



# LATROBE CITY COUNCIL

## AGENDA FOR THE ORDINARY COUNCIL MEETING

**TO BE HELD VIA AUDIO-VISUAL LINK  
AT 6PM ON  
06 JULY 2020**

**CM550**

***Please note:***

*Pursuant to s66(2)(b) and s66(2)(c) of the Local Government Act 2020, this Ordinary Council Meeting will not be open to the public to attend in person. Instead participation may occur by video link and the Meeting may be viewed live on the internet from Council's website or Facebook page.*

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

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## **COUNCILLOR AND PUBLIC ATTENDANCE**

### **PLEASE NOTE**

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

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

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

### **1. OPENING PRAYER**

*Our Father who art in Heaven, hallowed be thy name. Thy kingdom come, thy will be done on earth as it is in Heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation but deliver us from evil. For the kingdom, the power, and the glory are yours now and forever. Amen.*

### **2. 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 Braiakaulung 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.*

### **3. APOLOGIES AND LEAVE OF ABSENCE**

### **4. DECLARATION OF INTERESTS**

### **5. ADOPTION OF MINUTES**

### **RECOMMENDATION**

**That Council confirms the minutes of the Ordinary Council Meeting held on 1 June 2020 and Special Council Meeting held on 15 June 2020.**

### **6. ACKNOWLEDGEMENTS**

*Councillors may raise any formal acknowledgements that need to be made at this time, including congratulatory or condolences.*

## **7. PUBLIC PARTICIPATION TIME**

### **Attend as an observer**

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

The safety of Councillors, Council staff and our community is at the forefront of our decisions therefore this Meeting will be closed to physical participation by members of the public. To meet our legislated obligations and in the spirit of open, accessible and transparent governance, this Council Meeting is livestreamed and can be viewed by using the link on Council's website or Facebook page.

### **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 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.

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

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

Date of Council Meeting	Item	Notes
		<p><b>16 April 2020</b></p> <p>Additional information is still being gathered for the report; it is now expected a report will be made to Council later in 2020.</p>
3 April 2018	Future Use of the Visitor Information Centre Building	<p><b>4 April 2018</b></p> <p>The resolution is noted. A report outlining options for the future use of the existing Visitor Information Centre building in Traralgon will be presented to Council closer to the transition of the service to the foyer of the new performing arts centre (Latrobe Creative Precinct).</p> <p><b>20 July 2018</b></p> <p>No further updates - Update to be provided as the opening of the LCP approaches.</p> <p><b>28 November 2019</b></p> <p>A decision on the future use of the VIC building pending relocation to the foyer of the Latrobe Creative Precinct. This is scheduled for March/April 2021.</p> <p>New target date set at September 2020 so the process of identifying options and presenting them to Council can begin.</p> <p><b>11 June 2020</b></p> <p>A report is being prepared to present options to Councillors.</p>
2 September 2019	<p>SEA Electric: Request for Land at the Gippsland Logistics Precinct</p> <p><i>Previously declared confidential under Section 89(2) (e) of the Local</i></p>	<p><b>30 April 2020</b></p> <p>A further report to be prepared for Council consideration following work undertaken over the coming months.</p> <p><b>12 June 2020</b></p> <p>Draft lease being prepared.</p>

Date of Council Meeting	Item	Notes
	<i>Government Act 1989, as it deals with proposed developments.</i>	
3 June 2019	Latrobe Creative Precinct - Gippsland FM Proposal to Co-locate at the Precinct	<p><b>11 February 2020</b></p> <p>The expression of interest (EOI) is being publicly released on 17/2/2020. Timelines have allowed for a briefing to Councillors on 20 April 2020, followed by a report on 4 May 2020.</p> <p><b>9 April 2020</b></p> <p>The deadline for submissions of EOI extended at the request of potential submitters due to the COVID-19 pandemic. The deadline extended to 30 April 2020; a Councillor briefing report will be scheduled after this.</p> <p><b>10 June 2020</b></p> <p>Submissions currently being assessed.</p>
11 November 2019	Celebrating the 20th Anniversary of the Sister City Relationship with Taizhou - Taizhou Garden in Latrobe	<p>Present the final design for consideration at a future Council meeting.</p> <p><b>1 May 2020</b></p> <p>Survey work continues.</p> <p><b>11 June 2020</b></p> <p>The Infrastructure team provided a site survey map and photos to Taizhou on 23 March. Due to the lockdown in China, Taizhou Foreign Affairs Office returned to work in May.</p> <p>Taizhou indicated that the process may take longer than expected due to the COVID-19 pandemic. Once a draft design is received from Taizhou, a further meeting with interested parties will be arranged and an update will be provided.</p>

