
- 4. Declares the general rates for a twelve month period commencing 1 July 2023 and that the rates be levied in respect of each portion of rateable land for which the Council has a separate valuation;**
- 5. That the declaration of the general rate, farm rate and derelict properties rate to be levied in 2023/24 will contribute to the equitable and efficient carrying out of its functions;**
- 6. Specifies in relation to the General Rate for 2023/2024 the following in accordance with Section 161 of the Act 1989:**
 - 6.1. The objectives of the general rate as:**
 - 6.1.1. the types and classes of land to which the rate will apply is all other rateable land that is not defined as farm land as described in paragraph 7.1.1 or derelict properties as described in paragraph 8.2;**
 - 6.1.2. the level of the general rate is 0.00293783 cents in the dollar on the capital improved value of land as defined;**
 - 6.1.3. the reasons for the use and level of that rate are that:**
 - 6.1.3.1. the types and classes of land to which the rate applies can be easily identified;**
 - 6.1.3.2. it is appropriate to have a general rate so as to fairly rate lands other than derelict properties, recreational and farm lands;**
 - 6.1.3.3. the level of the general rate is appropriate having regard to all relevant matters including the use to which the land is put and the amount to be raised by Council's Municipal Charge;**
 - 6.1.3.4. the level of the general rate is appropriate to ensure that the burden of the payment of rates is fairly apportioned across all rateable land within the Municipal district;**

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

6.1.4. the characteristics of the land which are the criteria for declaring the general rate are as set out in sub-paragraph 6.1.1 above;

7. Specifies in relation to the farm rate for 2023/2024 the following in accordance with Section 161 of the Act 1989:

7.1. The objectives of the farm rate as:

7.1.1. the types and classes of land to which the rate will apply is farm land as defined in Section 2 of the *Valuation of Land Act* 1960, namely, any rateable land which is not less than 2 hectares in area and which is used primarily for carrying on one or more of the following businesses or industries:

grazing (including agistment);

dairying;

pig farming;

poultry farming;

fish farming;

tree farming;

bee keeping;

viticulture;

horticulture;

fruit growing;

the growing of crops of any kind;

and that is used by a business:

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

7.1.2. the level of the farm rate is 0.00220337 cents in the dollar on the capital improved value of farm land as defined;

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

- 7.1.3.1. the types and classes of land to which the rate applies can be easily identified;**
- 7.1.3.2. it is appropriate to have a farm rate so as to fairly rate farm land;**
- 7.1.3.3. the level of the farm rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;**
- 7.1.3.4. the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district;**

7.1.4. the types and classes of land to which the rate will apply can be identified as farm land as defined in paragraph 7.1.1;

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

8. Specifies in relation to the derelict properties rate for 2023/2024 the following in accordance with Section 161 of the Act 1989:

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

8.2 The types and classes of land to which the rate will apply is properties where 8.2.1 and 8.2.2 both apply;

8.2.1. The property, which includes both buildings and/or land, is in such a state of disrepair that it is unfit for human habitation or other occupation, and has been in such a condition for a period of more than 3 months. (The definition of "unfit for human habitation or other occupation" is a property that is unsuitable for living or working in on a daily basis. The property is likely to lack, or have restricted access to, essential services or facilities including but not limited to water, and/or operational effluent discharge facilities, and the property is considered unsafe or unsuitable for use as a place of business or domestic inhabitation on a daily basis). and

8.2.2 The property meets one or more of the following criteria;

- a) The property has become unsafe and poses a risk to public safety, including but not limited to:**
 - the existence on the property of vermin, rubbish/litter, fire hazards, excess materials/goods, asbestos or other environmental hazards; or**
 - the property is a partially built structure where there is no reasonable progress of the building permit**
- b) The property adversely affects public amenity;**

- c) The property provides an opportunity to be used in a manner that may cause a nuisance or become detrimental to the amenity of the immediate area;
 - d) The condition of the property has a potential to adversely impact the value of other properties in the vicinity;
 - e) The property affects the general amenity of adjoining land or the neighbourhood by the appearance of graffiti, any stored unregistered motor vehicles, machinery or parts thereof, scrap metal, second hand building materials, building debris, soil or similar materials, or other items of general waste or rubbish.
- 8.3. The level of the derelict properties rate is 0.00881348 cents in the dollar on the capital improved value of derelict properties land as defined.
- 8.4. the reasons for the use and level of that rate are that:
- 8.4.1. the differential rate is the level which Council considers is necessary to achieve the objective specified above and is set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Act 1989;
- 8.5. the types and classes of land to which the rate will apply can be identified as derelict land and/or buildings as defined in paragraph 8.2.1 and 8.2.2;
- 8.6. it meets the objectives the Council considers are consistent with the economical and efficient carrying out of its functions;
9. Specifies that the general rate continue to be applied to Retirement Villages as defined under the *Retirement Villages Act 1986* having given due consideration to the implementation of a differential rate for such lands as required by the *Ministerial Guidelines on Differential Rating*
10. Declares a Municipal charge at the annual rate of \$149.00 for rateable land in respect of which a Municipal charge may be levied to recover some of the administrative costs of the Council for a period of 12 months from 1 July 2023 to 30 June 2024;
11. Declares an annual service charge of \$393.00 per premises which includes the weekly collection and disposal of refuse in respect of premises to which the service is provided (whether or not the owner or occupier of such premises avails of the service provided) for a twelve-month period from 1 July 2023 to 30 June 2024;
12. Declares an annual EPA Landfill Levy charge of \$33.00 per garbage bin to cover the costs levied by the Environmental Protection Authority on the operation of landfills for the period 1 July 2023 to 30 June 2024;
13. Where variations to the standard service are granted, waste services will be charged for services utilised for the period 1 July 2023 to 30 June 2024 as follows:
- Garbage 120L bin \$275.00 pa

Garbage 240L bin \$405.00 pa

Garbage 240L bin Special \$308.00 pa

Recycling 240L bin \$ 73.00 pa

Organics 240L bin \$ 45.00 pa

- 14. Cultural and Recreational Land, in accordance with Section 4 of the *Cultural and Recreational Lands Act 1963*, the following amounts be specified as the amounts payable in respect of recreational lands described as:**

Traralgon Bowling Club	45-57 Gwalia Street, Traralgon	\$18,199.88
Moe Racing Club	Waterloo Road, Moe	\$14,454.14
Morwell Bowling Club	52 Hazelwood Road, Morwell	\$13,043.98
Traralgon Greyhound Racing Club	McNairn Road, Traralgon	\$6,793.76
Moe Golf Club	26 Thompsons Road, Newborough	\$6,237.86
Traralgon Golf Club	Princes Street, Traralgon	\$5,966.71
Yallourn Golf Club	Golf Links Road, Moe	\$3,883.32
Moe Bowling Club	Waterloo Road, Moe	\$2,901.12
Morwell Golf Club	Fairway Drive, Morwell	\$2,549.20
Newborough Bowling Club	1-5 Coach Road, Newborough	\$2,027.11
Victorian Field & Game Association	Scales Road, Flynn Creek	\$984.18
Yallourn North Bowls Club	Reserve Street, Yallourn North	\$690.39
Boolarra Bowling Club	22 Duke Street, Boolarra	\$594.91
Yinnar Bowling Club	Main Street, Yinnar	\$499.43
LV Water Ski Club	Hall Road, Yallourn North	\$190.96

- 15. These amounts have regard to the services provided by the Council in relation to such lands and the benefit to the community derived from such**

recreational lands.

16. Directs that copies of the information required by Section 161(3) of the Act 1989 be made available for inspection at Council's office during office hours;
17. Having considered submissions received in relation to the 2023/2024 Budget, directs that the rates and charges as declared for 2023/2024 be levied by sending notices to the persons who are liable to pay, in accordance with Section 158 of the Act 1989;
18. Resolves that the rates and charges for 2023/2024 must be paid by the dates fixed under Section 167 of the Act 1989, namely:

in full by 15 February 2024; or

by equal instalments on the following dates:
 - 30 September 2023;
 - 30 November 2023;
 - 28 February 2024; and
 - 31 May 2024;
19. Directs and authorises the Chief Executive Officer to demand payment of and recover the rates and charges as declared in relation to the 2023/2024 Budget;
20. Rate of Interest – Section 172 of the Act 1989:
 - 20.1. That for the 2023/2024 financial year Council resolves to require a person to pay interest on any outstanding amounts of rates and charges:
 - 20.1.1 which that person is liable to pay; and
 - 20.1.2 which have not been paid by the date specified under Section 167 for their payment except where the Council has agreed to waive the whole or part of any such interest;
 - 20.2 That for the 2023/2024 financial year Council resolves in accordance with Section 172 of the Act 1989 that the rate of interest will be as specified under Section 2 of the Penalty Interest Rates Act 1983 (Currently 10%);
21. Reverses the prior allocation of \$850,000 by Council from the 2022/23 Budget towards a capital works reserve for 2023/24 and returns the amount to the unreserved 2022/23 financial position.
22. Allocates an additional one-off operating grant of \$2,000 (excluding GST) to the Morwell Historical Society as a contribution towards rates and charges payable by the society in 2023/24.
23. Write to all submitters who provided a budget submission thanking them and advising Council's response to their submission.

BACKGROUND

On 3 April 2023, Council resolved to give notice of preparation of the proposed 2023/2024 Budget, including proposed rates and charges for the year, and invited submissions on the draft budget.

Public notice of the preparation of the draft Budget was advertised on Council's website from 4 April 2023 and in the Latrobe Valley Express on 12 April 2023 and 3 May 2023. Budget documentation was made available for inspection at Headquarters, Service Centres and on Council's website.

Submissions in relation to the Budget were receivable up to 5pm on 5 May 2023. Submissions were encouraged by making a submission via the Have Your Say Latrobe City platform and taking part in the Facebook Live session held on 2 May 2023.

A total of 44 written submissions were received in relation to the draft 2023/2024 Budget. All those who made submissions were provided with the opportunity to speak at the unscheduled council meeting held on 15 May 2023. Subsequently representatives from the Morwell Historical Society and the Latrobe City Farm Ratepayers Association took the opportunity to speak to their submissions.

ANALYSIS

The draft budget has been prepared on the basis of a 3.50% increase in overall rates and charges (excluding the waste charges and State Government Landfill Levy) which is in accordance with the maximum increase in rates permissible under the Victorian Government's Fair Go Rates System (FGRS) for the 2023/24 financial year.

Waste charges are set to rise by \$12.50 or 3.0% per standard set of 3 bins. The increase incorporates the increase in the State Government Landfill Levy imposed on council and increasing costs of waste processing.

The draft budget includes a capital works program of \$43.8 million. The program includes investment in renewing existing infrastructure of \$21.6 million with \$12.8 million of this being committed to the road network. In addition, \$4.9 million will be spent on upgrading the Marshalls Road / Traralgon-Maffra Road intersection to a signalised intersection and \$2.4 million to complete Stage 1a of the Gippsland Logistics Precinct. Other significant projects include flood recovery projects which include an Indoor Multi Sports Hall at Glenview Park Traralgon, \$2.9 million and Multi Use Pavilion at the Traralgon Recreation Reserve, \$2.0 million. New Energy projects, Solar Power generation installations, \$1.2 million, and Street Lighting LED upgrades, \$1.1 million, together with the continuation of the Regional Car Parks Fund - Main Works package, \$1.0 million.

No new borrowings are proposed in 2023/24 however \$5.0 million approved in the 2020/21 budget from the State Government's Community Infrastructure Loan program are proposed to be drawn down in the 2023/24 financial year to fund the completion of the Moe Rail Precinct Revitalisation Stage 2 (\$3.5 million) and Kernot Hall Upgrade (\$1.5 million) projects.

A four-year budget has been developed in accordance with the requirements under the Local Government Act 2020. The key aim of the budget is to support the medium term goals of the Council Plan while ensuring the long term financial sustainability of the organisation.

The 2023/24 budget presented in this report has been developed through a process of consultation and review and contributes to the achievement of the Council Plan objectives and strategic directions included in the Council Plan 2021-2025.

On a cash basis Council budgets for a break even or neutral result, therefore any cash remaining at the end of the budget period is the result of a number of factors such as government grant funds received in advance, funds required to be carried forward to complete unfinished projects and funds required to settle certain balance sheet liabilities e.g. Trade and other payables, Interest Bearing liabilities, Provisions and Trust funds and deposits.

Council's ability to set (and rebate) rates is highly regulated by legislation. It is important to bear in mind that the rate cap increase is an average increase and applies to Council's total rate base meaning that individual properties may see increases varying from the advertised percentage. This is because of movements in property valuations relative to the value of other properties in the municipality.

The adopted *Revenue and Rating Plan 2021-2025* was also applied to determine the rates and charges detailed in the budget. The Ministerial Guidelines for Differential Rating April 2013 was also considered, specifically the differential rates for farm and retirement villages. In accordance with the adopted *Revenue and Rating Plan 2021-2025*, no change is proposed to the existing differential rate for farm properties (25% discount) and it is not proposed to introduce a differential rate for retirement villages in 2023/24.

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

Identified Updates to the draft 2023/24 Budget document.

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

Rates and Charges

Following the release of the draft budget an additional \$1.3 million of rate revenue has been generated. Supplementary rates notices were processed resulting in additional growth from rates and municipal charges \$1.0 million and \$0.1 million from waste charges. In addition, the draft budget assumed a CPI of 4% to be applied to payments in lieu of rates under the Electricity Act 2000. The actual CPI rate to be applied is 6.8% resulting in an additional \$0.2 million.

It is proposed to allocate the additional Waste charges to the Waste & Landfill Reserve, and that \$0.85 million previously allocated by Council as part of the 2022/23 Mid Year Budget review (CM 06 March 2023 Item 9.1) to the Capital Works Reserve be returned back to the 2022/23 financial year forecasted surplus.

As a result of the additional growth, the 2023 revaluation data has also increased, from \$21.019 billion to \$21.432 billion. This has led to a reduction in the proposed rates in the dollar for 2023/24.

The Financial Statements have been amended to reflect the additional rates growth income which impacts all four years of the budget.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE</p> <p>Non-compliance with financial framework or legislative requirements is identified as a risk. This report begins the process to ensure Council meets the requirements of the Act.</p>	<p>Low</p> <p><i>Unlikely x Moderate</i></p>	<p>Adhere to budget timetable.</p>

CONSULTATION

Following public consultation 44 written submissions were received in relation to the draft budget. Council considered these submissions at the unscheduled council meeting held on 15 May 2023.

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

Submitter	Summary of submission	Assessment of Submission
Mark Smith	Enhanced Community Grants Program	<p>Latrobe City Council has a proud history of working in partnership with the community to meet local needs. One of the ways Latrobe City Council supports community groups is through the Community Grants program.</p> <p>The Community Grants program is conducted twice yearly.</p> <p>A total budget of \$514,000 is included in the 2023/24 Draft Budget and is consistent with the current year's budget allocation.</p>
Anonymous	Establishment of pedestrian access between Narracan Lakes Estate and Moe Rail Trail	<p>This possible shared access trail connection is known to Officers and is in the process of being investigated further and will be considered as part of the Active Transport Plan which is currently in draft form.</p> <p>The proposed access is located on privately owned land and will require consultation with the landowners before determining its feasibility.</p> <p>The Draft Active Transport Plan is anticipated to be presented to Council in late 2023, after which there will be a community consultation process.</p>

Submitter	Summary of submission	Assessment of Submission
Barry Stuckey	Marshalls Road Upgrade	The draft budget includes \$4.9M primarily funded from developer contributions to upgrade the intersection with Traralgon-Maffra Road to a signalised intersection with turning lanes. The works also include widening and resurfacing the remaining section of the road from slightly west of Lighthorse Avenue to the new intersection.
Anonymous	More money should be spent on aged and disabled also health	Council values the contribution of all members of our community and will continue to invest in services that meet and support the needs of all community members. Council will work with the community and key partners to ascertain council's future role, in line with our Council Plan, Municipal Health and Wellbeing Plan and Positive Ageing Strategy.
Morwell Historical Society	Implementation of a Rates Rebate/Concession for not for profit, public benefit organisations	As part of the release of the draft 2023/24 budget, Council have resolved to undertake a review of the Revenue & Rating Plan 2021-2025, with the review to be presented to Council prior to 31 December 2023 in preparation for the 24/25 Budget.

Submitter	Summary of submission	Assessment of Submission
Justin Lipman	Traralgon Skate Park	<p>In March 2021, Council resolved to do further investigation on potential locations for Traralgon Youth Activity Precinct which also includes a skatepark. As a result of the June 2021 flood event the focus of the Recreation and Open Space team has been the Traralgon Flood Recovery Project, amongst other important strategies and plans.</p> <p>Now, with the flood recovery project being partially funded and moving into detailed design phase, officers are returning to work on the Youth Precinct/Skatepark for Traralgon and aim to present a further report to Council towards the end of the financial year regarding the future actions to be undertaken.</p>
Latrobe City Farm Ratepayers Association	Support for the Farm Rate Differential and an increase in the Municipal charge to the maximum allowable.	The 2023/24 budget supports the retention of the Farm rate differential set at 75% of the general rate in accordance with previous years.
Anonymous	<p>The CWA Morwell Evening ladies meet the 2nd and 4th Tuesday of the month at the Rose Garden Room in Maryvale Road.</p> <p>I would like to propose that the CWA Morwell Evening Branch be able to hire the Rose Garden Room free of charge to meet as we are providing a community service and our focus is definitely on the wellbeing of our local community.</p>	The Rose Garden room is included under Sports Stadiums, Grounds and Reserves, in the 23/24 Fees and Charges, the hourly fee for not-for-profit organisations has been removed with all non-commercial group usage listed as “no charge”.

Submitter	Summary of submission	Assessment of Submission
7 Individual Submissions	Establishment of a playground and bus shelter for the residents of the Range Estate Morwell	<p>Play spaces play an important part in the health and wellbeing of our community. The installation of a new play space would cost approximately \$100,000 and could be partially funded by public open contributions by the developer of that estate as it progresses. Such an installation would align with the intent of the Latrobe City Play Space Strategy which has an objective that Children should be able to access a play space within safe walkable distance of 500m from their homes.</p> <p>As the estate is still currently developing, the installation of such a play space at this stage is proposed to be considered as part of the 24/25 budget process.</p>
29 Individual Submissions	Establishment of a skate park, BMX/pump track and fencing in Tyers Community Park	<p>Council Officers have completed the initial draft of a youth infrastructure plan, for the provision of this type of infrastructure across Latrobe City.</p> <p>It is proposed that this plan will be presented to Council in late 2023, followed by it being released for community consultation, and being presented to Council for endorsement in 2024.</p> <p>The Tyers skate park is currently in the 'unfunded capital works' list under 'Youth Activity Infrastructure Renewal – BMX Tracks and Skate Parks' and is estimated to cost \$200K for the skate park alone.</p> <p>There is no allowance in the draft 23/24 budget for the construction of this infrastructure.</p>

COMMUNICATION

Public notice of the preparation of the 2023/2024 Budget was subsequently advertised in the Latrobe Valley Express on 12 April and 3 May advising that both documents were available for inspection at Council's service centres and on Council's website. A Facebook Live Budget Community Consultation session was held on 2 May 2023. The community has been provided with the opportunity to provide feedback and make submissions to the budget which were heard at the unscheduled council meeting held on Monday 15 May 2023.

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. 2023/24 Budget for Adoption

8.2

Adoption of 2023/24 Budget

1	2023/24 Budget for Adoption.....	300
---	----------------------------------	-----

LatrobeCity

Draft Budget

2023/2024



 **LatrobeCity**
a new energy

2023/24 Budget Contents

Contents	Page
Executive Summary	3
Budget Reports	
1. Link to the Integrated Planning and Reporting Framework	5
2. Services and service performance indicators	7
3. Financial statements	16
3.1 <i>Comprehensive Income Statement</i>	17
3.2 <i>Balance Sheet</i>	18
3.3 <i>Statement of Changes in Equity</i>	19
3.4 <i>Statement of Cash Flows</i>	20
3.5 <i>Statement of Capital Works</i>	21
3.6 <i>Statement of Human Resources</i>	22
3.7 <i>Summary of Planned Human Resources Expenditure</i>	23
3.8 <i>Income Allocation Statement</i>	26
4. Notes to the Financial statements	27
4.1 <i>Comprehensive Income Statement</i>	27
4.1.1 <i>Rates and charges</i>	27
4.1.2 <i>Statutory fees and fines</i>	35
4.1.3 <i>User fees</i>	35
4.1.4 <i>Grants</i>	36
4.1.5 <i>Contributions</i>	38
4.1.6 <i>Other income</i>	38
4.1.7 <i>Employee costs</i>	39
4.1.8 <i>Materials and services</i>	39
4.1.9 <i>Depreciation</i>	40
4.1.10 <i>Amortisation - intangible assets</i>	40
4.1.11 <i>Amortisation - right of use assets</i>	40
4.1.12 <i>Other expenses</i>	41
4.2 <i>Balance Sheet</i>	41
4.3 <i>Statement of Changes in Equity</i>	42
4.4 <i>Statement of Cash Flows</i>	42
4.5 <i>Capital Works Program</i>	43
4.6 <i>Capital Works (Operating)</i>	48
4.7 <i>Capital Works Program Summary Years 2 to 4</i>	50
5. Financial Performance indicators	53
Appendices	
A Schedule of Fees and charges	57

2023/24 Budget Executive Summary

Budget Summary

This document outlines the broad range of services provided by council and builds upon our community's strategic vision for Latrobe 2031, and the Council Plan 2021-2025 which focus on the following six key strategic objectives:

- Smart.
- Creative.
- Healthy
- Sustainable
- Connected
- Council Capabilities

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

The budget has been prepared on the basis of a 3.50% increase in overall rates and charges (excluding the waste charges and State Government Landfill Levy) which is in accordance with the maximum increase in rates permissible under the Victorian Government's Fair Go Rates System (FGRS) for the 2023/24 financial year.

Waste charges are set to rise by \$12.50 or 3.0% per standard set of 3 bins. The increase incorporates the increase in the State Government Landfill Levy imposed on council, increasing costs of waste processing.

The budget includes a capital works program of \$43.8 million. The program includes investment in renewing existing infrastructure of \$21.6M with \$12.8M of this being committed to the roading network. In addition \$4.9M will be spent on upgrading the Marshalls Road / Traralgon-Maffra Road intersection to a signalised intersection and \$2.4M to complete Stage 1a of the Gippsland Logistics Precinct. Other significant projects include flood recovery projects an Indoor Multi Sports Hall at Glenview Park \$2.9m and Multi Use Pavilion at the Traralgon Recreation Reserve \$2.0M. New Energy projects, Solar Power generation installations \$1.2M and Street Lighting LED upgrades \$1.1M together with the continuation of the Regional Car Parks Fund - Main Works package \$1.0M.

No new borrowings are proposed in 2023/24 however \$5.0 million approved in the 2020/21 budget from the State Government's Community Infrastructure Loan program are proposed to be drawn down in the 2023/24 financial year to fund the completion of the Moe Rail Precinct Revitalisation Stage 2 (\$3.5M) and Kernot Hall Upgrade (\$1.5M) projects.

A four year budget has been developed in accordance with the requirements under the Local Government Act 2020. The key aim of the budget is to support the medium term goals of the Council Plan while ensuring the long term financial sustainability of the organisation.

2023/24 Budget Executive Summary

The 2023/24 budget presented in this report has been developed through a rigorous process of consultation and review with Council and Council officers. It is Council's opinion that the budget is financially responsible and contributes to the achievement of the Council Plan objectives and strategic directions included in the 2021-2025 Council Plan.

The 2023/24 Operating Budget predicts an operating surplus of \$8.8 million, after raising rates and charges of \$93.4 million out of total revenue of \$152.2 million. When excluding non recurrent capital funding and developer contributions, an underlying operating deficit of \$3.8 million is projected for 2023/24. The underlying deficit primarily reflects the injection of over \$120M of new capital infrastructure in recent years which has increased depreciation expense by \$3M annually. The Financial Plan identifies the need for Council to review infrastructure, services and service levels in order to implement actions to alleviate the deficit position in the long term and to remain financially sustainable in a revenue capped environment.

It should be noted that on a cash basis Council budgets for a break even result, therefore any cash remaining at the end of the budget period is the result of a number of factors such as government grant funds received in advance, funds required to be carried forward to complete unfinished projects and funds required to settle certain balance sheet liabilities e.g. Trade and other payables, Interest Bearing liabilities, Provisions and Trust funds and deposits.

This years Financial Statements include an Income Allocation Statement which identifies income and expenditure on a cash basis.

The 2023/24 budget has been prepared on the basis of constraint, Council will continue to review all services and capital infrastructure to ensure it is positioned to best meet the needs of the community into the future.

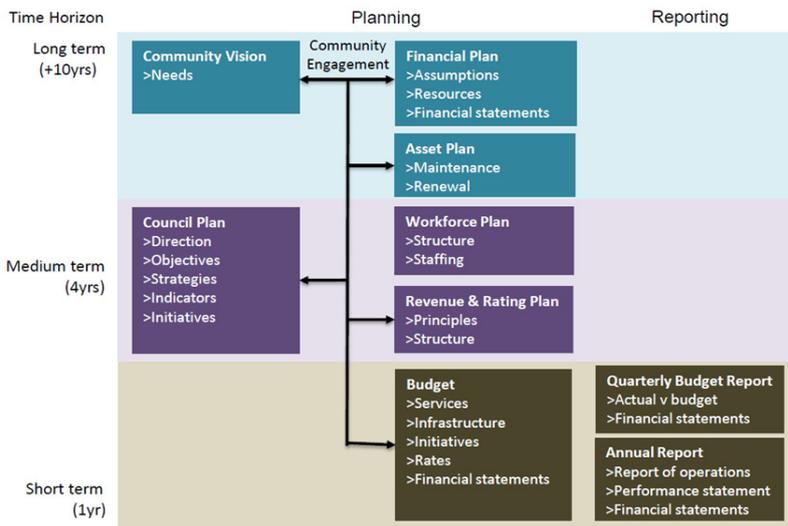
2023/24 Budget Link to the Integrated Planning and Reporting Framework

1. Link to the Integrated Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan and Revenue and Rating Plan) and short term (Budget) then holding itself accountable (Annual Report).

1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Mark Davies (Financial Professional Solutions)

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

1.1.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services— such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works. Community consultation needs to be in line with a councils adopted Community Engagement Policy and Public Transparency Policy.

2023/24 Budget

Link to the Integrated Planning and Reporting Framework

1.2 Our vision

The Community vision

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

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

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

1.3 Strategic Objectives

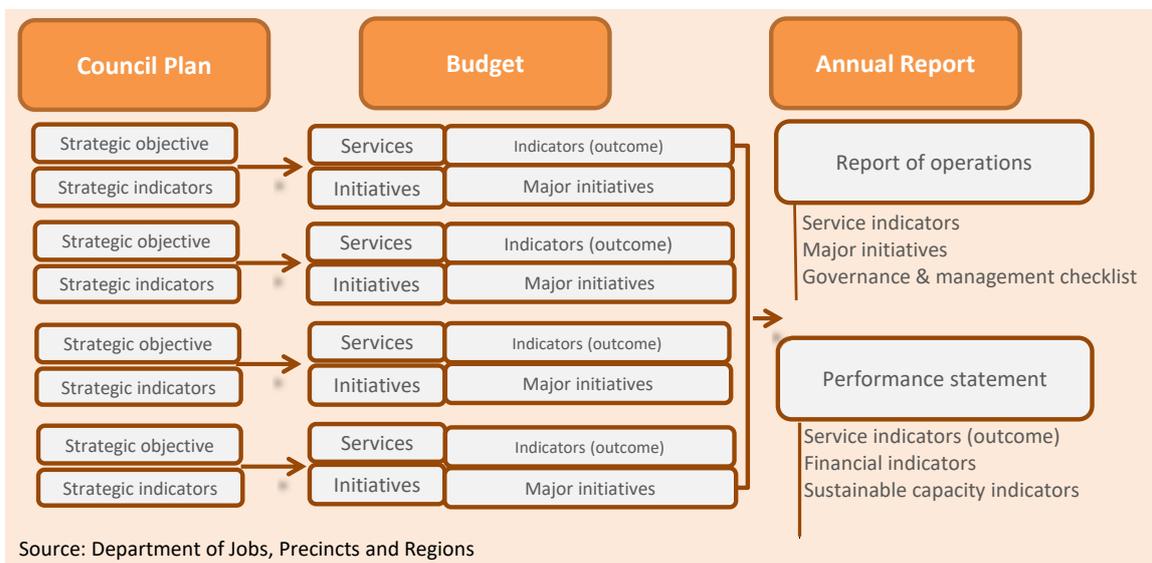
Council delivers activities and initiatives under 47 major service categories. Each contributes to the achievement of one of the five objectives and Council capabilities as set out in the Council Plan for the 2021-25 years. The following table lists the five strategic directions and Council capabilities as described in the Council Plan.

Strategic Objectives	Description
1. Smart	<p>Latrobe City has a highly skilled workforce, access to education and training and we are invested in growing the capacity of our community, supporting innovation and invention.</p> <p>We are focused on creating opportunities and exploring health innovation, digital industries, alternative energy and value-added advanced technology and manufacturing. We support diversification of our industrial base and the development of opportunities for highly skilled employment into the future.</p>
2. Creative	<p>We have a vibrant and diverse community where there are various opportunities for arts, culture and tourism. Our City has a range of arts and creative opportunities for community to engage in creative expression and develop social connectedness.</p> <p>We are invested in the exceptional presentation of our City through public works across our interconnected townships and enhancement of our distinctive landscape features.</p>
3. Healthy	<p>Our vision is that Latrobe has a culture and environment that promotes and supports health and wellbeing for all. We will work together to significantly improve health and wellbeing outcomes and reduce inequalities.</p> <p>We will celebrate the places, people and cultures that make this a distinctive, vibrant and creative community. While we continue to build on our community's recognised and proven capacity for connection, social participation, volunteerism and care for one another.</p> <p>Our community's health, wellbeing and safety will be assured with abundant green spaces that are accessible, inclusive and safe. We maintain our focus on preventative measures to promote positive health outcomes for all generations by ensuring Latrobe is a healthy place to live, learn and work. We continue to prioritise opportunities to overcome shared barriers we face as we focus on achieving improved health outcomes for our community.</p>
4. Sustainable	<p>Our City has natural features and liveable areas that are easy to access and our beautiful environment is our heart and pride.</p> <p>We have provided a healthy environment for our community and for future generations while supporting meaningful employment and lifelong opportunities.</p>
5. Connected	<p>A regional City which recognises the connectedness between our goals and towns and efficiently utilises the assets that we have for the benefit of our whole community while protecting the environment.</p>
Council Capabilities	<p>Council has determined key capabilities important to delivery of the Council Plan and these can be summarised under the headings of people, systems, governance and communications.</p>

2023/24 Budget Services & Service Performance Indicators

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2023/24 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



2023/24 Budget

Services & Service Performance Indicators

2.1 Objective 1: Smart

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Building Services	Provide building advice, statutory services and enforcement action in accordance with the Building Act.	715 (407) 308
Business Development	Provide business development advice, services and programs.	1,560 0 1,560
Early Childhood Health & Development	Deliver enhanced maternal and child health services in accordance with Council adopted policies.	8,347 (7,171) 1,175
Early Learning & Care	Deliver early Learning, and Preschool services in accordance with Council adopted policies, and work with other providers to improve and integrate support services for all children in the municipality.	6,298 (5,607) 691
Employment Development	Promote, coordinate and providing training and employment opportunities for aboriginal people.	365 (365) (0)
International Relations	Deliver International Relations services in accordance with the Latrobe City International Relations Plan.	129 0 129
Latrobe Regional Airport	Maintain, develop and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority regulations and the Latrobe Regional Airport Masterplan.	411 (415) (4)
Library services	Deliver Library services and programs.	3,618 (579) 3,039
Regional Partnerships	Provide regional leadership and facilitate a successful transition for Latrobe City to a low carbon future.	50 0 50
Statutory Planning	Provide statutory planning services, advice and enforcement action in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	1,431 (483) 948
Strategic Planning	Provide strategic planning services and advice in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	739 0 739
Total		8,634

2023/24 Budget

Services & Service Performance Indicators

Major Initiative

MI1) Gippsland Logistics Precinct completion of Stage 1a

MI2) Place Brand campaign

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Library membership (Percentage of the population that are registered library members)	[Number of registered library members / Population] x100
Maternal and child health	Participation	Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
Maternal and child health	Participation	Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

2.2 Objective 2: Creative.

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Arts	Deliver the Annual Latrobe Regional Gallery Exhibitions program and deliver Education and Public Participation programs across all arts facilities. Deliver the Annual Performing Arts Performances program. Manage and maintain Halls and Venues across the City.	4,260 <u>(1,372)</u> 2,889
Total		2,889

2023/24 Budget Services & Service Performance Indicators

2.3 Objective 3: Healthy

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Aged and Disability Services	Regional Assessment Service and aged & disability service advocacy	820 (813) <u>7</u>
Emergency Management	Provide Emergency Management services including preparedness, planning, response and recovery.	605 (80) <u>525</u>
Health Services	Minimise the incidence of food borne illness pursuant to the Food Act. Deliver an Immunisation program in accordance with the Public Health and Wellbeing Act.	993 (524) <u>469</u>
Leisure Facilities	Maintain and operate Latrobe City leisure centres, outdoor pools and stadiums together with managing and maintaining caravan park and day visitor facilities.	7,274 (3,173) <u>4,101</u>
Parks, Gardens and Playgrounds	Manage and maintain parks and gardens across Latrobe City and maintain and develop playgrounds in accordance with the Latrobe City Council Playground Strategy.	10,952 (168) <u>10,784</u>
Recreation and Open Space Planning	Provide Recreation and Open Space Planning advice for Latrobe City.	702 0 <u>702</u>
Recreation Liaison	Manage and maintain sporting reserves and work with community groups across Latrobe City.	845 (73) <u>771</u>
Social support	Senior Citizen's centres	120 (5) <u>115</u>
Total		17,475

Service	Indicator	Performance Measure	Computation
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / population
Food safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100

2023/24 Budget Services & Service Performance Indicators

2.4 Objective 4: Sustainable

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Environment Sustainability	Provide Environmental planning, advice and services to internal and external stakeholders.	1,948 (141) 1,807
Landfill Services	Operate and maintain the Latrobe City Hyland Highway Municipal Landfill facility in accordance with Environment Protection Authority licence conditions.	3,772 (2,209) 1,563
Waste Services	Deliver and manage contracts for waste services across the municipality, including kerbside collection, transfer stations, organic resource processing, hard waste services and co-mingled recycling processing in accordance with contract requirements, standards and best value principles.	9,190 0 9,190
Total		12,560

Service	Indicator	Performance Measure	Computation
Waste management	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

Major Initiative

MI3) Work in partnership with indigenous custodians in sustainable land management and preservation and regeneration of our natural environment.

2023/24 Budget Services & Service Performance Indicators

2.5 Objective 5: Connected

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Building Maintenance	This unit is to deliver the cyclic maintenance program on Latrobe City Council buildings.	3,275 0 3,275
Civil Works Projects	Deliver Civil works projects across Latrobe City in accordance with relevant legislation and guidelines.	630 0 630
Community Engagement	Provide community engagement support services to Latrobe City Council.	1,884 0 1,884
Community Grants	Assist local community groups through the coordination and delivery of the annual Latrobe City community grants program.	252 0 252
Community Information	Deliver professional customer service at all Latrobe City Council service centres and libraries.	667 (67) 601
Community Strengthening	Build community leadership, connectedness, inclusiveness and wellbeing by advocating on behalf of the community, and partnering with them to deliver and facilitate a range of projects, programs, strategies and action plans.	3,049 (433) 2,616
Events	Facilitate the attraction of new events and support existing events across Latrobe City and deliver Latrobe City Council's annual Australia Day program.	1,900 (70) 1,830
Infrastructure Design	Design civil works projects in consultation with the Latrobe City community.	1,561 0 1,561
Infrastructure Maintenance	This unit is to provide maintenance services for Latrobe City's road, drainage, signage, footpath and tree networks and to Deliver cleansing services across the municipality, including footpath and street sweeping, public toilets, bus shelters, barbeques, rotundas and picnic shelters in accordance with specified standards and schedules.	5,215 0 5,215
Infrastructure Planning	Provide Traffic Management and Asset Management planning, advice and services for Latrobe City in accordance with statutory and regulatory timeframes.	1,312 (550) 762
Local Laws	Deliver customer focussed Local Law services across the municipality in accordance with Local Law No. 2 and other relevant legislation.	2,795 (1,696) 1,099
Major Projects	Deliver major infrastructure projects from the Annual Capital Works Program.	799 0 799

2023/24 Budget

Services & Service Performance Indicators

Property and Statutory	Administer property management, advice and services of Latrobe City Council.	774 (236)
		538
Tourism	Proactively and strategically provide a quality visitor service, support the delivery of events, maintain the tourism website and promote a positive image of Latrobe City.	414 0
		414
Urban Growth	Develop, assess and coordinate the implementation of Development Plans and Development Contribution Plans for growth areas of Latrobe City.	404 0
		404
Total		21,880

Major Initiatives

MI4) Traralgon-Maffra Road Signalised Intersection.

MI5) Moe Revitalisation Project - Stage 2 commencement of construction works.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Roads	Satisfaction	Sealed local roads below the intervention level (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Animal management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions

2.6 Objective 6 : Council Capabilities

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Communications	Provide communications, marketing and public relations services on behalf of Latrobe City Council.	798 0
		798
Mayoral & Council Support	Council Operations, provision of support services to Councillors, deliver civic functions and events across for Latrobe City Council.	706 0
		706
Financial Services	Administer financial management, advice and services of Latrobe City Council, administer procurement processes for goods and services within Latrobe City Council and administer the database of properties within Latrobe City Council, including property valuation and municipal rate collection.	3,540 (246)
		3,295

2023/24 Budget

Services & Service Performance Indicators

Governance	Council meeting management, Freedom of Information, internal audit, committee management, statutory registers and legal support functions.	774 (58) 716
Information Services	Maintain the Latrobe City Council IT network infrastructure, assets, purchasing and licences and provide an effective secure environment for storage and disaster recovery. Develop and maintain a Geographical Information System (GIS) for broad use by the organisation. Maintain corporate information and Council documentation and information applications in accordance with regulatory guidelines.	5,114 0 5,114
Office of the CEO	Actively participate in the Gippsland Local Government Network.	841 (151) 690
People & Development	To provide advice, education and support to ensure the success of the organisation through effective leadership, resourcing and people management initiatives. To deliver a variety of learning initiatives and develop the knowledge, skills and confidence of our people.	2,819 (91) 2,728
Performance & Innovation	Administer corporate planning and reporting of Latrobe City Council and implement Council's innovation and continuous improvement programs.	1,273 0 1,273
Risk and Compliance	Provide Latrobe City Council with risk management support and advice, coordinate Occupational Health and Safety responsibilities and develop and implement a compliance framework. Administer Freedom of Information requests, Information Privacy requirements, maintain public registers, policies, audit activities and electoral functions for Latrobe City Council.	2,356 (1) 2,356
Total		17,676

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with community consultation and engagement. (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Statutory Planning	Service Standard	Planning applications decided within required timeframes (percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100

2023/24 Budget

Services & Service Performance Indicators

2.10 Performance statement

The service performance indicators detailed in the preceding pages will be reported on within the Performance Statement which is prepared at the end of the year as required by section 132 of the Act and included in the 2023/24 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in section 5) and sustainable capacity, which are not included in this budget report. The full set of prescribed performance indicators are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the report of operations.

2.11 Reconciliation with budgeted operating result

	Net Cost/ (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Smart	8,634	23,662	(15,028)
Creative	2,889	4,260	(1,372)
Healthy	17,475	22,310	(4,835)
Sustainable	12,560	14,911	(2,351)
Connected	21,880	24,933	(3,053)
Council Capabilities	17,676	18,221	(546)
Total	81,114	108,298	(\$27,184)

Expenses added in:

Depreciation and amortisation	34,615
Finance costs	541

Deficit before funding sources **116,270**

Funding sources added in:

Rates & charges revenue	(\$77,580)
Waste charge revenue	(\$15,865)
Capital Grants & Contributions	(\$10,040)
Victoria Grants Commission General Purpose funding	(\$14,595)
Developer contributions	(\$4,151)
Interest income	(\$2,800)

Total funding sources **(\$125,031)**

Operating (surplus)/deficit for the year **(\$8,761)**

2023/24 Budget Financial Statements

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2023/24 has been supplemented with projections to 2026/27.

This section includes the following financial statements in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) regulations 2020*, and *Income Allocation Statement*.