Date of Council Meeting	Item	Notes
2 December 2019	2019/17: NIEIR Report  <i>Previously declared confidential under Section 89(2) (h) of the Local Government Act 1989, as it deals with a matter which the Council or special committee considers would prejudice the Council or any person.</i>	<b>6 May 2020</b>  Data will be finalised following an analysis of the impact of the COVID-19 situation on information previously presented.
<b>Community Health and Wellbeing</b>		
5 August 2019	2018/19 Outdoor Pool Season Review	<b>12 May 2020</b>  Report scheduled for Briefing 1 on 20 July 2020 and Council Meeting 3 August 2020.
2 September 2019	2019/20 Annual Sponsorship Program	<b>3 September 2019</b>  A further report to be scheduled following the review of the current Community Sponsorship Program.  <b>14 November 2019</b>  A review of the Community Sponsorship guidelines is currently being undertaken. A report will be presented to Council early 2020.  <b>4 March 2020</b>  Briefing report to be presented to Council on 20 April 2020 with a Council Report to follow on 4 May 2020.  <b>7 May 2020</b>  A review of the sponsorship guidelines is

Date of Council Meeting	Item	Notes
		<p>currently being undertaken. Once the review has been completed, a report will be presented to Council.</p> <p><b>15 June 2020</b></p> <p>The finding of the four week community feedback period will be presented to Council at the 6 July Council meeting.</p>
4 May 2020	2020/21 Grants and Sponsorship Programs	<p><b>7 May 2020</b></p> <p>The community consultation period has commenced as of 7 May 2020. The outcome of this consultation period will be presented to Council in a future report.</p> <p><b>15 June 2020</b></p> <p>The outcome of the community consultation period will be presented to Council at the 6 July Council meeting.</p>
4 May 2020	Reconciliation Action Plan Conditional Endorsement	<p><b>8 May 2020</b></p> <p>Draft RAP sent to Reconciliation Australia for conditional endorsement.</p> <p><b>17 June 2020</b></p> <p>Response received from Reconciliation Australia on 16 June. Officers are currently working through the feedback and preparing the design work for the final version to present to Council for endorsement.</p>
01 June 2020	Managing Camping at the Lake Narracan Foreshore Reserve	<p>A further report presenting data collected from security and maintenance patrols to inform options for future utilisation of the area to its full potential.</p>



Date of Council Meeting	Item	Notes
<b>Organisational Performance</b>		
11 September 2017	Proposed Road Renaming - Ashley Avenue, Morwell	<p><b>20 September 2017</b> Pending further discussions before a report is rescheduled for decision.</p> <p><b>9 August 2018</b> A report for Council to consider the submissions received is being prepared for the September Meeting.</p> <p><b>17 September 2018</b> A further report will be determined after Councillor speaks with property owner.</p> <p><b>17 January 2019</b> Report expected to council in April 2019.</p> <p><b>13 February 2019</b> Report pending scheduling.</p> <p><b>8 August 2019</b> Proposed road renaming to be referred to Road Naming Committee for consideration when convened.</p> <p><b>14 April 2020</b> Report considered at Councillor Briefing held on 23 March 2020.</p> <p><b>7 May 2020</b> Letters sent to all property owners in Ashley Avenue advising of potential name change and inviting preliminary feedback.</p>

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

Any proposed timings of reports listed above advised up to 18 June 2020, have been included in the above table. Items are removed only once a report has been tabled at Council and advised accordingly.