Comprehensive Income Statement

Balance Sheet

Statement of Changes in Equity

Statement of Cash Flows

Statement of Capital Works

Statement of Human Resources

Income Allocation Statement

2023/24 Budget Financial Statements

3.1 Comprehensive Income Statement

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		Actual 2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000
Income / Revenue						
Rates and charges	4.1.1	89,055	93,445	97,583	101,836	106,260
Statutory fees & fines	4.1.2	2,823	2,871	2,986	3,105	3,229
User fees	4.1.3	10,612	10,477	10,896	11,332	11,785
Grants - Operating	4.1.4	23,752	26,349	27,139	27,954	28,792
Grants - Capital	4.1.4	26,919	10,040	1,700	1,700	1,700
Contributions - Monetary	4.1.5	169	90	90	90	90
Contributions - Non-Monetary	4.1.5	4,070	4,151	4,317	4,490	4,669
Other Income	4.1.6	7,229	4,792	4,880	4,971	5,066
Total income / revenue		164,629	152,215	149,591	155,478	161,591
Expenses						
Employee costs	4.1.7	61,575	62,123	64,297	66,548	68,877
Materials and services	4.1.8	49,834	42,174	43,861	45,615	47,440
Depreciation	4.1.9	30,770	33,700	34,323	34,959	35,608
Amortisation - intangible assets	4.1.10	367	733	733	733	733
Amortisation - right of use assets	4.1.11	101	182	163	163	163
Bad and doubtful debts - allowance for impairment losses		5	4	11	12	12
Borrowing Costs		295	541	512	435	244
Finance Costs - leases		36	42	37	33	30
Net gain on disposal of property, infrastructure, plant & equipment		5,000	-	0	0	0
Other Expenses	4.1.12	5,221	3,955	4,115	4,277	4,449
Total expenses		153,204	143,454	148,052	152,775	157,556
Surplus (deficit) for the year		11,425	8,761	1,539	2,703	4,035
Other comprehensive income						
Net Asset Revaluation movement		25,686	28,112	28,948	29,443	29,939
Total comprehensive result		37,111	36,873	30,487	32,146	33,974

2023/24 Budget Financial Statements

3.2 Balance Sheet

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		Actual 2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000
Current assets						
Cash and cash equivalents		9,880	12,028	12,432	12,291	12,337
Trade and other receivables		6,377	6,505	7,565	7,874	8,205
Other financial assets		70,000	68,000	70,000	73,000	79,000
Prepayments		1,200	1,250	1,300	1,352	1,406
Other Assets		3,952	4,056	4,006	3,954	3,900
Total current assets	4.2.1	91,409	91,839	95,303	98,471	104,848
Non-current assets						
Trade and other receivables		4	4	4	4	4
Other financial assets		2	2	2	2	2
Property, infrastructure, plant and equipment		1,405,583	1,447,392	1,472,083	1,496,845	1,522,794
Right-of-use assets	4.2.4	1,317	1,134	971	809	646
Intangible assets		1,834	1,101	368	1,835	1,102
Total non-current assets	4.2.1	1,408,740	1,449,633	1,473,428	1,499,495	1,524,548
Total assets		1,500,149	1,541,472	1,568,731	1,597,966	1,629,396
Current liabilities						
Trade and other payables		9,590	10,549	10,892	11,297	11,717
Trust funds & deposits		4,903	5,001	5,201	5,409	5,625
Unearned income/revenue		8,174	9,808	9,808	9,808	9,808
Provisions		13,330	12,837	13,129	14,269	13,865
Interest bearing liabilities	4.2.3	2,315	2,369	5,786	2,505	2,577
Lease liabilities	4.2.4	168	152	157	161	105
Total current liabilities	4.2.2	38,480	40,716	44,973	43,449	43,697
Non-current liabilities						
Provisions		14,292	14,029	12,487	13,765	13,654
Interest bearing liabilities	4.2.3	13,030	15,661	9,875	7,370	4,793
Lease liabilities	4.2.4	1,194	1,040	883	723	619
Total non-current liabilities	4.2.2	28,516	30,730	23,245	21,858	19,066
Total liabilities		66,996	71,446	68,218	65,307	62,763
Net assets		1,433,153	1,470,026	1,500,513	1,532,659	1,566,633
Equity						
Accumulated surplus		842,890	851,661	853,110	855,723	859,668
Reserves		590,263	618,365	647,403	676,936	706,965
Total equity		1,433,153	1,470,026	1,500,513	1,532,659	1,566,633

2023/24 Budget Financial Statements

3.3 Statement of Changes in Equity

For the four years ending 30 June 2027

	Notes	Total \$'000	Accumulate d Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2023 Forecast Actual					
Balance at beginning of the financial year		1,396,041	831,564	558,993	5,484
Surplus for the year		11,425	11,425	-	-
Net asset revaluation increment		25,686	-	25,686	-
Transfer to other reserves		-	(175)	-	175
Transfer from other reserves		-	75	-	(75)
Balance at end of the financial year		1,433,153	842,890	584,679	5,584
2024					
Balance at beginning of the financial year		1,433,153	842,890	584,679	5,584
Surplus for the year		8,761	8,761	-	-
Net asset revaluation increment		28,112	-	28,112	-
Transfer to other reserves	4.3.1	-	(90)	-	90
Transfer from other reserves	4.3.1	-	100	-	(100)
Balance at end of the financial year	4.3.2	1,470,026	851,661	612,791	5,574
2025					
Balance at beginning of the financial year		1,470,026	851,661	612,791	5,574
Deficit for the year		1,539	1,539	-	-
Net asset revaluation increment		28,948	-	28,948	-
Transfer to other reserves		-	(90)	-	90
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,500,513	853,110	641,739	5,664
2026					
Balance at beginning of the financial year		1,500,513	853,110	641,739	5,664
Surplus for the year		2,703	2,703	-	-
Net asset revaluation increment		29,443	-	29,443	-
Transfer to other reserves		-	(90)	-	90
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,532,659	855,723	671,182	5,754
2027					
Balance at beginning of the financial year		1,532,659	855,723	671,182	5,754
Surplus for the year		4,035	4,035	-	-
Net asset revaluation increment		29,939	-	29,939	-
Transfer to other reserves		-	(90)	-	90
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,566,633	859,668	701,121	5,844

2023/24 Budget Financial Statements

3.4 Statement of Cash Flows

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		Actual 2022/23 \$'000	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		88,596	93,317	97,106	101,579	105,991
Statutory fees & fines		2,800	2,800	3,269	3,408	3,545
User Fees		10,635	10,548	11,931	12,438	12,935
Grants - operating		21,251	27,620	27,108	27,942	28,780
Grants - capital		24,419	10,404	1,698	1,700	1,700
Contributions - monetary		169	90	90	90	90
Interest received		3,040	2,600	2,600	2,600	2,600
Trust funds and deposits taken		-	14,200	14,750	15,340	15,900
Other Receipts		4,190	2,192	2,496	2,602	2,706
Net GST refund/payment		3,700	3,800	5,276	5,876	6,115
Employee costs		(61,192)	(61,729)	(63,697)	(65,911)	(68,218)
Materials and services		(55,905)	(46,135)	(47,959)	(49,845)	(51,839)
Short-term, low value and variable lease payments		(219)	(144)	(150)	(156)	(162)
Trust funds and deposits repaid		(279)	(14,102)	(14,550)	(15,132)	(15,684)
Other payments		(5,200)	(4,000)	(6,169)	(4,895)	(5,830)
Net cash provided by operating activities	4.4.1	36,005	41,461	33,799	37,636	38,629
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(64,449)	(43,757)	(28,907)	(28,974)	(30,275)
Proceeds from sale of property, infrastructure, plant and equipment		789	510	583	607	631
Payments for investments		(150,000)	(125,000)	(132,000)	(143,000)	(156,000)
Proceeds from sale of investments		160,000	127,000	130,000	140,000	150,000
Net cash used in investing activities	4.4.2	(53,660)	(41,247)	(30,324)	(31,367)	(35,644)
Cash flows from financing activities						
Finance costs		(295)	(540)	(512)	(435)	(244)
Proceeds from borrowings		1,700	5,000	-	-	-
Repayment of borrowings		(1,570)	(2,315)	(2,369)	(5,786)	(2,505)
Interest paid - lease liability		(36)	(41)	(37)	(33)	(30)
Repayment of lease liabilities		(89)	(170)	(153)	(156)	(160)
Net cash used in financing activities	4.4.3	(290)	1,934	(3,071)	(6,410)	(2,939)
Net increase/(decrease) in cash & cash equivalents		(17,945)	2,148	404	(141)	46
Cash & cash equivalents at beginning of year		27,825	9,880	12,028	12,432	12,291
Cash & cash equivalents at end of year		9,880	12,028	12,432	12,291	12,337

2023/24 Budget Financial Statements

3.5 Statement of Capital Works

For the four years ending 30 June 2027

	Notes	Forecast	Budget	Projections		
		Actual		2024/25	2025/26	2026/27
		2022/23	2023/24	2024/25	2025/26	2026/27
		\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Buildings		11,873	11,286	3,895	4,337	4,513
Heritage Buildings		581	0			
Total property		12,454	11,286	3,895	4,337	4,513
Plant and Equipment						
Plant, Machinery & Equipment		4,044	2,095	2,266	2,357	2,451
Fixtures, Fittings & Furniture		108	50	54	56	58
Computers & Telecommunications		969	600	649	675	702
Artworks		18	15	16	17	18
Total Plant and Equipment		5,139	2,760	2,985	3,105	3,229
Infrastructure						
Roads		28,467	17,855	13,113	13,949	14,137
Bridges		587	150	527	559	593
Footpaths & Cycleways		1,612	1,095	1,111	1,202	1,497
Drainage		2,484	1,223	1,300	1,379	1,655
Recreational, Leisure & Community		2	-	409	434	461
Waste Management		990	500	2,163	562	585
Parks, Open Space & Streetscapes		7,513	4,700	483	503	523
Aerodromes		0	-	0	0	0
Off Street Carparks		3,379	1,746	293	310	330
Other Infrastructure		1,822	2,441	0	0	0
Total Infrastructure		46,856	29,710	19,399	18,898	19,781
Total capital works expenditure	4.5.1	64,449	43,756	26,279	26,340	27,523
Represented by:						
New asset expenditure		12,493	13,044	356	369	386
Asset renewal expenditure		41,134	21,632	24,759	24,766	25,877
Asset expansion expenditure		189	0	0	0	0
Asset upgrade expenditure		10,633	9,080	1,164	1,205	1,260
Total capital works expenditure	4.5.1	64,449	43,756	26,279	26,340	27,523
Funding sources represented by:						
Grants		26,919	10,040	1,700	1,700	1,700
Contributions		1	0	0	0	0
Council cash		35,829	28,716	24,579	24,640	25,823
Borrowings		1,700	5,000	0	0	0
Total capital works expenditure	4.5.1	64,449	43,756	26,279	26,340	27,523

2023/24 Budget Financial Statements

3.6 Statement of Human Resources

For the four years ending 30 June 2027

	Forecast	Budget	Projections		
	Actual				
	2022/23	2023/24	2024/25	2025/26	2026/27
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	61,575	62,123	64,297	66,548	68,877
Employee costs - capital	8,196	942	959	978	998
Total staff expenditure	69,771	63,065	65,256	67,526	69,875
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	578.0	590.8	590.8	590.8	590.8
Total staff numbers	578.0	590.8	590.8	590.8	590.8

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

Division	Comprises			
	Budget	Full Time	Part Time	Casual
	2023/24			
	\$'000	\$'000	\$'000	\$'000
Office of the CEO	1,040	993	47	0
Regional City Strategy and Transition	5,448	4,515	913	20
Organisational Performance	8,048	7,254	788	6
Regional City Planning and Assets	16,413	15,849	564	0
Community Health and Wellbeing	30,291	13,068	14,925	2,298
Total permanent staff expenditure	61,240	41,679	17,237	2,324
Other employee related expenditure	883			
Capitalised labour costs	942			
Total expenditure	63,065			

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

Division	Comprises			
	Budget	Full Time	Part Time	Casual
	2023/24			
Office of the CEO	6.4	6.0	0.4	0.0
Regional City Strategy and Transition	45.9	37.0	8.7	0.2
Organisational Performance	68.3	60.6	7.6	0.1
Regional City Planning and Assets	154.2	148.9	5.3	0.0
Community Health and Wellbeing	306.6	117.1	171.3	18.2
Total permanent staff	581.4	369.6	193.4	18.4
Capitalised staff	9.4			
Total staff	590.8			

2023/24 Budget Financial Statements

Summary of Planned Human Resources Expenditure For the four years ended 30 June 2027

	2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000
Office of the CEO				
Permanent - Full time	993	1,028	1,063	1,102
Female	225	233	241	250
Male	375	388	401	416
Self-described gender	0	0	0	0
Vacant	104	108	111	115
New positions	289	299	310	321
Permanent - Part time	47	49	51	52
Female	0	0	0	0
Male	0	0	0	0
Self-described gender	0	0	0	0
Vacant	47	49	51	52
New positions	0	0	0	0
Total Office of the CEO	1,040	1,077	1,114	1,154
Regional City Strategy and Transition				
Permanent - Full time	4,515	4,673	4,836	5,006
Female	2,132	2,207	2,284	2,364
Male	2,261	2,340	2,422	2,507
Self-described gender	0	0	0	0
Vacant	122	126	130	135
New positions	0	0	0	0
Permanent - Part time	913	944	978	1,011
Female	751	777	804	832
Male	94	97	101	104
Self-described gender	0	0	0	0
Vacant	0	0	0	0
New positions	68	70	73	75
Casual	20	21	21	22
Total Regional City Strategy and Transition	5,448	5,638	5,835	6,039
Organisational Performance				
Permanent - Full time	7,254	7,509	7,771	8,043
Female	3,671	3,800	3,933	4,070
Male	3,275	3,390	3,508	3,631
Self-described gender	0	0	0	0
Vacant	118	122	126	131
New positions	190	197	204	211
Permanent - Part time	788	816	843	873
Female	653	675	698	723
Male	64	67	69	71
Self-described gender	0	0	0	0
Vacant	71	74	76	79
New positions	0	0	0	0
Casual	6	6	6	7
Total Organisational Performance	8,048	8,331	8,620	8,923
Regional City Planning and Assets				
Permanent - Full time	15,849	16,438	17,045	17,675
Female	3,232	3,353	3,477	3,606
Male	11,693	12,128	12,578	13,044
Self-described gender	0	0	0	0
Vacant	651	674	698	722
New positions	273	283	292	303
Permanent - Part time	564	584	605	625
Female	490	508	526	544
Male	74	76	79	81
Self-described gender	0	0	0	0
Total Regional City Planning and Assets	16,413	17,022	17,650	18,300

2023/24 Budget Financial Statements

	2023/24	2024/25	2025/26	2026/27
	\$'000	\$'000	\$'000	\$'000
Community Health and Wellbeing				
Permanent - Full time	13,068	13,525	13,999	14,488
Female	9,232	9,554	9,888	10,234
Male	2,558	2,648	2,741	2,837
Self-described gender	0	0	0	0
Vacant	710	735	761	787
New positions	568	588	609	630
Permanent - Part time	14,925	15,447	15,988	16,546
Female	13,162	13,622	14,099	14,592
Male	931	964	997	1,032
Self-described gender	0	0	0	0
Vacant	476	492	510	527
New positions	356	369	382	395
Casual	2,298	2,378	2,461	2,548
Total Community Health and Wellbeing	30,291	31,350	32,448	33,582
Other employee related expenditure	883	879	881	879
Capitalised labour costs	942	959	978	998
Total staff expenditure	63,065	65,256	67,526	69,875

	2023/24	2024/25	2025/26	2026/27
	FTE	FTE	FTE	FTE
Office of the CEO				
Permanent - Full time	6.0	6.0	6.0	6.0
Female	2.0	2.0	2.0	2.0
Male	1.0	1.0	1.0	1.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	1.0	1.0	1.0	1.0
New positions	2.0	2.0	2.0	2.0
Permanent - Part time	0.4	0.4	0.4	0.4
Female	0.0	0.0	0.0	0.0
Male	0.0	0.0	0.0	0.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
New positions	0.4	0.4	0.4	0.4
Total Office of the CEO	6.4	6.4	6.4	6.4

Regional City Strategy and Transition				
Permanent - Full time	37.0	37.0	37.0	37.0
Female	18.0	18.0	18.0	18.0
Male	18.0	18.0	18.0	18.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	1.0	1.0	1.0	1.0
New positions	0.0	0.0	0.0	0.0
Permanent - Part time	8.7	8.7	8.7	8.7
Female	7.3	7.3	7.3	7.3
Male	0.8	0.8	0.8	0.8
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
New positions	0.6	0.6	0.6	0.6
Casual	0.2	0.2	0.2	0.2
Total Regional City Strategy and Transition	45.9	45.9	45.9	45.9

2023/24 Budget Financial Statements

	2023/24	2024/25	2025/26	2026/27
	FTE	FTE	FTE	FTE
Organisational Performance				
Permanent - Full time	60.6	60.6	60.6	60.6
Female	32.8	32.8	32.8	32.8
Male	24.0	24.0	24.0	24.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	1.8	1.8	1.8	1.8
New positions	2.0	2.0	2.0	2.0
Permanent - Part time	7.6	7.6	7.6	7.6
Female	6.3	6.3	6.3	6.3
Male	0.8	0.8	0.8	0.8
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.5	0.5	0.5	0.5
New positions	0.0	0.0	0.0	0.0
Casual	0.1	0.1	0.1	0.1
Total Organisational Performance	68.3	68.3	68.3	68.3
Regional City Planning and Assets				
Permanent - Full time	148.9	148.9	148.9	148.9
Female	30.6	30.6	30.6	30.6
Male	109.6	109.6	109.6	109.6
Self-described gender	0.0	0.0	0.0	0.0
Vacant	5.7	5.7	5.7	5.7
New positions	3.0	3.0	3.0	3.0
Permanent - Part time	5.3	5.3	5.3	5.3
Female	4.5	4.5	4.5	4.5
Male	0.9	0.9	0.9	0.9
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
New positions	0.0	0.0	0.0	0.0
Total Regional City Planning and Assets	154.2	154.2	154.2	154.2
Community Health and Wellbeing				
Permanent - Full time	117.1	117.1	117.1	117.1
Female	85.8	85.8	85.8	85.8
Male	20.0	20.0	20.0	20.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	6.3	6.3	6.3	6.3
New positions	5.0	5.0	5.0	5.0
Permanent - Part time	171.3	171.3	171.3	171.3
Female	150.7	150.7	150.7	150.7
Male	11.5	11.5	11.5	11.5
Self-described gender	0.0	0.0	0.0	0.0
Vacant	5.4	5.4	5.4	5.4
New positions	3.8	3.8	3.8	3.8
Casual	18.2	18.2	18.2	18.2
Total Community Health and Wellbeing	306.6	306.6	306.6	306.6
Capitalised labour	9.4	9.4	9.4	9.4
Total staff numbers	590.8	590.8	590.8	590.8

2023/24 Budget Financial Statements

Income Allocation Statement

	Notes	Forecast	Budget
		Actual 2022/23 \$'000	2023/24 \$'000
Income			
Rates and charges		89,055	93,445
Statutory fees & fines		2,823	2,871
User fees		10,612	10,477
Grants - Operating		23,752	26,349
Grants - Capital		26,919	10,040
Contributions - Monetary		169	90
Other income		4,979	2,702
Total income		158,309	145,974
Expenses			
Employee costs		(61,368)	(62,081)
Materials and services		(41,818)	(37,288)
Utilities		(3,917)	(3,912)
Other Expenditure		(5,532)	(4,166)
Total expenses		(112,635)	(107,447)
Funds Available		45,674	38,528
Other Income / (Expenses)			
Capital Works expenditure		(66,039)	(43,935)
Landfill Construction/Rehabilitation		(5,870)	(1,950)
New Borrowings		2,800	5,000
Debt Servicing Principal		(3,277)	(2,985)
Borrowing Costs		(325)	(582)
Transfer from / (to) reserve		23,997	3,675
Interest Income		3,040	2,600
Total Other Income/(Expense)		(45,674)	(38,177)
Surplus / (deficit)		-	350

2023/24 Budget Notes to the financial statements

4. Notes to the financial statements

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

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

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

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2023/24 the FGRS cap has been set at 3.50%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 3.50% in line with the rate cap.

Waste charges are set to rise by \$12.50 or 3.0% per standard set of 3 bins. The increase incorporates the increase in the State Government Landfill Levy imposed on council, increasing costs of waste processing.

Payments made in lieu of rates under the Electricity Act and rating agreements are tied to current year (March) CPI levels rather than forecasted levels.

This will raise total rates and charges for 2023/24 to \$93.4 million.

2023/24 Budget

Notes to the financial statements

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2022/23 Forecast Actual	2023/24 Budget \$'000	Change \$'000	%
	\$'000			
General Rates*	58,695	61,992	3,296	5.6%
Municipal Charges*	5,723	6,002	278	4.9%
Garbage Charges	14,089	14,648	559	4.0%
Landfill Levy	1,150	1,217	67	5.8%
Cultural & Recreational Land Rates	78	79	1	1.3%
Payments in lieu of rates	8,365	8,893	528	6.3%
Supplementary rates & charges	954	614	(340)	(35.6%)
Total rates and charges	89,055	93,445	4,390	4.9%

* These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2022/23 cents/\$CIV	2023/24 cents/\$CIV	Change
General rate for rateable residential properties	0.00322058	0.00293783	(8.8%)
General rate for rateable commercial properties	0.00322058	0.00293783	(8.8%)
General rate for rateable industrial properties	0.00322058	0.00293783	(8.8%)
General rate for rateable farm properties	0.00241544	0.00220337	(8.8%)
General rate for rateable derelict properties	0.00966176	0.00881348	(8.8%)

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2022/23 \$'000	2023/24 \$'000	Change	
			\$'000	%
General	55,943	59,023	3,080	5.5%
Farm	2,732	2,950	218	8.0%
Derelict properties	20	19	(1)	(5.0%)
Total amount to be raised by general rates	58,695	61,992	3,297	5.6%

2023/24 Budget

Notes to the financial statements

4.1.1(d) The number of assessments in relation to each type of class or land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2022/23	2023/24	Change	
	Number	Number	No.	%
General	38,982	39,514	532	1.4%
Farm	942	919	(23)	(2.4%)
Derelict properties	7	6	(1)	(14.3%)
Total number of assessments	39,931	40,439	508	1.3%

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2022/23	2023/24	Change	
	\$'000	\$'000	\$'000	%
General	17,483,564	20,090,791	2,607,227	14.9%
Farm	1,106,638	1,338,673	232,035	21.0%
Derelict properties	1,840	2,136	296	16.1%
Total value of land	18,592,042	21,431,599	2,839,557	15.3%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2022/23	2023/24	\$	%
	\$	\$	\$	%
Municipal	144.00	149.00	5.00	3.5%

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

Type of Charge	2022/23	2023/24	Change	
	\$'000	\$'000	\$'000	%
Municipal	5,723	6,002	278	4.9%

2023/24 Budget

Notes to the financial statements

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2022/23	2023/24	\$	%
	\$	\$	\$	%
Garbage collection	382.00	393.00	11.00	2.9%
Landfill levy	31.50	33.00	1.50	4.8%
Total	413.50	426.00	12.50	3.0%

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	2022/23	2023/24	Change	
	\$'000	\$'000	\$'000	%
Garbage collection	14,089	14,648	559	4.0%
Landfill levy	1,150	1,217	67	5.8%
Total	15,239	15,865	626	4.1%

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

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2022/23	2023/24	\$	%
	\$	\$	\$	%
Garbage 120L Bin.	264.00	275.00	11.00	4.2%
Garbage 240L Bin	389.00	405.00	16.00	4.1%
Garbage 240L Bin - Special	300.00	308.00	8.00	2.7%
Recycling	77.00	73.00	(4.00)	-5.2%
Organics/Green Waste	41.00	45.00	4.00	9.8%

2023/24 Budget

Notes to the financial statements

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2022/23 \$'000	2023/24 \$'000	Change \$'000	%
General Rates	58,695	61,992	3,296	5.6%
Municipal Charges	5,723	6,002	278	4.9%
Garbage Charges	14,089	14,648	559	4.0%
Landfill Levy	1,150	1,217	67	5.8%
Cultural & Recreational Land Rates	78	79	1	1.3%
Payments in lieu of rates	8,365	8,893	528	6.3%
Supplementary rates and charges	954	614	(340)	(35.6%)
Total Rates and charges	89,055	93,445	4,390	4.9%

4.1.1(l) Fair Go Rates System Compliance

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

	2022/23	2023/24
Total Base Rates & Municipal Charge	\$ 63,311,609	\$ 65,694,466
Number of rateable properties	39,931	40,439
Base Average Rate	1,585.53	1,624.53
Maximum Rate Increase (set by the State Government)	1.75%	3.50%
Capped Average Rate	\$ 1,613.27	\$ 1,681.39
Maximum General Rates and Municipal Charges Revenue	\$ 64,419,562	\$ 67,993,772
Budgeted General Rates and Municipal Charges Revenue	\$ 64,418,862	\$ 67,993,583

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2023/24: estimated \$0.614 million and 2022/23:\$0.954 million)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential, commercial or industrial land becomes farm or derelict land and vice versa.

2023/24 Budget Notes to the financial statements

4.1.1(n) Differential rates

Rates to be levied

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

- A general rate of 0.00293783 for all rateable residential, commercial and industrial properties.
- A farm rate of 0.00220337 for all rateable farm properties.
- A derelict properties rate of 0.00881348 for all rateable derelict properties.

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

Farm Land

Farm land is as defined in Section 2 of the Valuation of Land Act 1960, namely, any rateable land which is not less than 2 hectares in area and which is used primarily for carrying on one or more of the following businesses or industries:

- (i) grazing (including agistment)
- (ii) dairying
- (iii) pig farming
- (iv) poultry farming
- (v) fish farming
- (vi) tree farming
- (vii) bee keeping
- (viii) viticulture
- (ix) horticulture
- (x) fruit growing
- (xi) the growing of crops of any kind, and

that is used by a business:

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

The reasons for the use of this rate are that:

- (i) the types and classes of land to which the rate applies can be easily identified;
- (ii) it is appropriate to have a farm rate so as to fairly rate farm land;
- (iii) the level of the farm rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;

(iv) the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district; which objectives the Council considers are consistent with the economical and efficient carrying out of its functions.

2023/24 Budget Notes to the financial statements

Derelict Properties

In the 2017/18 financial year Latrobe City Council introduced a differential rate relating to derelict properties across the municipality. The differential rate was set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Local Government Act 1989.

Objective

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

Definition/Characteristics

Properties will be considered derelict where 1 and 2 apply –

1. The property, which includes both buildings and/or land, is in such a state of disrepair that it is unfit for human habitation or other occupation, and has been in such a condition for a period of more than 3 months.

The definition of “unfit for human habitation or other occupation” is a property that is unsuitable for living or working in on a daily basis. The property is likely to lack, or have restricted access to, essential services or facilities including but not limited to water, and/or operational effluent discharge facilities, and the property is considered unsafe or unsuitable for use as a place of business or domestic inhabitation on a daily basis.

and

2. The property meets one or more of the following criteria -

(a) The property has become unsafe and poses a risk to public safety, including but not limited to:

- the existence on the property of vermin, rubbish/litter, fire hazards, excess materials/goods, asbestos or other environmental hazards; or
- the property is a partially built structure where there is no reasonable progress of the building permit"

(b) The property adversely affects public amenity;

(c) The property provides an opportunity to be used in a manner that may cause a nuisance or become detrimental to the amenity of the immediate area;"

(d) The condition of the property has a potential to adversely impact the value of other properties in the vicinity;"

(e) The property affects the general amenity of adjoining land or the neighbourhood by the appearance of graffiti, any stored unregistered motor vehicles, machinery or parts thereof, scrap metal, second hand building materials, building debris, soil or similar materials, or other items of general waste or rubbish."

Types and Classes of land subject to the differential rate

Any land having the relevant characteristics described above.

Geographic Location

Wherever located within the boundaries of the municipality.

Use of Land

Any use permitted or described under the relevant planning scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land parcels within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

2023/24 Budget Notes to the financial statements

Types of Buildings

All buildings which are currently constructed on the land or which have been constructed during the current financial year.

"Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the budget adopted by Council.

The level of differential rate is the level which Council considers is necessary to achieve the objective specified above and is set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Local Government Act 1989.

The actual amount of the differential rate for derelict properties will be four times the amount of the lowest differential rate, which is the Farm Rate, which is 75% of the General Rate. The rate in the dollar for the derelict properties will be 0.00881348 and will generate \$18,795, which represents 0.02% of total rates and charges revenue.

Recreational Land (C&RL).

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

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

General Rate

The general rate is the particular rate in the dollar that applies to all land which is not defined within a differential rate and includes residential, commercial and industrial properties, both vacant and improved.

The actual rating burden applying to general properties is an outcome determined by decisions to apply either higher or lower rates in the dollar to other classes of property, such as farm, commercial/ industrial or recreational land.

In the setting of differential rates, Council consciously considers their relativity to the general rate.

2023/24 Budget

Notes to the financial statements

4.1.2 Statutory fees and fines

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Infringements and costs	644	725	81	12.6%
Town planning fees	12	12	0	0.0%
Land information certificates	69	80	11	15.9%
Permits	938	901	(37)	(3.9%)
Other	167	168	1	0.6%
Health Registrations	433	405	(28)	(6.5%)
Pool / Spa Registrations	10	-	(10)	(100.0%)
Animal Registrations	550	580	30	5.5%
Total statutory fees and fines	2,823	2,871	48	1.7%

4.1.3 User fees

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Aged and health services	6	6	0	0.0%
Leisure centre and recreation	2,098	1,981	(117)	(5.6%)
Child care/children's programs	4,654	4,505	(149)	(3.2%)
Waste management services	2,401	2,209	(192)	(8.0%)
Other fees and charges	1,453	1,776	323	22.2%
Total user fees	10,612	10,477	(135)	(1.3%)

2023/24 Budget Notes to the financial statements

4.1.4 Grants

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

	Forecast			
	Actual	Budget		
	2022/23	2023/24	Change	%
	\$'000	\$'000	\$'000	%
Grants expected to be received in respect of the following:				
Summary of grants				
Commonwealth funded grants	15,743	18,366	2,623	16.7%
State funded grants	34,928	18,023	(16,905)	(48.4%)
Total grants received	50,671	36,389	(14,282)	(28.2%)
(a) Operating Grants				
Recurrent - Commonwealth Government	10,860	14,966	4,106	37.8%
Financial Assistance Grants	10,757	14,595	3,838	35.7%
Maternal and Child Health	6	6	0	0.0%
Employment Facilitation Programs	174	365	191	109.8%
Recreational, Leisure & Community Facilities	- 105	-	105	(100.0%)
Family & Children Programs	28	-	(28)	(100.0%)
Recurrent - State Government	10,825	11,148	323	3.0%
Aged and Disability Programs	841	814	(27)	(3.2%)
Arts Programs	178	155	(23)	(12.9%)
Community Support and Development Programs	102	243	141	138.2%
Emergency Management	60	-	(60)	(100.0%)
Family & Children Programs	7,206	7,547	341	4.7%
Libraries	560	560	0	0.0%
Maternal & Child Health Program	1,606	1,557	(49)	(3.1%)
Other	36	36	0	0.0%
School Crossings	236	236	0	0.0%
Total recurrent grants	21,685	26,114	4,429	20.4%
Non-recurrent - Commonwealth Gov	200	-	(200)	(100.0%)
Recreational, Leisure & Community Facilities	200	-	(200)	(100.0%)
Non-recurrent - State Government	1,867	235	(1,632)	(87.4%)
Community Support and Development Programs	46	40	(6)	(13.0%)
Economic Development	64	-	(64)	(100.0%)
Emergency Management	1,457	60	(1,397)	(95.9%)
Events and International Relations	30	30	0	0.0%
Family & Children Programs	90	-	(90)	(100.0%)
Infrastructure Maintenance	6	-	(6)	(100.0%)
Libraries	27	-	(27)	(100.0%)
Recreational, Leisure & Community Facilities	99	105	6	6.1%
Other	48	-	(48)	(100.0%)
Total non-recurrent grants	2,067	235	(1,832)	256.0%
Total operating grants	23,752	26,349	2,597	10.9%

2023/24 Budget

Notes to the financial statements

4.1.4 Grants (contd.)

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
(b) Capital Grants				
<i>Recurrent - Commonwealth Government</i>	1,700	1,700	0	0.0%
Roads to recovery	1,700	1,700	0	0.0%
Total recurrent grants	1,700	1,700	0	0.0%
<i>Non-recurrent - Commonwealth Government</i>	2,983	1,700	- 1,283	(43.0%)
Buildings	254	1,700	1,446	569.3%
Drainage	100	-	(100)	(100.0%)
Footpaths and Cycleways	790	-	(790)	(100.0%)
Parks, Open Space and Streetscapes	758	-	(758)	(100.0%)
Recreational, Leisure & Community Facilities	944	-	(944)	(100.0%)
Roads	137	-	(137)	(100.0%)
<i>Non-recurrent - State Government</i>	22,236	6,640	(15,596)	(70.1%)
Buildings	912	3,190	2,278	249.8%
Computers & Telecommunications	562	-	(562)	(100.0%)
Drainage	736	-	(736)	(100.0%)
Footpaths and Cycleways	27	-	(27)	(100.0%)
Off Street Carparks	2,893	1,008	(1,885)	(65.2%)
Roads	15,370	-	(15,370)	(100.0%)
Recreational, Leisure & Community Facilities	111	-	(111)	(100.0%)
Other Infrastructure	1,625	2,442	817	50.3%
Total non-recurrent grants	25,219	8,340	(16,879)	(66.9%)
Total capital grants	26,919	10,040	(16,879)	(62.7%)
Total Grants	50,671	36,389	(14,282)	(28.2%)

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is expected to increase by 10.9% (or \$2.6 million) compared to 2022/23. This increase primarily relates to the timing of the 2022/23 Victoria Grants Commission Finance Assistance Grants with a higher than usual 78% being advanced and recognised in the 2021/22 financial year causing the amount actually recognised in 2022/23 to be lower. An advance of 50% is assumed for 2023/24. The variance of \$1.8 million in non-recurrent grants is mainly due to one off disaster recovery funding received in 2022/23. Non-recurrent grant funding is budgeted based on funding confirmed at the time of preparation of the budget.

2023/24 Budget Notes to the financial statements

4.1.4 Grants (contd.)

Capital grants include all monies received from State and Federal governments for the purposes of funding the capital works program. Overall the level of grants and contributions is expected to decrease by 62.7% (or \$16.9 million) compared to 2022/23 mainly associated with funding received from the State and Federal Governments in relation to Landslip road re-establishment, Regional Carpark fund and Local Roads & Community Infrastructure programs. Additional grants for Council buildings are expected for Traralgon Flood recovery i.e the Multi Use Pavilion at Traralgon Recreation Reserve \$2.0 million and Indoor Multi Sports Hall at Glenview Park Traralgon \$2.9 million. Only confirmed funding is included in the budget, however historically it can be expected that Council will receive additional capital grant funding during the year that is not projected in the budget. Section 4.5 "Capital Works Program" includes details of the capital grants expected to be received during the 2022/23 year.

4.1.5 Contributions

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Monetary	169	90	(79)	(46.7%)
Non-monetary	4,070	4,151	81	2.0%
Total contributions	4,239	4,241	2	0.0%

Monetary Contributions relate to monies paid by developers in regard to public open space, drainage and other infrastructure in accordance with planning permits issued for property development together with non government contributions towards capital works projects. The 2022/23 budget is lower compared to 2022/23 due to expected reduced capital, open space and special charge scheme contributions.

Non-Monetary Contributions relate to expected infrastructure assets handed over to Council from developers of new subdivisions and occasionally may also include any other assets that are gifted to Council e.g. donated artworks.

4.1.6 Other income

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Interest	3,615	2,800	(815)	(22.5%)
Other Rent	711	689	(22)	(3.1%)
Insurance claims	610	-	(610)	(100.0%)
Sales	730	551	(179)	(24.5%)
Contributions other	467	393	(74)	(15.8%)
Other	1,096	359	(737)	(67.2%)
Total other income	7,229	4,792	(2,437)	(33.7%)

Overall other income is projected to decrease by 33.7% mainly due to interest on investments as a result of projected lower levels of investments and conservative interest rate assumptions, lower insurance claim reimbursements mainly related to the 2021 storms and floods \$0.6 million and Carbon Generation credits/Large Scale Generation Certificates received for Council's landfill electricity generation in 2022/23 \$0.4 million.

2023/24 Budget Notes to the financial statements

4.1.7 Employee costs

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Salaries & Wages	52,593	53,090	497	0.9%
Superannuation	5,456	5,822	366	6.7%
Workcover	544	950	406	74.6%
Fringe Benefits tax	325	270	(55)	(16.9%)
Other	2,657	1,991	(666)	(25.1%)
Total employee costs	61,575	62,123	548	0.9%

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, WorkCover, etc. Employee costs are forecast to increase by 0.9% or \$0.5 million compared to 2022/23 forecast. Salary and Wages have been budgeted in accordance with Council's Enterprise Bargaining Agreement and annual award increases for banded staff. Decreased reliance on contract staff is the main reason for the decrease in Other employee costs of \$0.7 million.

4.1.8 Materials and services

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Contract Payments	30,143	23,716	(6,427)	(21.3%)
Building Maintenance	300	493	193	64.3%
General Maintenance	4,798	5,099	301	6.3%
Utilities	3,919	3,912	(7)	(0.2%)
Office Administration	2,762	2,389	(373)	(13.5%)
Information Technology	2,746	3,008	262	9.5%
Insurance	1,368	1,433	65	4.8%
Consultants	3,315	1,779	(1,536)	(46.3%)
Other	483	345	(138)	(28.6%)
Total materials and services	49,834	42,174	(7,660)	(15.4%)

Materials and Services are forecast to decrease by 15.4% or \$7.7 million compared to 2022/23. This is mainly a result of higher levels of spending in 2022/23 due to funds carried forward from previous financial years and non-recurrent operating grants received.

2023/24 Budget Notes to the financial statements

4.1.9 Depreciation

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Property	7,500	8,200	700	9.3%
Plant & equipment	2,650	2,530	(120)	(4.5%)
Infrastructure	20,620	22,970	2,350	11.4%
Total depreciation	30,770	33,700	2,930	9.5%

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for property, plant and equipment including infrastructure assets such as roads and drains and new landfill cells. The projected increase of \$2.9 million is mainly due to the completion of the 2022/23 capital works program including the completion of cell 6 at Hyland Highway landfill early in the 2022/23 financial year together with expected revaluation increases in buildings and infrastructure.

4.1.10 Amortisation - Intangible assets

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Landfill Rehabilitation	367	733	366	99.7%
Total amortisation - intangible assets	367	733	366	99.7%

Amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's intangible assets. The projected increase of \$0.4 million is due to cell 6 at the Hyland Highway landfill being commissioned half way through the 2022/23 financial year. There will be a full year of amortisation in 2023/24.

4.1.11 Amortisation - Right of assets

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Property	26	27	1	3.8%
Plant & Equipment	75	155	80	106.7%
Total amortisation - right of use assets	101	182	81	80.2%

This item attempts to allocate the value of Council's right of use an assets over their useful life e.g. leased property and vehicles. A new lease of gym equipment in the second half of 2022/23 will see an increase over the full year in 2023/24.

2023/24 Budget Notes to the financial statements

4.1.12 Other expenses

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Auditors remuneration - VAGO	86	88	2	2.3%
Auditors remuneration - Internal	158	120	(38)	(24.1%)
Audit other	122	133	11	9.0%
Councillors' Allowances	345	377	32	9.3%
Operating lease rentals	138	47	(91)	(65.9%)
Grants	2,211	1,222	(989)	(44.7%)
Levies	2,161	1,969	(192)	(8.9%)
Total other expenses	5,221	3,956	(1,265)	(24.2%)

Other expenditure relates to a range of unclassified items including contributions to community groups, audit costs, levies, lease and rent payments and other miscellaneous expenditure items. Other expenditure is expected to decrease by \$1.3 million in 2023/24 predominantly due to the grants paid in 2022/23 from funding carried forward from previous years mainly under the Small Towns funding program and Cleanup and Storm Resilience in Gippsland grants packages. Additionally a decrease in landfill levy fees payable to the State Government in 2023/24 is expected due to reduced waste to landfill projections.

4.2 Balance Sheet

4.2.1 Assets

Current assets (\$0.4 million increase) - mainly due to a small cash surplus budgeted in the 2023/24 financial year. A more detailed analysis of this change is included in section 4.4. "Statement of Cash Flows".

Non current assets (\$40.9 million increase) - net result of the capital works program, asset revaluation movements, the depreciation of non-current assets and the disposal through sale of property, plant and equipment. Intangible assets will decrease due to the amortisation of cell 6 at the Highland Highway landfill which opened in January 2023.

4.2.2 Liabilities

Current liabilities (2.2 million increase) - the increase in current liabilities (that is, obligations council must pay within the next year) is mainly due to increased trade and other payables and unearned income from unspent government grants, partially offset by decreased current landfill provisions in 2023/24 as a result of forecasted works at Hyland Highway landfill in 2022/23.

Non current liabilities (\$2.2 million increase) - the increase in non current liabilities (that is, obligations council must pay beyond the next year) is predominantly as result of the projected drawdown of loan funding for stage 2 of the Moe Rail Precinct revitalisation and the Kernot Hall refurbishment projects.

4.2.3 Borrowings

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

	2022/23 \$'000	2023/24 \$'000
Amount borrowed as at 30 June of the prior year	15,216	15,345
Amount proposed to be borrowed	1,700	5,000
Amount projected to be redeemed	(1,571)	(2,315)
Amount of borrowings as at 30 June	15,345	18,030

2023/24 Budget

Notes to the financial statements

4.3 Statement of changes in Equity

4.3.1 Reserves

Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations. Asset valuations are predicted to increase by 2.0% or \$28.1 million.

Other Reserves are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts form part of the overall Accumulated Surplus of the Council, however are separately disclosed.

4.3.2 Equity

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$8.8 million results directly from the surplus for the year together with the movement in statutory reserves.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

An increase in net cash flows from operating activities of \$5.5 million is mainly due to decreased outflows related to expenditure incurred in 2022/23 from funds received in previous financial years.

4.4.2 Net cash flows provided by/used in investing activities

Decreased net outflows from investing activities of \$12.4 million mainly due to decreased outflows (\$20.7 million) for property, plant and equipment (capital works) as a result of reduced capital grants largely related to landslip remediation works partially offset by reduced net proceeds from investments as surplus funds are expended for these projects.

4.4.3 Net cash flows provided by/used in financing activities

The movement from forecasted net outflows in 2022/23 to net inflows in 2023/24 of \$2.2 million compared to 2022/23 is mainly the result of the projected drawdown of previously approved borrowings of \$5.0 million for the Moe Rail Precinct Revitalisation Stage 2 and Kernot Hall refurbishment projects. This is partially offset by associated increased outflows for loan principal and interest payments and increased lease repayment costs as a result of new leases for gym equipment entered in the second half of 2022/23.