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

# **NOTICES OF MOTION**

**9. NOTICES OF MOTION**

**9.1 ENGLOBO LAND VALUATIONS**

**Cr Dale Harriman**

I, Cr Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on 06 July 2020:

**That Council:**

- 1. Asks the Valuer-General Victoria to advise Council of the value of each parcel of current englobo land in the municipality previously zoned farm land as if it had remained zoned as farm land; and**
- 2. Requests a report at the next available Council Meeting following receipt of this information from the Valuer-General Victoria, showing for each parcel of land:**
  - a) the annual difference in rates between what was actually payable and what would have been payable if the land had remained zoned as farm land; and**
  - b) use the information in (a) to calculate the assumed total difference in rates for the last 10 years or such lesser period as land has been rated as englobo land.**

Signed  
Cr Harriman  
01 July 2020

**Attachments**  
Nil

## **9.2 SHARED PATH NETWORK**

**Cr Graeme Middlemiss**

I, Cr Middlemiss, hereby give notice of my intention to move the following motion at the Council Meeting to be held on 06 July 2020:

**That Council requests:**

- 1. Officers prepare a report for the August 2020 Ordinary Council Meeting that would inform Council in any consideration of a proposal to adopt a Master Plan for a Shared Path Network connecting existing and currently proposed Shared Paths and Rail Trails. That is, a Network within Latrobe City with connections to existing Paths/Rail Trails to Stratford and Mirboo North;**
- 2. The report is to be what is termed a 'high level' or 'desk top study' and provide broad detail covering indicative costs and connection options for such a Network. Other matters that would be required to be considered in developing such a Network should also be listed; and**
- 3. Officers preparing this report are guided by the schematic diagram of the existing, proposed and future connections suggested as being required as part of such a Network attached to this document.**