2023/24 Budget Capital Works Program

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2023/24 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast Actual 2022/23 \$'000	Budget 2023/24 \$'000	Change	
			\$'000	%
Property	12,454	11,286	(1,168)	(9.4%)
Plant and equipment	5,139	2,760	(2,379)	(46.3%)
Infrastructure	46,856	29,710	(17,146)	(36.6%)
Total	64,449	43,756	(20,693)	(32.1%)

	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Property	11,286	6,080	3,706	1,500	-	4,890	-	4,896	1,500
Plant and equipment	2,760	15	2,745	-	-	-	-	2,760	-
Infrastructure	29,710	6,949	15,181	7,580	-	5,150	-	21,060	3,500
Total	43,756	13,044	21,632	9,080	-	10,040	-	28,716	5,000

2023/24 Budget Capital Works Program

Capital works program

For the year ending 30 June 2024

4.5.2 Current Budget

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources				
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000	
PROPERTY										
Buildings										
Building Component Renewal Program	3,365	-	3,365	-	-	-	-	3,365	-	-
Bus Shelter	15	-	15	-	-	-	-	15	-	-
Latrobe Leisure Maintenance and Upgrade Program	326	-	326	-	-	-	-	326	-	-
Total Buildings	3,706	-	3,706	-	-	-	-	3,706	-	-
TOTAL PROPERTY	3,706	-	3,706	-	-	-	-	3,706	-	-
PLANT AND EQUIPMENT										
Plant, Machinery and Equipment										
Plant Replacement Program	1,110	-	1,110	-	-	-	-	1,110	-	-
Fleet Replacement Program	935	-	935	-	-	-	-	935	-	-
Latrobe Leisure Equipment Replacement Program	50	-	50	-	-	-	-	50	-	-
Total Plant, Machinery and Equipment	2,095	-	2,095	-	-	-	-	2,095	-	-
Fixtures, Fittings and Furniture										
Office Furniture & Equipment Replacement Program	50	-	50	-	-	-	-	50	-	-
Total Fixtures, Fittings and Furniture	50	-	50	-	-	-	-	50	-	-
Computers and Telecommunications										
IT Equipment Replacement Program	600	-	600	-	-	-	-	600	-	-
Total Computers and Telecommunications	600	-	600	-	-	-	-	600	-	-
Artworks										
Artwork Acquisitions	15	15	-	-	-	-	-	15	-	-
Total Artworks	15	15	-	-	-	-	-	15	-	-
TOTAL PLANT AND EQUIPMENT	2,760	15	2,745	-	-	-	-	2,760	-	-

2023/24 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
INFRASTRUCTURE									
Roads									
Gravel Road Resheet Program	975	-	975	-	-	-	-	975	-
Local Road Reseal Program	3,054	-	3,054	-	-	-	-	3,054	-
Road Rehabilitation Program	8,576	-	8,576	-	-	1,700	-	6,876	-
Sealing of Gravel Roads - Special Charge Scheme Projects	150	-	-	150	-	-	-	150	-
Landfill Access Road renewal	200	-	200	-	-	-	-	200	-
Construction of CFA & Garbage Truck turn-arounds	50	-	-	50	-	-	-	50	-
Total Roads	13,005	-	12,805	200	-	1,700	-	11,305	-
Bridges									
Bridge and Culverts component renewal Program	150	-	150	-	-	-	-	150	-
Total Bridges	150	-	150	-	-	-	-	150	-
Footpaths and Cycleways									
Footpath Replacement Program	1,045	-	1,045	-	-	-	-	1,045	-
Gravel Path Renewal Project	50	-	50	-	-	-	-	50	-
Total Footpaths and Cycleways	1,095	-	1,095	-	-	-	-	1,095	-

2023/24 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Drainage									
Minor Drainage Upgrade	75	-	75	-	-	-	-	75	-
Piped Systems Enhancement & Stormwater Quality Improvement	800	-	-	800	-	-	-	800	-
Stormwater Outfall Upgrade	60	-	-	60	-	-	-	60	-
Wetlands & Retention Structure Renewal Program	288	-	288	-	-	-	-	288	-
Total Drainage	1,223	-	363	860	-	-	-	1,223	-
Waste Management									
Landfill Cell development	500	-	500	-	-	-	-	500	-
Total Waste Management	500	-	500	-	-	-	-	500	-
Parks, Open Space and Streetscapes									
Retaining Wall Renewal Program	75	-	75	-	-	-	-	75	-
Total Parks, Open Space and Streetscapes	75	-	75	-	-	-	-	75	-
Off Street Car Parks									
Reconstruction and Rehabilitation	193	-	193	-	-	-	-	193	-
Sealing Unsealed Off Street Carparks	545	-	-	545	-	-	-	545	-
Total Off Street Car Parks	738	-	193	545	-	-	-	738	-
TOTAL INFRASTRUCTURE	16,786	-	15,181	1,605	-	1,700	-	15,086	-
TOTAL NEW CAPITAL WORKS FOR 2023/24	23,252	15	21,632	1,605	-	1,700	-	21,552	-

2023/24 Budget Capital Works Program

4.5.3 Works carried forward from the 2022/23 year

Capital Works Area	Asset expenditure type					Summary of funding sources			
	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
PROPERTY									
Buildings									
Kernot Hall Refurbishment	1,500	-	-	1,500	-	-	-	-	1,500
New Energy Projects Solar power generation installations	1,190	1,190	-	-	-	-	-	1,190	-
Multi Use Pavilion Traralgon Rec Res (Flood Recovery)	2,010	2,010	-	-	-	2,010	-	-	-
Indoor Multi Sports Hall, Glenview Park Traralgon (Flood Recovery)	2,880	2,880	-	-	-	2,880	-	-	-
Total Buildings	7,580	6,080	-	1,500	-	4,890	-	1,190	1,500
TOTAL PROPERTY	7,580	6,080	-	1,500	-	4,890	-	1,190	1,500
INFRASTRUCTURE									
Parks, Open Space and Streetscapes									
Moe Rail Precinct Revitalisation Stage 2	3,500	3,500	-	-	-	-	-	-	3,500
Street Lighting Upgrade to LED	1,125	-	-	1,125	-	-	-	1,125	-
Total Parks, Open Space and Streetscapes	4,625	3,500	-	1,125	-	-	-	1,125	3,500
Off Street Car Parks									
Regional Car Parks Fund – Main Works Package	1,008	1,008	-	-	-	1,008	-	-	-
Total Off Street Car Parks	1,008	1,008	-	-	-	1,008	-	-	-
Roads									
Roads Upgrades (DCP Projects)	4,850	-	-	4,850	-	-	-	4,850	-
Total Roads	4,850	-	-	4,850	-	-	-	4,850	-
Other Infrastructure									
Gippsland Logistics Precinct	2,441	2,441	-	-	-	2,441	-	-	-
Total Other Infrastructure	2,441	2,441	-	-	-	2,441	-	-	-
TOTAL INFRASTRUCTURE	12,924	6,949	-	5,975	-	3,449	-	5,975	3,500
TOTAL CARRIED FWD WORKS FROM 2022/23	20,504	13,029	-	7,475	-	8,339	-	7,165	5,000
TOTAL CAPITAL WORKS	43,756	13,044	21,632	9,080	-	10,040	-	28,716	5,000

2023/24 Budget Capital Works Program

4.6 CAPITAL WORKS (OPERATING)

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

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

4.6.1 Current Budget

PROPERTY

Buildings

Demolition of Dilapidated Council Buildings	270	-	-	-	-	-	-	270	-
Total Buildings	270	-	-	-	-	-	-	270	-
TOTAL PROPERTY	270	-	-	-	-	-	-	270	-

INFRASTRUCTURE

Footpaths and Cycleways

Path New & Upgrade (DCP & Intertown Network)	60	-	-	-	-	-	-	60	-
Total Footpaths and Cycleways	60	-	-	-	-	-	-	60	-

Roads

New Traffic Signs Projects	10	-	-	-	-	-	-	10	-
New Linemarking Projects	15	-	-	-	-	-	-	15	-
Pram Crossing upgrade to DDA compliance	10	-	-	-	-	-	-	10	-
Traffic Calming New Installations	18	-	-	-	-	-	-	18	-
Traffic & Pedestrian Safety New installations	15	-	-	-	-	-	-	15	-
Total Roads	68	-	-	-	-	-	-	68	-

2023/24 Budget Capital Works Program										
Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources				
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000	
Public Lighting										
New Street Lights installations	45	-	-	-	-	-	-	45	-	-
Public Lighting & Flagpole Replacement Program	20	-	-	-	-	-	-	20	-	-
Total Public Lighting	65	-	-	-	-	-	-	65	-	-
Off Street Car Parks										
Upgrade to DDA compliance	15	-	-	-	-	-	-	15	-	-
Total Off Street Car Parks	15	-	-	-	-	-	-	15	-	-
Waste Management										
Transfer Station Upgrades	100	-	-	-	-	-	-	100	-	-
Landfill Rehabilitation	1,150	-	-	-	-	-	-	1,150	-	-
Total Waste Management	1,250	-	-	-	-	-	-	1,250	-	-
Recreational, Leisure and Community Facilities										
Hard Court Renewal	200	-	-	-	-	-	-	200	-	-
Ovals Renewal	90	-	-	-	-	-	-	90	-	-
Sports Fences Renewal	100	-	-	-	-	-	-	100	-	-
Total Recreational, Leisure and Community Facilities	390	-	-	-	-	-	-	390	-	-
Other Infrastructure										
Fire Hydrants	10	-	-	-	-	-	-	10	-	-
Total Other	10	-	-	-	-	-	-	10	-	-
TOTAL INFRASTRUCTURE	1,858	-	-	-	-	-	-	1,858	-	-
TOTAL CAPITAL WORKS (OPERATING)	2,128	-	-	-	-	-	-	2,128	-	-
TOTAL CAPITAL WORKS PROGRAM FOR 2023/24	45,884	13,044	21,632	9,080	-	10,040	-	30,844	5,000	-

**2023/24 Budget
Capital Works Program**

**Summary of Planned Capital Works Expenditure
For the years ended 30 June 2025, 2026 & 2027**

2024/25	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Buildings	3,895	0	3,895	0	0	3,895	0	0	3,895	0
Total Buildings	3,895	0	3,895	0	0	3,895	0	0	3,895	0
Total Property	3,895	0	3,895	0	0	3,895	0	0	3,895	0
Plant and Equipment										
Plant, machinery and equipment	2,266	0	2,266	0	0	2,266	0	0	2,266	0
Fixtures, fittings and furniture	54	0	54	0	0	54	0	0	54	0
Computers and telecommunications	649	0	649	0	0	649	0	0	649	0
Artworks	16	16	0	0	0	16	0	0	16	0
Total Plant and Equipment	2,985	16	2,969	0	0	0	0	0	2,985	0
Infrastructure										
Roads	13,113	16	12,894	0	203	13,113	1,700	0	11,413	0
Bridges	527	0	527	0	0	527	0	0	527	0
Footpaths and cycleways	1,111	324	787	0	0	1,111	0	0	1,111	0
Drainage	1,300	0	370	0	930	1,300	0	0	1,300	0
Recreational, leisure and community facilities	409	0	409	0	0	409	0	0	409	0
Waste management	2,163	0	2,163	0	0	2,163	0	0	2,163	0
Parks, open space and streetscapes	483	0	483	0	0	483	0	0	483	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	293	0	263	0	30	293	0	0	293	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	19,399	340	17,896	0	1,163	19,399	1,700	0	17,699	0
Total Capital Works Expenditure	26,279	356	24,760	0	1,163	26,279	1,700	0	24,579	0

**2023/24 Budget
Capital Works Program**

2025/26	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Buildings	4,337	0	4,337	0	0	4,337	0	0	4,337	0
Total Buildings	4,337	0	4,337	0	0	4,337	0	0	4,337	0
Total Property	4,337	0	4,337	0	0	4,337	0	0	4,337	0
Plant and Equipment										
Plant, machinery and equipment	2,357	0	2,357	0	0	2,357	0	0	2,357	0
Fixtures, fittings and furniture	56	0	56	0	0	56	0	0	56	0
Computers and telecommunications	675	0	675	0	0	675	0	0	675	0
Artworks	17	17	0	0	0	17	0	0	17	0
Total Plant and Equipment	3,105	17	3,088	0	0	3,105	0	0	3,105	0
Infrastructure										
Roads	13,949	17	13,723	0	209	13,949	1,700	0	12,249	0
Bridges	559	0	559	0	0	559	0	0	559	0
Footpaths and cycleways	1,202	335	867	0	0	1,202	0	0	1,202	0
Drainage	1,379	0	412	0	967	1,379	0	0	1,379	0
Recreational, leisure and community facilities	434	0	434	0	0	434	0	0	434	0
Waste management	562	0	562	0	0	562	0	0	562	0
Parks, open space and streetscapes	503	0	503	0	0	503	0	0	503	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	310	0	282	0	28	310	0	0	310	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	18,898	352	17,342	0	1,204	18,898	1,700	0	17,198	0
Total Capital Works Expenditure	26,340	369	24,767	0	1,204	26,340	1,700	0	24,640	0

**2023/24 Budget
Capital Works Program**

2026/27	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Buildings	4,513	0	4,513	0	0	4,513	0	0	4,513	0
Total Buildings	4,513	0	4,513	0	0	4,513	0	0	4,513	0
Total Property	4,513	0	4,513	0	0	4,513	0	0	4,513	0
Plant and Equipment										
Plant, machinery and equipment	2,451	0	2,451	0	0	2,451	0	0	2,451	0
Fixtures, fittings and furniture	58	0	58	0	0	58	0	0	58	0
Computers and telecommunications	702	0	702	0	0	702	0	0	702	0
Artworks	18	18	0	0	0	18	0	0	18	0
Total Plant and Equipment	3,229	18	3,211	0	0	3,229	0	0	3,229	0
Infrastructure										
Roads	14,137	18	13,899	0	220	14,136	1,700	0	12,436	0
Bridges	593	0	593	0	0	593	0	0	593	0
Footpaths and cycleways	1,497	351	1,146	0	0	1,498	0	0	1,498	0
Drainage	1,655	0	649	0	1,006	1,655	0	0	1,655	0
Recreational, leisure and community facilities	461	0	461	0	0	461	0	0	461	0
Waste management	585	0	585	0	0	585	0	0	585	0
Parks, open space and streetscapes	523	0	523	0	0	523	0	0	523	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	330	0	296	0	34	330	0	0	330	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	19,781	369	18,152	0	1,260	19,781	1,700	0	18,081	0
Total Capital Works Expenditure	27,523	387	25,876	0	1,260	27,523	1,700	0	25,823	0

2023/24 Budget Financial Performance Indicators

5a. Targeted performance indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted performance indicators - Service

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	+/-
Governance									
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	52	55	56	57	58	59	+
Roads									
Sealed local roads below the intervention level	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	n/a	97.0%	95.0%	95.0%	95.0%	95.0%	-
Statutory Planning									
Planning applications decided within the relevant required time	Number of planning application decisions made within the relevant required time / Number of decisions made	3	n/a	90.0%	92.0%	92.9%	93.9%	94.8%	+
Waste Management									
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	50.2%	53.0%	53.0%	53.5%	54.1%	54.6%	+

2023/24 Budget Financial Performance Indicators

Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	+/-
Liquidity									
Working Capital	Current assets / current liabilities	5	259.5%	237.5%	225.6%	211.9%	226.6%	239.9%	+
Obligations									
Asset renewal	Asset renewal and upgrade expense / asset depreciation	6	85.0%	168.2%	91.1%	75.5%	74.3%	76.2%	-
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	7	57.5%	65.9%	66.9%	67.2%	67.5%	67.8%	+
Efficiency									
Expenditure level	Total expenses / no. of property assessments	8	\$ 3,896	\$ 3,837	\$3,547	\$ 3,636	\$ 3,726	\$ 3,815	+

2023/24 Budget Financial Performance Indicators

5b. Financial performance indicators

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

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	+/-
Operating Position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	9	(4.0%)	(13.3%)	(2.7%)	(2.0%)	(1.2%)	(0.5%)	+
Liquidity									
Unrestricted Cash	Unrestricted cash / current liabilities	10	7.6%	(22.8%)	(20.5%)	(18.3%)	(20.0%)	(20.5%)	-
Obligations									
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue	11	17.9%	17.2%	19.3%	16.0%	9.7%	6.9%	-
Loans & Borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		2.1%	2.1%	3.1%	3.0%	6.1%	2.6%	-
Indebtedness	Non-current liabilities / own source revenue		26.0%	26.0%	27.5%	20.0%	18.0%	15.1%	-
Stability									
Rates effort	Rate revenue / property values (CIV)	12	0.6%	0.5%	0.4%	0.5%	0.5%	0.5%	+
Efficiency									
Revenue level	Total General rates and Municipal charges / No. of property assessments	13	\$1,601	\$1,613	\$1,681	\$1,736	\$1,793	\$1,852	-

Key to Forecast Trend:

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

2023/24 Budget Financial Performance Indicators

Notes to indicators

1. Satisfaction with community consultation and engagement

Latrobe City Council are in the process of implementing their new engagement tool (Engagement HQ) which will allow a more targeted and proactive approach to engagement. Community members will be able to register and indicate their interests for future engagement.

2. Sealed local roads below the intervention level

Latrobe City Council has been high performing in this area previously and is aiming to exceed 95% year on year, which is consistent with our Road Asset Modelling.

3. Planning applications decided within the relevant required time

Latrobe City Council is working to recruit and fill vacant senior roles within the team and also grow and retain existing staff, which will result in improvements for this measure.

4. Kerbside collection waste diverted from landfill

Introduction of new kerbside collection and processing contracts that will be focused on waste & recycling education to ensure the community understands their obligations towards recycling and waste minimisation should result in improvement in this measure.

5. Working Capital

Working capital is targeted to remain relatively stable with between 2.1 to 2.4 dollars of current assets for every dollar of current liabilities projected over the four year period.

6. Asset renewal

Asset renewal and upgrade expenditure has been boosted in 2023 and 2024 due to government grants, borrowings and funding carried forward from previous years. The reduction in the ratio in future years is symbolic of the increased depreciation costs associated with over \$100M of new infrastructure assets predominately funded by State and Commonwealth Government grants. Council's largest asset class, roads, is expected to be maintained around 100%, however other classes such as drainage, which is renewed only on a reactive basis, and buildings which are often reliant on government funding for major renewal and upgrade works are forecasted to remain below 100%.

7. Rates concentration

This ratio is expected to remain at around 67% over the target period, Council will continue to investigate options to increase other sources of income to try to reduce reliance on rates income.

8. Expenditure level

Expenditure per property assessment is targeted to increase by around 2.5% per annum over the forecast period. This is well below than the projected CPI of 4% p.a.

5b

9. Adjusted underlying result

Council's underlying deficit is trending towards a return to surplus in future years. The results are forecasted to remain in deficit mainly due to restrictions on Council's ability to increase revenue and uplifts in depreciation expenses resulting from the recent construction of major new infrastructure. e.g. Gippsland Regional Aquatic Facility (GRAC) and the Gippsland Performing Arts Centre (GPAC).

10. Unrestricted Cash

Unrestricted cash is expected to remain fairly stable between negative 18% and 21% over the projected period. This ratio is in negative as Council invests most of its surplus cash in financial assets and thereby maintains a relatively small cash balance compared to the size of restricted amounts such as unspent grants, trust funds and statutory reserves. These investments are timed to mature when the cash will be required.

11. Debt compared to rates

These ratios are all projected to decrease over the four year period due to no new borrowings being projected over this period, at the same time some existing loans will be fully repaid.

12. Rates effort

This ratio is expected to remain at 0.5% over the forecasted period with a minor increase from 0.4% in 2023/24 due an increase in property valuations expected in that year.

13. Revenue level

This ratio is expected to increase over the target period in line with expected rate cap increases of 4% pa

2023/24 Fees & Charges



Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Asset Protection			
Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage information			
Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage information	.	217.00	226.00
Asset Protection Fee for Vehicle Crossing Works			
Vehicle Crossing Works	.	106.00	110.00
Asset Protection Fees			
Road Openings	Provision of traffic management	196.50	205.00
Road Openings	No traffic management required	100.00	104.00
Occupation of Parking Bays	Per bay per day	50.50	53.00
Road Occupations	Provision of traffic management	199.00	207.00
Road Occupations	No traffic management required	98.00	102.00
Building Site Asset Inspections - < \$15,000	Excluding all Reblocking, Urban Front Fencing & Demolitions	No Charge	No Charge
Building Site Asset Inspections - > \$15,000	Including all Reblocking, Urban Front Fencing & Demolitions	196.50	268.00
Asset Protection Fees for Service Installations in Areas by Parties Other Than Utilities or Their Agents			
Road Length less than 100m	.	199.00	207.00
Each additional 100m of Road Length	.	106.00	111.00
Asset Protection Penalty for Infringement Notice as Specified in Section 19 of Local Law No.3			
.	Set by Statute (State Government)	2.00 fee units	2.00 fee units
Charge for Restoration of Road Openings in Urban and Rural Areas			
.	Actual cost, plus 10% of the actual cost, to cover administration expenses	Actual Cost + 10%	Actual Cost + 10%
Enquiries - Legal Point of Discharge or Drainage Information			
Urban Areas	Set by Statute (State Government)	9.77 fee units	9.77 fee units

NA = Not Available
 POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Fees for Utilities and Their Agents for Applications Under Section 7 to the Road Management Act 2004			
Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	45.00 fee units	45.00 fee units
Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	25.00 fee units	25.00 fee units
Minor works conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	11.00 fee units	11.00 fee units
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	5.00 fee units	5.00 fee units
Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	20.00 fee units	20.00 fee units
Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	5.00 fee units	5.00 fee units
Minor works conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	11.00 fee units	11.00 fee units
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	5.00 fee units	5.00 fee units
Parking Headworks			
Parking Headworks Charge as Defined in Clause 11 of the Vehicle Crossing Policy.	.	3,650.00	3,800.00
Security Bonds as Specified in Local Law No.3			
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Residential Building Site - Corner allotment, adjacent footpaths	1,530.00	1,530.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Residential Building Site - Multiple units, adjacent footpaths	2,040.00	2,040.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Industrial Building Site	2,550.00	2,550.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Commercial Building Site	5,355.00	5,355.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Multiple Building Sites - Builders with a 12 month Satisfactory Performance Record	10,710.00	10,710.00
Cost of Works < \$15,000 Excludes Reblocking, Residential Front Fences & Demolition Works	Rural, Residential, Industrial and Commercial Building Sites for Builders with a 12 month Satisfactory Performance Record.	No Charge	No Charge
Cost of Works < \$15,000 Excludes Reblocking, Residential Front Fences & Demolition Works	Rural, Residential, Industrial and Commercial Building Sites for Builders with an Unsatisfactory Performance Record.	510.00	510.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Rural Building Site	510.00	510.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Residential Building Site - No adjacent footpaths	510.00	510.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Residential Building Site - With adjacent footpaths	1,020.00	1,020.00
Security Deposit as Detailed in Clause 10 of the Vehicle Crossing Policy			
Security Deposit	.	1,500.00	1,560.00

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Building Services			
Building Certificates			
Building Certificate	Per certificate - 3.19 fee units	3.19 fee units	3.19 fee units
Building File Search Fee			
Building File Search Fee	Per Request	NA	120.00
Building Permit Lodgement Fees			
Building Permit Lodgement Fee	Per lodgement - 8.23 fee units	8.23 fee units	8.23 fee units
Building Permits			
Up to \$10,000	Each permit	850.00	850.00
\$10,001 to \$100,000	Each permit	750.00	750.00
\$100,001 to \$1,000,000	Each permit	1,250.00	1,250.00
Greater than \$1,000,000	Each permit	3,000.00	3,000.00
Permit Time Extensions and Inspections for Lapsed Permits			
Permit Time Extensions and Inspections for Lapsed Permits	Minimum	160.00	160.00
Pool Registration Fees			
Registration Fee	2.15 fee units	2.15 fee units	2.15 fee units
Pool History Search Fee	3.19 fee units	3.19 fee units	3.19 fee units
Certificate of Compliance lodgement fee	1.38 fee units	1.38 fee units	1.38 fee units
Certificate of Non-Compliance lodgement fee	26 fee units	26.00 fee units	26.00 fee units
Report and Consent			
First	19.61 fee units	19.61 fee units	19.61 fee units
Additional	50% cost of First Report and Consent	50% of above	50% of above
Temporary Structure Siting Approvals	Treated as a Report and Consent	19.61 fee units	19.61 fee units
Pope - Occupancy Permits	Treated as a Report and Consent	19.61 fee units	19.61 fee units
Demolition	5.75 fee units	5.75 fee units	5.75 fee units
Swimming Pool Inspection Fees			
Certificate of compliance where a non-compliance certificate has not been issued	Each	500.00	500.00
Certificate of compliance where a non-compliance certificate has been issued	Each	100.00	100.00

NA = Not Available
 POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Community Halls			
Churchill Community Hall			
Commercial Hire	Base Rate 4 Hours	95.00	90.00
Commercial - Cleaning Charge	Cost Recovery + 10%	80.00	Cost Recovery + 10%
Community Hire	Base Rate 4 Hours	55.00	55.00
Community - Cleaning Charge	Cost recovery	55.00	Cost Recovery
Kernot Hall - Commercial Hire			
Whole Hall	Per Hour (Minimum 5 hours) (includes 2 staff and standard cleaning)	NA	300.00
Cleaning Charge	Cost Recovery + 10%	500.00	Cost Recovery + 10%
Kitchen Usage	In addition to hall booking	300.00	300.00
Audio & Lighting Technician	Per hour/per staff member (3 hour minimum)	NA	75.00
FOH/Usher	Per hour/per staff member (3 hour minimum)	NA	75.00
Kernot Hall - Community Hire			
Whole Hall	Per Hour (Minimum 5 hours) (includes 2 staff and standard cleaning)	NA	150.00
Cleaning Charge	Cost recovery	250.00	Cost recovery
Kitchen Usage	In addition to hall booking	150.00	150.00
Audio & Lighting Technician	Per hour/per staff member (3 hour minimum)	NA	60.00
FOH/Usher	Per hour/per staff member (3 hour minimum)	NA	60.00
Moe Town Hall			
Commercial Hire	Base Rate 4 Hours	95.00	90.00
Commercial - Cleaning Charge	Cost recovery + 10%	80.00	Cost recovery + 10%
Community Hire	Base Rate 4 Hours	55.00	55.00
Community - Cleaning Charge	Cost recovery	55.00	Cost Recovery
Newborough Hall			
Commercial Hire	Base Rate 4 Hours	95.00	90.00
Commercial - Cleaning Charge	Cost recovery + 10%	80.00	Cost recovery + 10%
Community Hire	Base Rate 4 Hours	55.00	55.00
Community - Cleaning Charge	Cost recovery	55.00	Cost recovery
Regular Hire - Community			
Quarterly Access Fee	All venues except Kernot Hall & Soundshell	550.00	600.00

NA = Not Available
 POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Sound Shell			
Commercial Hire	Per Day	510.00	500.00
Commercial - Technical Support	Per Hour (Minimum 3 hours, Per person per hour)	NA	75.00
Commercial - Cleaning Charge	Cost recovery + 10%	NA	Cost recovery + 10%
Community Hire	Per Standard Day	No Charge	No Charge
Community - Technical Support	Per Hour (Minimum 3 hours, Per person per hour)	NA	60.00
Community - Cleaning Charge	Cost recovery	Cost recovery	Cost recovery
Traralgon East Community Centre			
Commercial Hire	Base Rate 4 Hours	95.00	90.00
Commercial - Cleaning Charge	Cost recovery + 10%	80.00	Cost recovery + 10%
Community Hire	Base Rate 4 Hours	55.00	55.00
Community - Cleaning Charge	Cost recovery	55.00	Cost recovery
Traralgon South Hall			
Commercial Hire	Base Rate 4 Hours	95.00	90.00
Commercial - Cleaning Charge	Cost recovery + 10%	80.00	Cost recovery + 10%
Community Hire	Base Rate 4 Hours	55.00	55.00
Community - Cleaning Charge	Cost recovery	55.00	Cost recovery
Traralgon Town Hall (Non Theatrical)			
Community Hire - Rehearsal	2 Hours	No Charge	No Charge
Family & Children's Services			
Early Learning Centres			
Full Time Care	5 full days/child/week.	500.00	550.00
Full Day Care	Per day	105.00	120.00
Half Day Care	Per half day	70.00	81.00
Holding Fee	100% Per place	100%	100%
After Kinder Care	Hourly	17.00	19.50
Meeting Rooms (Moe PLACE, Churchill Hub)			
Meeting Room - Community Groups	Per hour	No Charge	No Charge
Meeting Room - Commercial	Per hour	27.50	29.00
Meeting Room - Commercial	Per Day	165.20	172.00
Moe PLACE Basketball Stadium			
Court Hire - General	Per hour	52.00	54.00
Half Court Hire - General	Per hour	27.00	28.00
Court Hire - Schools	Per hour	42.00	44.00
Half Court Hire - Schools	Per hour	21.50	23.00
Court Hire	Per Day (9am - 6pm)	226.00	236.00

NA = Not Available

POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Moe PLACE Community Kitchen			
Kitchen Hire	Per hour	15.00	16.00
Kitchen Hire	Per day	54.00	56.00
Moe PLACE Vacation Care			
Full Day Care	Per day	80.00	100.00
Family Health			
Nurse			
Attend Corporate Sessions	Per nurse per hour	64.90	67.50
Vaccinations Purchases			
Hep B	Per dose.	33.20	34.60
Twinrix	Per dose.	113.10	117.70
Flu	Per dose.	26.00	26.00
Meningococcal C	Per dose.	116.60	121.30
Hep A	Per dose.	101.80	105.90
Boostrix	Per dose.	53.90	56.10
Gardasil	Per dose.	174.20	181.20
Gippsland Performing Arts Centre and Little Theatre			
Commercial Hire - Additional Labour			
Theatre Technician	Per hour (3 hr minimum)	NA	75.00
FOH/Usher	Per hour (3 hr minimum)	NA	75.00
Commercial Hire - Functions & Events			
Conference Rooms	Base Rate 4 Hours	400.00	400.00
Meeting Room	Base Rate 4 Hours	250.00	200.00
Outdoor Event	Base Rate 8 Hours	1,600.00	1,600.00
Outdoor Event - Additional Hour	Per Hour	200.00	200.00
Commercial Hire - Theatrical			
GPAC Theatre	Base Rate 5 Hours	3,500.00	3,500.00
Little Theatre/Town Hall	Base Rate 5 Hours	2,500.00	1,000.00
Ticketing Fee	Per ticket	NA	4.00
Ticketing Fee	Per complimentary ticket	NA	2.00
Credit Card Fees	1.5% Credit Card and EFTPOS	NA	1.50%
Dark Day	Per day	NA	500.00
GPAC - Additional Hours	Per Hour, includes 1x FOH staff and 1x Technician	NA	350.00
Additional Equipment Hire	POA - Price on Application	NA	POA
Merchandise Sales	15% of gross sales	NA	15%

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Community Hire - Additional Labour			
Technicians	Per hour (3 hr minimum)	NA	60.00
FOH/Usher	Per hour (3 hr minimum)	NA	60.00
Community Hire - Functions & Events			
Conference Rooms	Base Rate 4 Hours	200.00	200.00
Meeting Room	Base Rate 4 Hours	140.00	100.00
Outdoor Event	Base Rate 8 Hours (includes 2 staff)	880.00	800.00
Outdoor Event - Additional Hour	Per Hour	110.00	110.00
Community Hire - Theatrical			
GPAC Theatre	Base Rate 5 Hours (includes 1 FOH and 1 Technician)	2,500.00	1,250.00
Little Theatre/Town Hall	Base Rate 5 Hours (includes 1 staff member)	1,500.00	400.00
Ticketing Fee	Per ticket	NA	2.50
Ticketing Fee	Per complimentary ticket	NA	1.00
Credit Card Fees	1.5% Credit Card and EFTPOS	NA	1.50%
Dark Day	Per day	NA	500.00
GPAC Theatre - Additional Hours	Per hour (includes 1 FOH and 1 Technician)	NA	250.00
Additional Equipment Hire	POA - Price on Application	NA	POA
Governance			
Community Public/Products Liability Insurance			
Part A - Venue/Facility Hirers	Per hire (up to 52 times per year)	16.50	17.50
Part B - Performers/Stallholders/Artists/Street Stallholders/Buskers/Tutors and Instructors	Per hire (up to 52 times per year)	37.00	39.00
Freedom of Information			
Application Fee	Per application	2.00 Fee Units	2.00 Fee Units
Search Charge	Per hour	1.50 fee units	1.50 fee units
Supervision Charges -	Per hour	1.50 fee units	1.50 fee units
Photocopy Charges	Per side - A4 Black and White	0.30	0.20

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Gippsland Regional Aquatic Centre (GRAC)			
Birthday Parties			
Catered - includes hosts, slides, games & catering options	Minimum 10 people - Price on Application	POA	POA
BYO Food - includes host, slides & games	Minimum 10 people, additional person \$20 pp	180.00	200.00
Facility Hire			
Whole Day Carnival	9am to 5pm (including 50m pool, 25m outdoor pool, AOE/competition room meeting room)	1,500.00	1,560.00
Dedicated Water Slide Hire	2 hours minimum / per hour	100.00	104.00
Meeting Room Hire	1 hour minimum / per hour	30.00	31.50
Group Fitness Class	Per group / per hour	130.00	135.00
Group Fitness Class - Additional Instructor	Per hour	60.00	62.50
Spa, Sauna, Steam Room			
Adult	16 years and over	12.70	13.20
Concession	Pension, Seniors & Health Care	9.60	10.00
Waterslides - Weekdays			
Adult	Per session	9.70	10.10
Concession	Per session	7.20	7.50
Child	Per session	6.80	7.10
Waterslides - Weekends			
Adult	Per session	12.20	12.70
Concession	Per session	9.20	9.60
Child	Per session	8.80	9.20
WIBIT (Inflatable)			
Participant	*special conditions	8.00	8.30
Assisting Adult	*special conditions	4.00	4.20

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Health Services			
Additional Inspection Fees			
Food Act - Class 1 (Full Time)	Per Inspection	250.00	260.00
Food Act - Class 2A (Full Time)	Per Inspection	200.00	210.00
Food Act - Class 2B (Part Time)	Per Inspection	185.00	195.00
Food Act - Class 3A (Full Time)	Per Inspection	180.00	190.00
Food Act - Class 3B (Part Time)	Per Inspection	130.00	135.00
Public Health & Wellbeing Act - Additional Inspections	Per Inspection	150.00	160.00
Caravan Parks and Movable Homes			
Residential Tenancies	1-25 sites	17.00 fee units	17.00 fee units
Residential Tenancies	26-50 sites	34.00 fee units	34.00 fee units
Residential Tenancies	51-100 sites	68.00 fee units	68.00 fee units
Residential Tenancies	101-150 sites	68.00 fee units	68.00 fee units
Commercial Accommodation			
New Registration	Includes motels and hostels	650.00	680.00
Annual Renewal	Includes motels and hostels	570.00	595.00
Commercial Food Premises			
Class 1 (Full Time) - New	e.g. Hospitals, Nursing Homes, Childcare Centres	790.00	825.00
Class 1 (Full Time) - Renewal	e.g. Hospitals, Nursing Homes, Childcare Centres	725.00	755.00
Class 2A (Full Time) - New	e.g. Restaurants , Fast Food, Deli's	740.00	770.00
Class 2A (Full Time) - Renewal	e.g. Restaurants , Fast Food, Deli's	685.00	715.00
Class 2A (Full Time) - New	e.g. Supermarkets, Large Manufacturers	1,455.00	1,520.00
Class 2A (Full Time) - Renewal	e.g. Supermarkets, Large Manufacturers	1,175.00	1,410.00
Class 2B (Part Time) - New	Minimal unpacked potential hazardous foods	500.00	520.00
Class 2B (Part Time) - Renewal	Minimal unpacked potential hazardous foods	450.00	470.00
Class 3A Supermarket - New	Large scale supermarket selling packaged potentially hazardous foods	1,200.00	1,250.00
Class 3A Supermarket - Renewal	Large scale supermarket selling packaged potentially hazardous foods	900.00	1,150.00
Class 3A (Full Time) - New	Minimal unpacked potential hazardous foods	440.00	460.00
Class 3A (Full Time) - Renewal	Minimal unpacked potential hazardous foods	380.00	400.00
Class 3A (Full Time) - New	Water Carters	190.00	200.00
Class 3A (Full Time) - Renewal	Water Carters	160.00	170.00
Class 3B (Part Time) - New	Food is secondary activity (e.g. B&B)	285.00	300.00
Class 3B (Part Time) - Renewal	Food is secondary activity (e.g. B&B)	265.00	275.00
Class 3C (Full Time) - New	Food is secondary activity (e.g. B&B)	215.00	225.00
Class 3C (Full Time) - Renewal	Food is secondary activity (e.g. B&B)	215.00	200.00
Class 4 Low Risk Packaged - New	e.g. Liquor Outlets, Video Stores, Newsagents, Pharmacies etc.	Exempt	Exempt
Once off Short Term	Temporary food stall - major events	270.00	280.00

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Food & Water Sample Administration Fee			
Sample administration fee	2nd non compliant follow up	220.00	230.00
Private water supply sample	Per sample + Analyst Fee	215.00	225.00
Health Premises			
New Premises Registration	Fulltime Hairdressing & Low Risk Beauty (eyelash tinting, spray tans, makeup)	560.00	585.00
New Premises Registration	Fulltime Beauty Treatments- (eye lash extensions, waxing, facials)	560.00	585.00
New Premises Registration	Part Time (less than 3 days) - Beauty Treatments (eye lash extensions, waxing, facials)	380.00	395.00
New Premises Registration	Part Time (less than 3 days) - Hairdressing & Low Risk Beauty (eyelash tinting, spray tans, makeup)	260.00	270.00
New Premises Registration	Fulltime Skin Penetration/Colonic - High Risk	560.00	585.00
New Premises Registration	Ear-Piercing Single Use - Medium Risk	315.00	330.00
Renewal Premises Registration	Beauty Treatments - Part-time (3 days or less) - (eye lash extensions, waxing, facials)	320.00	335.00
Renewal Premises Registration	Comm Skin Penetration/Colonic - High Risk	560.00	585.00
Renewal Premises Registration	Ear-Piercing Single Use - Medium Risk	210.00	220.00
Renewal Premises Registration	Beauty Treatments - Fulltime- (eye lash extensions, waxing, facials)	480.00	500.00
Renting chair in another premises - New Registration	Skin Penetration (incl tattooing, waxing body, body piercing) 1-2 days per venue	350.00	365.00
Renting chair in another premises - New Registration	Part Time (less than 3 days per venue) - Hairdressing & Low Risk Beauty (eyelash tinting, spray tans, makeup)	260.00	270.00
Renting chair in another premises - New Registration	Fulltime Hairdressing & Low Risk Beauty (eyelash tinting, spray tans, makeup)	560.00	585.00
Renting chair in another premises - Renewal	Skin Penetration (incl tattooing, waxing body, body piercing) 1-2 days per venue	320.00	335.00
Plan Approval/Establishment of New Business			
Food Act Premises	Per premise	460.00	480.00
Public Health and Wellbeing Act Premises	Pre premise	250.00	260.00
Septic Tanks - New Installations			
Regulation 196(1)(b), (2) All System Types Inspections	48.88 fee units - first two inspections included	48.88 fee units	48.88 fee units
	In excess of two - per inspection	150.00	160.00
Regulation 196(1)(b), (2) Alteration - Major	48.88 fee units	48.88 fee units	48.88 fee units
Regulation 196(1)(a), (2) Alteration - Minor	37.25 fee units	37.25 fee units	37.25 fee units
Search Fee	.	75.00	80.00
Conveyancing Enquiry	.	295.00	310.00
Extension to Septic Tank Application - Amend a Permit Regulation 198	More than two years old	158.00	165.00
Septic Tank Report & Consent	Each	295.00	310.00
Additional Fixtures - Minor Alteration Regulation 16(1)(a), (3)	37.25 fee units	37.25 fee units	37.25 fee units
Regulation 200	Renew a permit - 8.31 fee units	8.31 fee units	8.31 fee units
Regulation 197	Transfer a permit - 9.93 fee units	9.93 fee units	9.93 fee units

NA = Not Available

POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Transfer or Registration			
Public Health and Wellbeing Act	Per transfer or registration	200.00	210.00
Residential Tenancies Act	Per transfer or registration - 5 fee units	5.00 fee units	5.00 fee units
Food Act	Pre-purchase fee for existing business	200.00	210.00
Latrobe City Traffic School			
Educational Group			
Hire of Traffic School	Per hour	44.00	46.00
Hire of Hand Cranked Tricycles			
With responsibility for repair or replacement of damaged unit	Per bike/day	3.00	3.00
Mobile Bike Education Trailer			
Hire of bike trailer (Deposit \$200)	Per day	37.00	39.00
Private Groups			
Hire of Traffic School	Per hour	69.00	72.00
Latrobe Regional Airport			
Airport Annual Licence Fees			
Recreational	Per annum	159.00	166.00
Light Commercial	Per annum	785.00	817.00
Commercial	Per annum	1,572.00	1,635.00
AVDATA Movement Charges			
AVDATA movement charges	Per tonne / per movement	12.00	12.50
Latrobe Regional Gallery			
Function and Event Hire			
Function and Event Hire	Quote based on staffing and catering requirements - Price on Application	POA	POA
Latrobe Regional Gallery - Meeting Room 1			
Commercial Rental	Full Day (10am - 4pm)	350.00	364.00
Commercial Rental	Evenings/Weekends	250.00	260.00
Community Rental	Half Days (4 hours)	No Charge	No Charge
Community Rental	Full Day (10am - 4pm)	No Charge	No Charge
Community Rental	Evening (After 5pm)	150.00	156.00

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Latrobe Regional Gallery - Meeting Room 2			
Commercial Rental	Full Day (10am - 4pm)	350.00	364.00
Commercial Rental	Evenings/Weekends	250.00	260.00
Community Rental	Half Days (4 hours)	No Charge	No Charge
Community Rental	Full Day (10am - 4pm)	No Charge	No Charge
Community Rental	Evening (After 5pm)	150.00	156.00
Latrobe Regional Gallery- Studio Workshop - Commercial			
Rental	Weekday - Full Day (10am - 4pm)	350.00	364.00
Rental	Evening (After 5pm)	400.00	416.00
Rental	Weekend - Full Day (10am - 4pm)	400.00	416.00
Latrobe Regional Gallery - Studio Workshop - Community			
Rental	Weekday - Full Day (10am - 4pm)	No Charge	No Charge
Rental	Evening (After 5pm)	150.00	156.00
Rental	Weekend - Full Day (10am - 4pm)	No Charge	No Charge
Leisure Facilities			
Athletic and Cycling Track			
School.	Per student	3.40	3.60
Club Hire.	Per hour.	48.40	50.40
Other/Athletic Carnival.	Full day 9am – 3pm.	588.90	612.50
Cycling / Athletic Club Hire of Bike/ Aths Track.	Per annum / seasonal agreement	1,033.00	1,075.00
Bronze Membership			
Non Concession	Fortnightly via direct debit	23.50	24.50
Concession	Fortnightly via direct debit	17.60	18.30
Off-Peak (Mon-Fri 11am -3pm & Weekends - excl Pub Hols)	Fortnightly via direct debit	14.00	14.60
Corporate Membership			
20+ People	Discounts off fixed term memberships only	20%	20%

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Fitness Program			
Group Fitness	Per class	13.70	14.30
Concession	Pension, Seniors & Health Care Card	10.30	10.70
Personal Training	1/2 Hour	38.70	40.30
Personal Training	1 Hour	67.50	70.20
Personal Training	Additional person per 1/2 hour	19.00	20.00
Personal Training	Additional person per 1 hour	33.00	34.40
Casual Gym	Per person	16.60	17.30
Casual Concession Gym	Pension, Seniors & Health Care Card holders	12.50	13.00
Youth Fit	Class for specific ages	9.20	9.60
Life Fit	Per class	6.90	7.20
Fitness Room Hire			
Hire.	Per hour.	51.00	53.00
Gippsland Regional Cricket Centre (GRCC)			
Lane Hire	Per hour (up to 4 players)	40.70	42.30
Ball Machine Hire - includes lane, machine and balls	Per Hour - includes Lane Hire	51.90	51.90
Indoor Cricket	Per Participant Per Competition	12.00	12.00
School Clinic	Per Clinic (3 hours)	155.70	162.00
Parties	Per Party - 2 hrs (up to 10 people)	207.60	216.00
Meeting Room	Per Hour	30.50	31.50
Facility Hire	Full Facility per Day (8 hours)	1,587.30	1,587.30
GRCC outdoor net hire	Per net / per hour	39.00	41.00

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Gippsland Regional Indoor Sports Stadium (GRISS)			
GRISS Function room hire (includes kitchen)	Per hour	50.00	50.00
GRISS show court hire (includes 3 courts)	Per hour	243.00	253.00
Gold Membership			
Non Concession	Fortnightly via direct debit	34.50	35.90
Concession	Fortnightly via direct debit	25.80	26.90
Indoor Pool - Swim & Sauna (Churchill Only)			
Adult	Each Visit	9.90	10.30
Concession	Each Visit	7.40	7.70
After Entry/class	Each Visit	4.70	4.90
Indoor Pool – Swim Sauna & Spa			
Adult	Each Visit	11.30	11.80
Concession	Each Visit	8.50	8.90
After Entry/Class	Each Visit	5.70	6.00
Adult	Multipass x 10	102.00	106.10
Concession	Multipass x 10	76.10	79.20
Indoor Pool – Swims			
Concession	Pension, Seniors & Health Care Card	5.10	5.30
Family*	*As listed on Medicare Card	18.30	19.00
Schools	Per child	4.20	4.40
Children	4 years and under with adult swim.	No Charge	No Charge
Adult	16 years and over.	6.90	7.20
Child	Child 5–15 yrs & High School Student	4.90	5.10
Membership Administration Fee			
Upon Joining	Per membership	72.50	75.00
Other - Indoor Pools			
Lane Hire	Per Hour	50.00	52.00
Carnival Hire	Per Day 9am - 5pm	1,012.00	1,053.00
School Carnival Hire	Per Day 9am - 3pm	950.00	988.00
Wet Out of Hours - incl 1 Lifeguard plus 1 Duty Manager	Per hour plus entry fee	87.50	100.00
Carnival Hire - incl 1 Lifeguard plus 1 Duty Manager	Per hour	210.00	220.00
Other Charges			
First Aid Officer	Per hour (minimum 2 hours)	NA	60.00
Event Cleaning	Per hour (minimum 2 hours)	NA	45.00

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Silver Membership			
Non Concession	Fortnightly via direct debit	28.60	29.80
Concession (Aged Pension, Seniors Card or DSP recipients)	Fortnightly via direct debit	21.60	22.50
Off-Peak (Mon-Fri 11am -3pm & Weekends - excl Pub Hols)	Fortnightly via direct debit	17.10	17.80
Squash Courts			
Hire	Per hour.	15.90	16.00
Casual Visit	Per person / per hour. Not valid for bookings	5.00	5.00
Stadium			
Tournament Fee	Per court per day (9am - 5pm)	227.00	236.00
Dry Out of Hours Fee	Per hour (plus entry fee)	62.70	65.20
Meeting Room Hire	Per hour	30.60	31.00
Adult Competition	Per player per game	6.80	7.00
Concession Competition	High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card	5.00	5.20
Junior Competition (during junior competition times only)	Per player per game	4.90	5.10
Adult Training	Per player per session	4.70	4.90
Concession Training	High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card	3.90	4.10
Junior Training (0 - 17 years)	Per player per session	3.80	4.00
Schools	Per student	3.50	3.50
Court Hire - General	Per court per hour	52.00	54.00
Court Hire - Schools	Per court per hour	42.00	44.00
Swim Lesson - Private			
Swim Lesson - Private 1:1	Per 30min class, per person	40.70	42.40
Swim Lesson - Private 1:2	Per 30min class, per person	30.60	31.90
Swim Lesson - Private 1:3	Per 30min class, per person	24.90	25.90
Swim Lesson - Private - Concession			
Swim Lesson - Private 1:1 - Concession	Per 30min class, per person	30.50	31.80
Swim Lesson - Private 1:2 - Concession	Per 30min class, per person	23.00	24.00
Swim Lesson - Private 1:3 - Concession	Per 30min class, per person	18.70	19.50
Swim Lessons - Group			
Infants	Per Class - Supervision 1:8	13.90	14.50
Preschools	Per Class - Supervision 1:5	14.70	15.30
School Age	Per Class	15.40	16.00
Adult	Per Class	15.40	16.00
Transition/Lap It Up	Per Class	9.40	9.80
Swim Instructor	Per Instructor, Per Hour	61.20	63.70

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Swim Lessons - Group Concession 25% Discount			
Health Care Card - Infants	Per Class - Supervision 1:8	10.50	11.00
Health Care Card - Preschool	Per Class - Supervision 1:5	11.00	11.50
Health Care Card - School Age	Per Class	11.60	12.10
Health Care, Pension & Senior Card - Adult	Per Class	11.60	12.10
Visit Pass – Indoor pools			
Adult	Visits x 10	62.10	64.60
Child	Visits x 10	44.10	45.90
Concession	Visits x 10	45.90	47.80
Family	Visits x 10	163.80	170.40
Visit Pass - Group Fitness			
Adult	Visits x 10	122.80	127.70
Concession	Visits x 10	92.70	96.40
Youth Fit 13-15	Visits x 10	82.60	85.90
1/2 hr Personal Training	Visits x 10	348.00	380.30
1hr Personal Training	Visits x 10	608.00	631.80
Visit Pass - Gym			
Adult	Visits x 10	149.40	155.40
Concession	Visits x 10	111.80	116.30
Visit Pass Cards - Stadium			
Adult Stadium Competition	Visits x 10	61.20	63.00
Concession Competition	Visits x 10	45.00	46.80
Junior Competition	Visits x 10	44.10	45.90
Junior Training	Visits x 10	34.20	35.60
Adult Stadium Competition	Visits x 20	115.60	120.00
Concession Competition	Visits x 20	85.00	88.40
Junior Competition	Visits x 20	83.30	86.70
Junior Training	Visits x 20	64.60	67.20
Local Laws			
Animal Sales			
Cat Sale (including desexing fee)	Per animal	230.00	230.00
Dog Sale (including desexing fee)	Per animal	392.00	408.00
Dog or Cat Sale (already desexed)	Per animal	176.00	183.00

NA = Not Available
 POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Dog & Cat Infringements			
In accordance with Domestic Animal Act 1994	Penalties will be applied as per the Domestic Animal Act	TBA	TBA
Dog & Cat Registration Fees			
Full Registration	Per Animal	47.00	49.00
Pensioner Registration	Per Animal	23.50	24.50
Registration fee for fostered animal	Per Animal	8.00	8.50
Non-Desexed Dog Full Registration	Per Animal	132.00	137.00
Non-Desexed Dog Pensioner Concession	Per Animal	66.00	69.00
Domestic Animal Business	Per Annum	260.00	270.00
Domestic Animal Business - Animal	Per Animal	26.00	27.00
Dangerous, Menacing or Renewals only for Restricted Dog Breeds	Full registration per animal	215.00	224.00
Registration as Foster Carer (81/1994 Part 5B)	Per Animal	61.00	63.50
Livestock			
Pound Release Poultry and Miscellaneous small animals	Per animal	10.00	11.00
Food and keep fees	Per animal per day	29.00	30.00
Livestock Infringements	Penalties will be applied as per the Livestock Act	TBA	TBA
Livestock attendance for VicRoads	Per attendance	641.00	667.00
Pound Release Large (horse, cow, bull, etc)	Per animal	185.00	192.50
Pound Release Small (sheep, pig, goat, etc)	Per animal	100.00	104.00
Other Fees/Infringements			
Shopping Trolley Release Fee	Per trolley	185.00	193.00
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act - Immediate Tow Release Fee	Per vehicle, plus tow fee per vehicle if applicable	700.00	730.00
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act - Standard Tow Release Fee	Per vehicle, plus standard tow if applicable	371.00	386.00
Standard Towing Fee	Per vehicle per tow	208.00	220.00
Daily Storage Fee	Per vehicle per day	16.50	17.00
School Crossing Flags	Per set	94.00	98.00
Fire Hazard Infringement	Set by State Government- fee set after July 1 each year	TBA	TBA
Impound General (e.g. political signage, tents, or general items on Council Land)	Per item	104.00	108.00
Litter Infringement	Set by State Government- fee set after July 1 each year	TBA	TBA
Local Laws Permit	All Clauses otherwise specified	61.00	64.00
Temporary outdoor eating facilities	Per annum fee (inclusive of permit application fee) Consisting of up to 4 tables and a maximum of 12 chairs	156.00	162.00

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Other Fees/Infringements continued			
Temporary outdoor eating facilities over four tables and/or over 12 chairs	Per annum fee (inclusive of permit application fee) Consisting of over 4 tables and/or over 12 chairs	317.00	330.00
Roadside Trading Permit	Clause 82 - Local Law No 2	455.00	473.00
Caravan as Temporary Accommodation permit	Clause 142 - Local Law No 2 - incorporates 6mth permit application for Health permit to reside in a caravan	61.00	65.00
Administration Fee	Reconciliation and generation of an invoice to a property owner which has had force clear works completed by Council	86.00	90.00
Parking Infringements			
Parking Infringement	Infringement will be applied at maximum value, in accordance with the Road Safety Act	TBA	TBA
Pound Release Fees - Domestic Animals			
Dog or cat release (where owner is identifiable by Council)	Per animal plus other applicable charges	36.00	38.00
Dog or cat release (where owner is unidentifiable by Council)	Per animal plus other applicable charges	119.00	124.00
Miscellaneous Small Animal (Rabbit, Rodent, etc)	Per animal plus other applicable charges	10.00	10.50
Subsequent Release	Per animal plus other applicable charges	127.00	132.00
Food and keep fees	Per animal per day	18.50	19.00
Male dog desexing	Per animal	212.00	221.00
Female dog desexing	Per animal	360.00	375.00
Male cat desexing	Per animal	125.00	130.00
Female cat desexing	Per animal	229.00	238.00
Dog or cat microchipping	Per animal	64.00	67.00
Vaccination fee	Per animal	87.00	90.50
Vet Check fee	Per animal	62.00	65.00
Vet Report	Per animal	122.00	127.00
Outdoor Pools			
Competitions - School Swim Carnival Hire			
School Carnival Full Day (9am - 3pm)	Includes 1 Duty Manager	488.80	508.40
Other Carnival Full Day (9am - 3pm)	Weekends or Public Holidays	830.30	863.50
School Carnival Half Day (9am -12pm / 12pm - 3pm)	Mon - Fri	340.50	354.10
Extra Supervision Required - ratio 1:100 ratio	Per hour	60.00	62.40
Entry Fees			
Adult	16 years & over	5.20	5.40
Children/Student	Child 5 - 15 yrs & High School Student	4.10	4.30
Concession	Pension, Seniors & Health Care Card	4.30	4.50
Family	As listed on Medicare Card	15.20	15.80
Schools	Per child	4.10	4.30
Children	4 years and under with adult swim.	No Charge	No Charge

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Out of Advertised Operating Hours Hire			
Includes 1 Life Guard plus 1 Duty Manager	Per hour + entry fee per person	87.50	91.00
Season Passes (Multi-Venue)			
Single Adult Pass	16 years & over	104.80	109.00
Children/Student	Child 5 - 15 yrs & High School Student	79.10	82.30
Concession	Pension, Seniors & Health Care Card	81.80	85.10
Family	As listed on Medicare Card	254.30	264.50
Property and Legal			
Off Street Car Parks			
Seymour St Car Park (Traralgon) - Car park space leases	Per space per annum	1,329.00	1,385.00
Seymour St Car Park (Traralgon) - After Hours Call Out Fee	Per callout	Cost recovery	Cost recovery
Commercial Rd Car Park (Morwell) - Car park space leases	Per space per annum	895.00	940.00
Property and Legal			
Road Discontinuance/Closure & Sale of Land Application Fee	Per application	265.00	500.00
Replacement Permit Stickers			
Replacement Permit Sticker	First replacement in the financial year	No Charge	No Charge
Replacement Permit Sticker	Subsequent replacements in the same financial year	23.50	25.00
Property and Rates			
Property and Rates			
Re-issue of prior years Rates Notice (up to 7 years only)	Per copy	20.00	21.00
Dishonour Fee	Per dishonour occasion	NA	9.00

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Public Libraries			
Calico Library Bags			
New Member	Per bag	No Charge	No Charge
Additional/Replacement	Per bag	4.50	5.00
Damaged or Lost Items			
Replacement Cost	Minimum Charge	8.20	8.60
Beyond Repair - Magazine	Replacement cost plus processing fee	4.20	4.40
Talking Books	Replacement cost per CD	17.60	18.30
Events			
Author Talk (Special, Literary Festival, high profile) - Non Member	Per Event	31.00	32.00
Adult Workshops Library Member	Per Half Day	11.00	12.00
Adult Workshops Non Library Member	Per Half Day	16.00	18.00
Adult Workshops Library Member	Full Day	26.00	28.00
Adult Workshops Non Library Member	Full Day	31.00	34.00
Author Talk (standard)	Per Event	5.00	5.00
Author Talk (Special, Literary Festival, high profile) - Member	Per Event	26.00	27.00
Fees			
Replacement Cards.	Each	No Charge	No Charge
Inter Library Loan	Other Victorian Public Libraries;	4.00	Cost Recovery
Inter Library Loan	All Academic Institutions;	NA	Cost Recovery
Inter Library Loan	Interstate / International Loans.	NA	Cost Recovery
Laminating			
A4	Per sheet.	2.80	3.00
A3	Per sheet.	3.90	4.00
Library Meeting Room			
Community Group.	Per hour	No Charge	No Charge
Commercial.	Per hour	32.20	33.50
Commercial.	Full day – 10am-6pm.	155.70	162.00
Photocopying			
Black & White A4	Per side	0.30	0.20
Black & White A3	Per side	0.50	0.50
Colour Printing A4	Per side	0.80	0.80
Colour Printing A3	Per side	1.20	1.20
Research Fee			
Public Request.	Per half hour (charged in 30min blocks)	15.30	16.00
Commercial/Community Group Request.	Per half hour (charged in 30min blocks)	30.60	32.00

NA = Not Available

POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Sports Stadiums, Ground & Reserves			
Community Room Hire (Traralgon West Sports Complex Upstairs Pavilion , Traralgon Railway Reservoir Conservation Reserve Community Room, Latrobe City Synthetic Sports Field Upstairs Pavilion , Morwell Recreation Reserve East Pavilion, Ted Summerton Reserve Upstairs Pavilion, Morwell Centenary Rose Garden Wing, Lake Narracan Hovercraft Club Pavilion)			
User Groups	Per hour	No Charge	No Charge
Commercial Groups	Per hour	32.20	34.00
Additional Costs	Additional bins, cleaning & utility costs	Cost Recovery	Cost Recovery
Gippsland Sport and Entertainment Park			
Commercial Rate - Commission Charges	10% Percent of Gross Ticket Sales	10%	10%
Commercial Rate - Commission Charges	10% Percent of gross merchandise sales	10%	10%
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Hourly Hire (8am - 5pm) per hour	207.30	216.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Hourly Hire (5pm - midnight) per hour	415.80	433.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Day Hire (8am - 5pm)	647.80	674.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Night Hire (5pm - midnight)	1,290.40	1,342.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	All Day (8am - midnight)	1,938.20	2,016.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Additional costs	Cost Recovery	Cost Recovery
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Hourly Hire (8am - 5pm) per hour	319.60	333.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Hourly Hire (5pm - midnight) per hour	642.40	669.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Day Hire (8am - 5pm)	1,295.80	1,348.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Night Hire (5pm - midnight)	2,587.20	2,691.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	All Day (8am - midnight)	3,876.40	4,032.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Additional costs	Cost Recovery	Cost Recovery
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Hourly Hire (8am - 5pm) per hour	100.40	105.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Hourly Hire (5pm - midnight) per hour	203.00	211.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Day Hire (8am - 5pm)	321.80	335.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Night Hire (5pm - midnight)	632.80	659.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	All Day (8am - midnight)	949.30	988.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Additional costs	Cost Recovery	Cost Recovery
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Hourly Hire (8am - 5pm) per hour	159.80	167.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Hourly Hire (5pm - midnight) per hour	321.80	335.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Day Hire (8am - 5pm)	632.80	659.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Night Hire (5pm - midnight)	1,260.10	1,311.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	All Day (8am - midnight)	1,886.40	1,962.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Additional costs	Cost Recovery	Cost Recovery
Sporting Use - Day - Latrobe City Clubs & Groups	Per day session	130.60	136.00
Sporting Use - Day - Non Latrobe City Clubs & Groups	Per day session	191.10	199.00
Sporting Use - Day - Schools	Per day session	64.70	68.00
Sporting Use - Night - Latrobe City Clubs & Groups	Per night session	254.80	265.00
Sporting Use - Night - Non Latrobe City Clubs & Groups	Per night session	382.30	398.00
Sporting Use - Night - Schools	Per night session	129.50	135.00
Sundry Charges - Bar Hire - Commercial	Per bar / per session	382.30	398.00
Sundry Charges - Bar Hire - Community	Per bar / per session	191.10	199.00
Sundry Charges - External Public Address System Hire - Commercial	Per session	130.60	136.00
Sundry Charges - External Public Address System Hire - Community	Per session	63.70	67.00
Sundry Charges - Kiosk Hire - Commercial	Per Kiosk / per session	190.10	198.00
Sundry Charges - Kiosk Hire - Community	Per Kiosk / per session	95.00	99.00

POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Outdoor Netball Centres and Tennis Centres Courts			
Seasonal allocation - netball and tennis courts	Per court, per annum	110.10	115.00
Personal Trainers/Boot Camps/Sport Coaches			
All trainers/boot camp/coaches	Per month	57.30	60.00
Recreation Reserves and Pavilions			
Casual Use - Additional Costs	Additional bins, cleaning, utility costs	Cost Recovery	Cost Recovery
Casual Use - For Profit Groups Businesses and Sporting Groups	Per day	533.50	555.00
Casual Use - Latrobe City Schools	Per day	No Charge	No Charge
Casual Use - Latrobe City Sporting Clubs and Recreation/Community Groups	Per day	40.00	42.00
Casual Use - Non Latrobe City Sporting Clubs and Recreation/Community Groups	Per day	142.50	149.00
Pre-Season Facility Charge - Junior - Category A	Per month	NA	141.00
Pre-Season Facility Charge - Junior - Category B	Per month	NA	44.00
Pre-Season Facility Charge - Junior - Category C	Per month	NA	33.00
Pre-Season Facility Charge - Junior - Category Premier	Per month	NA	141.00
Pre-Season Facility Charge - Senior - Category A	Per month	NA	282.00
Pre-Season Facility Charge - Senior - Category B	Per month	NA	87.00
Pre-Season Facility Charge - Senior - Category C	Per month	NA	65.00
Pre-Season Facility Charge - Senior - Category Premier	Per month	NA	282.00
Season Facility Charge - Junior - Category A	Per six month allocation	1,665.00	1,723.00
Season Facility Charge - Junior - Category B	Per six month allocation	799.00	831.00
Season Facility Charge - Junior - Category C	Per six month allocation	213.80	223.00
Season Facility Charge - Junior - Category Premier	Per six month allocation	NA	1,723.00
Season Facility Charge - Senior - Category A	Per six month allocation	3,338.60	3,473.00
Season Facility Charge - Senior - Category B	Per six month allocation	1,321.70	1,375.00
Season Facility Charge - Senior - Category C	Per six month allocation	352.30	367.00
Season Facility Charge - Senior - Category Premier	Per six month allocation	NA	3,473.00
Synthetic Field / Pitch Hire			
Half Field - Casual Users	Per hour	32.40	34.00
Half Field - Lights	Per hour	23.00	24.00
Additional costs	Additional bins, cleaning & utility costs	Cost Recovery	Cost Recovery
Whole Field - Association / Club	Per season	Seasonal Licence	Seasonal Licence
Whole Field - Tournaments	Per day	325.00	338.00
Whole Field - Casual Use - Latrobe City Schools - no pavilion access	per day	NA	No Charge
Whole Field - Casual Users	Per hour	69.10	72.00
Whole Field - Lights	Per hour	29.20	31.00
Half Field - Tournaments	Per day	162.00	169.00

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Statutory Planning			
Administrative Charges			
Endorsed Plans: Plans to be endorsed under planning permit conditions	Statutory State Government Fees (per request)	22.00 fee units	22.00 fee units
Extend the expiry of a permit	Statutory State Government Fees (per permit)	22.00 fee units	22.00 fee units
Certificate of Compliance under Section 97N	Statutory State Government Fees - (per permit)	22.00 fee units	22.00 fee units
Where the planning scheme specifies that a matter must be done to the satisfaction of the responsible authority or municipality	Statutory State Government Fees (per response)	22.00 fee units	22.00 fee units
Secondary Consent	Per permit	325.60	340.00
For an agreement to proposal to amend or end an agreement under Section 173 of the Act	Statutory State Government Fees	44.50 fee units	44.50 fee units
Written Planning Advice Requests - Minor Application	Per response	95.00	95.00
Written Planning Advice Requests - Major Application	Per response	155.00	155.00
All Other Development			
Up to \$100,000 - Fee for permit application	Statutory State Government Fees	77.50 fee units	77.50 fee units
Up to \$100,000 - Fee to amend permit	Statutory State Government Fees	77.50 fee units	77.50 fee units
\$100,001 to \$1,000,000. - Fee for permit application	Statutory State Government Fees	104.50 fee units	104.50 fee units
\$100,001 to \$1,000,000. - Fee to amend permit	Statutory State Government Fees	104.50 fee units	104.50 fee units
\$1,000,001 to \$5,000,000 - Fee for permit application	Statutory State Government Fees	230.50 fee units	230.50 fee units
\$1,000,001 to \$5,000,000 - Fee to amend permit	Statutory State Government Fees	230.50 fee units	230.50 fee units
\$5,000,001 to \$15,000,000 - Fee for permit application	Statutory State Government Fees	587.50 fee units	587.50 fee units
\$5,000,001 to \$15,000,000 - Fee to amend permit	Statutory State Government Fees	230.50 fee units	230.50 fee units
\$15,000,001 to \$50,000,000 - Fee for permit application	Statutory State Government Fees	1732.50 fee units	1732.50 fee units
\$15,000,001 to \$50,000,000 - Fee to amend permit	Statutory State Government Fees	230.50 fee units	230.50 fee units
More than \$50,000,000 - Fee for permit application	Statutory State Government Fees	3894.00 fee units	3894.00 fee units
More than \$50,000,000 - Fee to amend permit	Statutory State Government Fees	230.50 fee units	230.50 fee units
Fees Under Regulation			
For certification of a plan of subdivision	Statutory State Government Fees	11.80 fee units	11.80 fee units
Alteration of a plan under section 10(2) of the Act	Statutory State Government Fees	7.50 fee units	7.50 fee units
Amendment/re-certification of a certified plan under section 11(1) of the Act	Statutory State Government Fees	9.50 fee units	9.50 fee units
Other			
A permit not otherwise provided for by - Fee for permit application	Statutory State Government Fees	89.00 fee units	89.00 fee units
A permit not otherwise provided for by - Fee to amend permit	Statutory State Government Fees	89.00 fee units	89.00 fee units

NA = Not Available
 POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Single dwelling			
Up to \$10,000 - Fee for permit	Statutory State Government Fees	13.50 fee units	13.50 fee units
Up to \$10,000 - Fee to amend permit	Statutory State Government Fees	13.50 fee units	13.50 fee units
\$10,001 to \$100,000 - Fee for permit	Statutory State Government Fees	42.50 fee units	42.50 fee units
\$10,001 to \$100,000 - Fee to amend permit	Statutory State Government Fees	42.50 fee units	42.50 fee units
\$100,001 to \$500,000 - Fee for permit	Statutory State Government Fees	87.00 fee units	87.00 fee units
\$100,001 to \$500,000 - Fee to amend permit	Statutory State Government Fees	87.00 fee units	87.00 fee units
\$500,001 to \$1,000,000 - Fee for permit	Statutory State Government Fees	94.00 fee units	94.00 fee units
\$500,001 to \$1,000,000 - Fee to amend permit	Statutory State Government Fees	94.00 fee units	94.00 fee units
\$1M to \$2M - Fee for permit	Statutory State Government Fees	101.00 fee units	101.00 fee units
\$1M to \$2M - Fee to amend permit	Statutory State Government Fees	94.00 fee units	94.00 fee units
Subdivision			
Subdivide an Existing Building - Fee for permit application	Statutory State Government Fees	89.00 fee units	89.00 fee units
Subdivide an Existing Building - Fee to amend permit	Statutory State Government Fees	89.00 fee units	89.00 fee units
Subdivide land into 2 lots - Fee for permit application	Statutory State Government Fees	89.00 fee units	89.00 fee units
Subdivide land into 2 lots - Fee to amend permit	Statutory State Government Fees	89.00 fee units	89.00 fee units
Realignment of a common boundary between 2 lots or to consolidate 2 lots or more	Statutory State Government Fees	89.00 fee units	89.00 fee units
Realignment of a common boundary between 2 lots or to consolidate 2 lots or more	Statutory State Government Fees	89.00 fee units	89.00 fee units
To subdivide land - Fee for permit application	Statutory State Government Fees (per 100 lots)	89.00 fee units per 100 lots	89.00 fee units per 100 lots
To subdivide land - Fee to amend permit	Statutory State Government Fees (per 100 lots)	89.00 fee units per 100 lots created	89.00 fee units per 100 lots created
To create, vary or remove a restriction within the meaning of the Subdivision Act 1998; or To create or remove a right of way; or To create, vary or remove an easement other than a right of way; or To vary or remove a condition in the nature of an easement other than a right of way in a Crown grant	Statutory State Government Fees	89.00 fee units	89.00 fee units
To create, vary or remove a restriction within the meaning of the Subdivision Act 1998; or To create or remove a right of way; or To create, vary or remove an easement other than a right of way; or To vary or remove a condition in the nature of an easement other than a right of way in a Crown grant	Statutory State Government Fees	89.00 fee units	89.00 fee units
Use - To propose a new use of land or to change the use of land			
Fee for Permit Application	Statutory State Government Fees	89.00 fee units	89.00 fee units
Fee to Amend Permit	Statutory State Government Fees	89.00 fee units	89.00 fee units
VicSmart			
Up to \$10,000 - Fee for permit application	Statutory State Government Fees	13.50 fee units	13.50 fee units
Up to \$10,000 - Fee to amend permit	Statutory State Government Fees	13.50 fee units	13.50 fee units
More than \$10,000 - Fee for permit application	Statutory State Government Fees	29.00 fee units	29.00 fee units
More than \$10,000 - Fee to amend permit	Statutory State Government Fees	29.00 fee units	29.00 fee units
Subdivide or Consolidate land - Fee for permit application	Statutory State Government Fees	13.50 fee units	13.50 fee units
Subdivide or Consolidate land - Fee to amend permit	Statutory State Government Fees	13.50 fee units	13.50 fee units

NA = Not Available
 POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Strategic Planning - Amendments to Planning Schemes			
20(4) Amendment			
For requesting the Minister to prepare an amendment to a planning scheme exempted from the requirements referred to in section 20(4) of the Act.	Statutory State Government Fees	270.00 fee units	270.00 fee units
20(A) Amendment			
For requesting the Minister to prepare an amendment to a planning scheme exempted from certain requirements prescribed under section 20A of the Act.	Statutory State Government Fees	65.00 fee units	65.00 fee units
96(A) Amendment			
Under section 96A(4)(a) of the Act: The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made. This relates to Stage 1 fees and planning permit application fees.	Statutory State Government Fees	Various	Various
Stage One			
Considering a request to amend the planning scheme; and Taking action required by Division 1 of Part 3 of the Planning and Environment Act of 1987; and Considering any submissions which do not seek a change to the amendment; and if applicable, abandoning the amendment in accordance with Section 28.	Statutory State Government Fees	206.00 fee units	206.00 fee units
Stage Two			
Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b), and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	Statutory State Government Fees 1-10 Submissions	1021.00 fee units	1021.00 fee units
Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b), and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	Statutory State Government Fees 11-20 Submissions	2040.00 fee units	2040.00 fee units
Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b), and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	Statutory State Government Fees 21+ Submissions	2727.00 Fee Units	2727.00 Fee Units
Stage Three			
Adopting the amendment or part of the amendment in accordance with Section 29; and Submitting the amendment for approval in accordance with Section 31.	Statutory State Government Fees	32.50 fee units	32.50 fee units

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Stage Four			
Considering a request to approve an amendment in accordance with Section 35; and Giving notice of approval of an amendment in accordance with Section 36.	Statutory State Government Fees	32.50 fee units	32.50 fee units
Administration Charges			
General written advice of planning scheme amendment histories.	Per hour - additional charges maybe payable depending on enquiry	67.00	95.00
Costs and expenses for a Planning Panel to be appointed, hear and consider submissions, and prepare a report under Part 8 of the Planning and Environment Act 1987.	Full fee recovery of government charges	Cost Recovery	Cost Recovery
Visitor Information Centre			
Photocopying and Printing			
Black and White A4	Per side	0.30	0.20
Colour A4	Per side	0.80	0.80
Waste Management - Landfill			
Clean Fill			
Clean Fill - Only if required at Landfill	Per tonne - including landfill levy	121.00	126.00
Hazardous Waste			
Asbestos - Domestic - Latrobe City Residents	Per m3	60.00	63.00
Asbestos - Domestic - Non Latrobe City Residents	Per 20kg package (2)	25.00	26.00
Category C contaminated soil (waste code N121)	Per tonne	270.00	281.00
Industrial Waste			
Synthetic Mineral Fibre Wrapped - Domestic	Per cubic metre (m3)	35.00	37.00
Plastic Bags for Packaging	Per bag	5.00	5.00
Putrescible Waste & Inert Waste			
Putrescible Waste & Inert Waste	Per tonne (excluding contractual arrangements) minimum charge 1 tonne	253.00	262.00

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Waste Management - Transfer Stations			
E-Waste (Electrical Items)			
All e-waste including Computers, monitors, TVs and peripherals	Endorsed in scope (per item)	6.50	6.50
.	Out of scope - small (per item)	6.50	6.50
.	Out of scope - large (per item)	8.50	8.50
General Heavy Waste			
Building, Demolition or Renovation Waste (Plaster, Cement Sheeting, Tiles on Backings)	Per m3	120.00	130.00
Large Items			
Large Cupboards.	HDL – 2.5m x 0.7m x 1.6m.	28.50	29.00
3 Seat Sofa.	.	26.00	27.00
Mattress or Base			
Single	Per item	20.50	24.00
Double/Queen/King	Per item	28.50	29.00
Medium Items			
Lounge Chairs.	Up to two	16.50	16.50
Small Cupboards.	HDL – 1.3m x 0.6m x 1.2m.	16.50	16.50
2 Seat Sofa.	Per item	16.50	16.50
Motor Oil Containers			
5 Litres and Under	Each	0.50	1.00
10 Litres to 20 Litres	Each	1.00	1.50
Other Waste Management			
Domestic Waste Card (2)	Per annum.	215.00	225.00
Synthetic Mineral Fibre (SMF) Plastic Bags	Each	4.90	4.90
Recyclable Goods - Free of Charge			
Recyclable Goods	.	No Charge	No Charge
Sedan/Wagon			
Disposal of waste	Seat up	14.50	15.50
.	Seat down	18.50	20.00

NA = Not Available
POA = Price on Application

Appendix A - Fees & Charges

Fee Name	Unit Of Measure	2022/23 Fee (GST inclusive if applicable)	2023/24 Fee (GST inclusive if applicable)
Single Axle Trailers			
Water line up to 1.8m Long	Height to 30cm	27.00	28.00
Water line up to 1.8m to 2.75m Long	Height to 30cm	35.00	36.00
Heaped up to 1.8m Long.	Height to 60cm	35.00	36.00
Heaped 1.8m to 2.75m Long.	Height to 60cm	51.00	52.00
Boxed up to 1.8m Long.	Height to 90cm	51.00	52.00
Boxed 1.8m to 2.75m Long.	Height to 90cm	82.00	85.00
Small Items			
Mobile Garbage Bin (wheelie bin).	Per item	7.00	7.50
Kitchen / Dining Chairs.	Up to three.	7.50	8.00
Stools.	Up to three.	7.50	8.00
Tandem Axle Trailers			
Water Line 2.75m to 3.75m Long.	Height to 30cm	56.00	56.50
Heaped 2.75m to 3.75m Long.	Height to 60cm	96.00	98.00
Boxed 2.75m to 3.75m Long.	Height to 90cm	132.50	135.00
Tyres			
Car and Motor Cycle.	per tyre	7.50	7.50
Light Truck & 4WD.	per tyre	15.50	15.50
Tyres on Rims			
Car.	per tyre	13.50	14.00
Light Truck and Fork Lifts.	per tyre	25.00	25.00
Utilities			
Water line up to 1.8m Long Tray	Height to 30cm	21.50	22.00
Water line over 1.8m Long Tray	Height to 30cm	33.00	35.00
Heaped up to 1.8m Long Tray	Height to 60cm	29.00	30.00
Heaped over 1.8m Long Tray	Height to 60cm	41.00	42.50

NA = Not Available
 POA = Price on Application

COUNCIL COMMITTEE MATTERS FOR CONSIDERATION

PURPOSE

To present information obtained as part of the review of Council Committees and seek a decision to give effect to the outcomes including updated Terms of Reference.

EXECUTIVE SUMMARY

- Council has appointed Councillors to various Committees to both support the community, provide an avenue for advice and to represent and advocate on behalf of the community.
- At the 06 February 2023 Council Meeting it was resolved to receive a report at a future Council meeting on current Committees and representation.
- Officers have undertaken a review of Council Committees to provide information on the status of each Committee and administrative actions required to bring applicable Committees into compliance with the *Local Government Act 2020* (LGA2020).

OFFICER'S RECOMMENDATION

That Council:

1. **Note the information presented in this report in response to the decision at the 06 February 2023 Council Meeting to receive a report reviewing the current Committees and representation;**
2. **Approve Attachment 1 as the endorsed list of Committees (Community Asset Committees, Statutory Committees, Council Committees and External Committees for participation) and the corresponding Councillor representatives and publish the list on Councils website;**
3. **Adopt the Terms of Reference at Attachment 2 for the following Council Committees that have been administratively updated for compliance with the *Local Government Act 2020*:**
 - a. **Centre for Australian Automotive Futures**
 - b. **Economic Development Advisory Committee**
 - c. **Latrobe City Council Rail Freight Working Group**
 - d. **Latrobe City International Relations Committee**
 - e. **Latrobe Regional Gallery Advisory Committee**
 - f. **Living Well Latrobe Governance Group**
 - g. **Road and Place Name Advisory Committee;**
4. **Request a further report reviewing the objectives, achievements and need for each of the Council Committees identified in Attachment 1 and identify options available to inform and progress the subject work of each Council Committee;**

- 5. Abolish the following Council Committees:**
 - a. Latrobe City Transition Taskforce**
 - b. War Memorials Advisory Committee;**
- 6. Note the following Committees were abolished by Council resolution at various times in the last 12 months and are no longer included in the endorsed list of Council Committees:**
 - a. Churchill & District Community Hub Advisory Committee**
 - b. Flynn Hall Project Reference Group**
 - c. Latrobe Creative Precinct Project Reference Group**
 - d. Morwell Recreation Reserve Project Reference Group;**
- 7. Note Councillor representatives are no longer be involved in the Regional Aboriginal Justice Advisory Committee or the Gippsland Climate Change Network; and**
- 8. Rescind the Council Committee Policy at Attachment 4.**

BACKGROUND

As part of the annual Councillor Appointments to Committee decision at the 06 February 2023 Council Meeting it was resolved to receive at a report at a future Council meeting reviewing of the current Committees and representation.

Officers have undertaken a high-level review in conjunction with finalising the project to bring applicable Committees into compliance with the *Local Government Act 2020* (LGA2020).

ANALYSIS

An overview of key information related to each current Committee is provided at Attachment 1.

Community Asset Committees

Council has 11 Community Asset Committees. These are governed by a Terms of Reference adopted by Council and a sub-delegation from the Chief Executive Officer. All Community Asset Committees are up to date and active.

Council Committees

There are 24 Council Committees on the attached spreadsheet which are recommended to be adopted as the endorsed list of current council committees. These are governed by a Terms of Reference adopted by Council. The review identified the following:

- 16 Committees are current, up to date and require no action.
- One Committee, the Brayakaulung Advisory Committee, is an active Committee and operates under an older Terms of Reference. Whilst these are not inconsistent with LGA2020, review is underway to align with best practice.
- Seven Committees require administrative updates to transition to the LGA2020 compliant Terms of Reference template. These are:
 - Centre for Australian Automotive Futures
 - Economic Development Advisory Committee
 - Latrobe City Council Rail Freight Working Group
 - Latrobe City International Relations Committee
 - Latrobe Regional Gallery Advisory Committee
 - Latrobe City Transition Taskforce
 - Living Well Latrobe Governance Group
 - Road and Place Name Advisory Committee
- Copies of these Terms of Reference are at Attachment 2. It is noted that the Committee specific content in each Terms of Reference did not change as the changes were administrative for compliance only.

- Two Committees (Latrobe City Transition Taskforce and War Memorials Advisory Committee) are not active and have out of date Terms of Reference, officers propose these be abolished (Terms of Reference are at Attachment 3). These Committees are discussed in detail below.
- In addition to the attached list, four Committees have previously been included in reporting however were abolished by Council resolution at various times in the last 12 months. These are:
 - Churchill & District Community Hub Advisory Committee
 - Flynn Hall Project Reference Group
 - Latrobe Creative Precinct PRG
 - Morwell Recreation Reserve PRG
- The review conducted high level enquiries as to the operations of each Council Committee. It is recommended a further report return to Council reviewing the objectives, achievements and need for each of the Council Committees identified in Attachment 1 and identify options available to inform and progress the subject work of each Committee.

Latrobe City Transition Taskforce

The Taskforce's role was to establish a governance structure that supports an open bipartisan dialogue with both the Victorian and Commonwealth Governments, the Opposition as well as industry, union, and community representatives to ensure a planned and structured transition for Latrobe City, supported by meaningful and well-targeted investments to create employment, and sustain and grow the region's economy.

Transition remains a high priority and focus for Council. Council has recently completed the 'Our Transition' Plan and is heavily engaged in the development of the LVA led Latrobe Valley and Gippsland Transition plan. The Commonwealth Government have recently announced the creation of a National Net Zero Authority. The Commonwealth have consulted with Council and coal fired power generation regions impacted regions across the Country. The new Net Zero Authority will:

1. Support workers in emissions-intensive sectors to access new employment, skills and support as the net zero transformation continues.
2. Coordinate programs and policies across government to support regions and communities to attract and take advantage of new clean energy industries and set those industries up for success.
3. Help investors and companies to engage with net zero transformation opportunities.

It is recommended that the Latrobe City Transition Taskforce be disbanded and that Officers continue to deliver on the actions identified in Our Transition, continue to engage in the development of the LVA Transition Plan, and work with the Net Zero

Authority. It is also recommended to write a letter to the five members that accepted the original invitation to be a part of the Latrobe Valley Transition Taskforce advising of the proposed direction. It is also noted that ongoing funding for the Latrobe Valley Authority was announced as part of the Victorian Governments recent budget announcements.

War Memorials Advisory Committee

It is recommended this committee is abolished. The primary objective of the Committee is to provide a forum for the Returned Services League (RSL) Sub-Branched in the municipality to ensure that commemoration services are conducted and memorials established and maintained in honour of those who served in the Australian defence forces. A Committee meeting has not been held since March 2021 and in the immediate years prior to that occurred at irregular intervals.

In the absence of Committee meetings, in recent years liaison work associated with ANZAC day and Remembrance Day is currently occurring via Mayoral and Council Support (in relation to Councillor attendance) and event permit/traffic management approval process. Officers consider that elements of the events related to Council have been appropriately supported.

The place naming advice can be captured as part of the road and place name register work commenced and underway.

With respect to maintenance of memorials, the applicable areas of Council would at the required times or on request provide advice or support.

External Committees and Associations

It is proposed to cease participation on Regional Aboriginal Justice Advisory Committee based on advice from the Committee organisers. Officers are looking to strengthen engagement with our aboriginal and first nations community, through the current Terms of Reference review of the Brayakaulung Advisory Committee.

Council should also note there is no longer a Latrobe City Board Representative on the Gippsland Climate Change Network however, Council remains involved in the work through the Gippsland Alliance for Climate Action. This is a local government specific climate organisation that aims to provide stronger advocacy capacity for the region and a more coordinated Gippsland approach to climate change and is auspiced by the Gippsland Climate Change Network of which we will remain a member.

Neither of these are included in the endorsed list of current council committees at Attachment 1.

Statutory Committees

Council also has two Statutory Committees which are up to date and current.

Establishment of Council Committee Policy

Council adopted an Establishment of Council Committee Policy in 2015. This is provided at Attachment 4. The policy was written in the context of the 1989 version of the Local Government Act. Officers have reviewed the policy content and considered the need for policy direction moving forward. Officers proposed to rescind the policy. The Policy largely set outs the type of Committees available to be utilised which is not in itself a policy direction. As was the case under the policy, creation, Terms of Reference, community membership appointments and Councillor appointments are subject to a Council decision. Advisory and Community Asset Committees are also government by standardised template documents. The need for policy guidance on this matter is not apparent nor a gap in the management of Committees.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Non-compliance with LGA2020 requirements	<p style="text-align: center;">Low <i>Unlikely x Minor</i></p>	Adoption of applicable terms of reference is proposed.
SERVICE DELIVERY AND STRATEGIC Suitable and compliant governing documents ensure Committees can operate effectively and meet community expectations	<p style="text-align: center;">Low <i>Unlikely x Minor</i></p>	Adoption of applicable terms of reference is proposed.

CONSULTATION

No public consultation is required. It is noted that there are no changes proposed to the content of Terms of Reference proposed to be updated, changes only relate to LGA2020 matters as opposed to Committee specific information.

COMMUNICATION

Any changes to adopted Terms of Reference or status of Committees will be communicated with members 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 will be involved with Committees and they are governed appropriately.

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 Committee's participation fall within existing budgets and duties.

Attachments

1. Committee summary for endorsement
2. Terms of Reference for Adoption
3. Terms of Reference for Abolished Committees
4. Establishment of Council Committee Policy

8.3

Council Committee Matters for Consideration

1	Committee summary for endorsement.....	393
2	Terms of Reference for Adoption.....	403
3	Terms of Reference for Abolished Committees.....	485
4	Establishment of Council Committee Policy.....	504

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Governing Document (adopted by whom)	Primary Function
Crinigan Bushland Reserve Community Asset Committee	Community Asset Committee	Two councillors	Cr Middlemiss (Chair)	Terms of Reference adopted by Council Sub-delegation Both sealed by CEO	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 Committee of Management	Community Asset Committee	Two councillors	Cr Gibson Cr Law	Terms of Reference adopted by Council Sub-delegation Both sealed by CEO	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
Ollerton Avenue Bushland Reserve Committee of Management	Community Asset Committee	Two councillors	Cr Gibson Cr Law	Terms of Reference adopted by Council Sub-delegation Both sealed by CEO	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
Baillie Reserve Tyers Community Asset Committee	Community Asset Committee	One Councillor	Cr Howe Cr Harriman (Alternate)	Terms of Reference adopted by Council Sub-delegation Both sealed by CEO	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
Calligree and Traralgon South Sporting Facilities Community Asset Committee	Community Asset Committee	One Councillor	Cr Howe	Terms of Reference adopted by Council Sub-delegation Both sealed by CEO	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
George Bates Reserve Community Asset Committee	Community Asset Committee	Up to two Councillors	Cr Lund Cr Middlemiss	Terms of Reference adopted by Council Sub-delegation Both sealed by CEO	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

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Governing Document (adopted by whom)	Primary Function
Lalrobe Regional Airport Board (Lalrobe Regional Airport Community Asset Committee)	Community Asset Committee	One Councillor	Cr Middlemiss (Chair) Cr Howe (Alternate)	Terms of Reference adopted by Council Sub-delegation. Both sealed by CEO	The purpose and role of the Board is to act as an agent of Lalrobe 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	Terms of Reference adopted by Council Sub-delegation. Both sealed by CEO	The purpose and role of the Committee is to act as an agent of Lalrobe 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
Monwell Centenary Rose Garden Community Asset Committee	Community Asset Committee	One Councillor	Cr Lund Cr Middlemiss (Alternate)	Terms of Reference adopted by Council Sub-delegation. Both sealed by CEO	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
Traralgon Railway Reservoir Conservation Reserve Community Asset Committee	Community Asset Committee	Up to three Councillors	Cr Clancey Cr Howe Cr Harriman	Terms of Reference adopted by Council Sub-delegation. Both sealed by CEO	The role of the Committee is to act as an agent of Lalrobe 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)	Terms of Reference adopted by Council Sub-delegation. Both sealed by CEO	The purpose and role of the Committee is to act as an agent of Lalrobe 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'Caighan (Chair) Cr Lund (Alternate)	Terms of Reference Adopted by Council	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.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Governing Document (adopted by whom)	Primary Function
Australia Day Advisory Committee	Council Committee	Two Councillors	Cr. Clancey (Co-Chair) Cr. Howe (Co-Chair)	Terms of Reference Adopted by Council	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	Cr. O'Callaghan Cr. Gibson	Terms of Reference	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
Centre for Australian Automotive Futures Committee (former Motorsports Complex Advisory Committee)	Council Committee	Two Councillors	Cr. Gibson Cr. Howe Cr. Middlemiss	Terms of Reference Adopted by Council	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 Cr. Gibson Cr. Middlemiss	Terms of Reference Adopted by Council	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.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Governing Document (adopted by whom)	Primary Function
Cultural Diversity Advisory Committee	Council Committee	Up to two Councillors	Cr Clancey Cr Howe	Terms of Reference Adopted by Council	<p>The Committee is established to:</p> <ul style="list-style-type: none"> To provide advice to Council on issues for people from culturally diverse backgrounds accessing information, services and facilities. To provide advice to Council on issues relating to cultural diversity within the Latrobe City community. To receive reports on progress of the development and implementation of the Latrobe City Cultural Diversity Action Plan. To review the Cultural Diversity Action Plan and make recommendations to Council. To promote cultural diversity within the Latrobe City community. 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)	Terms of Reference Adopted by Council	<p>The Committee is established to:</p> <ul style="list-style-type: none"> 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	Terms of Reference Adopted by Council	<p>2.3. The Committee is established to:</p> <ul style="list-style-type: none"> 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.
Hyland Highway Municipal Landfill Consultative Committee	Council Committee	Up to two Councillors	Cr Harriman Cr Howe	Terms of Reference Adopted by Council	<p>The Committee is established to:</p> <ul style="list-style-type: none"> 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.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Governing Document (adopted by whom)	Primary Function
Lake Narracan Advisory Committee	Council Committee	Up to two councillors	Cr Gibson Cr Law	Terms of Reference Adopted by Council	<p>The Committee is established to:</p> <ul style="list-style-type: none"> (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	Terms of Reference Adopted by Council	<p>The Committee is established to:</p> <ul style="list-style-type: none"> 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 two Councillors	Cr Law Cr Middlemiss Cr Gibson	Terms of Reference Adopted by Council	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Governing Document (adopted by whom)	Primary Function
Latrobe City International Relations Committee	Council Committee	Up to four Councillors	Cr Clancey (Chair) Cr Gibson Cr Harriman	Terms of Reference Adopted by Council	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 Cr Lund	Terms of Reference Adopted by Council	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.
Latrobe Tourism and Major Events Advisory Committee	Council Committee	Four Councillors (one from each Ward)	Cr Gibson Cr Harriman Cr Howe (Chair)	Terms of Reference Adopted by Council	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 (former MPHWP Internal Governance Group)	Council Committee	Five Councillors	Cr Clancey Cr Gibson Cr Lund Cr O'Callaghan (Chair)	Terms of Reference Adopted by Council	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)	Terms of Reference Adopted by Council	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.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Governing Document (adopted by whom)	Primary Function
Moe Southside Community Precinct Advisory Committee	Council Committee	Up to two Councillors	Cr Gibson Cr Law	Terms of Reference Adopted by Council	The Committee is established to: (a) share information between users ¹ 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.
Road and Place Name Advisory Committee	Council Committee	The Mayor and Up to three Councillors	Mayor (Chair) Cr Clancey Cr Harriman	Terms of Reference Adopted by LCC	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	Terms of Reference Adopted by Council	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 rebuilding of affected communities.
Sporting Hall of Fame Committee	Council Committee	Up to two Councillors	Cr O'Callaghan Cr Gibson	Terms of Reference Adopted by LCC	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.
Traralgon Flood Recovery Project Stage 1 - Project Reference Group	Council Committee	Up to three Councillors	Cr Howe (Chair) Cr Clancey Cr Harriman	Terms of Reference Adopted by LCC	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)	Terms of Reference Adopted by Council	The Committee is established to: (a) share information between other resident users ¹ 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.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Governing Document (adopted by whom)	Primary Function
Victory Park Precinct Advisory Committee	Council Committee	Up to two Councillors	Cr Clancey Cr Harriman	Terms of Reference Adopted by Council	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.
Rail Freight Alliance	External Committees and Associations		Cr Law Cr Middlemiss	N/A	The Rail Freight Alliance represents the Local Government Sector in Victoria and adjoining States in freight logistics interests connecting Victoria nationally and internationally
Resource Recovery Gippsland (formerly Gippsland Local Government Waste Forum)	External Committees and Associations		Cr Middlemiss Cr Lund (Alternate)	N/A	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.
Gippsland Reserve Committee of Management Inc. <i>(by invitation)</i>	External Committees and Associations		Cr Law Cr Gibson (Alternate)	N/A	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) Deputy Mayor Cr Ferguson Cr Gibson	Deed	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 <i>(ministerial appointment)</i>	External Committees and Associations		Cr Middlemiss - member until Dec 2023	N/A	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 Yalloburn Rail Trail Committee of Management	External Committees and Associations		Cr Gibson Cr Law	N/A	TBC
Municipal Association of Victoria (MAV) Representative	External Committees and Associations		Cr Gibson Cr Ferguson (Alternate)	N/A	The MAV is a membership association and the legislated peak body for local government in Victoria.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Governing Document (adopted by whom)	Primary Function
National Timber Councils Association	External Committees and Associations		Cr Harriman Cr Gibson (Alternate)	N/A	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	N/A	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.
Regional Capitals Australia	External Committees and Associations	via membership	Mayor	N/A	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	N/A	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	N/A	Reducing Road Trauma
South East Australian Transport Strategy (SEATS)	External Committees and Associations		Cr Middlemiss Cr Law (Alternate)	N/A	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.
Timber Towns Victoria	External Committees and Associations	Via membership and nomination	Cr Gibson Cr Harriman	N/A	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	N/A	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.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Governing Document (adopted by whom)	Primary Function
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	Council is required to establish a MEMPC Terms of Reference Under EM Act 2013	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)	Charter Adopted by Council	The Audit and Risk Committee's purpose is to support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit, and Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

Centre for Australian Automotive Futures Advisory Committee

Terms of Reference



June 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 Centre for Australian Automotive Futures Committee (hereinafter referred to as “the Committee”), is a formally appointed Advisory Committee of Latrobe City Council established for the purposes of providing advice to Council.
- 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 assist Council in determining the value of providing a motorsports complex to the community.
- 2.4. The Committee will carry out the following in order to achieve the objectives set:
 - 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.