Signed  
Cr Middlemiss  
01 July 2020

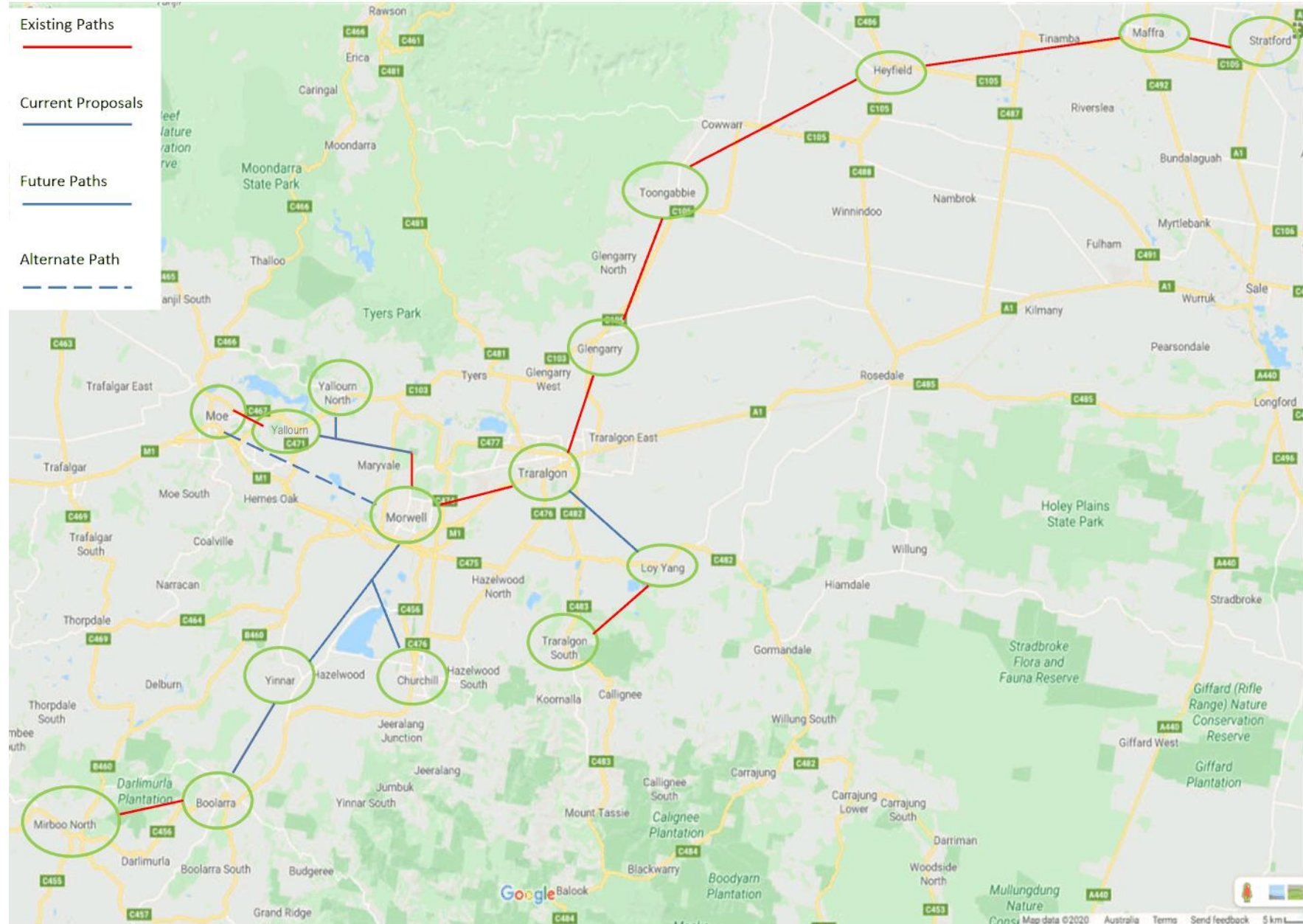
### **Attachments**

1 [↓](#). Proposed Valley Path Sketch

## **9.2**

### **Shared Path Network**

- 1 Proposed Valley Path Sketch ..... 17**



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



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

Nil reports

# **CORRESPONDENCE**

**11. CORRESPONDENCE**

Nil reports

# **PRESENTATION OF PETITIONS**

**12. PRESENTATION OF PETITIONS**

Nil reports

# **CHIEF EXECUTIVE OFFICE**

**13. CHIEF EXECUTIVE OFFICE**

Nil reports

# **REGIONAL CITY GROWTH AND INVESTMENT**



**14. REGIONAL CITY GROWTH AND INVESTMENT**

**Agenda Item: 14.1**

**Agenda Item: Authorisation to Proceed to a Planning Scheme  
Amendment for the Toongabbie Structure Plan**

**Sponsor: General Manager, Regional City Growth and  
Investment**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Endorses the draft Toongabbie Structure Plan report (Attachment 1) and background documents (Attachment 2) for public exhibition as a part of a planning scheme amendment; and**
- 2. Requests authorisation from the Minister for Planning to prepare and exhibit the draft Toongabbie Structure Plan, background reports and related proposed amendment documents to the Latrobe Planning Scheme.**

**Executive Summary:**

- A draft Toongabbie Structure Plan and associated background reports have been prepared. These documents have been prepared in-house with a peer review on the land supply analysis.
- Specific community consultation was undertaken with a survey being sent to all landowners within the Toongabbie area in March 2019 and two community workshops were held September and October 2019. Stakeholder consultation including consultation with servicing agencies and authorities was undertaken in the development of the plans.
- It is proposed to proceed with a Planning Scheme Amendment to introduce to draft plan and background reports including:
  - Introducing the Toongabbie Structure Plan and background reports

- including strategy directions for the future in the local section of the Planning Scheme;
- Introducing a new Neighbourhood Residential Zone Schedule 5 for the Toongabbie Township;
  - Rezoning land to fix anomalies;
  - Rezoning larger parcels of residential land to a Low Density Residential Zone due to infrastructure constraints;
  - Rezoning an area within 200 metres of the Toongabbie Local Activity Centre to a General Residential Zone; and
  - Amending the Land Subject to Inundation Overlay and introducing the Floodway Overlay to the Toongabbie Township.
- Rural Living rezonings and any associated bushfire mitigation tools have been deferred until the *Bushfire Assessment and Rural Rezonings* project proceeds.
  - It is proposed to exhibit the Amendment following the 2020 local government election Council Caretaker period and completion of Amendment C122 (Planning Policy Framework Amendment). Therefore, the draft plan and background documents would remain confidential until such time they could be exhibited. This could be either late 2020 or early 2021.

**Background:**

Structure plans for all small townships in Latrobe City were initially prepared for Latrobe City Council between 2002 and 2004 by Enviro Plan and Michael Smith and Associates. In 2003, Council resolved to 'prepare and exhibit Amendment C24 to the Latrobe Planning Scheme to implement the findings and recommendations of the Small Town Structure Plans for Toongabbie, Yallourn North, and Yinnar.' However, a number of community groups and residents voiced their concerns about the plans and ultimately Council never progressed with Amendment C24.

A review of these documents in 2006 found these plans to be inappropriate for inclusion into the Latrobe Planning Scheme due to the documents being difficult to implement through the planning scheme due to it being largely visionary. As such, small town structure plans were undertaken for Boolarra, Glengarry and Tyers in 2010 and implemented into the Latrobe Planning Scheme in Amendment C24. However, Yinnar, Traralgon South, Yallourn North and Toongabbie are yet to have structure plans completed. The lack of a structure plan has provided uncertainty around the growth of the townships, meaning that development has happened in a haphazard manner without consideration for the elements of the town that the community values.

Parts of the Toongabbie study area were proposed to be rezoned to Rural Living Zone in Amendment C7 in 2002, and again in Amendment C105 in 2018. However, due to a lack of demand in 2002 and further work required around the bushfire risk in 2018, this rezoning has not proceeded.

The Toongabbie Structure Plan (the Plan) project has been undertaken due to a number of submissions (eight) that were received from Toongabbie residents during the Exhibition period for Amendment C105 Live Work Latrobe between 22 March 2018 and 11 May 2018 which required a structure plan to be developed. The submissions related to:

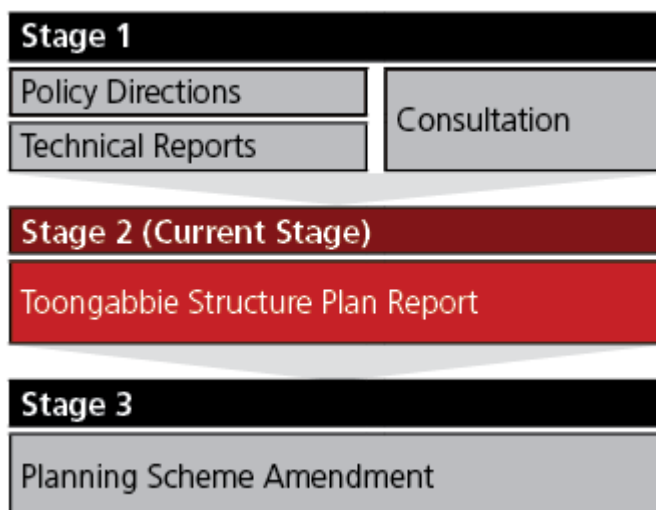
- Animal keeping under the rural living zone compared to the Farming Zone;
- Requests to be rezoned to a Low Density Residential Zone (LDRZ) over a Rural Living Zone or Neighbourhood Residential Zone; and
- Requests to stay in the Farming Zone rather than a Rural Living Zone.

As the LDRZ is a residential zone, it required further strategic work to be undertaken, including a land supply and demand assessment, before it could be considered. That work has been undertaken as a part of the Toongabbie Structure Plan project.

The purpose of the plan is to provide strategic land use objectives to enable informed decision making for Toongabbie over the next 15 to 20 years which provides a framework for the future growth and development of the municipality.

The Plan is the first project to be drafted in-house without the need for procuring a planning consultant. Each background report was subject to a review process which then incorporated that feedback into the reports.