2.4.7. Policy and Strategy Development

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

2.4.8. 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 four members, being:

- 3.1.1. Up to two Councillors;
- 3.1.2. a representative from the Confederation of Motorsport (CAMS); and
- 3.1.3. a representative of the Latrobe Valley Authority; and
- 3.1.4. 1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative.

Length of appointment

- 3.2. The Committee shall be in place for as long as Latrobe City Council sees fit, and the appointment of members shall be for a term as deemed appropriate by Council.
- 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 the 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.

Resignations

- 3.10. 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. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.5. Meetings of the Committee will be held monthly initially 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.

Meeting procedures

- 4.6. 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).
- 4.7. 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.

- 4.8. 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.

- 4.9. All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.10. A majority of the members constitutes a quorum.
- 4.11. 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

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

Minutes of the Meeting

- 4.13. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.
- 4.14. 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).
- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.



- 4.17. 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

- 4.18. 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.
- 4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20. 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



AGENDA

[Name] Advisory Committee

Meeting Day, XX Month Year

Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm

Location: (include specific meeting room and address)

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.	Reports/Items for Consideration <i>Matters being presented for discussion in accordance with the terms of reference</i>		
7.	General Business		
	• •	All	
8.	Next Meeting	Chair	



Appendix 2: Minutes Template

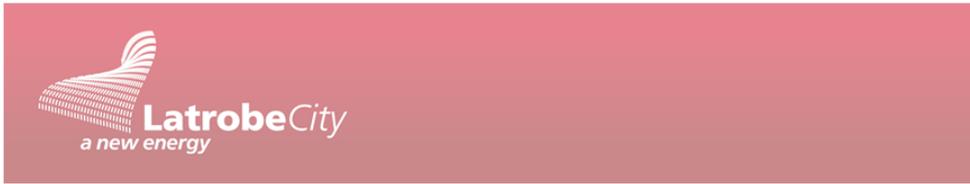


MINUTES [Name] Advisory Committee Minutes Meeting Day, XX Month Year Time Commenced: 00:00am/pm Finish Time: 00:00am/pm Location: (include specific meeting room and address) Meeting Chair: < Name >			
No.	Item	Responsible Person	Timeframe
1.	Present		
2.	Apologies		
3.	Interest Disclosures		
	Members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





4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p>		
6.	Items for Consideration		
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p> <p>3. Item Heading Action(s): •</p>		
7.	General Business		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p>		



	2. Item Heading Action(s): <ul style="list-style-type: none"> • 		
Next Meeting: <Provide details of the next meeting date, time and location>.			



Economic Development Advisory Committee

Terms of Reference



June 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 Economic Development Committee (hereinafter referred to as “the Committee”), is a formally appointed Advisory Committee of Latrobe City Council established for the purposes of providing advice to Council.
- 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. 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.

3. Membership

Composition of the Committee

- 3.1. The Committee shall comprise of 15 members, being:
 - 3.1.1. The Mayor and Deputy Mayor



- 3.1.2. Up to 12 representatives from sectors identified in Council's adopted Economic Development Strategy
- 3.1.3. 1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and
- 3.1.4. 3 Latrobe City Council Officers (Chief Executive Officer, General Manager Regional City Strategy and Transition and Manager Economic Investment and Transition).

Length of appointment

- 3.2. The Committee shall be in place for as long as Latrobe City Council sees fit, and the appointed sector representative members shall be for a term of three (3) years.
- 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.
- 3.5. The Chief Executive Officer is authorised to act on behalf of Council to facilitate the appointment process for sector representative members.
- 3.6. The Committee may fill any vacancies that occur within the determined period of appointment, subject to the approval of the Chief Executive Officer 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

- 3.7. 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

- 3.8. All Committee members are expected to attend each meeting.
- 3.9. 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.
- 3.10. 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.



Resignations

- 3.11. All resignations from members of the Committee are to be submitted in writing to the Chief Executive Officer, Latrobe City Council, PO Box 264, Morwell VIC 3840.

4. Proceedings

Chair

- 4.1. The Mayor shall Chair the meetings.
- 4.2. If the Mayor is unavailable he/she shall delegate to the Deputy Mayor 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. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.5. 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.

Meeting procedures

- 4.6. 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).
- 4.7. 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.
- 4.8. 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.

- 4.9. All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.10. A majority of the members constitutes a quorum.
- 4.11. 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

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

Minutes of the Meeting

- 4.13. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.
- 4.14. 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).
- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.17. 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

- 4.18. 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.
- 4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.



4.20. 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



AGENDA			
[Name] Advisory Committee			
Meeting Day, XX Month Year			
Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm			
Location: (include specific meeting room and address)			
AGENDA ITEMS			
No.	Item	Responsible Officer	Attachment
1.	Welcome & introduction	Chair	N/a
2.	Apologies	All	
3.	Declarations of Interest	All	
	<i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i>		
4.	Confirmation of Minutes		
	<i>Confirmation of the previous minutes of the meeting.</i>		
5.	Matters arising from previous meeting	All	
	<i>Review of action progress from previous meetings</i>		
6.	Reports/Items for Consideration		
	<i>Matters being presented for discussion in accordance with the terms of reference</i>		
	•		
	•		
7.	General Business		
	•		
	•	All	
8.	Next Meeting	Chair	



Appendix 2: Minutes Template



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





4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p>		
6.	Items for Consideration		
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p> <p>3. Item Heading Action(s): •</p>		
7.	General Business		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p>		





	2. Item Heading Action(s): <ul style="list-style-type: none">•		
Next Meeting: <Provide details of the next meeting date, time and location>.			



Latrobe City Council Rail Freight Working Group

Terms of Reference



05 June 2023



CONTENTS:

1. **Establishment of the Working Group**
2. **Objectives**
3. **Membership**
 - Composition of the Working Group
 - 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 Working Group and Duration of the Working Group**
6. **Authority and Compliance Requirements**



1. Establishment of the Working Group

- 1.1. The Latrobe City Council Rail Freight Working Group (hereinafter referred to as “the Working Group”), is a formally appointed Advisory Committee of Latrobe City Council established for the purposes of providing advice to Council.
- 1.2. The membership of this Working Group and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

2. Objectives

- 2.1. The Working Group’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 Working Group is an advisory committee only and has no delegated decision making authority.
- 2.3. The Working Group is established to provide guidance regarding the development of rail freight infrastructure in the City.
- 2.4. The Working Group 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.

3. Membership

Composition of the Working Group

- 3.1. The Working Group shall comprise of five members, being:
 - 3.1.1. Up to two Councillors



3.1.2. Three Latrobe City Council Officers.

Length of appointment

- 3.2. The Working Group shall be in place for as long as Latrobe City Council sees fit, and the appointment of members shall be for a term as deemed appropriate by Council.
- 3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current Working Group 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 Working Group.
- 3.5. The Working Group may fill any vacancies that occur within the determined year 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 Working Group may invite other individuals to participate in the proceedings of the Working Group on a regular or an occasional basis and including in the proceedings of any sub-groups formed.

Attendance at meetings

- 3.7. All Working Group 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.

Resignations

- 3.10. All resignations from members of the Working Group 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 Working Group to chair the meeting.

Meeting schedule

- 4.4. The Working Group will determine its meeting schedule and times for each of the meetings. The duration of each Working Group meeting should generally not exceed two hours.
- 4.5. Meetings of the Working Group will be held monthly initially or as may be deemed necessary by Latrobe City Council or the Working Group to fulfil the objectives of the Working Group. Special meetings may be held on an as-needs basis.

Meeting procedures

- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for Advisory Working Group provided (see appendix one for the agenda template).
- 4.7. 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 Working Group.
- 4.8. 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 Working Group, 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.
- 4.9. All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.10. A majority of the members constitutes a quorum.



- 4.11. If at any Working Group meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

Voting

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

Minutes of the Meeting

- 4.13. A Latrobe City Officer or authorised agent shall take the minutes of each Working Group meeting.
- 4.14. 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 Working Group (see appendix two for the minutes template).
- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all Working Group members, including alternative representatives.
- 4.17. A copy of the minutes shall be distributed to all Working Group members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

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

5. Review of Working Group and Duration of the Working Group

- 5.1. The Working Group 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 Working Group 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 Working Group members, management and any other stakeholders, as determined by Council.
 - 5.4. The review must consider:
 - 5.4.1. The Working Group's achievements;
 - 5.4.2. Whether there is a demonstrated need for the Working Group to continue; and
 - 5.4.3. Any other relevant matter.
- 6. Authority and Compliance Requirements**
- 6.1. The Working Group 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



AGENDA

[Name] Advisory Committee

Meeting Day, XX Month Year

Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm

Location: (include specific meeting room and address)

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.	Reports/Items for Consideration <i>Matters being presented for discussion in accordance with the terms of reference</i>		
7.	General Business • •	All	
8.	Next Meeting	Chair	



Appendix 2: Minutes Template



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





4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p>		
6.	Items for Consideration		
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p> <p>3. Item Heading Action(s): •</p>		
7.	General Business		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p>		





	2. Item Heading Action(s): <ul style="list-style-type: none">•		
Next Meeting: <Provide details of the next meeting date, time and location>.			



Latrobe City International Relations Advisory Committee *Terms of Reference*



June 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 Latrobe City International Relations Committee (hereinafter referred to as “the Committee”), is a formally appointed Advisory Committee of Latrobe City Council established for the purposes of providing advice to Council.
- 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. 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; and
 - 2.3.3. liaise where relevant with other Council committees on internal aspects of international relations
- 2.4. The Committee will carry out the following in order to achieve the objectives set:
 - 2.4.1. To provide advice and assistance with the development of a range of economic, cultural, sporting, educational, youth and exchange opportunities;
 - 2.4.2. To promote, through sister city and other international relationships, greater understanding between the communities of Latrobe City and the participating cities and, in doing so, contribute to the mutual welfare of all the communities involved;
 - 2.4.3. To advise Council of new international relationship opportunities;
 - 2.4.4. Increase community awareness and participation in the various aspects of the Australian Sister Cities networks;



- 2.4.5. In support of the Council, act as an advocate and channel of communication for the community and other stakeholders to enhance international relationships;
- 2.4.6. To engage with multicultural communities within Latrobe City to foster knowledge, understanding and co-operation;
- 2.4.7. Policy and Strategy Development
 - 2.4.7.1. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.
- 2.4.8. 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 21 members, being:
 - 3.1.1. Up to three Councillors;
 - 3.1.2. Up to nine of Community representatives appointed via expression of interest process;
 - 3.1.3. 1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and
 - 3.1.4. Latrobe City Council Officers:
 - 3.1.4.1. Manager Economic Investment and Attraction;
 - 3.1.4.2. Coordinator Business Development

Length of appointment

- 3.2. The Committee shall be in place for as long as Latrobe City Council sees fit, and the appointment of members shall be for a term as deemed appropriate by Council.
- 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.

Resignations

- 3.10. 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. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.5. Meetings of the Committee will be held monthly initially 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.



Meeting procedures

- 4.6. 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).
- 4.7. 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.
- 4.8. 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.
- 4.9. All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.10. A majority of the members constitutes a quorum.
- 4.11. 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

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

Minutes of the Meeting

- 4.13. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.
- 4.14. 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).



- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.17. 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

- 4.18. 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.
- 4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20. 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



AGENDA

[Name] Advisory Committee

Meeting Day, XX Month Year

Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm

Location: (include specific meeting room and address)

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.	Reports/Items for Consideration <i>Matters being presented for discussion in accordance with the terms of reference</i>		
7.	General Business • •	All	
8.	Next Meeting	Chair	



Appendix 2: Minutes Template



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





4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p>		
6.	Items for Consideration		
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p> <p>3. Item Heading Action(s): •</p>		
7.	General Business		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p>		





	2. Item Heading Action(s): <ul style="list-style-type: none">•		
Next Meeting: <Provide details of the next meeting date, time and location>.			



Latrobe Regional Gallery Advisory Committee

Terms of Reference



June 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 Latrobe Regional Gallery Advisory Committee (hereinafter referred to as “the Committee”), is a formally appointed Advisory Committee of Latrobe City Council established for the purposes of providing advice to Council.
- 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. 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.
- 2.4. The Committee will carry out the following in order to achieve the objectives set:
 - 2.4.1. Approve the acquisition of artworks into the Gallery collection, in accordance with the acquisitions policy, as follows: The Arts



Director/Senior Curator will recommend to the Committee the acquisition of artworks into the Gallery's permanent collection in accordance with the Collection Policy;

- 2.4.2. build partnerships which assist Latrobe Regional Gallery in presenting exhibitions and programs of note, which have local and national relevance;
- 2.4.3. build partnerships which support Latrobe Regional Gallery in the provision of high quality facilities;
- 2.4.4. receive and consider referred applications for public art proposals;
- 2.4.5. assist in the supplementation of Local, State and Federal Government income by securing funds for the Latrobe Regional Gallery from other (public and private sector) sources, for acquisitions and other special projects;
- 2.4.6. inform and provide feedback with regard to opportunities and challenges relevant to Latrobe Regional Gallery activities;
- 2.4.7. develop and promote community awareness of and participation in the Gallery and its programs, by promoting Latrobe Regional Gallery exhibitions and its associated education and public programs throughout the municipality;
- 2.4.8. be a part of the commissioning process of public work at Council's discretion, as per the Public Art Policy;
- 2.4.9. periodically review Council policy in relation to the Gallery, and to report to Council on items or areas which may impact on the successful operation of the Gallery and highest industry standards; and
- 2.4.10. provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.
- 2.4.11. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.
- 2.4.12. 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 nine members, being:
 - 3.1.1. Up to two Councillors;
 - 3.1.2. One representative from each of the following:
 - 3.1.2.1. Federation University
 - 3.1.2.2. ARC Yinnar
 - 3.1.2.3. Friends of the Gallery representative
 - 3.1.3. Up to two Community representatives appointed via expression of interest process that are skilled in the Arts;
 - 3.1.4. One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and
 - 3.1.5. Two Latrobe City Council Officers (being the work units Manager, Coordinator or Gallery Curator or equivalent job titles as established from time to time)

Length of appointment

- 3.2. The Committee shall be in place for as long as Latrobe City Council sees fit, and the appointment of members shall be for a term as deemed appropriate by Council.
- 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.

Sub-committees



- 3.7. The Committee shall appoint a Public Art Panel to assess proposals for public art and make recommendations to the Committee for submission to the Council for a final determination.
- 3.8. The Public Art Panel will be constituted and will operate within the Terms of Reference in Appendix 3 and must have regard to the Public Art Policy in making any assessment of a public art proposal.

Attendance at meetings

- 3.9. All Committee members are expected to attend each meeting.
- 3.10. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.11. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

Resignations

- 3.12. 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. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.5. Meetings of the Committee will be held monthly initially 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.



Meeting procedures

- 4.6. 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).
- 4.7. 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.
- 4.8. 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.
- 4.9. All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.10. A majority of the members constitutes a quorum.
- 4.11. 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

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

Minutes of the Meeting

- 4.13. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.
- 4.14. 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).

- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.17. 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

- 4.18. 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.
- 4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20. 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



AGENDA

[Name] Advisory Committee

Meeting Day, XX Month Year

Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm

Location: (include specific meeting room and address)

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.	Reports/Items for Consideration <i>Matters being presented for discussion in accordance with the terms of reference</i>		
7.	General Business • •	All	
8.	Next Meeting	Chair	



Appendix 2: Minutes Template



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





4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p>		
6.	Items for Consideration		
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p> <p>3. Item Heading Action(s): •</p>		
7.	General Business		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p>		





	2. Item Heading Action(s): <ul style="list-style-type: none">•		
Next Meeting: <Provide details of the next meeting date, time and location>.			





Appendix 3

Public Art Panel

Terms of Reference

Role of the Panel

1. The Public Art Panel will have regard to the requirements in the Public Art Policy 2018 and will consider and evaluate:
 - all temporary public arts projects from unsolicited and commissioned sources; and
 - all permanent public art works from unsolicited and commissioned sources.
2. The Public Art Panel may:
 - seek further information from the artist as required;
 - recommend rejection of the proposal when it does not meet the stated criteria in the Public Art Policy; and
 - make recommendations to the LRG Advisory Committee to accept or reject the proposal.
3. Composition of the Panel
 - 3.1. 3. The Public Art Panel will comprise of:
 - At least one Councillor;
 - Two Latrobe City Council Officers (being the work units Manager, Coordinator or Gallery Curator or equivalent job titles as established from time to time)
 - One other LRG Advisory Committee member.

Living Well Latrobe Governance Group

Terms of Reference



June 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 Living Well Latrobe Governance Group (hereinafter referred to as “the Committee”), is a formally appointed Advisory Committee of Latrobe City Council established for the purposes of providing advice to Council.
- 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. 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.
- 2.4. The Committee will carry out the following in order to achieve the objectives set:
 - 2.4.1. Development and Implementation of the Municipal Public Health and Wellbeing Plan (MPHWP)
 - 2.4.1.1.
 - Discuss issues and matters of importance that may be relevant to the MPHWP
 - Share knowledge and ideas to create a unified approach to health and wellbeing planning within the organisation
 - Discuss updates on action towards development and implementation of the plan
 - Share relevant State and Federal policy and program updates
 - Provide an opportunity to collaborate on key relevant areas and topics of the plan
 - Provide opportunities to provide feedback and comment on planned activities



- Provide feedback and recommendations, where appropriate, to the Senior Leadership Team (SLT) and Executive Team (ET) on any matters/issues/ideas requiring action or resolution

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.

3. Membership

Composition of the Committee

- 3.1. The Committee shall comprise of nine members, being:

- 3.1.1. Up to four Councillors

- 3.1.2. Officers:

- General Manager Community Health and Wellbeing
- General Manager Regional City Planning and Assets
- Manager Active Communities and Partnerships
- Coordinator Active and Liveable Communities
- Senior Social Planner

Length of appointment

- 3.2. The Committee shall be in place for as long as Latrobe City Council sees fit, and the appointment of members shall be for a term as deemed appropriate by Council.
- 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 the Committee based on expression of interest from councillors.
- 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.

Resignations

- 3.10. 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.

Partnerships and Working Groups

- 3.11. An annual meeting of Latrobe City Health and Wellbeing Partners will be convened in June. The meeting will allow Council and Partners to provide a report on work completed during the year and discussion collaboration opportunities.
- 3.12. The Committee will receive reports from any relevant sub-groups or external working groups that Council is represented on.

These include, but are not limited to:

- Council Community Engagement Groups
- Latrobe Health Innovation Zone project working groups
- Gippsland Regional Public Health Unit project working groups
- State wide networks

- 3.13. The Governance Group may convene thematic meetings or working groups as required to support the implementation of the plan.

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. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.5. Meetings of the Committee will be held three times a year, in February, June and October, 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.

Meeting procedures

- 4.6. 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).
- 4.7. 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.
- 4.8. 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.
- 4.9. All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.10. A majority of the members constitutes a quorum.
- 4.11. 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

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

Minutes of the Meeting

- 4.13. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.
- 4.14. 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).
- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.17. 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

- 4.18. 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.
- 4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20. 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



AGENDA

[Name] Advisory Committee

Meeting Day, XX Month Year

Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm

Location: (include specific meeting room and address)

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.	Reports/Items for Consideration <i>Matters being presented for discussion in accordance with the terms of reference</i>		
7.	General Business • •	All	
8.	Next Meeting	Chair	



Appendix 2: Minutes Template



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





4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p>		
6.	Items for Consideration		
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p> <p>3. Item Heading Action(s): •</p>		
7.	General Business		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p>		





	2. Item Heading Action(s): <ul style="list-style-type: none"> • 		
Next Meeting: <Provide details of the next meeting date, time and location>.			



Road and Place Name Advisory Committee

Terms of Reference



June 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 Road and Place Name Advisory Committee (hereinafter referred to as “the Committee”), is a formally appointed Advisory Committee of Latrobe City Council established for the purposes of providing advice to Council.
- 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 indicative guidance in response to road and place naming or renaming proposals; and
 - 2.3.2. advice, information and feedback to the Council in relation to road and place naming.
- 2.4. The Committee will carry out the following in order to achieve the objectives set:
 - 2.4.1. Compile a list of road and place naming principles for consideration by Council and suggest changes as required;
 - 2.4.2. Maintain a register of suitable road names conforming to the road naming principles;
 - 2.4.3. Provide initial guidance on the suitability of road and place naming or renaming proposals and where required authorise the release of a proposed name for consultation with the community or part thereof;
 - 2.4.4. Recommend road and place naming or renaming proposals to Council;
 - 2.4.5. Provide oversight on the implementation of road and place names by Council; and



2.4.6. Develop and propose policies and changes to policies in relation to road and place naming for approval by Council or the organisation as appropriate.

2.4.7. Policy and Strategy Development

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

2.4.8. 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 five members, being:

3.1.1. The Mayor (Chair);

3.1.2. Up to three Councillors appointed annually by Council; and

3.1.3. One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative.

The Committee will be supported by an Officer of Council's Governance and Property function acting as Committee secretary.

Length of appointment

3.2. The Committee shall be in place for as long as Latrobe City Council sees fit, and the appointment of members shall be for a term as deemed appropriate by Council.

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. 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.

3.5. Where a Councillor vacancy occurs during the term of appointment, the Mayor will appoint a Councillor to fill the vacancy. Where a vacancy is filled in this way, the appointment is limited to the remainder of the original term of appointment.



- 3.6. 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

- 3.7. 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

- 3.8. All Committee members are expected to attend each meeting.
- 3.9. 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.
- 3.10. 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.

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 Mayor or the Mayor's delegate in the absence of the Mayor will chair the meeting.

Meeting schedule

- 4.2. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.3. Meetings of the Committee will be held monthly initially 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.

Meeting procedures

- 4.4. 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).



- 4.5. 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.
- 4.6. 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.
- 4.7. All recommendations, proposals and advice must be directed through the Chair.

Quorum

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

Voting

- 4.10. 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

- 4.11. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.
- 4.12. 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).
- 4.13. The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).
- 4.14. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.



- 4.15. 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

- 4.16. 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.
- 4.17. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.18. 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



AGENDA

[Name] Advisory Committee

Meeting Day, XX Month Year

Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm

Location: (include specific meeting room and address)

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.	Reports/Items for Consideration <i>Matters being presented for discussion in accordance with the terms of reference</i>		
7.	General Business	All	
8.	Next Meeting	Chair	



Appendix 2: Minutes Template



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





4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p>		
6.	Items for Consideration		
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p> <p>3. Item Heading Action(s): •</p>		
7.	General Business		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p>		





	2. Item Heading Action(s): <ul style="list-style-type: none">•		
Next Meeting: <Provide details of the next meeting date, time and location>.			



Latrobe City Transition Task Force

Draft Terms of Reference



June 2021





CONTENTS:

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



1. Objectives

- 1.1. The Task Force's role is to establish a governance structure that supports an open bipartisan dialogue with both the Victorian and Commonwealth Governments, the Opposition as well as industry, union and community representatives to ensure a planned and structured transition for Latrobe City, supported by meaningful and well-targeted investments to create employment, and sustain and grow the region's economy.

The urgent need for transition is driven by external pressures that are resulting in the closure of Latrobe City's major industries that drive the region's employment i.e. the coal-fired power generation and timber industries.

- 1.2. The Task Force has decision making authority.
- 1.3. The Task Force is established to:
 - 1.3.1. Facilitate a consolidated, consultative and collaborative approach to a long-term planned and structured transition for Latrobe City.
 - 1.3.2. Provide clarity regarding the role of Council, the community, business and industry as well as the Victorian and Commonwealth Governments in Latrobe City's transition.
 - 1.3.3. Secure funding and Government investment for a range of transition and diversification projects and opportunities as identified by the Task Force.
 - 1.3.4. Secure a long-term commitment from the Victorian and Commonwealth Government to the task of transition and economic diversification of Latrobe City.
- 1.4. The Task Force will carry out the following in order to achieve the objectives set:
 - 1.4.1. Identify immediate and future directions for the economy of Latrobe City, with the emphasis on employment, replacing the jobs to be lost from the impending closure of the region's traditional industries.
 - 1.4.2. Assist with achieving the identified outcomes.
 - 1.4.3. Perform other activities related to this Terms of Reference as requested by the Council and agreed to by the Task Force members.



2. Membership

Composition of the Task Force

- 2.1. Led and convened by Latrobe City Council, the Task Force brings together Victorian State and Commonwealth Government and Opposition decision-makers to form the Task Force Core Group.
1. State Minister
 - 1A. Minister for Economic Development
 - 1B. Minister for Energy, Environment and Climate Change
 2. Federal Minister
 - 2A. Treasurer of Australia
 3. State Opposition
 - 3A. Leader of the Opposition
 4. Federal Opposition
 - 4A. Shadow Minister for Infrastructure, Transport and Regional Development
 - 4B. Labor Senator for Victoria (Duty Senator)
 - 4C. Shadow Minister for Climate Change and Energy
 5. Local Members of Parliament (Federal)
 - 5A. Federal Member for Gippsland
 - 5B. Federal Member for Monash
 6. Local Members of Parliament (State)
 - 6A. MLC for Eastern Victoria
 - 6B. MLA for Narracan
 - 6C. MLA for Morwell
 - 6D. MLC for Eastern Victoria
 - 6E. MLC for Eastern Victoria
 7. Latrobe City Council
 - 7A. The Mayor (Chair)
 - 7B. The Deputy Mayor
- 2.2. The Task Force Core Group is supported by representatives from Government Departments and agencies (Regional Development Australia - RDA, Regional Development Victoria - RDV), industry (e.g. Chamber of Commerce) and other stakeholders that would be called on to provide their expertise on an as needs basis.



- 2.3. The Task Force is supported by a Secretariat under the direction and supervision of the Chief Executive Officer of Latrobe City Council.

Length of appointment

- 2.4. Whilst the Task Force shall be in place for as long as Latrobe City Council sees fit, the appointment of members shall be for a term as deemed appropriate by the Task Force.
- 2.5. In regards to an end date, this will be set by the Task Force once possible solutions have been identified and the overall timelines of these solutions are understood.
- 2.6. Prior to the expiration of each term, there will be a call for nominations for the next term. Current Task Force members are able to re-nominate.

Selection of members and filling of vacancies

- 2.7. Latrobe City Council shall determine the original membership of the Task Force.
- 2.8. The Task Force may fill any vacancies that occur within the determined year period of appointment, subject to the 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

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

Attendance at meetings

- 2.10. All Task Force members are expected to attend each meeting.
- 2.11. 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.
- 2.12. 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.



Resignations

- 2.13. All resignations from members of the Task Force are to be submitted in writing to the Mayor of Latrobe City Council, Latrobe City Council, PO Box 264, Morwell VIC 3840.

3. Proceedings

Chair

- 3.1. The Latrobe City Council Mayor shall chair the meetings.
- 3.2. If the Mayor is unavailable he/she shall delegate to the Deputy Mayor or another nominated Councillor to chair the meeting.
- 3.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the Task Force to chair the meeting.

Meeting schedule

- 3.4. The Task Force determines its meeting schedule and times for each of the meetings. The duration of each Task Force meeting should generally not exceed two hours.
- 3.5. Meetings of the Task Force are held monthly initially or as may be deemed necessary by Latrobe City Council or the Task Force to fulfil the objectives of the Task Force. Special meetings may be held on an as needs basis.

Meeting procedures

- 3.6. Meetings follow standard meeting procedures as established in any guidance material.
- 3.7. All Task Force meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of the Act.
- 3.8. All recommendations, proposals and advice must be directed through the Chair.

Quorum

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

Voting

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



Minutes of the Meeting

- 3.12. A Latrobe City Officer or authorised agent shall take the minutes of each Task Force meeting.
- 3.13. 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 Task Force.
- 3.14. The minutes shall be stored in the Latrobe City Council corporate filing system.
- 3.15. The agenda shall be distributed at least 48 hours in advance of the meeting to all Task Force members, including alternative representatives.
- 3.16. A copy of the minutes shall be distributed to all Task Force members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

- 3.17. With the approval of the Chair, a report to Council may be tabled on the Task Force's progress towards the objectives included in this Terms of Reference.
- 3.18. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 3.19. Reports to Council will be co-ordinated through the Chief Executive Officer.

4. Review of Task Force and Duration of the Task Force

- 4.1. The Task Force will cease to exist by resolution of the Council, or once the objectives at item 1 have been demonstrated that they have been met, whichever occurs first.
- 4.2. A review of the Task Force will take place at least once every three years at which time the Terms of Reference will also be reviewed.
- 4.3. 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 Task Force members, management and any other stakeholders, as determined by Council.
- 4.4. The review must consider:
 - 4.4.1. The Task Force's achievements
 - 4.4.2. Whether there is a demonstrated need for the Task Force to continue, and



4.4.3. Any other relevant matter.

War Memorials Advisory Committee

Terms of Reference



2 July 2108

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 War Memorials Committee (“the Committee”), is a formally appointed Advisory Committee of Latrobe City Council (“the Council”) for the purposes of the *Local Government Act 1989* (the Act).
- 1.2 The membership of this Committee and these Terms of Reference will be adopted by resolution of the Council at an Ordinary Council Meeting.

2. Objectives and Functions

- 2.1 The primary objective of the Committee is to provide a forum for the Returned Services League (RSL) Sub-Branches in the municipality to ensure that commemoration services are conducted and memorials established and maintained in honour of those who served in the Australian defence forces.
- 2.2 To achieve its objectives the Committee will carry out the following functions:
 - (a) In relation to war memorials and Service Honour Boards, identify and advise Council on matters relating to establishment, care and preservation of war memorials and Service Honour Boards in the municipality, including:
 - providing advice on the status of each of the cenotaphs to ensure that they are preserved for the community in a well-kept condition;
 - providing advice on the location and if required restoration works that need to be undertaken for Service Honour Boards in Council owned/managed buildings; and
 - identifying projects that would be appropriate for funding from State or Federal funding for war memorials.
 - (b) In relation to memorial events:
 - advising on matters relating to key memorial events, such as ANZAC day and Remembrance Day; and
 - providing advice in relation to events planned, including status of road closures and issues with the event management
 - (c) In relation to place naming:
 - providing advice to Council in relation to the use of veterans names for naming of roads, features (e.g. buildings, reserves) or localities (defined areas).



- (d) Perform other activities related to this Terms of Reference as requested by the Council.

3. Membership

Composition of the Committee

- 3.1 The Committee will comprise of up to 12 members, being:
- (a) The Mayor or a person nominated by the Mayor to attend on his or her behalf;
- (b) Two Executive Committee members from each of the following:
- Moe RSL Sub-Branch;
 - Morwell RSL Sub-Branch;
 - Traralgon RSL Sub-Branch; and
 - Yallourn North/Newborough RSL Sub-Branch.
- (c) Manager Infrastructure and Recreation or delegate (ex-officio).
- (d) Coordinator Property and Statutory Services or delegate (ex-officio).

Length of appointment

- 3.2 Subject to clause 5.1 a Committee will operate for as long as the Council considers is necessary.
- 3.3 Each RSL Sub-Branch makes annual appointments to its Executive Committee. Members of that Executive Committee may then be nominated by their respective Sub-Branch to be a member of this Committee.

Co-option of members

- 3.4 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.

4. Proceedings

Chair

- 4.1 The Mayor will Chair the meetings of the Committee.
- 4.2 If the Mayor is not able to chair the meeting, the Mayor's nominee must chair the meeting.



- 4.3 If the Mayor's nominee is not available, the Chair may nominate a replacement from the current membership of the Committee to chair the meeting.

Meeting schedule

- 4.4 The Committee must meet at least twice a year with the first meeting to occur prior to Anzac Day and the second meeting to occur prior to Remembrance Day or as considered necessary by the Council.
- 4.5 The duration of each Committee meeting should generally not exceed two hours.
- 4.6 Special meetings of the committee may be held when required.

Meeting procedures

- 4.7 Meetings will follow standard meeting procedures as established in any guidance material provided and outlined in these Terms of Reference¹.
- 4.8 All Committee meetings and records are considered confidential and may be designated as confidential in accordance with section 77 of the Act.
- 4.9 All recommendations, proposals and advice must be directed through the Chair.

Quorum

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

Voting

- 4.12 There will be no official voting process but if a formal decision is required to enable an Advisory Committee position to be submitted to Council, the Chair and each RSL Sub-Branch is entitled to one vote except where there is an equality of votes in which case the Chair may exercise a casting vote. Majority and minority opinions will be reflected in Committee minutes.

Minutes of the Meeting

- 4.13 The Council Officer who is appointed as a member of the Committee will take the minutes of each Committee meeting.

¹ See Appendix one for the agenda template.



- 4.14 The minutes must 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 Committee².
- 4.15 Where this meeting is also considered an Assembly of Councillors under the *Local Government Act 1989*, an Assembly of Councillors record must also be submitted in accordance with those requirements.
- 4.16 The minutes must be stored in the Council's corporate filing system (currently ECM electronic document and records management system).
- 4.17 The agenda must be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.18 A copy of the minutes must be distributed to all Committee members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

- 4.19 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.
- 4.20 Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.21 Reports to Council will be co-ordinated through the General Manager Corporate Services.

5 Review and Duration of the Committee

- 5.1 The Committee will cease to exist by resolution of the Council, or once the objectives in clause 2 have been demonstrated that they 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.

² See Appendix two for the minutes template.



- 5.4 The review must consider:
- (a) the Committee's achievements;
 - (b) whether there is a demonstrated need for the Committee to continue;
and
 - (c) any other relevant matter.

6 Authority and Compliance Requirements

- 6.1 The Committee is an advisory committee only and has no executive powers, nor does it have any delegated decision making or financial authority.
- 6.2 The Committee must comply with the Assembly of Councillor provisions provided for in the *Local Government Act 1989*.



Appendix 1: Agenda Template



[Name] Advisory Committee			
Meeting Day, XX Month Year			
Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm			
Location: (include specific meeting room and address)			
<small>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</small>			
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> • • • •		
7.	General Business • • •	All	



Appendix 2: Minutes Template



<p>[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>			
<p><i>NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.</i></p>			
No.	Item	Responsible Person	Timeframe
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>		





[Name] Advisory Committee Minutes

Meeting Day, XX Month Year
 Time Commenced: 00:00am/pm Finish Time: 00:00am/pm
 Location: (include specific meeting room and address)

Meeting Chair: < Name >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i>		
	1. Item Heading Action(s): •		
	2. Item Heading Action(s): •		
6.	Items for Consideration		
	<i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i>		
	1. Item Heading Action(s): •		
	2. Item Heading Action(s): •		



[Name] Advisory Committee Minutes

Meeting Day, XX Month Year
 Time Commenced: 00:00am/pm Finish Time: 00:00am/pm
 Location: (include specific meeting room and address)

Meeting Chair: < Name >

NOTE: In accordance with Section 80 of the Local Government Act 1989 for each meeting that a Councillor is in attendance an Assembly of Councillors record must be completed and tabled at the next practicable Council Meeting.

No.	Item	Responsible Person	Timeframe
	3. Item Heading Action(s): •		
7.	General Business		
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i> 1. Item Heading Action(s): • 2. Item Heading Action(s): •		

Next Meeting: <Provide details of the next meeting date, time and location>.





Establishment of Council Committee Policy

Version Number	Adopted Version 1.3 15-POL-1
Approval Authority	Council
Date of Last Review	July 2015
Next Review due	July 2017
Superseded Documents	Establishment of Council Committee Policy 12-POL-1
Responsible Area	Office of the Chief Executive, Governance
Legislative References	Crown Land (Reserves) Act 1978 Emergency Management Act 1986 Planning and Environment Act 1987 Local Government Act 1989 Local Government (General) Regulations 2004 Latrobe City Council Meeting Procedure Local Law 1
Related Policies	Councillor Code of Conduct Employee Code of Conduct Project Governance Policy Volunteer Policy
Other Associated Documents	<ul style="list-style-type: none"> • Council Committees Register • Council Delegates and Committees Instrument • Special Committees Operation Manual • Committee of Management Instrument of Delegation Template • Advisory Committee Guide • Advisory Committee Terms of Reference Template • ACELG: The Role and Future of Citizen Committees in Australian Local Government 2013

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

Owner: Coordinator Governance
Department: Office of the Chief Executive
Page 2 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy**15-POL-1****Policy Goals**

To provide forums for the community to engage with Council, present views and support Latrobe City Council on issues relevant to Council activities.

This policy aims to encourage best practice and provide direction and consistency in relation to:

- The establishment of a Committee by Council;
- The appointment, roles and responsibilities of committees;
- The circumstances and purposes associated with the establishment and operation of committees;
- The enabling mechanisms which are necessary and/or appropriate for the establishment and operation of committees in various circumstances;
- The provision for Council to monitor the performance and relevance of all committees against the Council Plan, their documented instrument of delegation or terms of reference, and the objectives of each committee to ensure that committees do not operate in perpetuity beyond achieving their purpose.

The policy recognises the important role that committees play in providing advice and/or services to Council and establishes:

1. The various forms of committee/s supported by Council.
2. The guiding principles for the appointment and review of Committees.
3. The relationship between Council and the different forms of Committees.

Councillors, Committee members and Officers are to comply with this policy to meet legislative requirements.

Relationship to Council Plan & Latrobe 2026

This policy relates to the following Strategic Objectives outlined in Latrobe 2026: The Vision for Latrobe Valley:-

Governance

In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.

Built Environment

In 2026, Latrobe Valley benefits from a well-planned built environment that is complimentary to its surroundings, and which provides for a connected and inclusive community.

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

Owner: Coordinator Governance
Department: Office of the Chief Executive
Page 3 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy

15-POL-1

Recreation	<i>In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.</i>
Culture	<i>In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.</i>
Economy	<i>In 2026, Latrobe Valley has a strong and diverse economy built on innovative and sustainable enterprise. The vibrant business centre of Gippsland contributes to the regional and broader economies, whilst providing opportunities and property for a local community.</i>
Community	<i>In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.</i>

This policy relates to the following Strategic Objectives as outlined in the Council Plan 2013-2017:

Appropriate, Affordable & Sustainable Facilities, Services & Recreation	<i>To promote and support a healthy, active and connected community</i> <i>To provide facilities and services that are accessible and meet the needs of our diverse community</i>
Efficient, Effective & Accountable Governance	<i>To achieve the highest standards of financial probity and meet all statutory obligations</i> <i>To provide open, transparent and accountable governance</i>
Advocacy for & Consultation With Our Community	<i>Work in partnerships with all levels of governments to ensure Latrobe City is well supported, resourced and recognised as one of Victoria's four major regional cities</i> <i>To advocate for and support cooperative relationships between business, industry and the community</i> <i>To ensure effective two-way communication and consultation processes with the community</i>

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

Owner: Coordinator Governance
Department: Office of the Chief Executive
Page 4 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy**15-POL-1****Definitions**

Act	In the context of this policy, means the <i>Local Government Act 1989</i>
Advisory Committee	<p>A Council committee established under section 3(1) that provides advice to Council, or a Section 86 (Special) Committee, or a Council officer who has been delegated a power, duty or function of the Council under section 98 of the Act.</p> <p>Advisory Committees do not have any legal standing.</p> <p>They are not responsible for expenditure or formal decision making and cannot direct Council officers.</p>
Community Facility	Real property accommodating community infrastructure, such as public halls, recreation facilities and the like, which have broad community use and are used for multi-purpose cultural, community and/or recreational purposes.
Council	Means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.
Council Controlled Property	<p>Real property in which the Council has a major and controlling interest whether through:</p> <ul style="list-style-type: none"> (a) A lease or licence; (b) As committee of management under the <i>Crown Land (Reserves) Act 1978</i>; (c) Some other grant, demise, gift, benefit or bequest; or (d) Specific legislation or law enacted by the Parliament.
Council officer	Means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

Owner: Coordinator Governance
Department: Office of the Chief Executive
Page 5 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy**15-POL-1**

Council Owned Property	Real property to which the Council has title whether: <ul style="list-style-type: none"> (a) In fee simple estate; (b) By possession; (c) A restrictive Crown grant; (d) A restrictive, in fee simple Crown grant; or (e) An in fee simple Crown grant.
Councillor(s)	Means the individuals holding the office of a member of Latrobe City Council
External Committee	Community and industry based committees that operate with their own Terms of Reference or mandate where the Council has been invited to participate in partnership or as a community advocate.
Friends Group	A group of volunteer workers who are established and operate under the supervision of Council to assist in the general maintenance of a facility or reserve in accordance with an adopted management plan.
Management	The maintenance, hire, control, operation, conservation, promotion and/or development of property.
Section 86 Committee	See Special Committee.

Establishment of Council Committee Policy**15-POL-1****Special Committee**

A special committee is any committee to which the Council delegates a duty, function or power.

Special Committees are established under section 86 of the Act.

The Council formally delegates specific decision-making powers and responsibilities to a Section 86 (also known as a Special Committee or Committee of Management) through an Instrument of Delegation.

This Instrument spells out the committee's role and enables it to exercise the functions and powers of Council specified, within certain constraints.

Special committees may also be established under other relevant legislation. For example, a planning committee under section 188 of the *Planning and Environment Act 1987* is a special committee.

This is because the *Local Government Act 1989* says that any committee that is delegated a Council power, duty or function, under any Act is a special committee.

Statutory Committee

A Committee that is required for Council to have in place under the Act or any other specified Act, most usually advisory in nature.

Volunteer

In the context of this policy, is a person who undertakes activities:

- Without monetary reward or the expectation of paid employment with Council in the future;
- Of their own free will;
- Of benefit to Council and the community or to gain work experience; and
- That complements but does not replace the core work duties of Council.

Guiding Principles

Council may appoint a number of Committees in order to discharge its duties and inform itself of the needs of its community in line with Council priorities (such as those outlined in the Council Plan).

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

Owner: Coordinator Governance
Department: Office of the Chief Executive
Page 7 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy**15-POL-1**

Council recognises that representative committees provide an important service to both the Council and the community. The creation of committees by Council:

- Encourages community participation and strengthens the sense of community within the City;
- Allows and encourages networking and resource sharing between people working towards a common goal;
- Enhances ongoing community consultation and strengthens channels of communication;
- Provides Council with an appropriate mechanism to formally engage and consult with stakeholders on activities that are planned for the life of a project or initiative and to develop and deliver truly sustainable and socially acceptable solutions;
- Allows Council to delegate certain functions, duties and powers to the community, enabling direct community involvement, accountability and ownership for projects and properties.

Policy Implementation

The primary purpose of this policy is to set the guiding principles for the establishment of a Committee by Latrobe City Council.

The Policy is to be implemented by practical application upon:

- (a) the formation of a new Committee of Council; or
- (b) the review of the governance arrangements of an existing Committee; and/or
- (c) the appointment of Councillor and/or Officer delegates and/or community representatives to a committee(s) by Council.

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

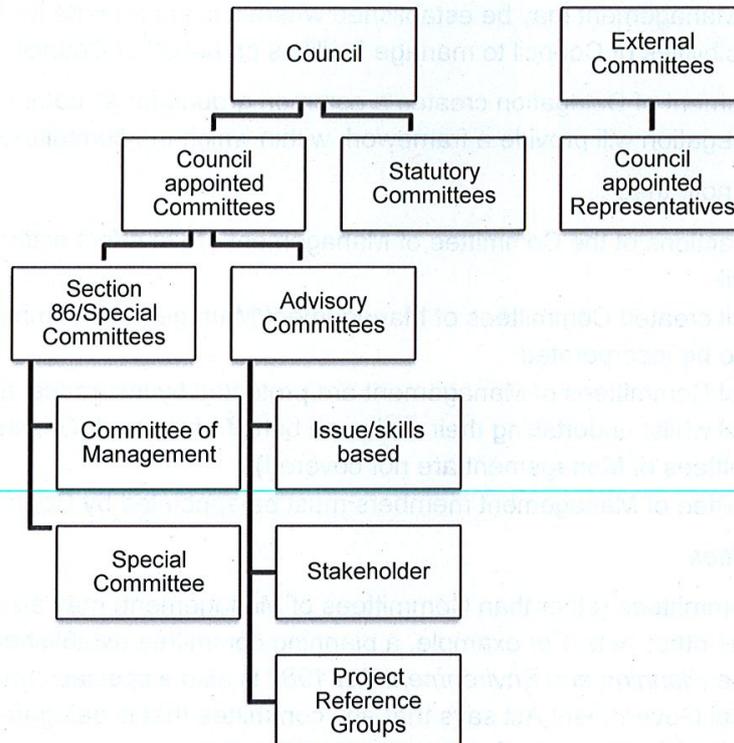
Owner: Coordinator Governance
Department: Office of the Chief Executive
Page 8 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy

15-POL-1

Types of Committees



The following committees may be appointed:

1. Section 86 or Special Committees
 - Committees of Management
 - Special Committees
2. Advisory Committees
 - Issue/Skills based
 - Stakeholder
 - Project Reference Groups
3. Statutory Committees

Section 86 or Special Committees

A Section 86 or a Special Committee, may be established through an instrument of delegation via Council resolution.

A Section 86 or Special committees of Council are bound to operate in accordance with Council's governance principles and in particular are obliged to follow any policies and frameworks that are applicable to Special Committees.

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

Owner: Coordinator Governance
Department: Office of the Chief Executive
Page 9 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy

15-POL-1

Committees of Management/Management Committee

A Committee of Management may be established where it is appropriate for Council to delegate responsibilities of Council to manage facilities on behalf of Council.

A standard Instrument of Delegation creates a common ground for all committees. The instrument of delegation will provide a framework within which the committee will operate.

It is important to note that:

- lawful actions of the Committee of Management are in effect actions of the Council
- Council created Committees of Management/Management Committees do not need to be incorporated
- Council Committees of Management are protected by insurance applicable to Council whilst undertaking their duties on behalf of Council (Crown Land Committees of Management are not covered)
- Committee of Management members must be appointed by Council

Special Committees

Other Special committees (other than Committees of Management) may also be established under other Acts. For example, a planning committee established under section 188 of the *Planning and Environment Act 1987* is also a special committee. This is because the Local Government Act says that any committee that is delegated a Council power, duty or function, under any Act is a special committee.

Special Committees may also be established under Section 86 of the Act to assist Council in the delivery of its functions.

Advisory Committees

The function of an Advisory Committee is to provide advice to Council. Advisory Committees are established under a Terms of Reference, with clear goals and membership adopted by Council.

Advisory Committees have no delegated powers and are not a legal entity in their own right. Their decisions or recommendations do not have standing unless they are adopted in a Council meeting and Council is not bound to take on an Advisory committee's recommendation.

Advisory Committees may be established for skill-based, issue-based, stakeholder or reference project group needs of Council. Advisory Committees also allow Council the opportunity to access independent external advice that may be available in the community.

An Advisory Committee lifespan should be aligned with and be focussed on the Council Plan and other strategic documents, such as the Municipal Health and Wellbeing Plan.

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

Owner: Coordinator Governance
Department: Office of the Chief Executive
Page 10 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy

15-POL-1

Statutory Committees

A statutory committee is a committee that Council is required to have in place under the Act or any other specified Act. These committees are mostly advisory in nature, and may be solely of an internal nature, or involve community or community experts.

Current examples include:

- Audit Committee (requirement under section 139 of the *Local Government Act 1989*)
- Municipal Emergency Management Planning Committee (requirement under section 21 of the *Emergency Management Act 1986*)

Any guidelines in relation to a specific statutory committee provided by the appropriate Minister or government body will be followed to ensure compliance with legislative requirements such as membership or terms of references.

Insurance

The members of any committee established by Council under the *Local Government Act 1989* or any other enabling legislation are covered under Council's insurance when acting within the scope of their Instrument of Delegation or Terms of Reference.

Furthermore, the members of an incorporated committee of management which Council did not establish but which is contracted (and empowered) by Council to manage a Council owned/controlled (not Crown Land) facility on its behalf under a *controlling instrument* (e.g. a Licence and/or Service Agreement) will still fall within Council's public liability policy, subject to the policy terms and conditions. The policy states:

"All former and/or present Mayors, Presidents, Chairmen, Commissioners, Councillors, Board Members, Executives, Officers and Employees of the Participant, Authorised Officers and Members of any Committee established by the Participant under the Local Government Act or any other enabling legislation, and Welfare Organisations, Fire, Medical and Emergency Services and Voluntary Workers (including incorporated non-remunerated volunteer management committees carrying out delegated functions, powers and duties of the Participant/Council) all whilst acting in that capacity within the scope of their duties for and on behalf of the Participant."

Council Committee Representation

The enabling Instrument of Delegation or Terms of Reference will establish the composition of a committee and determine Council's representation on that committee. It will also

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

Owner: Coordinator Governance
Department: Office of the Chief Executive
Page 11 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy**15-POL-1**

prescribe the level of community representation on the committee and the term of office for community-representative members (if any).

A Councillor or council officer may be appointed as Council's delegate on the committee and/or designated by Ward or Position Title.

Council can appoint Councillor and officer delegates to a Committee as a stand-alone item of business; or collectively from time to time on a committee by committee basis within the standard *Council Delegates and Committees* Instrument of Delegation.

External Committee Representation

An external committee is a community or industry based committee that operates within their own Terms of Reference or mandate, where the Council has been invited to participate in partnership or as a community advocate.

~~Council does not have any power to enforce operating expectations on external committees.~~

Councillors and or Council officers may be appointed to external committees annually, with Council officers being appointed at the discretion of the Chief Executive Officer, which may be endorsed by Council where required.

Council officers may be appointed to an external committee instead of a Councillor where:

- the expertise requested by the Committee involves specialised expertise; or
- it is a requirement of the external committee; or
- it is an operational committee where it is more beneficial (for Council) for an officer to represent Council.

Councillors appointed as members of external committees have no delegated authority to make decisions on behalf of the Council. The role of a Council representative in this function is to represent and reflect the Council's view on any matters under consideration.

Councillors or officers as members of external committees are required to comply with the confidential information provisions contained within the Act.

Dissolution

Council may determine and/or prescribe the lifespan for any Committee of Council at the outset on deciding to establish the committee.

In any event, Council reserves the right to formally dissolve, wind up and/or disband any Committee established by Council resolution at any time.

The winding up of any other established committee shall be at the discretion of the Chief Executive Officer.

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

Owner: Coordinator Governance
Department: Office of the Chief Executive
Page 12 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy**15-POL-1**

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed :



Chief Executive Officer

Date : 30/07/2015

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

Owner: Coordinator Governance
Department: Office of the Chief Executive
Page 13 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy

15-POL-1

Appendix 1



Committees of Council
COMMITTEE MATRIX

	Section 86 "Special" Committee	Advisory Committee	Friends Group	Contract	Licence	Lease
What it is used for	Primarily used for the management and activities at an active reserve or hall	Provides advice to Council/Officers for Strategic or Policy matters	Provides for the maintenance activities of volunteer members at a passive reserve or facility through a management plan	Provides for the management and activities at a Council owned/operated facility	Provides direction for management and use of a Council owned/managed facility	Provides exclusive access and management obligations at Council owned/managed facility
How Created	Instrument of delegation adopted by Council	Terms of Reference adopted by Council	Terms of Reference adopted by Council	Tendered out by Council (follow Procurement Policy and Procedures)	Agreement for use or maintenance of a multi-use facility	When only one tenant is in place, or for commercial properties

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

Owner: Coordinator Governance
Department: Office of the Chief Executive
Page: 14 of 19

When printed, document becomes UNCONTROLLED

15-POL-1

Establishment of Council Committee Policy

	Section 86 "Special" Committee	Advisory Committee	Friends Group	Contract	Licence	Lease
Other Council guiding documents (if applicable)	Committee of Management Manual	Advisory Committee Guide		As specified in the contract	As specified in the licence	As specified in the lease
What powers are given	Must operate within the powers and functions given by Council	No decision making powers	No decision making powers	Must operate within the terms of the contract	Must seek permission of land owner prior to works	Must seek permission of land owner prior to works
Length of term/review cycle	Usually an ongoing committee, with review/turnover of membership every 3-4 years in alignment with Council election periods	In line with project terms (for reference groups); Review of every committee every 3-4 years to review alignment with Council direction to ensure fits with Council Plan	For the duration of the management plan, or reviewed every twelve months (whichever is later)	In line with the contract period	In line with the licence period	In line with the lease period

Title: Establishment of Council Committee Policy
 Date of Approval: Adopted 27 July 2015

Revision No. 3
 Next Review Date: July 2017

Owner: Coordinator Governance
 Department: Office of the Chief Executive
 Page 15 of 19

When printed, document becomes UNCONTROLLED

15-POL-1

Establishment of Council Committee Policy

	Section 86 "Special" Committee	Advisory Committee	Friends Group	Contract	Licence	Lease
Financial Responsibility	Manages finances, however does not have powers to set fees/rates	No financial responsibility	No financial responsibility however fundraisers may occur (Council holds any monies)	Must operate within the terms of the contract	Responsible for own financials	Responsible for own financials
Legal Responsibility	Must comply with the Local Government Act 1989	Must comply with Assembly of Councillors provisions in the Local Government Act 1989	Must comply with officer direction at any working bee	Must operate within the terms of the contract	Must operate within the terms of the licence	Must operate within the terms of the lease

Title: Establishment of Council Committee Policy
 Date of Approval: Adopted 27 July 2015

Revision No. 3
 Next Review Date: July 2017

Owner: Coordinator Governance
 Department: Office of the Chief Executive
 Page 16 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy

15-POL-1

	Section 86 "Special" Committee	Advisory Committee	Friends Group	Contract	Licence	Lease
Reporting Responsibilities	Must submit minutes and annual financial statements within Council timeframes	Must report as per Terms of Reference (minimum annually)	Once activities as per Management Plan is completed, new management plan is to be adopted	Must operate within the terms of the contract	Must report within the terms of the licence	Must report within the terms of the lease
Membership	Membership appointed by Council	Membership appointed by Council	Membership can vary dependent on activities	Must operate within the terms of the contract	Members appointed according to organisation constitution	Membership may not be applicable or appointed in accordance with constitution
Strengths	Council has help to perform certain powers, duties and functions	Effective way of relevant consultation and advice from the specific subject/matter audience/community	Involves the community in project delivery and management of passive reserves	Cost effective management of Council facilities or services	Provides guidance for use and maintenance of Council facilities	Cost effective management of Council facilities or services

Title: Establishment of Council Committee Policy
 Date of Approval: Adopted 27 July 2015

Revision No. 3
 Next Review Date: July 2017

Owner: Coordinator Governance
 Department: Office of the Chief Executive
 Page 17 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy

15-POL-1

	Section 86 "Special" Committee	Advisory Committee	Friends Group	Contract	Licence	Lease
Weaknesses	Onerous compliance requirements with the Local Government Act	Expectations not met when advice provided is not followed If meetings are not meaningful or focussed, committees founder	Risk concerns with managing volunteers working on Council land Requirement for staff to be present at working bees	Locks Council into a mode of management which is difficult to take back	Can be problematic to administer	Expectation and cost for group/club to maintain on behalf of Council. Lack of input from Council
Examples of Use	<ul style="list-style-type: none"> - Airport Board - Sponsorship Committee - Committee of Management /Operational Committees of sporting reserves - Planning Committees 	Skills based: - Arts Issue based: - Community inclusion Stakeholder: - Youth Council - Sister Cities - Sporting Reserve users Reference Group: - Community	<ul style="list-style-type: none"> - Working bee groups on rail trails, gardens (that don't relate to sporting reserves) 	<ul style="list-style-type: none"> - Incorporated bodies - Sporting user groups 	<ul style="list-style-type: none"> - Crown Committees of Management - Sporting user groups 	<ul style="list-style-type: none"> - Sporting user groups

Title: Establishment of Council Committee Policy
Date of Approval: Adopted 27 July 2015

Revision No. 3
Next Review Date: July 2017

Owner: Coordinator Governance
Department: Office of the Chief Executive
Page 18 of 19

When printed, document becomes UNCONTROLLED

Establishment of Council Committee Policy

15-POL-1

Section 86 "Special" Committee	Advisory Committee	Friends Group	Contract	Licence	Lease
	centre development reference groups				

Title: Establishment of Council Committee Policy
 Date of Approval: Adopted 27 July 2015

Revision No. 3
 Next Review Date: July 2017

Owner: Coordinator Governance
 Department: Office of the Chief Executive
 Page 19 of 19

When printed, document becomes UNCONTROLLED

2026 COMMONWEALTH GAMES - REQUEST FOR DELEGATION TO THE CHIEF EXECUTIVE OFFICER TO SIGN FUNDING AGREEMENTS

PURPOSE

To seek approval from Council for delegation to be granted to the Chief Executive Officer to sign funding agreements in relation to Community Competition Venue upgrades and/or redevelopment required for the 2026 Commonwealth Games.

EXECUTIVE SUMMARY

- As part of the 2026 Commonwealth Games, Latrobe City Council (Council) venues have been designated as Community Competition Venues. Gippsland Sports and Entertainment Park (GSEP) is to host the Rugby 7's competition, while Ted Summerton Reserve will host the Women's T20 cricket. It is anticipated that Gippsland Regional Indoor Sports Stadium (GRISS) will host the badminton, however this is yet to be formally confirmed.
- Significant redevelopment works are required at GSEP, with venue upgrades also required at GRISS and Ted Summerton Reserve.
- The proposed works are to be funded by the Victorian State Government, with detail on the extent of works to be provided to Council shortly.
- The redevelopment of GSEP is a significant piece of work with initial programming showing the design and construction elements being performed under a two-and-a-half-year program. Venue upgrades at GRISS and Ted Summerton Reserve are not expected to be as time intensive, however design works on all three projects will be commenced as soon as possible, in order to ensure timely handover ahead of the March 2026 Commonwealth Games.
- Funding agreements will be provided through Sport & Recreation Victoria once the budget allocations and scope of works are confirmed. Due to the time constraints already being experienced, approval is sought from Council for delegation for the Chief Executive Officer to sign these agreements, provided no financial commitment is required by Council for the redevelopment and upgrade works, and that the agreements are broadly consistent with previously executed agreements.

OFFICER'S RECOMMENDATION

That Council delegates to the Chief Executive Officer the power to sign funding agreements with Sport and Recreation Victoria for capital works at:

- **Gippsland Sports and Entertainment Park;**

- **Gippsland Regional Indoor Sports Stadium; and**
- **Ted Summerton Reserve**

required for the delivery of the 2026 Commonwealth Games, provided that no financial contribution from Council is required.

BACKGROUND

As part of the 2026 Commonwealth Games, Council owned venues at Gippsland Sports and Entertainment Park (GSEP), Gippsland Regional Indoor Sports Stadium (GRISS) and Ted Summerton Reserve are scheduled to be utilised as Community Competition Venues (CCVs) to host Rugby 7's, Badminton and Women's T20 Cricket. (Badminton venue still to be formally confirmed)

Initial site investigations have been undertaken by Sport and Recreation Victoria in conjunction with Council officers to understand the scope of the proposed works at the three venues.

ANALYSIS

Sport and Recreation Victoria have been auspiced by the State Government to lead preliminary planning, scoping and site investigations for each CCV. This work underpins a business case that informs a project budget for each site. Further detail on the exact budget allocations for each CCV is to be provided through Sport and Recreation Victoria shortly.

In order to progress the delivery, Sport Recreation Victoria will seek to execute a funding agreement for each of the three CCVs. Council officers have been advised that the structure of the funding agreement is broadly consistent with SRV's standard funding agreement, which through previously funded projects, Council has vetted and been comfortable to execute.

The scope of works as defined by Sport and Recreation Victoria will be funded by the State Government, with no capital funding contribution required by Council.

In undertaking a risk assessment of Council's role as a Commonwealth Games host city, officers have identified available time as one of the biggest risk factors in delivering the facility developments at the CCVs. As such, all available opportunities to expedite project delivery are being explored.

Council delegation is now sought for the CEO to execute the SRV funding agreements for the three CCVs on the basis that they are materially consistent with previously executed funding agreements and that the three projects are fully funded by the State Government.

In the event that any Council funding is required to be contributed to any of the three projects, Council approval would be sought.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE</p> <p>Funding agreement includes clauses that are not agreeable to Council or expose Council to unreasonable risk.</p>	<p>Medium</p> <p><i>Unlikely x Moderate</i></p>	<p>Funding agreement is expected to be consistent with previously vetted and executed agreements and will be reviewed by Council's solicitor prior to signing.</p>
<p>COMPLIANCE</p> <p>Funding agreement timelines for project completion and handover are unable to be met.</p>	<p>High</p> <p><i>Possible x Major</i></p>	<p>The Project management team will explore all avenues to expedite project delivery.</p>
<p>SERVICE DELIVERY</p> <p>Time lost while waiting for execution of funding agreement resulting in further time pressures to the delivery of the project.</p>	<p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>This process will be expedited should delegation be granted to the Chief Executive Officer to sign the funding agreements.</p>
<p>FINANCIAL</p> <p>Risk that State Government budget allocation is insufficient to deliver defined project scope.</p>	<p>Medium</p> <p><i>Unlikely x Moderate</i></p>	<p>Detailed project scoping, investigations, and project budget contingencies to be included. Funding agreement to specify that no Council contribution is required to deliver defined SRV scope.</p>
<p>STRATEGIC</p> <p>Projects cannot be delivered in required time frames</p>	<p>High</p> <p><i>Possible x Major</i></p>	<p>Officers are seeking all available opportunities to expedite project delivery. CEO delegation to execute funding agreement is one such opportunity.</p>

CONSULTATION

Council officers have been in on-going liaison with Sport and Recreation Victoria regarding the proposed Community Competition Venues at GSEP, GRISS and Ted Summerton.

COMMUNICATION

Following further consultation with Sport and Recreation Victoria on defining the scope of works at each venue, Council officers will communicate what is funded to be delivered at each facility through to Councillors, affected user groups, and the broader community.

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

Nil

Cultural

Nil

Health

Nil

Environmental

Nil

Economic

The delivery of the 2026 Commonwealth Games across regional Victoria is estimated to contribute more than \$3 billion to Victoria's economy. There is no direct Economic impact from granting delegation to the Chief Executive Officer to sign these funding agreements.

Financial

Delegation to the Chief Executive Officer is sought on the proviso of no financial contribution being required by Council.

Attachments

Nil

GIPPSLAND SPORTS AND ENTERTAINMENT PARK - ESTABLISHMENT OF PROJECT REFERENCE GROUP FOR THE 2026 COMMONWEALTH GAMES

PURPOSE

To seek Council's endorsement for the Terms of Reference, nominated Councillors, and representative organisations for the Gippsland Sports and Entertainment Park Project Reference Group to be formed as part of the 2026 Commonwealth Games.

EXECUTIVE SUMMARY

- As part of the 2026 Commonwealth Games, five sports are being hosted in Gippsland, three of these within Latrobe City Council venues. – Gippsland Sports and Entertainment Park (GSEP) and Ted Summerton Reserve are to host the Rugby 7's and Women's T20 Cricket. Whilst it is anticipated that the Badminton competition is to take place at Gippsland Regional Indoor Sports Stadium (GRISS), this is yet to be formally confirmed.
- The redevelopment of the Gippsland Sports and Entertainment Park (GSEP) is to be funded via the State Government, to enable the venue to host the Rugby 7's competition.
- As part of the proposed engagement for the GSEP redevelopment project, a draft Terms of Reference (Attachment 1) for the PRG has been prepared.
- The draft Terms of Reference details a membership that comprises of the stakeholders specific to the venue for pre, during, and post Commonwealth Games.
- A monthly meeting would be set for the PRG, however more frequent meetings may be required in the earlier stages to allow critical planning and design details to be discussed with the key stakeholders.
- Further detail about the proposed works at GRISS and Ted Summerton Reserve will be the subject of a further report to Council.

OFFICER'S RECOMMENDATION

That Council:

1. **Adopts the Gippsland Sports and Entertainment Park Project Reference Group Terms of Reference (Attachment 1); and**
2. **Appoints Cr Middlemiss (Chair), Cr Lund, and Cr O'Callaghan (alternate) to the Gippsland Sports and Entertainment Park Project Reference Group.**

BACKGROUND

As a part of the Victoria 2026 Commonwealth Games, the Office of Commonwealth Games has identified Gippsland Sports and Entertainment Park (GSEP) as the competition venue for the Rugby 7's.

As the department of state government charged with responsibility for administering the delivery of all physical competition infrastructure, Sport and Recreation Victoria, with input from Council Officers, has been undertaking initial site investigation works to understand the scope of proposed works at GSEP.

The extent of works is expected to be significant with further detail to be confirmed by the State Government shortly.

ANALYSIS

The GSEP PRG is proposed to comprise stakeholders affected directly by the redevelopment works, as well as the governing bodies of both rugby and football (soccer) at a state and federal level (if available).

The number of user groups represented is significant and the infrastructure proposed is to be provided for the affected user groups at the site, as was the case on previous PRG's for Morwell Recreation Reserve, Ted Summerton Reserve and Gippsland Sports and Entertainment Park (previous LVA project).

Due to the significant size, scale and complexity of the proposed redevelopment, time is a critical factor in the establishment of this PRG to enable completion of the project within the timeframes dictated by the date of the Commonwealth Games. Council officers are exploring all available opportunities to progress the project in the most time efficient manner. The establishment of the PRG at this stage will assist in moving quickly following the scope of works being confirmed by the State Government.

The proposed PRG composition is provided below.

2026 Commonwealth Games GSEP PRG:

- 1.1. Up to two x Councillors, one of whom shall be nominated as Chair
- 1.2. One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative
- 1.3. One x Falcons 2000 Soccer Club nominated representative
- 1.4. One x Gippsland United Football Club nominated representative
- 1.5. One x Football Victoria Referees nominated representative
- 1.6. One x Latrobe Valley Soccer League nominated representative
- 1.7. One x Football Victoria nominated representative
- 1.8. One x Football Australia nominated representative
- 1.9. One x Rugby Victoria nominated representative
- 1.10. One x Rugby Australia nominated representative
- 1.11. One x Sport and Recreation Victoria nominated representative
- 1.12. Latrobe City Council (LCC) officers

- 1.12.1. One x Project Owner (including PRG secretariat)
- 1.12.2. One x Project Director
- 1.12.3. One x Senior Project Manager
- 1.12.4. LCC officers as required (Ex Officio)

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE</p> <p>Inability to deliver on obligations outlined in the MoU and Funding Agreements</p>	<p>Medium</p> <p><i>Unlikely x Major</i></p>	<p>Regular monitoring of project progress through the PRG (which includes state government representation), combined with required reporting through to the State Government will identify issues and allow these to be managed.</p>
<p>SERVICE DELIVERY</p> <p>Lack of oversight / governance for the project from the funding body (State Government)</p>	<p>High</p> <p><i>Possible x Major</i></p>	<p>A representative from Sport and Recreation Victoria (State Government) on the Project Reference Group will provide oversight of the project.</p>
<p>FINANCIAL</p> <p>Project costs exceeding the funding available</p>	<p>Medium</p> <p><i>Unlikely x Moderate</i></p>	<p>The establishment of a PRG will help mitigate financial risks by assisting scope and value management of the project with the affected user groups</p>
<p>STRATEGIC</p> <p>User groups not owning the project and being involved in the development of the scope and project related documentation</p>	<p>Moderate</p> <p><i>Unlikely x Moderate</i></p>	<p>The establishment of a PRG will help mitigate strategic risks by taking a consultative approach to the delivery of the project, considering scope, budget, sporting governing body guidelines etc.</p>

CONSULTATION

No community consultation specific to the formation of the PRG is currently proposed. Officers intend to work directly with the user groups requested to provide representation on the PRG.

COMMUNICATION

Officers have discussed the proposed PRG and its composition internally and directly with key stakeholders, specifically Sport and Recreation Victoria, GSEP user groups and State Sporting Associations, during the development of this report.

The Project Reference Group has the option to provide reports back to Council through the Chair, and the implementation of a communications plan for the project will ensure that the broader community is kept appropriately informed.

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 key stakeholders will assist in the development and delivery of the project in line with user group expectations.

Cultural

The inclusion of a representative from GLAWAC ensures consideration can be given to the views of local Traditional Owners.

Health

Participation in sport can provide a physical and mental health benefit. As part of the Legacy component of the 2026 Commonwealth Games, officers will be working on increasing participation rates for existing and new sports across the region.

Environmental

Environmental factors have been considered as part of the preliminary investigations and will be considered further as part of the design works at GSEP.

Economic

The delivery of the 2026 Commonwealth Games across regional Victoria is estimated to contribute more than \$3 billion to Victoria's economy. The formation of this PRG is part of the initial planning to ensure Latrobe City benefit from this contribution.

Financial

The works at GSEP are expected to be funded by the State Government with no financial contribution from Council required at this stage.

Attachments

1. Gippsland Sports and Entertainment Park Terms of Reference

8.5

Gippsland Sports and Entertainment Park - Establishment of Project Reference Group for the 2026 Commonwealth Games

1	Gippsland Sports and Entertainment Park Terms of Reference	535
---	--	-----



DRAFT

**Gippsland Sports and Entertainment
Park Project Reference Group
Terms of Reference**

2026 Commonwealth Games

June 2023



DRAFT Gippsland Sports and Entertainment Park Project Reference Group Terms of Reference
2026 Commonwealth Games | Page 2

Contents

Contents.....	2
Establishment of the Project Reference Group.....	3
Objectives	3
Membership.....	4
Composition of the PRG	4
Length of appointment.....	4
Selection of members and filling of vacancies.....	5
Co-option of members	5
Attendance at meetings.....	5
Resignations	5
Proceedings.....	5
Chair	5
Meeting schedule	5
Meeting procedures	6
Quorum.....	6
Voting	6
Minutes of the Meeting.....	6
Reports to Council.....	7
Review of PRG and Duration of the PRG	7
Authority and Compliance Requirements.....	7

1. Establishment of the Project Reference Group

- 1.1. The Gippsland Sports and Entertainment Park Project Reference Group (hereinafter referred to as “the PRG”) for the 2026 Commonwealth Games, is a formally appointed Advisory PRG of Latrobe City Council (LCC) established for the purposes of providing advice to Council.
- 1.2. The membership of this PRG and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

2. Objectives

- 2.1. 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 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 for the 2026 Commonwealth Games.
 - 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.
- 2.4. The PRG will carry out the following functions in order to achieve the objectives:
 - 2.4.1. Review progress of the redevelopment of the Gippsland Sports and Entertainment Park for the 2026 Commonwealth Games, and provide information to Council, stakeholders and the wider community.
 - 2.4.1.1. Schedule meetings as required to receive updates on the redevelopment of the Gippsland Sports and Entertainment Park for the 2026 Commonwealth Games.
 - 2.4.1.2. Contribute to the development of media and communication strategies.

DRAFT Gippsland Sports and Entertainment Park Project Reference Group Terms of Reference
2026 Commonwealth Games | Page 4

- 2.4.1.3. Assist with the appointment of co-opted members, as deemed appropriate by the PRG, to contribute at particular stages of the project.
- 2.4.1.4. Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.
- 2.4.1.5. Perform other activities related to this Terms of Reference as requested by the Council.

3. Membership

Composition of the PRG

- 3.1. The PRG will comprise of 15 members plus LCC officers, being:
 - 3.1.1. Up to two x Councillors, one whom shall be nominated as Chair
 - 3.1.2. One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative
 - 3.1.3. One x Falcons 2000 Soccer Club nominated representative
 - 3.1.4. One x Gippsland United Football Club nominated representative
 - 3.1.5. One x Football Victoria Referees nominated representative
 - 3.1.6. One x Latrobe Valley Soccer League nominated representative
 - 3.1.7. One x Football Victoria nominated representative
 - 3.1.8. One x Football Australia nominated representative
 - 3.1.9. One x Rugby Victoria nominated representative
 - 3.1.10. One x Rugby Australia nominated representative
 - 3.1.11. One x Sport and Recreation Victoria nominated representative
 - 3.1.12. LCC officers
 - 3.1.12.1. One x LCC Project Owner (including PRG secretariat)
 - 3.1.12.2. One x Project Director
 - 3.1.12.3. One x Senior Project Manager
 - 3.1.12.4. LCC officers as required (Ex Officio)

Length of appointment

- 3.2. The PRG shall be in place for a period determined by Item 5.1, and the appointment of members shall be for term as deemed appropriate by Council.
- 3.3. Prior to the expiration of each term, there will be a call for nominations for the next term. Current PRG members are able to re-nominate.

DRAFT Gippsland Sports and Entertainment Park Project Reference Group Terms of Reference
2026 Commonwealth Games | Page 5

Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of a PRG based on nominations received from the nominated organisations listed in Item 3.1.
- 3.5. The PRG may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the Executive Manager Commonwealth Games 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 PRG may invite other individuals to participate in the proceedings of the PRG on a regular or an occasional basis and including in the proceedings of any sub-committees formed.

Attendance at meetings

- 3.7. All PRG 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.

Resignations

- 3.10. All resignations from members of the PRG are to be submitted in writing to the Executive Manager Commonwealth Games, 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 PRG to chair the meeting.

Meeting schedule

- 4.4. The PRG will determine its meeting schedule and times for each of the meetings. The duration of each PRG meeting should generally not exceed two hours.

DRAFT Gippsland Sports and Entertainment Park Project Reference Group Terms of Reference
2026 Commonwealth Games | Page 6

- 4.5. 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.

Meeting procedures

- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for the PRG provided (see appendix one for the agenda template).
- 4.7. 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.
- 4.8. 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.
- 4.9. All recommendations, proposals and advice must be directed through the Chair.

Quorum

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

Voting

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

Minutes of the Meeting

- 4.13. A Latrobe City Officer or authorised agent shall take the minutes of each PRG meeting.
- 4.14. 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

DRAFT Gippsland Sports and Entertainment Park Project Reference Group Terms of Reference
2026 Commonwealth Games | Page 7

resolutions of the PRG (see appendix two for the minutes template).

- 4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently CiAnywhere electronic document and records management system).
- 4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all PRG members, including alternative representatives.
- 4.17. A copy of the minutes shall be distributed to all PRG members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

- 4.18. With the approval of the Chair, a report to Council may be tabled on the PRG's progress towards the objectives included in this Terms of Reference.
- 4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.20. Reports to Council will be co-ordinated through the Executive Manager Commonwealth Games.

5. Review of PRG and Duration of the PRG

- 5.1. The PRG will cease to exist by resolution of the Council, or once the objectives at item 2.3 have been demonstrated that they have been met, whichever occurs first.
- 5.2. A review of the PRG 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 PRG members, management and any other stakeholders, as determined by Council.
- 5.4. The review must consider:
 - 5.4.1. The PRG's achievements;
 - 5.4.2. Whether there is a demonstrated need for the PRG to continue; and
 - 5.4.3. Any other relevant matter.

6. Authority and Compliance Requirements

- 6.1. The PRG is a consultative group 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.

DRAFT Gippsland Sports and Entertainment Park Project Reference Group Terms of Reference
2026 Commonwealth Games | Page 8

Appendix 1: Agenda Template

AGENDA

[Project] Project Reference Group

Meeting Day, XX Month Year

Time Commencing: 00:00 am/pm

Expected Finish Time: 00:00 am/pm

Location: (include specific meeting room and address)

Chairperson: [Name]

AGENDA ITEMS

No.	Item	Responsible Officer
1.	Welcome & Introductions	
		Chair
2.	Acknowledgement of Country	
	<i>I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.</i>	Chair
3.	Apologies	
		All
4.	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
5.	Confirmation of Minutes	
	<i>Confirmation of the previous minutes of the meeting</i>	All
6.	Matters Arising from Previous Meetings	
	<i>Review of action progress from previous meetings</i>	All
7.	Reports / Items for Consideration	
	<i>Matters being presented for discussion in accordance with the Terms of Reference</i>	
	•	
8.	General Business	
	•	All



DRAFT Gippsland Sports and Entertainment Park Project Reference Group Terms of Reference
2026 Commonwealth Games | Page 10

MINUTES

No.	Item	Responsible Officer
6.	Matters arising from previous meeting	
	<i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i> 5. Item Heading 5.1 Sub-heading • Action(s): •	
6.	Items for Consideration	
	<i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i> 6. Item Heading 6.1 Sub-heading • Action(s): •	
7.	General Business	
	<i>List the item and action agreed and assign any follow up actions and expected timeframes</i> 7. Item Heading 7.1 Sub-heading • Action(s): •	
8.	Meeting Close:	Chair

PREVIOUS ACTION ITEMS

No.	Item	Owner	Due Date
1.			

Next Meeting – [Provide details of the next meeting date, time, and location]



DRAFT ASSET MANAGEMENT STRATEGY 2023-2032

PURPOSE

To seek Council's endorsement of the Asset Management Strategy 2023-2032 (AMS).

EXECUTIVE SUMMARY

The Asset Management Strategy 2023-2032 (AMS) was developed after a considered review of Council's asset management and legislative changes that have occurred since the adoption of the previous strategy.

The AMS brings together a road map to deliver the revised requirements and objectives of:

- The *Local Government act 2020*:
- The Asset Management Policy 2021-2025: and
- Relevant recommendations to further advance Asset Management at Latrobe City.

The AMS is built on the following asset management principles:

- Council assets are designed for purpose, targeted to Council services that are dependent on assets to support them.
- Assets are utilised by Council to provide service to the community.
- Assets should be fit for purpose.
- Council is to maintain financial viability.
- Council's asset management practices to remain current and complete as possible.
- Council's decision-making practices to remain open, transparent, and adhere to the requirements of the *Local Government Act 2020*.

The status of the Latrobe City asset portfolio was presented in the adopted Asset Plan 2022.

Infrastructure assets

Total Asset Portfolio Value

\$1,596,925,922
(1.6 billion dollars)

Asset portfolio condition distribution (\$000's and %)



Average Portfolio Condition

2.2

Good to Fair

1.84%

\$29,350,413

Assets near/at End Of Life (EOL)

0.73

10-year Average Renewal Ratio

-\$7,960,090

10-year Average Annual Renewal Gap

The status at that time highlighted that Council managed \$1.6 billion of assets that are on average in good to fair condition. That the renewal ratio was 0.73 means that the expenditure on asset renewal is less than required which will lead to a deterioration of asset condition through time.

Actioning the AMS 2023-2032 Implementation Plan will ensure Council's ongoing improvement in asset management maturity.

OFFICER'S RECOMMENDATION

That Council:

- 1. Adopts the Asset Management Strategy 2023-2032; and**
- 2. Makes the Asset Management Strategy 2023-2032 available on Council's website.**

BACKGROUND

The original Asset Management Strategy was adopted by Council in 2014. The strategy outlined a focus for improvement in Asset Management at Latrobe City, it was aligned with the National Asset Management Framework and the then active Municipal Association of Victoria Asset Management STEP program.

The adoption of the original strategy generated the focus that resulted in increased asset management maturity. The Victorian State Government legislated the revision of the *Local Government Act in 2020* which included a raft of asset management requirements.

This AMS responds to:

- Reset priority actions resulting from a review of the previous Asset Management Strategy
- Actions needed to implement the Asset Management Policy adopted in 2021; and
- Asset Management requirements of the Local Government Act 2020.

The AMS has been crafted to present the current state of asset management and includes an Implementation Plan to guide actions to further improve Council's asset management maturity over the life of the strategy.

The AMS is informative for our community and is compelling as a resource and road map for Council officers.

ANALYSIS

The Municipal Association of Victoria (MAV) Step program for Asset Management has lapsed and as such there is no longer an annual process for audited self-evaluation against a standard scoring system to assess Council's Asset Management maturity.

Institute of Public Works Engineers of Australia (IPWEA) has various self-assessment modules linked to various asset management frameworks which generally follow the same themes. Consideration of these maturity assessments highlights the improvement that has been achieved over the life of the current strategy and themes for improvement that have been included in the Implementation Plan attached to the revised AMS.

These strategic themes include:

- Keeping the asset management system and documents current
- Continuous improvement
- Financial management
- Governance and management
- Service planning
- Asset management
- Asset maintenance
- Skills and knowledge

- Evaluation and review

The implementation plan includes 20 strategic objectives supported by 30 recommended actions.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE That Latrobe City Council fails to comply with the requirements of the Local Government Act 2020.	Low <i>Rare x Moderate</i>	The Asset Management Strategy 2023-2032 outlines the key actions and the timelines to meet the requirements of the Local Government Act 2020.
SERVICE DELIVERY That Latrobe City's infrastructure assets fail to support service delivery.	Medium <i>Unlikely x Moderate</i>	Ensure on-going budget and staff support to ensure the service is delivered into the future.
FINANCIAL That there is not adequate budget to continue to renew assets in a timely manner.	High <i>Likely x Moderate</i>	Undertake Asset demand Plans and seek to reduce the size of the infrastructure Assets portfolio.
STRATEGIC Need to reduce Council services due to unsuitable infrastructure Asset portfolio.	Medium <i>Possible x Moderate</i>	Undertake Asset demand Plans and seek to reduce the size of the infrastructure Assets portfolio.

CONSULTATION

Community consultation took place as part of the Deliberative Engagement undertaken in the development the Council Plan. The development of the revised AMS has drawn on that consultation and has been subject to internal officer review.

COMMUNICATION

The key communication piece is that Asset Management is a core Council function required to underpin the sustainability of Council operations and to ensure the continued delivery of Council services.

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 wellbeing of our community is underpinned by the access to Council services many of which utilise infrastructure assets.

Cultural

No impact

Health

Some infrastructure asset dependent services address potential issues that may arise with respect to health, in particular the management of stormwater and safe road travel.

Environmental

No impact

Economic

The prudent management of Council's asset portfolio is paramount to the ongoing sustainability of Council operations.

Financial

The implementation of the operational aspects of the revised AMS is provided for within the provisions of the current operational budget.

The recommended implementation of an additional module of our current Asset Management Information System software will require funding above that included in the current operational budget and will be sought through the annual budget development process.

Attachments

1. Asset Management Strategy 2023 -2032

8.6

Draft Asset Management Strategy 2023-2032

1 Asset Management Strategy 2023 -2032 552



Latrobe City
Asset Management
Strategy
2023–2032
Adopted ##

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.



© Latrobe City Council

This publication is copyrighted and contains information that is the property of the Latrobe City Council. It may be reproduced for the purposes of use while engaged on Latrobe City Council related projects, though should not be communicated in whole or in part to any third party without prior consent.

Disclaimer This document has been prepared for the Latrobe City Council and is to be used for internal purposes. No warranty is given as to its suitability for any other purpose.

Table of Contents

Introduction	02
Council Plan 2021-2025	03
Purpose and objective	03
What is our current situation?	06
What is our asset management vision?	07
How will we advance asset management competency?	07
Evaluation and review	10
Implementation plan	11

Introduction

Latrobe City is located approximately 150 kilometres east of Melbourne and is one of Victoria's four major regional cities with a population of over 75,000 residents. Latrobe City is made up of four central townships: Churchill, Moe-Newborough, Morwell, and Traralgon. The smaller townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon-South, Yallourn North, and Yinnar are situated within the surrounding rural areas within the municipality.

The City is bounded by three other municipalities: Baw Baw Shire Council to the north and west, Wellington Shire Council to the north, east, and south and South Gippsland Shire Council to the south.

Council is the custodian of a large portfolio of infrastructure assets which represents a vast investment built up over many decades. These assets underpin community access to Council provided services and enhance the wellbeing of the Latrobe community.

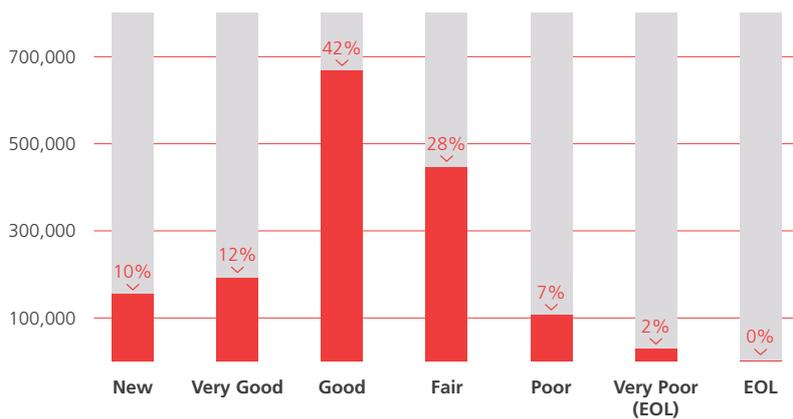
The value of Latrobe City infrastructure assets measured in terms of replacement value is outlined in the *Latrobe City Asset Plan* adopted in 2022, as \$1.6 billion dollars.

Infrastructure assets

Total Asset Portfolio Value

\$1,596,925,922

Asset portfolio condition distribution (\$000's and %)



Average Portfolio Condition

2.2

Good to Fair

1.84%

\$29,350,413

Assets near/at End Of Life (EOL)

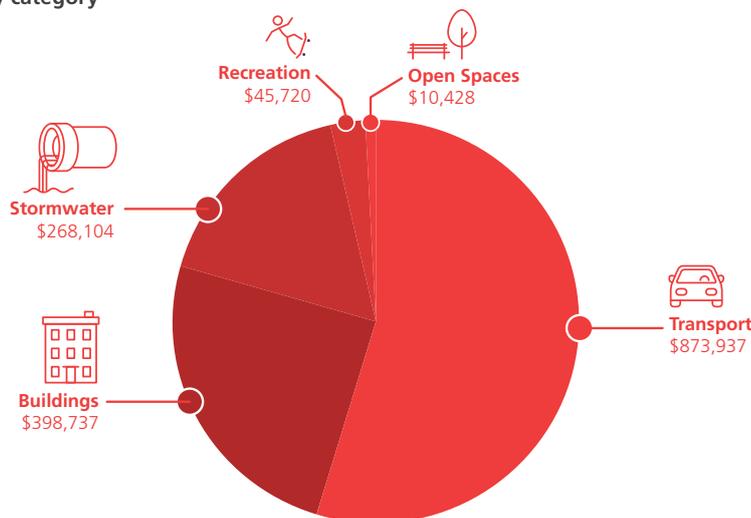
0.73

10-year Average Renewal Ratio

-\$7,960,090

10-year Average Annual Renewal Gap

Asset portfolio value distribution by category



Efficient and effective management of these assets is vital in maintaining community access to safe, reliable, and well managed services. Managing Latrobe City's \$1.6 billion dollars worth of infrastructure assets requires a combination of financial, economic, engineering and asset management practices.

The environment in which local government operates is constantly changing and is limited in terms of financial resources.

As assets continue to age, Council will need to demonstrate an appropriate level of skill, expertise, and stewardship in relation to management practices and the maintenance of these assets.

State and Federal Government have raised concerns about the gap between the combined current maintenance and renewal spending on local government infrastructure and the level of expenditure required to ensure ongoing sustainability.

The development of existing and new assets without adequate planning and funding for maintenance and renewal will result in asset portfolios that will not meet community needs as these assets age. A focus of this strategy will be putting processes in place to manage the gap between available renewal funding and that is required to renew assets as they reach the end of their useful lives.

Council Plan 2021-2025

The Council Plan identifies a range of objectives and strategies that will shape the direction and priorities for our community over the four year term of this plan.

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.

STRATEGIC DIRECTIONS

The Strategic Directions outlined in the Council Plan are:

- Smart
- Creative
- Healthy
- Sustainable
- Connected

The provision of affordable services that are supported by sustainable asset portfolios is consistent with the Council Plan objectives. These objectives will be achieved through the development and implementation of the asset management system.