The Plan consists of three stages, as shown in Figure 1 below:



### Stage 1: Technical Assessments

Preparation of five background reports (Attachment 1) to inform the plan was undertaken, including:

- Context Report, including land supply assessment, economic analysis, current zones, overlays and demographics;
- Infrastructure and Servicing Assessment which includes details of roads, drainage, sewer, water, electricity, gas, and telecommunications with advice from all servicing authorities;
- Flora and Fauna Assessment prepared in consultation with Department of Land, Water, Environment and Planning (DELWP);
- Bushfire Risk Assessment in consultation with the Country Fire Authority (CFA); and
- Consultation Report.

In the development of the background reports, consultation has been undertaken with the Toongabbie community, the results of which are provided in the Consultation Report (section 2 of Attachment 2). In particular, the following activities were undertaken:

- A survey compiling of 26 questions 5 of which related to demographics and further contact details, 2 questions related to the community plan, 19 questions around community vision, land use, accessibility and natural disaster mitigation. The survey was open from 25 March 2019 to 5 April 2019 in which Council received 67 responses; and
- Community workshops were held on 12 September and 8 October 2019 with a total of total of 33 residents attending the two workshops.

Through the consultation and background work eight key directions were set and have been used as the key directions in the preparation of the plan. These are:

- Maintain the historic, cultural, and environmental values of Toongabbie;
- Retain the quiet, rural atmosphere;
- Promote the tourism assets;
- Improve infrastructure within the town;
- Retain the larger block sizes within the town;
- Support rural residential allotments on the outskirts of town;
- Support the community groups and associated infrastructure; and
- Protect productive agricultural land from further subdivision.

As each of the background reports was drafted internally, each has been subject to a review process, involving external agencies and internal teams, which have included:

- Flora and Fauna Assessment: Department of Environment, Land Water and Planning; Latrobe City Councils Environment team, Terralogic (Environmental Planning Consultancy);
- Infrastructure and Servicing Assessment: Gippsland Water, Regional Roads Victoria, West Gippsland Catchment Management Authority, APA Gas, SP Ausnet, Councils Infrastructure Planning team and Telstra;
- Bushfire Risk Assessment: CFA; and
- Context Report: Councils Regional City Planning, Community Development and Economic Development teams, and Ethos Urban (Planning Consultancy).

With the exception of Ethos Urban and their peer review of the land supply and demand, these reviews have been carried out under Strategic Planning's business as usual budget.

An assessment of potentially contaminated land has also been undertaken in consultation with the Environment Protection Authority (EPA) but does not form part of the background reports.

As consultation with the CFA and Environment Protection Authority (EPA) remains ongoing, Council will be informed prior to seeking Authorisation if the ongoing consultation results in any changes to the strategies and actions outlined in the Toongabbie Structure Plan report.

### Stage 2 and 3: Draft Toongabbie Structure Plan and Proposed Planning Scheme Amendment

The draft Toongabbie Structure Plan Report is provided at Attachment 1.

It is proposed to introduce the recommendations from the plan into the Latrobe Planning Scheme Amendment. The Planning Scheme Amendment is proposed to include:

- Introduction of the Toongabbie Structure Plan map (see Attachment 3) including strategy directions for the future in the local section of the Planning Scheme;
- Introduction of a new Neighbourhood Residential Zone Schedule 5 for the Toongabbie Township;
- Rezoning land to fix anomalies;
- Rezoning larger parcels of residential land to a Low Density Residential Zone due to infrastructure constraints;
- Rezoning an area within 200 metres of the Toongabbie local activity centre to a General Residential Zone;

- Amending the extent of the Land Subject to Inundation Overlay (LSIO) and introducing the Floodway Overlay (FO) to the Toongabbie Township; and
- Introduction of the Toongabbie Structure Plan and Background Reports as Background Documents to the Latrobe Planning Scheme.

Each of the proposed rezonings or application of an overlay responds to an issue that was raised or information provided during the development of the background reports and structure plan.