Purpose and objective

The purpose of the Asset Management Strategy is to define and document the necessary approaches that need to be undertaken to achieve the implementation the requirements of the *Local Government Act 2020* and the adopted *Latrobe City Asset Management Policy 2021-2025*.

The core principles that the Asset Management Strategy is formulated against include:

SERVICE PERFORMANCE PRINCIPLES

Council services are designed for purpose, targeted to community needs and value for money. They are dependent on assets that support them.

- Services are provided in an equitable manner and are responsive to the diverse needs of the community
- The Council Plan is designed to identify the key services
- Services are accessible to relevant users within the community
- Council provides quality services that provide value for money to the community
- The Local Government Performance Framework (LGPRF) is designed to communicate Council's performance regarding the provision of quality and efficient services
- Council is developing a performance monitoring framework to continuously improve its service delivery standards
- Council is developing a service delivery framework at considers and responds to community feedback and complaints regarding service provision.

ASSET MANAGEMENT PRINCIPLES

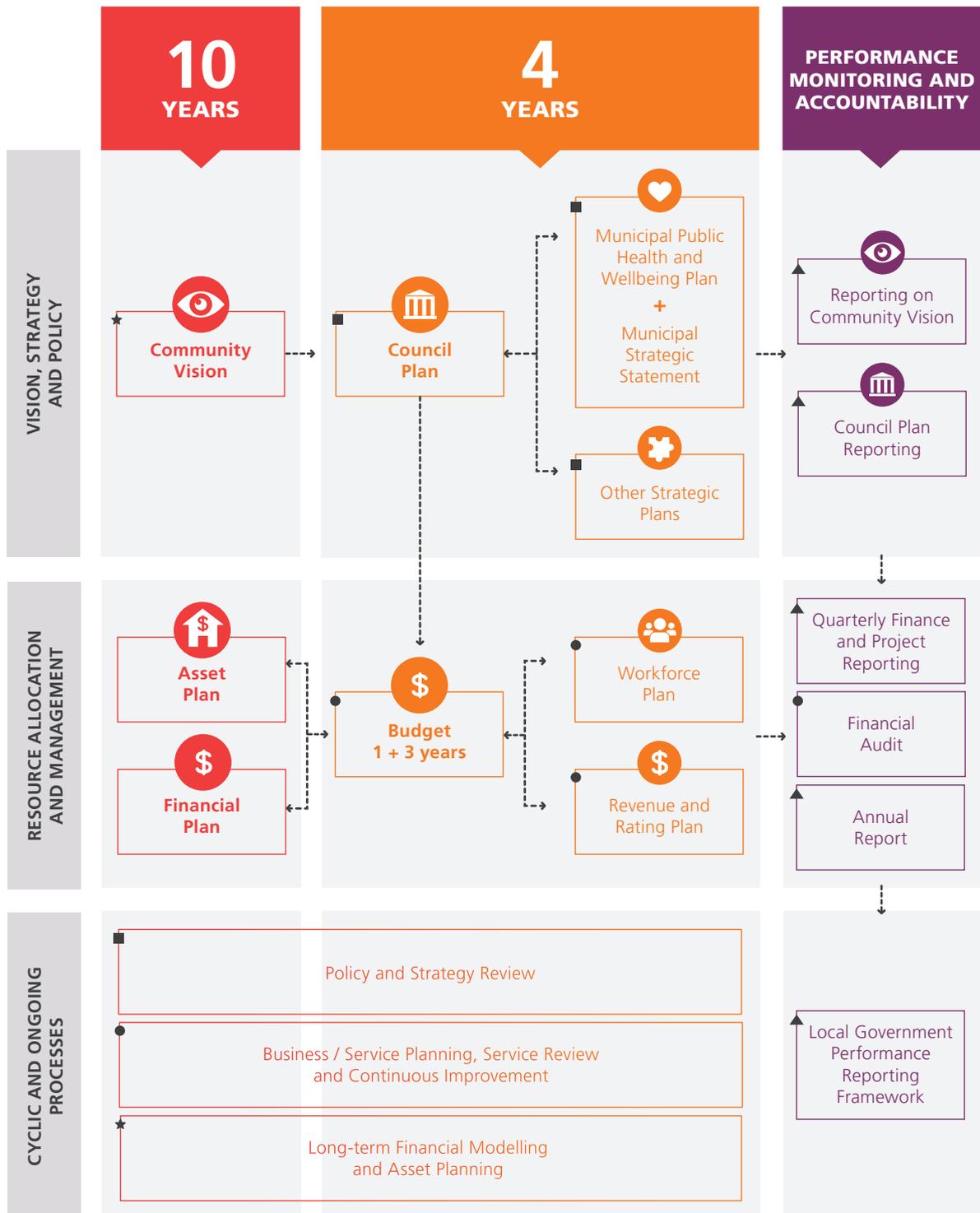
Council assets are designed for purpose, targeted to Council services that are dependent on assets to support them.

- Assets are utilised by Council to provide services to the community
- Assets should be fit for purpose
- Council is to maintain financial viability
- Council's asset management practices to remain current and complete as possible
- Council's decision-making practices to remain open, transparent, and adhere to the requirements of the *Local Government Act 2020*.

ASSET MANAGEMENT FRAMEWORK

Asset management is a key component of Council’s Integrated Planning and Reporting Framework, as detailed below:

Legislated elements of an integrated strategic planning and reporting framework and outcomes

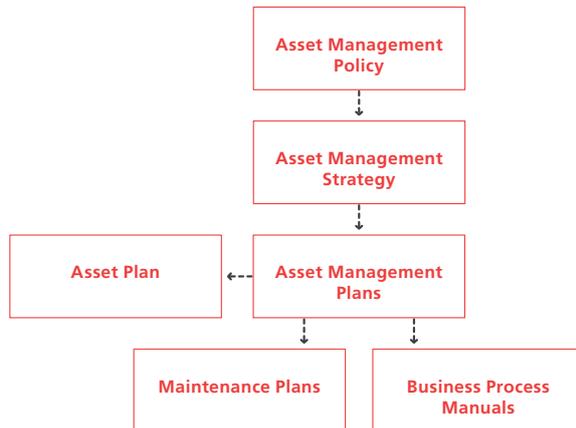


*Shapes represent what elements inform or are informed by each other.

The asset management system to support Council's Integrated Planning and Reporting Framework is shown below:

ASSET MANAGEMENT SYSTEM

The asset management system supports the decision making of the Integrated Planning and Reporting Framework and includes processes outlined in key documents.



BUSINESS PROCESS MANUAL

Business Process Manuals are a more recent inclusion to the asset management system that outline what information is required for each asset class, and how that information is used within the asset management system. These manuals draw together key information on levels of service which are usually presented in the Asset Management Plan and maintenance activities. These manuals bring together processes and procedures relevant to groups of asset classes (asset categories) that have a similar approach to their management.

These asset categories include:

- Buildings and Facilities
- Roads and Traffic Facilities
- Parks and Recreation
- Stormwater Assets; and
- Civil Assets.

At this stage the ideal distribution of content between Asset Management Plans and the Business Process Manuals is not finalised and needs consideration to ensure efficient documentation of required content.

ASSET MANAGEMENT POLICY

The Asset Management Policy provides overall guidance including an overview of the system and relevant roles and responsibilities. It is reviewed every four years.

ASSET MANAGEMENT STRATEGY

The Strategy is reviewed every four years following the development of the Council Plan and sets out recommendations to improve asset management practices at Latrobe City. It also sets out the actions planned to achieve the goals and principles outlined in the Council Plan and the Asset Management Policy.

ASSET PLAN

The Asset Plan is a requirement of the *Local Government Act 2020*. It is a summary of the current and forecast status of infrastructure assets. Its intent is to ensure that the actions nominated within the Council Plan are reflected in the provision of assets, as well as to provide asset financial information for inclusion in the Financial Plan (previously referred to as the Long-Term Financial Plan). The Asset Plan should be updated and adopted by Council at a similar time as the Council Plan.

ASSET MANAGEMENT PLAN

Asset Management Plans outline the levels of service, financial information, risk assessment, maintenance programs and management responsibilities for individual infrastructure asset classes. The level of detail included in these plans will vary dependent upon the complexity of managing the asset class and the degree of risk that failure of those assets presents.

What is our current situation?

Council's assets encompass roads, bridges, buildings, playgrounds, paths, active and passive outdoor spaces, and other infrastructure with a current replacement value of approximately \$1.6 billion dollars.

The Latrobe City asset portfolios have origins prior to the 1950s. Our earliest assets are of an age such that they are approaching end of useful life. The Asset Plan highlighted a renewal ratio of 0.73. Therefore, the projected renewal expenditure is 73 per cent of the funding required to renew assets. The development of the Asset Plan assumed that all assets will be renewed at end of useful life, and the renewal gap equated to a funding shortfall of \$7.96 million dollars annually over the next 10 years.

Not all assets will be renewed at end of life, some assets will be redundant, not have an ongoing use, or will be not fit for purpose for future use. Current planning processes do not analyse the future use of individual assets to a level to determine which assets should be retired at end of life.

Council constructed and developer gifted assets will continue to grow the Latrobe City asset base through time. The increase in the number of assets and the aging of assets will continue to pressure Council's ability to fund asset renewal.

As part of the NAMS Framework system the Institute of Public Works Engineering Australia (IPWEA) has developed maturity assessment models to assist Councils to assess their asset management maturity based on the NAMF Framework and Standard ISO55001 requirements.

Latrobe City has used IPWEA maturity assessment to guide the formation of the Asset Management Strategy and where actions are required to either maintain or improve our asset management maturity such actions have been included in the implementation plan attached to this strategy.

CURRENT ASSET MANAGEMENT COMPETENCY

The National Asset Management Framework (NAMF) assesses 11 core competencies relating to asset management and financial planning and reporting. The Framework draws upon ISO 55001, the International Infrastructure Management Manual and general best practice in its formulation.

The core competencies and the status of Latrobe City Councils' competency are:

NAMF Criteria	Latrobe City Council
Financial Planning and Reporting	
1. Strategic Longer-Term Plan <i>Does Council have an adopted Strategic Longer-Term Plan?</i>	Competent <i>Regular review</i>
2. Annual Budget <i>Does Council prepare an Annual Budget?</i>	Competent <i>Regular review</i>
3. Annual Report <i>Does Council publish an Annual Report?</i>	Competent <i>Regular review</i>
Asset Planning and Management	
4. Asset Management Policy. <i>Does Council have an adopted Asset Management Policy?</i>	Competent <i>Regular review</i>
5. Asset Management Strategy <i>Does Council have an adopted Asset Management Strategy?</i>	Well Advanced <i>Regular review</i>
6. Asset Management Plans <i>Does Council have adopted Asset Management Plans?</i>	Well Advanced <i>Regular review</i>
7. Governance and Management <i>Does Council have good management practices linking asset management to service delivery?</i>	Moderately Advanced <i>Implementation Plan Actions</i>
8. Levels of Service <i>Does Council have a defined process for determining current target levels of service and cost?</i>	Moderately Advanced <i>Implementation Plan Actions</i>
9. Data and Systems <i>Does Council have data and systems to perform asset management activities?</i>	Well Advanced <i>Implementation Plan Actions</i>
10. Skills and Processes <i>Does Council have asset management skills and knowledge held across multiple levels of management and elected officials?</i>	Developmental <i>Implementation Plan Actions</i>
11. Evaluation and Review <i>Does Council have a process to evaluate progress and use of resources on implementation of the National Asset Management Frameworks?</i>	Developmental <i>Implementation Plan Actions</i>

What is our asset management vision?

Our asset management vision is:

“To advance asset management at Latrobe City in the pursuit of a balanced outcome between affordability and effective industry best practice.”

Advancement with respect to this strategy is to:

- Ensure there is a clear link between service delivery and asset management
- Ensure that service delivery planning informs asset management decision making
- Ensure transparent responsibilities, processes, and decision making
- Equip those responsible with the required knowledge and skills.

The aim is to embed asset management as a core Latrobe City Council practice that:

- Elevates service planning as a precursor that informs effective asset management
- Ensures the sustainability of Council operations
- Reduces the renewal gap over the next five years
- Facilitates Council to meet the service performance and asset management principles.

How will we advance asset management competency?

To elevate our core asset management competency Latrobe City will:

- Consolidate core asset management practices
- Integrate asset management and financial management
- Invest in asset management skills and systems; and
- Implement elements of advanced asset management

CORE ASSET MANAGEMENT PRACTICES

Asset maintenance

Asset maintenance is critical to holding and operating assets that can deliver an agreed level of service over their useful life. Maintenance activities do not increase the level of service or extend the useful life of an asset.

Best practice asset management prescribes that maintenance activities are documented, planned, undertaken, recorded, and measured. The maintenance module of Council’s asset management information system referred to as the maintenance management system (MMS), is designed to assist in the management of the maintenance of assets. This system is currently being implemented, commencing in 2023 under the guidance of the City Presentation and Business Transformation Projects Teams.

Asset renewal

The renewal of assets in a timely and cost-effective manner is a key cornerstone of asset management. As part of the implementation of the AMIS, improved renewal forecasting tools are available.

Asset life cycle management and costing

Life cycle management outlines a plan for the physical actions and financial resources needed for assets over their life cycle. The Asset Management Policy promotes planning and monitoring assets from initial planning through design, construction, maintenance, renewal until final decommissioning and disposal of the asset. Life cycle costing and management is a key element of sound asset management. Latrobe City Council will implement life cycle costing which is key to inform the Asset Plan and Financial Plan as specified in the *Local Government Act 2020*.

Service planning

Service planning is undertaken to develop a clear understanding and agreement on the purpose, scope, and desired outcomes of Council’s services.

A service plan shall identify service provision demands, trends and changes to ensure services continue to meet Council, community, and organisational needs, and understand the implications these have on both current and future service delivery.

Service plans will assist in understanding the true cost, resources, and benefits in delivering a service.

Service plans will support Council decision making with regards to:

- The range, intent and scope of services Council provides
- Resourcing services to achieve the community’s long-term vision and aspirations
- Inform sustainable financial planning of Council’s budget and capital works program to supporting Council’s service provision
- Service plans will inform asset management and planning.

As a precursor to detailed service plan development, a simple analysis will be undertaken (asset demand planning) to inform asset management decisions

Asset demand planning

Asset demand plans are to be used by service owners to outline the nature of the Council service that they are responsible for and to identify the assets that are utilised in the delivery of the service.

While service owners are primarily responsible for the development of the asset demand plan for their service, the Asset Planning Team will assist in asset inventory and life cycle costings that inform these plans.

The asset demand plan will identify the capital and operational costs of:

- Developing new assets
- Upgrading existing assets
- Renewal existing assets
- Maintaining assets.

Service owners need to assess which assets are critical to the delivery of the service (strategic assets), which assets are not critical to the service (non-strategic assets), and whether current assets are fit for purpose to inform the actions required:

These actions may include:

- Renewal of the asset like for like
- Replacement of the asset with a new asset
- Upgrade the asset to meet current needs and standards
- Decommission the asset; or
- Dispose of and/or demolish the asset.

Asset demand plans will be a joint effort between service owners and the Asset Planning Team.

Asset rationalisation and disposal

Best practice asset management encourages the assessment of assets in terms of:

- **fit for purpose:** does the asset meet the needs of the service?
- **fit for use:** is the asset in an acceptable condition and of an acceptable standard?
- **fit for the future:** will the asset meet future needs of the service?

Utilisation of assets must be measured and considered. As asset demand plans are developed and life cycle management implemented, rationalisation and disposal recommendations will be made.

Planning for financial sustainability

There are a range of strategic approaches that may be used to make services more financially sustainable:

- Change to the scope and standard of service delivery (level of service)
- Change the nature of the assets used to deliver the service
- Reduce the number of assets used to deliver the service; and
- Increase revenue streams.

These decisions should be viewed through the lens of the service owner and the community users of the service.

Assessing asset condition

Asset condition assessment is a determination of where an asset is on its life cycle journey, that being from new through to end of useful life. This is often determined through assessment of the extent and severity of physical distress (defects).

For consistency and ease of understanding, the formal scoring ranges from 0 to 6 which is often truncated to a range of 1 – 5 to simplify the assessment process:

- 1 equates to the very good condition; and
- 5 to the very poor condition.

This approach follows best practice as set out in the International Infrastructure Management Manual.

The generic definitions for scores 0 – 6 are set out in the table below.

Condition Grading	Considered to be	Description of Condition
0	New Asset	No maintenance planned (Used for new assets when first registered in the asset management system)
1	Very Good	Only planned maintenance required
2	Good	Minor maintenance required plus planned maintenance
3	Fair	Significant maintenance required
4	Poor	Significant renewal/rehabilitation required
5	Very Poor	Physically unsound and/or beyond rehabilitation (standard renewal intervention)
6	End of Life	Deteriorated such that the asset not fit for use and withdrawn from service

Latrobe City Council will undertake condition assessment of its core infrastructure assets every four years.

ASSET MANAGEMENT AND FINANCIAL MANAGEMENT INTEGRATION

Integration of Asset Management Plans and the Financial Plan

Council's asset prediction software (Assetic Predictor) analyses asset life cycle costs and generates funding requirements that are included in the Financial Plan. Recommendations on the funding requirements needed for sustainability in each asset category are outlined in the Asset Plan as well as each Asset Management Plan. The required funding requirement will be updated annually to inform the Financial Plan and budget development.

Planning for asset maintenance

In the design phase of an asset's life cycle consideration should be given to maintenance costs over the asset's useful life. Identifying these costs is a critical part of the decisions Council makes about the affordability of new, gifted and upgraded assets. Ignoring this step leads to an ever-expanding funding requirement for asset maintenance. A balance needs to be achieved between emergency, reactive and programmed maintenance expenditure so that risk, safety, and the level of service can be achieved without over-maintaining assets.

Under investment in maintenance results in assets not being useable for their expected useful life thus resulting in premature renewal expenditure.

Each asset life cycle model (Predictor Model) will include an evaluation of required maintenance funding.

Asset accounting

Financial and asset reporting relies upon accurate data and data structures so that information can be provided to Council and all departments within Council. The Financial Plan presents maintenance, renewal, upgrade, and new expenditure across all of Council's assets. These costs need to be tracked for all assets so that actual expenditure can be compared to forecasts.

Implementation of the maintenance management system will improve the financial tracking.

ASSET MANAGEMENT SKILLS AND SYSTEMS

Asset planning team and systems

A level of expenditure is required to implement effective asset management practices and to provide internal and external performance reporting.

These asset management costs other than the cost of new software tools are accommodated in the operational, business as usual (BAU) budget.

A team of 4.8 officers make up the Asset Planning Team directly involved with asset management functions.

Asset management tools currently being implemented include:

- Asset Management Information System
 - Assetic Cloud (Brightly Software Inc)
 - Assetic Predictor Platform (Brightly Software Inc)
 - Assetic Cloud Maintenance Module (Brightly Software Inc)
- Asset Management Managed Services
 - Valuation Bureau Service (Brightly Software Inc)
- Geographical Information Systems
 - MapInfo (Precisely)
 - QGIS (Open Source)

Asset management systems to be implemented and requiring additional funding:

- Assetic Work Planner Module (Brightly Software Inc)

Work Planner

Work Planner utilises the outputs from Predictor as well as the inputs from the GIS system, and enables fine tuning of the Capital Works schedules enabling works to be rearranged over multiple years to bring about maximum efficiency.

Subject to budget approval Latrobe City will implement Work Planner during 2024.

Valuation Bureau Service (VBS)

The VBS managed service is provided by Brightly Software Inc. This service provides the resources to undertake the required annual valuation of assets and provides independent entity sign-off on valuation inputs and processes. This service provides secure business continuity for this mandatory reporting.

Latrobe City will continue to engage Brightly to provide this service.

Skills development

Latrobe City Council will continue to develop the skills of key asset planning and service planning officers.

ELEMENTS OF ADVANCED ASSET MANAGEMENT

Assessment of asset management maturity

The MAV STEP Program for Asset Management has lapsed and as such there is no longer a formalised annual process for audited self-evaluation against a standard scoring system to assess Council's asset management maturity.

As outlined above, the National Asset Management Framework maturity assessment is available for use by Councils.

It is planned for future assessment of asset management maturity to use the assessment tool.

Asset risk management

The community is the focus of Council's services and there is an implied understanding that Council will ensure that Council's assets will not pose a risk to personal safety, and the impact service continuity resulting from asset failure.

Latrobe City will consider the implications of asset failure in the review of Asset Management Plans and risk registers will be updated with relevant findings.

Evaluation and review

ANNUAL ASSET MANAGEMENT REPORTING

Asset management performance had previously been measured by participation in external programs and internal business plan reporting. This strategy proposes to report annually on progress in implementing asset management achievements to the Latrobe City Council executive.

This Asset Management Strategy has a review date of 2031-2032. If during the life of the strategy significant change occurs with Legislation, Council Plan, or the Asset Management Policy an earlier revision will be undertaken to ensure alignment with relevant changes.

Implementation plan

STRATEGIC THEME: 1. SYSTEM CURRENCY

Strategic Objective	Desired Outcomes	Recommendations	Timing	Responsibility	Refer NAMF Criteria
1.1 Ensure asset management system documentation is current.	Ensure that Asset Management System Policy, Asset Plan, Asset Management Strategy, asset management plans, business process manuals are current and represent the up to date knowledge that Latrobe City Council has with respect to the state of assets and the associated asset costs.	1.1.1 Revise the Asset Plan in accordance with the <i>Local Government Act 2020</i> to inform the development of the <i>Council Plan (2025-2029)</i> .	2024	Asset Planning Team	1. Strategic Longer Term Planning
		1.1.2 Revise Asset Plan in accordance with the <i>Draft Council Plan (2025-2029)</i> and present to Council for adoption.	2025	Asset Planning Team	1. Strategic Longer Term Planning
		1.1.3 Determine the funding required for asset renewal to inform the development of the Annual Report.	Annually	Asset Planning Team, Finance Team	3. Annual Report
		1.1.4 Review <i>Asset Management Policy 2021-2025</i> and present to Council for adoption.	2025	Asset Planning Team	4. Asset Management Policy
		1.1.5 Review <i>Asset Management Strategy 2023-2032</i> and present to Council for adoption.	2031 – 2032	Asset Planning Team	5. Asset Management Strategy
		1.1.6 Develop a consolidated a strategic asset management plan (SAMP) for infrastructure assets using known information that can be built upon in future iterations.	2023 - 2027	Asset Planning Team	6. Asset Management Plans
		1.1.7 Investigate the use of a digital platform for the SAMP and the Asset Plan to facilitate efficient review and updating.	2024 - 2025	Asset Planning Team	6. Asset Management Plans

STRATEGIC THEME: 2. CONTINUOUS IMPROVEMENT

Strategic Objective	Desired Outcomes	Recommendations	Timing	Responsibility	Refer NAMF Criteria
2.1 Continually improve Council's asset management system processes.	That the efficiency and effectiveness of interpretation and analysis of asset management data is continuously improved to ensure asset management outcomes are sustainable and deliver best practice outcomes.	2.1.1 Develop business process manuals to ensure asset management system with the maintenance system processed are documented.	2023	Asset Planning Team, Business Transformation Team	9. Data and Systems
		2.1.2 Purchase and implement the capital Work Planner module of the Brightly Predictor Platform (cost additional BAU budget). First year implementation cost of \$35K with ongoing annual licence fee of \$30K p.a.	2024 - 2025	Asset Planning Team, Executive Team, Business Transformation Team	9. Data and Systems
2.2 Continue utilising resources and technology to increase efficiency within Latrobe City.	That the resources are allocated for effective asset management processes at Latrobe City. The systems are in place to ensure the required level of practice. Current implementation of the Brightly suite of software is completed to ensure effective integration with business processes.	2.2.1 Continue annual funding of asset management staff, software, equipment and data capture.	2023 – 2032	Executive Team	7. Governance and Management
		2.2.2 Complete the implementation of the asset management information system and maintenance management software.	2023 – 2027	Business Transformation Team, City Presentation Department, Asset Planning Team	7. Governance and Management
		2.2.3 Continue to keep business process manuals up to date through continuous review and updating as process improvements are implemented.	2023 – 2032	Asset Planning Team	10. Skills and Processes

STRATEGIC THEME: 3. FINANCIAL MANAGEMENT

Strategic Objective	Desired Outcomes	Recommendations	Timing	Responsibility	Refer NAMF Criteria
3.1 Integrate asset management and financial management.	The cost associated with infrastructure assets are fully reflected in financial management at Latrobe City.	3.1.1 Determine the funding required for asset renewal to inform the development of annual budgets and the financial plan.	Annually	Asset Planning Team, Finance Team	1 Strategic Longer Term Planning
		3.1.2 Develop and make widely available guidance documentation that defines key asset management terms and concepts and in particular the definition of renewal, upgrade, expansion, and new.	2023 - 2024	Asset Planning Team	10 Skills and Processes
3.2 Ensure that asset management practices align with Asset Accounting Policy.	Asset management and asset accounting is seamless in its alignment to ensure efficient and accurate reporting.	3.2.1 Review the Asset Accounting Policy to reflect the newly implemented asset management information system and maintenance management system.	2023	Finance Team, Asset Planning Team	2 Annual Budget
		3.2.2 Maintain a current asset classification structure that links to asset management classification to that of the Asset Accounting Policy.	2023 - 2032	Asset Planning Team	2 Annual Budget
3.3 Adequately identify and plan for the future maintenance costs of infrastructure assets.	That maintenance costs are understood and budgeted for.	3.3.1 Incorporate maintenance expenditure into predictor models for strategic infrastructure assets classes.	2023 – 2024	Asset Planning Team, City Presentation Team, City Assets Department	6 Asset Management Plans
3.4 Ensure that the asset base is not increased without consideration of Council's ability to fund future maintenance, operation, and renew costs.	The Council's asset base is not increased beyond Council's ability to fund the ongoing cost of assets.	3.4.1 Develop renewal funding scenarios by asset classes and present Latrobe City Council executive for consideration and feedback.	2024 – 2026	Asset Planning Team, Service Owners, Finance, Asset Management Working Group	1 Strategic Longer Term Planning
		3.4.2 Develop guidelines for decision process for whether Council will or will not take accept gifted and/or found assets.	2023-2024	City Assets Department, Asset Planning Team, Asset Management Working Group	6 Asset Management Plans
3.5 Rationalise under-utilised assets that have no long term strategic benefit for service delivery.	That assets that are not required for the delivery of Council services no longer incur cost to Council.	3.5.1 Develop asset demand plans for all asset dependent services.	2024 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		3.5.2 Make recommendations on rationalisation of assets.	2024 – 2032	Service Owners, Asset Planning Team, Asset Management Working Group	8 Levels of Service

STRATEGIC THEME: 4. GOVERNANCE AND MANAGEMENT

Strategic Objective	Desired Outcomes	Recommendations	Timing	Responsibility	Refer NAMF Criteria
4.1 Continue to provide asset management oversight.	That asset management decisions, processes are supported and coordinated across all Latrobe City business units.	4.1.1 Review the terms of reference and functionality of the Asset Management working Group.	2023	Executive Team	7 Governance and Management

STRATEGIC THEME: 5. SERVICE PLANNING

Strategic Objective	Desired Outcomes	Recommendations	Timing	Responsibility	Refer NAMF Criteria
5.1 Create a clear linkage between Council services and the assets used in the delivery of the services.	That there is a clear association between assets and the service that they support in order to fully cost services and to determine if assets are or are not strategic for the delivery of Council services.	5.1.1 Allocate a primary asset dependent service to each asset and each Latrobe City site.	2023 – 2027	Service Owners, Asset Planning Team, Asset Management Working Group	8 Levels of Service
5.2 Integrate and align service planning, service reviews, and asset management practices.	That efficient service planning can be undertaken that reflects the cost of assets that underpin the service.	5.2.1 Document service owner and asset management roles and responsibilities.	2023	Innovation and Performance Team, Service Owners, Asset Planning Team, Asset Management Working Group	8 Levels of Service
		5.2.2 Develop a process for assessing assets based on a 'fit for purpose, fit for use and fit for the future' concept.	2023 – 2024	Innovation and Performance Team, Service Owners, Asset Planning Team, Asset Management Working Group	8 Levels of Service
		5.2.3 Establish measures to determine utilisation of assets.	2023 – 2024	Innovation and Performance Team, Service Owners, Asset Planning Team, Asset Management Working Group	8 Levels of Service
5.3 Support service planning processes at Latrobe City Council.	Asset demand plans are undertaken to inform service planning and asset management planning.	5.3.1 Document asset demand plans and technical levels of service for the following asset dependent services:	2023 – 2027	Service Owners, Asset Planning Team, Asset Management Working Group	8 Levels of Service
		Property Access	2023 – 2027	Service Owners, Asset Planning Team	8 Levels of Service
		Wayfinding	2023 – 2027	Service Owners, Asset Planning Team	8 Levels of Service
		Safe Travel	2023 – 2027	Service Owners, Asset Planning Team	8 Levels of Service
		Stormwater Management	2023 – 2027	Service Owners, Asset Planning Team	8 Levels of Service
		Council Service and Administration	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Animal Management	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Events and Tourism	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Creative Arts	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Learning and Community Enhancement	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Aged and Disability Support	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Early Learning and Care	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Family Health and Development	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
Community Meeting Spaces	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service		

Strategic Objective	Desired Outcomes	Recommendations	Timing	Responsibility	Refer NAMF Criteria
5.3 <i>Continued:</i> Support service planning processes at Latrobe City Council.	Asset demand plans are undertaken to inform service planning and asset management planning.	Community Group Activity Spaces	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Latrobe Regional Airport	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Active Outdoor Spaces	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Active and Liveable Communities (Leisure)	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Property and Commercial	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Passive Open Spaces	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Amenity of Place (Streetscapes and Community Spaces)	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Nature Conservation	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Landfill	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Waste Services	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Sustainability	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Emergency Management	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
		Council Internal Services	2023 – 2032	Service Owners, Asset Planning Team	8 Levels of Service
5.4 Support the development of asset demand plans.	That officers that have to undertake asset demand plans have the resource material available to guide them in the process.	5.4.1 Develop guidance material that supports service owners in the development of asset demand plans.	2023	Asset Planning Team	8 Levels of Service
5.5 Document technical levels of service for all infrastructure asset classes.	That technical levels of service are documented or each service such that performance in service delivery can be measured.	5.5.1 Develop and implement a process for monitoring and reporting on adherence to technical levels of service.	2026 – 2032	Service Owners, City Presentation Department, City Assets Department, Asset Management Working Group	8 Levels of Service
5.6 Consider risk of asset failure and its impact on service delivery.	That risk posed by asset failure is considered in asset management decision making.	5.6.1 Consider the risk of asset failure and the impact failure may have on service delivery.	2023 - 2032	Service Owners, Asset Planning Team	6 Asset Management Plans

STRATEGIC THEME: 6. ASSET MANAGEMENT

Strategic Objective	Desired Outcomes	Recommendations	Timing	Responsibility	Refer NAMF Criteria
6.1 Ensure capital investment decisions consider the whole of life costs for assets	Council is able to understand and plan for the costs of new assets over the entire expected life of the asset.	6.1.1 Develop an asset life cycle costing process and incorporate into the capital works planning process.	2023 - 2024	City Assets Department, Asset Planning Team, Asset Management Working Group	6 Asset Management Plans

STRATEGIC THEME: 7. ASSET MAINTENANCE

Strategic Objective	Desired Outcomes	Recommendations	Timing	Responsibility	Refer NAMF Criteria
7.1 Plan asset maintenance to ensure assets are fit for use for their expected useful life.	Assets are maintained to ensure they remain fit for use.	7.1.1 Document asset maintenance practices.	2023 - 2024	City Presentation Team, City Assets Department	6 Asset Management Plans
		7.1.2 Measure and analyse trends in reactive versus programmed maintenance costs.	2024 – 2032	City presentation Department, City Assets Department, Asset Planning Team	6 Asset Management Plans
		7.1.3 Incorporate a requirement for the development of asset/facility maintenance schedules for complex asset/facilities types that are new to Council.	2024 – 2026	City Assets Department	6 Asset Management Plans

STRATEGIC THEME: 8. SKILLS AND KNOWLEDGE

Strategic Objective	Desired Outcomes	Recommendations	Timing	Responsibility	Refer NAMF Criteria
8.1 Identify information needs of Councillors and key decision makers and broaden the knowledge of asset management.	Councillors are informed about the types of assets, the quantities of assets, the condition of assets and the required funding needed to hold Council's infrastructure assets.	8.1.1 Ensure Councillors have the appropriate information and awareness of asset management.	2023 – 2032	Executive Team	10 Skills and Processes
8.2 Ensure staff that have service planning and asset management responsibilities are resourced to build skills and to maintain capacity.	That officers that have service planning and asset planning responsibilities have the knowledge and skills required to competently undertake those functions.	8.2.1 Establish a training matrix based on staff roles and responsibilities and include training needs as part of annual staff performance reviews.	2023 - 2032	People and Culture, Asset Planning Team	10 Skills and Processes

STRATEGIC THEME: 9. EVALUATION AND REVIEW

Strategic Objective	Desired Outcomes	Recommendations	Timing	Responsibility	Refer NAMF Criteria
9.1 Participate in asset management best practice and benchmarking.	That Council is aware of developments in asset management and are able to assess Council's asset management maturity.	9.1.1 Investigate and determine an alternative benchmarking process to replace the lapsed MAV Step Program for Asset Management.	2023 – 2032	Asset Planning Team	11 Evaluation and Review
9.2 Evaluate asset management improvements, milestones and report progress to Latrobe City Executive.	That progress in the delivery of the improvement plan is understood monitored and reported.	9.2.1 Evaluate Asset Management Strategy implementation progress, continuous improvements, and milestones and report annually.	2024 – 2032	Asset Planning Team, Asset Management Working Group	11 Evaluation and Review



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 and 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.

POLICY RENEWAL PROGRAM - REVOCATION OF OUTDATED POLICIES

PURPOSE

To present a recommendation to revoke Policies that are no longer required.

EXECUTIVE SUMMARY

- Officers have conducted an audit of Council adopted policies to ensure the policies are current and still meet Council's needs.
- There are currently 96 Council Policies. 70 are overdue for review and 26 are current.
- Following the audit by Officers, it has been determined that 16 policies are no longer required.
- The policies to be revoked are listed in the table provided in the analysis and are attached for your information.

OFFICER'S RECOMMENDATION

That Council revoke the following policies:

- **Community Based Aged and Disability Services Policy**
- **Community Gardens Policy**
- **Council Led Development Plans and Contribution Plans Timeframes Policy**
- **Damage to Council Assets by Trees on Private Property Policy**
- **Ecologically Sustainable Development Policy**
- **Energising of Street Lighting in New Subdivisions Policy**
- **Family Day Care Policy**
- **International Power Children's Traffic School Policy**
- **Local Agenda 21 Policy**
- **Multipurpose Use of Preschool Facilities Policy**
- **Performing Arts Policy**
- **Public Art Policy**
- **Public Library Policy**
- **Public Meeting Facilities Policy**
- **Visual Arts Policy**
- **Works Permit Policy**

BACKGROUND

Officers have conducted an audit of Council adopted policies to ensure the policies are current and still meet Council's needs.

ANALYSIS

Policies are established to set the direction for a particular service or position of Council.

Policies may be a requirement of legislation or developed where a need has been identified that is not covered within existing Council strategic documents, industry guidelines or legislation.

The review identified and recommended a suite of policies where a policy position is no longer required and noted that some policies had been superseded and are now to be revoked.

Factors considered for recommending revocation of a policy include:

- The subject matter is covered within legislation or a Local Law.
- The subject matter has been captured within other strategic documents of Council.
- The content is no longer current and Council is undertaking strategic work that will guide any future policy requirements.
- Council no longer provides the service covered in the Policy.

The below table lists the policies recommended for revocation along with the determining factor/s.

Policy	Date Adopted	Determination
Community Based Aged and Disability Services	22 August 2011	Service no longer provided by Council.
Community Gardens	4 December 2017	Recreation Open Space have developed Community Gardens Guidelines which once endorsed, will supersede this Policy. Expected to be presented to Council at the same meeting as this report.

Policy	Date Adopted	Determination
Council Led Development Plans and Contribution Plans Timeframes	29 May 2017	No longer required as there are no longer any sites that are under the relevant zone without a DP/DCP or planning projects to produce these plans
Damage to Council Assets by Trees on Private Property	7 February 2011	Will be included in the updated Local Law 3 as part of the review of this Local Law this year.
Ecologically Sustainable Development	7 February 2011	What is listed in the implementation section of the Policy is implemented through the Planning and Environment Act and the Latrobe Planning Scheme. Planning and development in accordance with the Scheme achieves the policy goal.
Energising of Street Lighting in New Subdivisions	7 February 2011	No longer warranted, no need for another control.
Family Day Care	5 November 2014	Service no longer provided by Council.
International Power Children's Traffic School	20 August 2012	Information to be migrated to the LCC website.
Local Agenda 21	7 February 2011	No longer required. Agenda 21 is an old initiative that is past its relevance.
Multipurpose Use of Preschool Facilities	5 November 2014	No longer required as external requests for use of preschool facilities are rare and managed via internal processes.

Policy	Date Adopted	Determination
Performing Arts	20 August 2012	Creative Arts Policy to be developed, which will include Performing Arts.
Public Art	5 November 2018	Creative Arts Policy to be developed, which will include Public Art.
Public Library	5 December 2011	The Municipal public health and wellbeing plan covers these areas. Along with our Council plan. Latrobe City Libraries remains an active member of Public Libraries Victoria and the Australian Library and Information Association and keeps up to date with standards and policies.
Public Meeting Facilities	7 February 2011	Now covered by Venue hire terms and conditions / policies.
Visual Arts	7 February 2011	Creative Arts Policy to be developed, which will include Visual Arts.
Works Permit	7 February 2011	Will be included in the updated Local Law 3 as part of the review of this Local Law this year.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE That a policy is a legislative requirement and it is superseded or out of date.	Medium <i>Possible x Minor</i>	Each team set key dates to review policies to ensure they are current and relevant. Add policies to RelianSys in order to better monitor review dates.

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY That a superseded policy is revoked that impacts how we deliver a Council service.	Low <i>Minor x Unlikely</i>	Ensure that Management and Teams continually review policies to ensure that it does not impact service delivery.
FINANCIAL That a policy is revoked that is required in order to receive funding or grants.	Low <i>Moderate x Rare</i>	Ensure that teams are aware of the legal and financial implications of receiving grants/funding and build that into their BAU planning.

CONSULTATION

The Senior Leaders Team undertook an audit of their team's policies and provided their feedback to the Governance team as to the status of their policies and future direction.

COMMUNICATION

Nil.

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

Nil.

Cultural

Nil.

Health

Nil.

Environmental

Nil.

Economic

Nil.

Financial

Nil.

Attachments

1. Community Based Aged and Disability Services Policy
2. Community Gardens
3. Council Led Development Plans and Contribution Plans Timeframes Policy
4. Damage to Council Assets by Trees on Private Property Policy
5. Ecologically Sustainable Development Policy
6. Energising of Street Lighting in New Subdivisions Policy
7. Family Day Care Policy
8. International Power Traffic School Policy
9. Local Agenda 21 Policy
10. Multipurpose Use of Preschool Facilities Policy
11. Performing Arts Policy
12. Public and Urban Art Policy
13. Public Library Policy
14. Public Meeting Facilities Policy
15. Visual Arts Policy
16. Works Permit Policy

8.7

Policy Renewal Program - Revocation of outdated policies

1	Community Based Aged and Disability Services Policy	577
2	Community Gardens	579
3	Council Led Development Plans and Contribution Plans Timeframes Policy	585
4	Damage to Council Assets by Trees on Private Property Policy	590
5	Ecologically Sustainable Development Policy	592
6	Energising of Street Lighting in New Subdivisions Policy	595
7	Family Day Care Policy	597
8	International Power Traffic School Policy	599
9	Local Agenda 21 Policy.....	601
10	Multipurpose Use of Preschool Facilities Policy	603
11	Performing Arts Policy	606
12	Public and Urban Art Policy.....	608
13	Public Library Policy	611
14	Public Meeting Facilities Policy.....	614
15	Visual Arts Policy	616
16	Works Permit Policy	618

Document Name:	Community Based Aged and Disability Services Policy	11 POL-5
Adopted by Council:	22 August 2011	

Policy Goals

Latrobe City will provide designated facilities for use by senior citizens and other members of the Home and Community Care Program's target group. Senior citizens centres provide facilities for persons over the age of 55 years and persons with disabilities, in which they can meet and find companionship, entertainment and a range of programs and activities to promote self help and independence. Senior citizens centres provide venues for independent groups of senior citizens to meet and may also serve as a base for the operations of the planned activity service.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Our Community

Latrobe 2026:

In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

Council Plan:

- Support initiatives that promote diversity and social inclusion.
- Facilitate and support initiatives that strengthen the capacity of the community.
- Provide access to information, knowledge, technology and activities that strengthens and increases participation in community life.
- Promote community participation and volunteerism to support improved health and well-being through all stages of life.

Recreation

Latrobe 2026:

In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.

Council Plan:

- Foster the health and wellbeing of the community by promoting active living and participation in community life.
- Provide diverse and accessible recreational, leisure and sporting facilities, that are financially sustainable.

Built Environment**Latrobe 2026:**

In 2026, Latrobe Valley benefits from a well planned built environment that is complimentary to its surroundings, and which provides for a connected and inclusive community.

Council Plan:

- Develop high quality community facilities that encourage access and use by the community.
- Ensure public infrastructure is maintained in accordance with community aspirations.

Policy Implementation**1. Senior Citizens Program**

Senior Citizens Centre programs operate out of Council owned and maintained community facilities. The Council will encourage senior citizens centres to be used for senior citizens clubs, planned activity service programs, disability and carers groups, meals and other activities. The facilities are also available for hire to other community groups and organisations or individuals within Latrobe City. However, preference will be given to members of the Home and Community Care (HACC) programs target group.

Access will not be restricted on the basis of membership or non-membership of a particular social group. An individual or groups inability to pay any centre fee or charge should not prevent them from accessing and using the senior citizens centre facilities. In particular carers, people with a disability and ethnic groups are encouraged to use the premises for regular sessions and other activities. This practice of equitable access is in accordance with the Home and Community Care Program National Services Standards ensuring that each person's access to a service is decided on the basis of relative need.

2. Planned Activity Service

Latrobe City will provide a centre based program for clients who are assessed as requiring support to meet their individual needs, while enhancing their social, psychological and intellectual skills. In consultation with consumers, a variety of programs will be provided that will encourage participation, independence, social interaction and enable those in attendance to remain connected to their community.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed :

Chief Executive Officer

Date : <insert date.



Community Gardens Policy

Version No 1

Approval Date: 4 December 2017

Review Date: 4 December 2021



Community Gardens Policy

DOCUMENT CONTROL

Responsible GM	Sara Rhodes-Ward	
Division	Community Services	
Last Updated (who & when)	(Steve Tong, Manager Community Development	2017
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	(day, month & year)	(Insert detail of change to policy)
References	Refer to Section 8 and 9 of this policy	
Next Review Date	December 2021	
Published on website	Yes	
Document Reference No		

WARNING - uncontrolled when printed.

Page 2 of 6

Responsible Division	Community Services	Approved Date	4 December 2017	Review Date	December 2021
----------------------	--------------------	---------------	-----------------	-------------	---------------



Community Gardens Policy

1. Background

Community gardening provides many social, environmental and economic benefits for local people.

The Latrobe City Council encourages community gardening as a sustainable living option and as a way for people to get involved with their local community. Community gardens contribute to public health and wellbeing, learning, amenity of the municipality social connections and can improve local food security.

The Latrobe City has a community development approach to community gardens, to build effective partnerships between garden groups and organisations in their local community to facilitate community ownership and support long-term success of a garden.

The existing gardens require minimal levels of support and involvement from Latrobe City Council. Community gardens are generally organised and overseen by local residents. This might be a garden committee or a group of people living near a garden.

This policy responds to strategy 12 of Latrobe City's Council Plan 2017-2021:

"Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens."

2. Objectives

The Community Garden Policy outlines Latrobe City's role in supporting community gardens. This includes its aims for the gardens, its principles for their operation and how it assesses proposals for new community gardens on Council owned or managed land.

3. Scope

This policy applies to all community gardens that operate in Latrobe City and the entities that auspice them.

4. Principles of Management

Community gardens are generally not-for-profit, local spaces that operate on designated land for residents and volunteers to grow fresh food, participate in sustainable food practices, improve food literacy, learn horticultural skills, share and exchange produce and build community connections through shared activities.

A range of community garden management models currently operate successfully across the municipality. Some garden committees are incorporated while others manage their garden informally with support from volunteers and other entities such as Neighbourhood Houses or local schools. The diversity of each model is valued and encouraged by Latrobe City Council.

WARNING - uncontrolled when printed.

Page 3 of 6

Responsible Division	Community Services	Approved Date	4 December 2017	Review Date	December 2021
----------------------	--------------------	---------------	-----------------	-------------	---------------



Community Gardens Policy

Regardless of the structure of the garden and management arrangements, Latrobe City Council encourages community garden groups to interact and engage with residents and volunteers from diverse backgrounds and knowledge bases, and to seek partnerships with local organisations and others who may be able to compliment or enhance the garden. These can include informal networks, child care centres and schools, cafes, businesses and larger enterprises.

Partnerships based on in-kind and financial or pro-bono support may improve the longevity and sustainability of a garden. Latrobe City Council encourages partnerships at all levels and across all management types to support the development of sustainable community gardens.

For sites owned or managed by Council, groups are required to submit a proposal to Council for its consideration. Council officers will assist groups with the preparation of their proposal which must contain the following information, at a minimum:

- The purpose of the garden and how it will benefit the local community.
- Confirmation that the group is an incorporated, not-for-profit organisation.
- The number of members of the group.
- Proposed location of the garden.
- If relevant, details of investigation into sites not on City Land or land already endorsed by Council as potentially suitable.
- An indication of the layout and dimensions of the proposed site including any proposed structures (including fencing).
- How the group proposes to access water and power.
- Management of water usage, waste and storage of equipment and materials.
- Proposed management structure.
- Strategies intended to minimise problems such as odour, vandalism, noise, site aesthetics and vermin.
- Impact on nearby residents and organisations in close proximity.
- How the group intends to fund the establishment and upkeep.
- Whether the group intends to hold events and likely participant numbers.

Depending upon the nature of the proposal, applications that are considered to be operational (e.g. within a preschool) will be assessed by Council Officers and more complex applications will be presented to Council for its consideration.

Officers will be required to advise Council if the proposed site of the gardens is subject to masterplan or land use conflicts and ensure that any lease arrangements entered into for the site has clauses that prohibit the abandonment of the site without restoring the area to its previous condition. The lease must also ensure that no commercial activities other than the sale of excess produce and goods to support the operations of the garden

WARNING - uncontrolled when printed.

Page 4 of 6

Responsible Division	Community Services	Approved Date	4 December 2017	Review Date	December 2021
----------------------	--------------------	---------------	-----------------	-------------	---------------



Community Gardens Policy

are to occur on the site. Officers must organise a site inspection to ensure there are no soil contamination issues given the nature of the activities being proposed.

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

5.1. Council

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

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

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

5.4. Manager

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

5.5. 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

WARNING - uncontrolled when printed.

Page 5 of 6

Responsible Division	Community Services	Approved Date	4 December 2017	Review Date	December 2021
----------------------	--------------------	---------------	-----------------	-------------	---------------



Community Gardens Policy

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

Community Garden

A community garden is any piece of land gardened by a group of people, utilising either individual or shared plots on private or public land. The land may produce fruit, vegetables, and/or ornamentals. Edible landscapes (e.g. fruit trees in public places) also fall under the definition of community gardens for the intent of this policy.

8. Related Documents

Latrobe Planning Scheme

Latrobe Risk Management Policy

9. Reference Resources

Nil

10. Appendices

Nil

WARNING - uncontrolled when printed.

Page 6 of 6

Responsible Division	Community Services	Approved Date	4 December 2017	Review Date	December 2021
----------------------	--------------------	---------------	-----------------	-------------	---------------



Council Led Development Plans and Contribution Plans Timeframes Policy

Version 1.1

Approval Date: (insert date)

Review Date: (insert date)

DOCUMENT CONTROL

Council Led Development Plans and Contribution Plans Timeframes Policy



Responsible GM	General Manager City Development	
Division	City Development	
Last Updated (who & when)	Manager Planning Services	2017
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	29 May 2017	Policy adopted
References	Refer to Section 8 and 9 of this policy	
Next Review Date	29 May 2021	
Published on website	Yes	
Document Reference No		

WARNING - uncontrolled when printed.

Page 2 of 5

Responsible Division	City Development	Approved Date	29 May 2017	Review Date	May 2021
----------------------	------------------	---------------	-------------	-------------	----------

Council Led Development Plans and Contribution Plans Timeframes Policy



1. Background

At the 20 June 2016 Ordinary Council Meeting, Council resolved to:
'Develop a policy to apply set timeframes for the development of Council led Development Plans and Development Contribution Plans once a Development Plan Overlay is placed on properties as a result of a planning scheme amendment.'

2. Objectives

The objective of this policy is to provide a suitable timeframe as to when Latrobe City Council should commence the preparation of a Development Plan and Development Contribution Plan once a DPO requiring a Section 173 Agreement for the collection of Development Contributions is placed on land.

3. Scope

This policy applies to land which has the Development Plan Overlay requiring a Section 173 Agreement for the collection of Development Contributions applied to it.

4. Principles of Management

To ensure that land is not held unnecessarily without the opportunity for further subdivision, it is reasonable that the preparation of Development Plan and Development Contribution Plan should commence within two financial years from when the Development Plan Overlay requiring a Section 173 Agreement for the collection of Development Contributions is gazetted on the land.

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

5.1. Council

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

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

WARNING - uncontrolled when printed.

Page 3 of 5

Responsible Division	City Development	Approved Date	29 May 2017	Review Date	May 2021
----------------------	------------------	---------------	-------------	-------------	----------



Council Led Development Plans and Contribution Plans Timeframes Policy

5.3. General Manager

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

5.4. Manager

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

5.5. 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 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

Development Plan – A Development Plan is a tool to provide guidance on where roads, parks, paths and physical infrastructure should be located. It is typically used where there are multiple landowners to provide an integrated response in planning for a precinct. A Development Plan is required by applying a Development Plan Overlay to the land.

Development Contribution Plan – A Development Contributions Plan identifies what new infrastructure will be needed by the local community and what infrastructure is required to be funded for the development of the precinct. It may include items such as drainage, roads, open space, community facilities, playgrounds etc. A Development Contribution Plan is a means of sharing the cost of providing the community with infrastructure that satisfies its future economic and social needs. In most instances a Development Contribution Plan is required by applying a Development Contribution Plan Overlay (DCPO).

Note: Latrobe City Council has three instances (Traralgon North, Traralgon South East and Morwell North West) where a Development Contribution Plan has been a

WARNING - uncontrolled when printed.

Page 4 of 5

Responsible Division	City Development	Approved Date	29 May 2017	Review Date	May 2021
----------------------	------------------	---------------	-------------	-------------	----------

Council Led Development Plans and Contribution Plans Timeframes Policy



requirement of the Development Plan Overlay and a Section 173 Agreement requirement in the absence of the DCPO.

8. Related Documents

Not Applicable

9. Reference Resources

Planning and Environment Act 1987

Latrobe Planning Scheme

10. Appendices

DRAFT

WARNING - uncontrolled when printed.

Page 5 of 5

Responsible Division	City Development	Approved Date	29 May 2017	Review Date	May 2021
----------------------	------------------	---------------	-------------	-------------	----------

Document Name: **Damage to Council Assets by Trees on Private Property Policy** **11 POL-4**

Adopted by Council: **7 February 2011**

Policy Goals

Within Latrobe City landowners are responsible for any damage caused by their trees to Council assets. In the interests of public safety and customer service when damage is caused to footpaths or storm water drains the property owner will be notified and requested to take action to prevent further damage. If no preventative action is taken by the property owner they will be notified that they will be liable for the cost of any further maintenance work required because of the offending tree. The Council will provide advice to enable property owners to take appropriate corrective action.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Built Environment

Latrobe 2026:

In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings and which provides for a connected and inclusive community.

Council Plan:

- Ensure Latrobe City Council's infrastructure is managed through a long term strategic approach to asset management.
- Ensure that all proposed Latrobe City Council developments include whole of life maintenance analysis.
- Ensure public infrastructure is maintained in accordance with community aspirations.

Regulation and Accountability

Latrobe 2026:

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

Council Plan:

- Monitor, review and enforce local laws and animal management practices that reflect community conditions and aspirations and support community cohesion.

Policy Implementation

1. Footpath Damage

The following action will be taken when it is determined that a tree located on private property is causing damage to Council infrastructure. The footpath will be replaced or the joint ground as appropriate and a letter will be forwarded to the property owner advising: -

- that a tree from their property is causing damage to the infrastructure;
- that the infrastructure will be repaired by the Council;
- that the property owner needs to take action to prevent further damage, such as, the installation of a root barrier or the removal of the tree.
- that the property owner may be liable for the cost of future infrastructure repairs if appropriate preventative action is not taken.
- that the property owner may be involved in litigation if appropriate preventative action is not taken and an accident occurs.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date : 08/02/2011.

Document Name: **Ecologically Sustainable Development Policy** **11 POL-4**

Adopted by Council: **7 February 2011**

Policy Goals

The goal of this policy is to achieve ecologically sustainable development in Latrobe City. Ecologically sustainable development is an international initiative and policy of both federal and state government. This local policy provides a basis for a series of outline policies and strategies to assist Latrobe City to achieve sustainability in various sectors of environmental protection, major land-use, business and industry, waste disposal and people and equity.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Natural Environment

Latrobe 2026:

In 2026, Latrobe Valley enjoys a beautiful natural environment that is managed and protected with respect to ensure a lasting legacy for future generations.

Council Plan:

- Enhance biodiversity conservation through the protection and management of remnant native vegetation and revegetation.
- Provide and promote environmentally sustainable waste management practices to attain best practice 'final storage quality'.
- Promote and implement waste management practices which attract investment and deliver economic development to Latrobe City.
- Encourage the reduction of greenhouse gas emissions generated in Latrobe City, by supporting energy saving initiatives and energy efficient developments in the community.
- Encourage responsible water use throughout Latrobe City.
- Work with key stakeholders to improve the water quality and health of rivers, streams and waterways across Latrobe City.
- Collaborate with stakeholders to progress environmental sustainability initiatives aimed at reducing environmental impacts.
- Ensure environmental sustainability principles are integrated with the Local Planning Policy Framework.
- Facilitate and support local community sustainability initiatives.
- Encourage industry sustainability through practices that maintain natural environmental assets across the municipality.

- Protect and enhance bushland parks and reserves for the benefit of native flora and fauna.
- Assist the community to be well informed of air quality in the region and encourage pollution reduction.
- Promote awareness of best practice land management principles to improve soil conservation.
- Promote sustainable timber production and responsible management of timber assets.
- Promote greater awareness of climate change to support the adaptability of the community to the impacts arising from climate change.
- Promote a collaborative approach to the management of weed infestations on private and public land, including weed control initiatives.

Built Environment

Latrobe 2026:

In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings and which provides for a connected and inclusive community.

Council Plan:

- Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.
- Ensure proposed developments and open space areas are complementary to their surrounds.
- Encourage environmentally sustainable design principles, including water sensitive urban design in proposed public and private developments.

Policy Implementation

It is Latrobe City Council's policy to:

- Integrate environmental, economic and social considerations in decision-making.
- Encourage active ongoing community participation, education and information.
- Promote continuous improvement and an ability to cope with changing circumstances.
- Maintain the ecological integrity (the conservation of essential ecological processes and life support systems, including biodiversity and the physical resource base of air, soil and water) of natural and artificial systems such as agriculture, forestry and urban areas.
- Ensure equity for all sectors of the community, including young and old, residents and visitors, contributors to and users of Latrobe City's resources, for current inhabitants and for our children and future generations.
- Adopt precautionary behaviour where there are possible or identified threats of serious or irreversible environmental damage.
- Protect environmental resources as the top priority, enhance as the second priority, and consider replacement as a last resort.

-
- Ensure compliance with relevant legislation and government policies.
 - Seek effective integration of policies and strategies for ecologically sustainable development with federal, state and local government programs, including the Planning Scheme, West Gippsland Regional Catchment Strategy and state environment protection policies.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date : 08/02/2011.

Document Name:	Energising of Street Lighting in New Subdivision Policy	11 POL-4
Adopted by Council:	7 February 2011	

Policy Goals

The provision of street lighting makes a significant contribution to the safety of the public during the hours of darkness. A general requirement of new subdivision planning is the provision of adequate street lighting to ensure public safety. However, street lighting in new subdivisions will not be energised until after the construction and occupation of the first home. The exception to this policy is if the new street will be used immediately as to form part of a traffic or pedestrian way to other inhabited localities.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Built Environment

Latrobe 2026:

In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings and which provides for a connected and inclusive community.

Council Plan:

- Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.
- Promote and support private and public sector investment in the development of key infrastructure within the municipality.
- Promote the integration of roads, cycling paths and footpaths with public transport options and public open space networks to facilitate passive recreation and enhance the liveability and connection of Latrobe City.

Our Community

Latrobe 2026:

In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

Council Plan:

- Provide support, assistance and quality services in partnership with relevant stakeholders to improve the health, wellbeing and safety of all within Latrobe City.

Policy Implementation

As a general principle the lighting of any section of street within a new urban subdivision will not be energised until after the construction and occupation of the first house adjacent to that section of the street.

Where streets within new subdivisions are designed to provide access to other inhabited areas and the street forms part of a traffic or pedestrian route street lighting will be energised in situations where such measures make a positive contribution to public safety.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date : 08/02/2011.

Document Name: **Family Day Care Policy**



14 POL-6

Adopted by Council: **5 November 2014**

Policy Goals

Latrobe City's family day care program is a network of contracted individuals organised and supported by Latrobe City to provide care and education for children aged 6 weeks – 12 years in their own home for other people's young children. Family day care is an alternative to centre based care and is conducted to ensure that each child receives individual attention. Family day care is available to anyone who works or resides in the municipality. The service is flexible and children can be cared for throughout the day, night or weekends. The principle purpose of family day care is to provide quality care for children according to the needs of families, in the private homes of registered Educators.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Our Community

Latrobe 2026:

In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

Council Plan 2013 - 2017:

- **Theme:**
- Appropriate, affordable and sustainable facilities, services and recreation.
- **Objective:**
- To promote and support a healthy, active and connected community
- To provide facilities and services that are accessible and meet the needs of our diverse community
- **Strategic Direction:**
- Work in partnership with all stakeholders to ensure the provision of quality education and care services to the community.

Policy Implementation

Latrobe City, as the sponsoring body for the family day care scheme in the municipality, will conduct the scheme in accordance with the Education and Care Services National Regulations and the Education and Care Services National Law

1. In implementing the family day care program Latrobe City will apply strict selection criteria for Educators before licensing. Selected Educators will be provided with ongoing education and support. Family day care will provide quality home based childcare that meets the developmental needs of the child in the homes of licensed Educators through:
 - a diverse range of child care options structured to meet family and community needs.
 - ensuring that families with children have access to a service which respects their needs regardless of their income, cultural backgrounds, additional needs or geographical locations.
 - suitably qualified co-ordination unit staff with relevant experience, skills and knowledge to ensure that the scheme operates within all government and agency guidelines.
2. The Commonwealth Government provides the funding for the scheme's operational grants, and child care benefits to parents.
3. The co-ordination unit will support Educators, arrange placements according to the needs of families and Educators, monitor the care provided and undertake the administration of the scheme.
4. Family day care is aimed at children six weeks to twelve years of age and includes long day care, part-time, occasional, emergency and before and after school care.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date :

Document Name: **International Power Children's Traffic School Policy** **12 POL-5**

Adopted by Council: **20 August 2012**

Policy Goals

Latrobe City Council operates the International Power Children's Traffic School in conjunction with the community as a regional facility. The facility is designed to be used for the purpose of making a positive contribution to the reduction of road accidents involving pre-school and primary school children through community focused and quality road safety education. Effective use of this facility will increase overall awareness of traffic safety and appropriate responses by children of all ages.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Our Community

Latrobe 2026:

In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

Council Plan:

- Provide support, assistance and quality services in partnership with relevant stakeholders to improve the health, wellbeing and safety of all within Latrobe City.
- Facilitate and support initiatives that strengthen the capacity of the community.

Recreation

Latrobe 2026:

In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.

Council Plan:

- Foster the health and wellbeing of the community by promoting active living and participation in community life.
- Support and develop partnerships and collaboration with user groups, friends of and committees of management for recreational, aquatic, public open spaces, parks and gardens.

Policy Implementation

1. Latrobe City Council will actively support the community driven nature of the facility by promoting and servicing a community based management committee for the traffic school. Representatives will be sought from the community, education sector, police, VicRoads, RoadSafe, International Power and Latrobe City Council to oversee the operations of the facility.
2. Latrobe City Council will, subject to formal application, ensure that the facility is available for hire seven days per week with the exception of days when building or grounds maintenance is being carried out.
3. The facility is available for hire on the condition that the hirer ensures compliance with the smoke free and alcohol free environment as set out in Local Law No. 2 (09 LLW-2) Section 193.1 A person must not: (g) act contrary to any authorised sign. An infringement may occur if not adhered to.
4. Hirers are required to ensure that children and adults use helmets when riding bicycles. Hirers are responsible for ensuring that all users of the facility take reasonable precautions to ensure that their own and others safety are not jeopardised.
5. Hirers are required to comply with the conditions as detailed in the International Power Traffic School Hire Kit (published on Latrobe City Council's website <http://www.latrobe.vic.gov.au/Services/TrafficSchool>) as well as signing the terms and conditions as set out by Latrobe City Council, which the hirer must adhere to.

The hire kit has been developed with information regarding:

- Hire options
- Fees & Charges
- How to secure a booking
- Collection & return of hire key
- Rules
- Emergency procedures/contacts
- Traffic School forms
- Terms & conditions

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed :

Chief Executive Officer

Date : 21/08/2012

Document Name: **Local Agenda 21 Policy**

11 POL-4

Adopted by Council: *<insert Council Resolution date>*

Policy Goals

The goal of this policy is increased local democracy, community participation and empowerment to achieve a sustainable community, environment and economy

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Governance

Latrobe 2026:

In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community committed to enriching local decision making.

Council Plan:

- Support effective community engagement to increase community participation in Council decision making.
- Delegate appropriately and make sound decisions having regard to legislative requirements, policies, professional advice, sound and thorough research and the views of the community.
- Provide regular reports on Council's performance including strategic objectives and Council's progress towards Latrobe 2026.

Natural Environment

Latrobe 2026:

In 2026, Latrobe Valley enjoys a beautiful natural environment that is managed and protected with respect to ensure a lasting legacy for future generations.

Council Plan:

- Collaborate with stakeholders to progress environmental sustainability initiatives aimed at reducing environmental impacts.
- Ensure environmental sustainability principles are integrated with the Local Planning Policy Framework.
- Work with key stakeholders to improve the water quality and health of rivers, streams and waterways across Latrobe City.
- Facilitate and support local community sustainability initiatives.
- Encourage industry sustainability through practices that maintain natural environmental assets across the municipality.
- Enhance biodiversity conservation through the protection and management of remnant native vegetation and revegetation

-
- Protect and enhance bushland parks and reserves for the benefit of native flora and fauna.
 - Assist the community to be well informed of air quality in the region and encourage pollution reduction.
 - Promote awareness of best practice land management principles to improve soil conservation.
 - Encourage responsible water use throughout Latrobe City.
 - Encourage the reduction of greenhouse gas emissions generated in Latrobe City, by supporting energy saving initiatives and energy efficient developments in the community.
 - Promote greater awareness of climate change to support the adaptability of the community to the impacts arising from climate change.
 - Promote a collaborative approach to the management of weed infestations on private and public land, including weed control initiatives.

Policy Implementation

It is Latrobe City Council's policy to:

1. Pursue the principles enshrined in the international, inter-governmental Local Agenda 21 process.
2. Facilitate regular input and participation by the whole community on both city-wide and local neighbourhood issues of sustainability and environment.
3. Establish by appropriate means the views of the whole community on issues of sustainability and environment.
4. Ensure the views of special interest groups are recorded, valued and taken into account.
5. Ensure the views of agencies, industry and business are recorded, valued and taken into account.
6. Provide regular reporting and feedback to Council and community regarding community views on sustainability and environment.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date :

Document Name:	Multipurpose Use of Preschool Facilities Policy	14 POL-6
Adopted by Council:	5 November 2014	

Policy Goals

Latrobe City Council recognises that it could be of value to the community if underutilised preschool facilities were made available for use by parties to provide services for young children and other activities that are appropriate for the use of these facilities. The purpose of this Policy is to document a set of guidelines for the use of underutilised preschools for purposes other than the direct delivery of preschool services.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Our Community

Latrobe 2026:

In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

Council Plan 2013 - 2017:

Theme:

- Appropriate, affordable and sustainable facilities, services and recreation.

Objective:

- To promote and support a healthy, active and connected community
- To provide facilities and services that are accessible and meet the needs of our diverse community

Strategic Direction:

- Develop and maintain community infrastructure that meets the needs of our community
- Work collaboratively with our partners to engage and support volunteers in providing services to the community
- Work in partnership with all stakeholders to ensure the provision of quality education and care services to the community

Policy Implementation

1. All requests to use a preschool facility for purposes other than that which meet Latrobe City Council's normal preschool operating requirements are to be directed to the Manager, Child and Family Services for consideration and approval.
2. The Manager, Child and Family Services will discuss the impacts of the request directly with the relevant preschool teacher/s and advise the individual making the request of decision in writing.
3. Approval will be granted to parties wishing to use the facility based on the following considerations:
 - provision of services for age appropriate children, i.e. playgroup;
 - overall appropriateness of venue for requested purpose i.e. small community group meeting;
 - requirements of preschool, preschool committee and other Latrobe City Council services at time being requested;
 - previous use and care.
4. The Preschool Committee will be advised in writing of the use of the facility.
5. The Manager, Child and Family Services and the party requesting access to the facility will be required to develop a Memorandum of Understanding detailing the conditions upon which access will be provided. The Memorandum of Understanding is to contain such items as:
 - description of the service to be provided;
 - details of the days and times on which the service will operate;
 - period of the agreement;
 - details of the cost for use of the facility, including how payments are to be made;
 - access to the facility by the service provider, including days, times and keys;
 - a checklist of tasks to be undertaken by the party using the preschool following each use; and
 - details of grounds for termination of agreement by either party.
6. The Manager, Child and Family Services will determine the cost for use of the facility in conjunction with the party requesting use (cost will be established based on estimated costs that will be incurred by Latrobe City Council during the time in which the building is being used, including utilities and consumables).
7. Latrobe City Council will have the final determination in the case of a dispute arising between the parties using the preschool.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed :

Chief Executive Officer

Date :

Document Name: **Performing Arts Policy**

12 POL-5

Adopted by Council: **20 August 2012**

Policy Goals

Latrobe City has a commitment to encouraging the performing arts in recognition of the benefits that derive to the community from such activities. Engagement with the performing arts contributes to the overall liveability and sustainability of the community by providing opportunities for cultural enhancement, empowerment, economic development, improved social connection through shared experiences, health and wellbeing, training and education. The Council will seek to maximise the use of current facilities in performing arts while continuing to remodel, improve and upgrade those facilities.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Culture

Latrobe 2026:

In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.

Council Plan:

- Present diverse, exciting exhibitions and performance that have local, national and global relevance.
- Increase the accessibility of Latrobe City Council's cultural facilities, programs and events.
- Strengthen community pride and well-being through the provision of high quality and well presented programs, events and facilities.
- Facilitate and support events, community festivals and arts programs that reflect and celebrate cultural diversity and heritage.
- Facilitate the growth and success of cultural programs, sporting and community events through active engagement, promotion and marketing.
- Foster community connections by building partnerships in the community for the delivery of programs, events and facilities.
- Strengthen community capacity and sustainability by providing opportunities for education, skills development and lifelong learning.

Policy Implementation

1. Council will seek to present a high quality professional performing arts product through its entrepreneurial program in order to provide the community with an engaging and diverse performing arts experience. This will be achieved within the constraints of the performing arts program budget and venue facilities..
2. Council will develop and maintain positive and supportive relationships with community performing arts groups, both within and outside the municipality, by providing professional standard facilities, technical expertise and a strong professional team to advise and assist with the development of community productions.
3. Council will take an active role in the development of a performing arts education and public program, working closely with local education institutions, community based theatre practitioners and professional theatre organisations. The purpose of this program will be to: facilitate a fertile training environment within which people can learn the necessary creative and technical skills to practice the performing arts; enable those wishing to pursue a career in the industry easier access to professional training institutions; provide a vehicle that enables social connection, self expression, creativity and building of self confidence and pride in individual and community achievements.
4. Council will provide, maintain and develop facilities that meet recognised industry standards (Victorian Association of Performing Arts) in order to accommodate a diverse performing arts program from community based performances through to high end professional and touring performances.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date : 21/08/2012.

Document Name: **Public and Urban Art Policy**

11 POL-4

Adopted by Council: **7 February 2011**

Policy Goals

The goals of the Public and Urban Art Policy is to provide guidelines for the encouragement, creation and maintenance of public artworks in Latrobe City.

The purpose of this policy is to:

1. Provide a methodology, framework and procedures to assist Council to make decisions on Public Art projects from individuals, non-profit organisations and State and Federal funding bodies.
2. Encourage the retention and preservation of existing Public Art works that improve the City's image and support cultural tourism.
3. Encourage and promote the expansion of Public and Urban Arts projects which help highlight the lifestyle and cultural identity of the Latrobe Valley.
4. Encourage the management of Public and Urban Art projects for the City in an appropriate and safe manner.

The enhancement of public open spaces within the urban environment has a significant role to play in improving the quality of life and promoting the well-being of both citizens and visitors to the municipality. The Council recognises that high quality open spaces can be created and given added value through the innovative integration of art, design, architecture and related elements assisting the community to develop a sense of identity, place and pride.

Council acknowledges that public art offers the potential to improve the intrinsic value, character and reputation of properties and public places within the urban environment. The process of public art development should also facilitate community participation into the design of public art works and public places by those individuals and groups who will use and be affected by such development.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Culture**Latrobe 2026:**

In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.

Council Plan:

- Plan, facilitate, develop and maintain public infrastructure and assets that strengthens the cultural vitality of the municipality.

Built Environment**Latrobe 2026:**

In 2026, Latrobe Valley benefits from a well planned built environment that is complimentary to its surroundings, and which provides for a connected and inclusive community.

Council Plan:

- Promote and support high quality urban design within the built environment.
- Ensure proposed developments and open space areas are complementary to their surrounds.
- Develop high quality community facilities that encourage access and use by the community.
- Protect and respect the historical character of Latrobe City.
- Promote and support private and public sector investment in the development of key infrastructure within the municipality.
- Ensure public infrastructure is maintained in accordance with community aspirations.

Policy Implementation

1. Council will seek to support an increased understanding and enjoyment of public art by citizens by integrating art into the structure, fabric and daily life within the urban built environment and associated public open spaces.
2. Council will encourage public art by building partnerships with artists, arts organisations and communities through sponsorship and support of innovative arts projects in the public domain where it is established that such activity will give added value to public open spaces.
3. Council will consider any proposed public art project including acquisitions, donations or commissions by seeking advice from the Council's Public and Urban Arts Committee.

The Public and Urban Arts Committee must examine any proposal in detail, taking into full consideration the guidelines and process that are documented in the Latrobe City Urban and Public Art Implementation Procedure. In addition the Public and Urban Arts Committee must ensure that the community's wishes and concerns are fully considered in terms of urban design.

-
4. Council will seek to include a visual arts component of 1 per cent of the cost of a capital works project is incorporated in all major construction and refurbishment of Council facilities. Council would also like developers to give preference to incorporating the same and engage with artists from the Gippsland region.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date : 08/02/2011.

Document Name: **Public Library Policy**

11 POL-5

Adopted by Council: **5 December 2011**

Policy Goals

Latrobe City is committed to ensure that each member of the community has access to public libraries and information services regardless of age, ability, race, gender, religion, nationality, language, social or economic status. The library service continues to offer free book borrowing services and over the years has developed many other information related services.

Each library located within the municipality provides a reference and book lending service as well as providing access to a range of other materials for loan at convenient times to the general public. The purpose of the Council's involvement in the library service is to provide access to literature and facilities which support the leisure, cultural, informational and educational needs of the community.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Our Community

Latrobe 2026:

In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

Council Plan:

- Work collaboratively with all relevant stakeholders in the provision and support of quality education and care.
- Develop and foster relationships with service providers to enhance the learning and employment outcomes of the community.
- Facilitate and support initiatives that strengthen the capacity of the community.
- Provide access to information, knowledge, technology and activities that strengthens and increases participation in community life.
- Support initiatives that promote diversity and social inclusion.
- Promote community participation and volunteerism to support improved health and wellbeing through all stages of life.

Culture

Latrobe 2026:

In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.

Council Plan:

- Increase the accessibility of Latrobe City Council's cultural facilities, programs and events.
- Strengthen community capacity and sustainability by providing opportunities for education, skills development and lifelong learning.
- Foster community connections by building partnerships in the community for the delivery of programs, events and facilities.
- Strengthen community pride and wellbeing through the provision of high quality and well presented programs, events and facilities.

Recreation**Latrobe 2026:**

In 2026, Latrobe Valley encourages a healthy and vibrant lifestyle, with diversity in passive and active recreational opportunities and facilities that connect people with their community.

Council Plan:

- Assess and evaluate recreational trends and opportunities to address community aspirations for passive and active recreational activities.
- Provide diverse and accessible recreational, leisure and sporting facilities that are financially sustainable.
- Promote and maximise the utilisation of recreational, aquatic, leisure facilities and services to ensure they meet the needs of the community.
- Support and develop partnerships and collaboration with user groups, friends of and committees of management for recreational, aquatic, public open spaces, parks and gardens.

Policy Implementation

1. The Council will provide a library service with free membership to:
 - all residents of the Latrobe City municipality.
 - persons eligible to join another subsidised public library.
2. The Council will provide the following core library services without direct charge to the individual:
 - access to the collection via an Online Public Access Catalogue (OPAC) and training in the use of the OPAC;
 - assistance with basic reference enquiries;
 - items from the collection for lending to members for specific periods of time;
 - special activities identified by the Council such as Storytime;
 - public internet access.

-
3. The Council will charge fees/fines for the following:
- selected reservations;
 - loans from collections outside the public/State library network such as academic, government or specialist libraries:
 - late returns;
 - replacement costs for lost or damaged items;
 - business services such as photocopying and facsimile;
 - lost or damaged membership cards;
 - meeting room hire;
 - specialist research and high level support;
 - any service which attracts an external service charge such as online database searching, speakers, theatre performances;
 - other programs as determined by Council.
4. The Council will determine appropriate branch libraries sites and facilities for public access and will determine public opening hours for each branch library.
5. The Council will provide the library collection and associated resources in accordance with the following documents:
- Public Internet Access Guidelines;
 - Collection Development Guidelines;
 - Public Libraries Funding Agreement;
 - Ministerial Advisory Council (MAC) on Public Libraries vision.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date : 8/12/2011.

Document Name: **Public Meeting Facilities Policy**

11 POL-4

Adopted by Council: **7 February 2011**

Policy Goals

Latrobe City has a long association with the provision of public meeting places. These facilities include public halls and rooms located in a range of other facilities owned or managed by the Council. Meeting facilities are provided in each community to ensure that residents have access to inexpensive venues for the conduct of public meetings, other meetings, entertainment, social gatherings or for the pursuit of educational interests. The Council will attain the greatest possible utilisation of its public meeting facilities through a high standard of building presentation and affordable pricing. This policy does not relate to internal meeting rooms located within Council Service Centres, which are governed by the Internal Meeting Room Operational Framework.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Built Environment

Latrobe 2026:

In 2026, Latrobe Valley benefits from a well planned built environment that is complimentary to its surroundings, and which provides for a connected and inclusive community.

Council Plan:

- Develop high quality community facilities that encourage access and use by the community.
- Ensure public infrastructure is maintained in accordance with community aspirations.

Culture

Latrobe 2026:

In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.

Council Plan:

- Foster community connections by building partnerships in the community for the delivery of programs, events and facilities.
- Strengthen community pride and well-being through the provision of high quality and well presented programs, events and facilities.

Policy Implementation

1. All users of public halls or rooms used for meetings that are managed by the Council will be subject to the conditions of use issued at the time the facility is booked. These conditions of use are binding on all hirers and form the basis of the contract of use between the hirer and the Council.
2. Council will institute differential pricing for those users of the public hall facilities that are deemed to be professional in nature and concessional pricing will apply for those organisations deemed to be community based.
3. Council will only permit the sale of goods/merchandise in or on Council properties at events including markets, expositions/exhibitions, special events and the like, subject to the guidelines and conditions as listed in the Sale of Goods Policy.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date : 08/02/2011.

Document Name: **Visual Arts Policy**

11 POL-4

Adopted by Council: **7 February 2011**

Policy Goals

Latrobe City will develop and maintain the Latrobe Regional Gallery as a leading public regional gallery for the benefit of the City's residents and the broader central Gippsland region.

The Latrobe Regional Gallery promotes the visual arts in Latrobe City through the provision of an exhibition program, which responds to the interest of the community. Latrobe City will develop and expand the permanent collection of the Latrobe Regional Gallery through the acquisition of artworks in line with the gallery acquisition policy. Latrobe City actively encourages and facilitates community participation in the visual arts environment by providing an avenue for the expression of artistic talent and enabling access to works of art. The conducting of art and craft workshops enables residents and visitors to share experiences, learn new techniques and develop their skill and talents under informed guidance.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Culture

Latrobe 2026:

In 2026, Latrobe Valley celebrates the diversity of heritage and cultures that shape our community, with activities and facilities that support the cultural vitality of the region.

Council Plan:

- Present diverse, exciting exhibitions and performance that have local, national and global relevance.
- Increase the accessibility of Latrobe City Council's cultural facilities, programs and events.
- Strengthen community pride and well-being through the provision of high quality and well presented programs, events and facilities.
- Facilitate and support events, community festivals and arts programs that reflect and celebrate cultural diversity and heritage.
- Facilitate the growth and success of cultural programs, sporting and community events through active engagement, promotion and marketing.
- Foster community connections by building partnerships in the community for the delivery of programs, events and facilities.
- Strengthen community capacity and sustainability by providing opportunities for education, skills development and lifelong learning.

Policy Implementation

1. The Council will provide the local and regional community with an opportunity to participate in the visual arts through the provision of high quality resources including facilities, collections, personnel and programs.
2. The Council will encourage collaboration, linkages and communication across cultural disciplines and organisations and encourage industry to establish sponsorships with the arts.
3. The Council will continue to develop the region's arts to position the city as an attractive, competitive location to live, invest, work and visit and to create a vibrant, resilient community.
4. The Council will develop a comprehensive annual program of visual arts activities that is committed to the ongoing development of a public education program for the arts.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date : 08/02/2011.

Document Name: **Works Permit Policy**

11 POL-4

Adopted by Council: **7 February 2011**

Policy Goals

This policy sets out the Latrobe City's requirements relating to Works Permits for proposed works to be carried out on road reserves and on building sites adjacent road reserves by service authorities, contractors and individuals. The policy is designed to ensure minimum disruption to the public, protect council assets and ensure that restoration work is carried out as soon as possible to Council's standards. A Works Permit must be obtained for all building works, vehicular crossing construction, storm-water connections and road openings.

Relationship to Latrobe 2026 & Council Plan

This policy relates to the following Strategic Objectives contained within Latrobe 2026: The Community Vision for Latrobe Valley and the Council Plan:-

Built Environment

Latrobe 2026:

In 2026, Latrobe Valley benefits from a well planned built environment that is complementary to its surroundings and which provides for a connected and inclusive community.

Council Plan:

- Promote and support private and public sector investment in the development of key infrastructure within the municipality.
- Encourage environmentally sustainable design principles, including water sensitive urban design in proposed public and private developments.
- Protect public and private infrastructure against disaster, deterioration and pests through the application of appropriate building and planning controls.
- Ensure proposed developments and open space areas are complimentary to their surrounds.
- Ensure public infrastructure is maintained in accordance with community aspirations.
- Ensure Latrobe City Council's infrastructure is managed through a long term strategic approach to asset management.
- Ensure proposed developments enhance the liveability of Latrobe City, and provide for a more sustainable community.

Regulation and Accountability

Latrobe 2026:

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights, outline obligations and support community values and cohesion.

Council Plan:

- Monitor, review and enforce local laws and animal management practices that reflect community conditions and aspirations and support community cohesion.

Our Community**Latrobe 2026:**

In 2026, Latrobe Valley is one of the most liveable regions in Victoria, known for its high quality health, education and community services, supporting communities that are safe, connected and proud.

Council Plan:

- Provide support, assistance and quality services in partnership with relevant stakeholders to improve the health, well-being and safety of all within Latrobe City.

Policy Implementation**The Council's Responsibility**

Latrobe City will manage the Works Permit system for private and service authority works performed within Latrobe City's road reserves. In general:-

- Applications to perform works within the road reserves will be investigated and a Works Permit will be issued within 14 days of the request.
- All pre work inspections of the Council's assets, including the recording of the conditions, will be undertaken within 7 days of notification.
- Following any works that have been undertaken that requires a Works Permit, post work inspection of the Council's assets, recording any damage not present in the pre work inspection will be undertaken. Any restoration work that may be required will be notified to the applicant detailing the repair works that are required, requesting that the works be carried out within 14 days.
- In any case where repairs are not carried out as required, arrangements will be made for the works to be undertaken and the cost will be charged to the applicant, property owner or service authority.

The Applicant's Responsibility

A Works Permit is required for all building works, vehicular crossing construction, storm-water connections and road openings. The applicant must inform Latrobe City of proposed works within or abutting any road reserve giving a minimum of 14 days notice prior to the commencement of works. The applicant must also provide notification of any changes to the proposed works or design drawings immediately. In addition the applicant must:

- arrange for Council to carry out inspections at least 24 hours prior to pouring concrete for vehicle crossings and footpath, and installing stormwater property connections;

-
- arrange for Council to carry out building site asset inspections to record the condition of Council Assets at least 7 days prior to commencement of building works;
 - notify the Council when the work is completed for the purpose of conducting a final inspection;
 - provide a safe environment for pedestrians and road users by means of barriers and signage and by maintaining the road reserve associated with the works until a clearance certificate is issued by the Latrobe City Council;
 - rectify all damage caused to Council's assets as a result of the works;
 - pay all fees in accordance with the fees and charges determined by the Council.

Enforcement and Penalties

Non compliance to the requirements of this policy will be subject to the penalties outlined in Part 17 of the Latrobe City Council Local Law No. 2.

This policy has been reviewed after giving proper consideration to all the rights contained within the *Charter of Human Rights and Responsibilities Act 2006*; and any reasonable limitation to human rights can be demonstrably justified.

Signed : _____
Chief Executive Officer

Date : 08/02/2011.

AUTHORISATION OF COUNCIL OFFICERS UNDER THE PLANNING & ENVIRONMENT ACT 1987

PURPOSE

To seek authorisation of Tegan McKenzie, Principal Strategic Planner, Statutory Planning, Chase Radford, Planning Administration Officer, Strategic Planning and Julian Pollard, Principal Statutory Planner, Statutory Planning under section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020*.

EXECUTIVE SUMMARY

- Council utilises Instruments of Appointment and Authorisation to identify specific officer's incumbent in roles and, in turn, appoint the officer to be authorised officers for the administration and enforcement of legislation under applicable Acts.
- By authorising Tegan McKenzie, Chase Radford and Julian Pollard, the officers will be able to perform their duties with respect to the planning powers and functions of the Council

OFFICER'S RECOMMENDATION

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

- 1. Tegan McKenzie, Julian Pollard and Chase Radford be appointed and authorised as set out in the respective Instrument of Appointment and Authorisation;**
- 2. The Instruments of Appointment and Authorisation come into force immediately after the common seal of Council is affixed, or in the case of Julian Pollard upon commencement on 13 June 2023, and remain in force until Council determines to vary or revoke it; and**
- 3. The Instruments of Appointment and Authorisation be sealed.**

BACKGROUND

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

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

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

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

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

ANALYSIS

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

RISK ASSESSMENT

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

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

CONSULTATION

Not Applicable

COMMUNICATION

Not Applicable

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Nil

Cultural

Nil

Health

Nil

Environmental

Nil

Economic

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

Financial

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

Attachments

1. S11A Instrument of Appointment and Authorisation - Tegan McKenzie
2. S11A Instrument of Appointment and Authorisation - Julian Pollard
3. S11A Instrument of Appointment and Authorisation - Chase Radford

8.8

Authorisation of Council Officers under the Planning & Environment Act 1987

- 1 S11A Instrument of Appointment and Authorisation -
Tegan McKenzie..... 626
- 2 S11A Instrument of Appointment and Authorisation -
Julian Pollard 628
- 3 S11A Instrument of Appointment and Authorisation -
Chase Radford 630

Maddocks Delegations and Authorisations

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*



Latrobe City Council

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

June 2023

Tegan McKenzie

Principal Strategic Planner



Maddocks

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

In this instrument "officer" means -

Tegan McKenzie

By this instrument of appointment and authorisation Latrobe City Council -

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

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.
- is automatically revoked upon the officer referred to in this instrument ceasing employment with the Council

This instrument is authorised by a resolution of the Council on 05 June 2023.

The Common Seal of LATROBE CITY COUNCIL
was affixed in accordance with Local Law No. 1
this day of June 2023 in the presence of:

Steven Piasente – Chief Executive Officer

Maddocks Delegations and Authorisations

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*



Latrobe City Council

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

June 2023

Julian Pollard

Principal Statutory Planner



Maddocks

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

In this instrument "officer" means -

Julian Pollard

By this instrument of appointment and authorisation Latrobe City Council -

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

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.
- is automatically revoked upon the officer referred to in this instrument ceasing employment with the Council

This instrument is authorised by a resolution of the Council on 05 June 2023.

The Common Seal of LATROBE CITY COUNCIL
was affixed in accordance with Local Law No. 1
this day of June 2023 in the presence of:

Steven Piasente – Chief Executive Officer

Maddocks Delegations and Authorisations

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*



Latrobe City Council

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

June 2023

Chase Radford

Planning Administration Officer



Maddocks

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

In this instrument "officer" means -

Chase Radford

By this instrument of appointment and authorisation Latrobe City Council -

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

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.
- is automatically revoked upon the officer referred to in this instrument ceasing employment with the Council

This instrument is authorised by a resolution of the Council on 05 June 2023.

The Common Seal of LATROBE CITY COUNCIL
was affixed in accordance with Local Law No. 1
this day of June 2023 in the presence of:

Steven Piasente – Chief Executive Officer

URGENT BUSINESS

9. URGENT BUSINESS

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

- 17.1 Relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 17.2 Cannot reasonably or conveniently be deferred until the next Council meeting.

REPORTS FOR NOTING

10. REPORTS FOR NOTING

Nil reports

QUESTIONS ON NOTICE

11. QUESTIONS ON NOTICE

Nil reports

NOTICES OF MOTION

12. NOTICES OF MOTION

12.1 2023/07 NATIVE TIMBER INDUSTRY IN VICTORIA

Cr Dale Harriman

I, Cr Dale Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 05 June 2023:

That Council

- 1. Acknowledges the history of native timber harvesting in Gippsland and the significant contribution it makes to Gippsland's economy and community;**
- 2. Authorises the Chief Executive Officer to release a public statement to the media including publishing on Council's social media that;**
 - a. Condemns the State Government's decision to bring forward the end to Native Timber Harvesting in Victoria's state forests on 1 January 2024.**
 - b. Calls on the State Government to rescind this decision and consult with the impacted communities in relation to the future of the Native Timber Industry.**
 - c. Requests that all local members of State Parliament acknowledge Council's opposition and advocates on Council's behalf.**
- 3. Requests that Council Officers collaborate with other Gippsland Council's in relation to advancing Council's position on this matter.**

Signed

Cr Dale Harriman

29 May 2023

Attachments

Nil

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 Gippswide Kerbside Collaborative Procurement Project - Kerbside Collection and Transport Preferred Tenderer

This item is confidential as it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(g)). This ground applies because Commercial and confidentially sensitive information from tenderers used for tender evaluation not to be publically released.

15.2 LCC-786 Supply, Delivery, and Placement of Asphalt Products

This item is confidential as it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(g)). This ground applies because Releasing this information publicly and/or prematurely may prejudice the undertaking of this process.

15.3 LCC-787 Reconstruction of Scrubby Lane, Traralgon

This item is confidential as it contains private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(g)). This ground applies because Releasing this information publicly and/or prematurely may prejudice the undertaking of this process.