In particular, the following key items have been identified:

- The new Neighbourhood Residential Zone Schedule 5 is being introduced to retain the rural character as was specified by Toongabbie residents during consultation;
- Areas are proposed to be rezoned to a Low Density Residential Zone (LDRZ) due to constraints relating to the availability of sewer and water infrastructure; and
- The LSIO and FO were proposed to be included in a flood amendment in 2021 with data supplied by West Gippsland Catchment Management Authority (WGCMA). The extent of the overlays influences some of the decisions around rezoning options, Latrobe City Council have sought permission from WGCMA to exhibit the proposed overlays alongside the Toongabbie Structure Plan. The application of the overlays will largely affect the subdivision opportunity as development can still occur on residential lots. There is a reduction in the extent of the LSIO in Farming Zone – Schedule 1 properties next to Rosedale Creek.

The new flood overlays include:

Overlay	No. of properties newly included	No. of properties removed
Application of only Land Subject to Inundation Overlay	45	5
Application of both Floodway and Land Subject to Inundation Overlays	41	N/A
Total	86	5

- Rural living rezonings have been deferred until the draft *Bushfire Assessment and Rural Rezoning* proceeds to an amendment to ensure that the application of bushfire mitigation provisions is consistent across the municipality.

It is proposed to exhibit the Amendment following the Council Caretaker period. Therefore, the draft plan and background documents would remain confidential until such time they could be exhibited. This could be either late 2020 or early 2021,



depending on the progression of Amendment C122 (Planning Policy Framework Translation).

Council officers are seeking endorsement to proceed to an amendment in order to be able to proceed with the public consultation of the amendment at the soonest possible date after the Council Caretaker period. If this is not endorsed to proceed to authorisation, there is a risk that Exhibition could be delayed until April 2021 at the earliest. Authorisation prior to the caretaker period allows the project to progress and an update can be provided to the Toongabbie community.

**Issues:**

*Strategy Implications*

*Objective 3 – Improve liveability and connectedness of Latrobe City*

The draft plan provides strategic directions for how the town of Toongabbie will grow, look and feel in the next 15 to 20 years and how these directions can be achieved.

*Communication*

The draft plan and background reports have been created in consultation with relevant agencies and authorities.

As part of the development of the draft plan, community consultation was undertaken including a survey and two community workshops.

Further engagement and consultation with the community will be undertaken as part of the Planning Scheme Amendment process. The amendment is subject to the prescribed process in accordance with the public notice and consultation requirements of Section 19 of the Act.

This will include advertising in the government gazette and local newspapers as well as written notification to landowners and occupiers that may be materially affected by the amendment following authorisation of the amendment.

All statutory and servicing authorities likely to be materially affected will also be notified of the proposed amendment.

*Financial Implications*

A peer review of the land supply analysis was undertaken by Ethos Urban for \$5,500 (including GST) and was undertaken within the existing Strategic Planning budget.

The proposed Planning Scheme Amendment will be undertaken with the Strategic Planning BAU budget for 2020/2021 financial year. This includes costs associated with the Planning Panel (if required), this could be around \$15,000 - \$20,000 based on similar sized amendments. The planning scheme approval fee is increased annually, but will be approximately \$500.

*Risk Analysis*

Identified risk	Risk likelihood*	Controls to manage risk
<p><b>Service Delivery Risk</b></p> <p>Delays due to the progression of Amendment C122 (Planning Policy Framework); and</p> <p>The progression of the Planning Scheme Amendment is delayed due to the Council Election Period.</p>	<p>5 (Almost Certain)</p>	<p>Lodge an authorisation request noting that authorisation is likely to be received by DELWP with a condition to not exhibit the proposed Planning Scheme Amendment until Amendment C122 (Planning Policy Framework) is gazetted.</p> <p>All reports will remain confidential until such time as they are exhibited.</p> <p>Await induction of the new Council before a decision is made on an appropriate time to exhibit the Amendment.</p>
<p><b>Reputational Risk</b></p> <p>Notice of the proposed Planning Scheme Amendment not received by all landowners.</p> <p>A further delay in progressing the project viewed unfavourably by Toongabbie residents.</p>	<p>3 (Possible)</p>	<p>Develop an engagement strategy to ensure notice of the Planning Scheme Amendment is given to all relevant parties.</p> <p>Council can proceed to authorisation of the amendment and inform residents that it intends to exhibit after the new Council is inducted.</p>

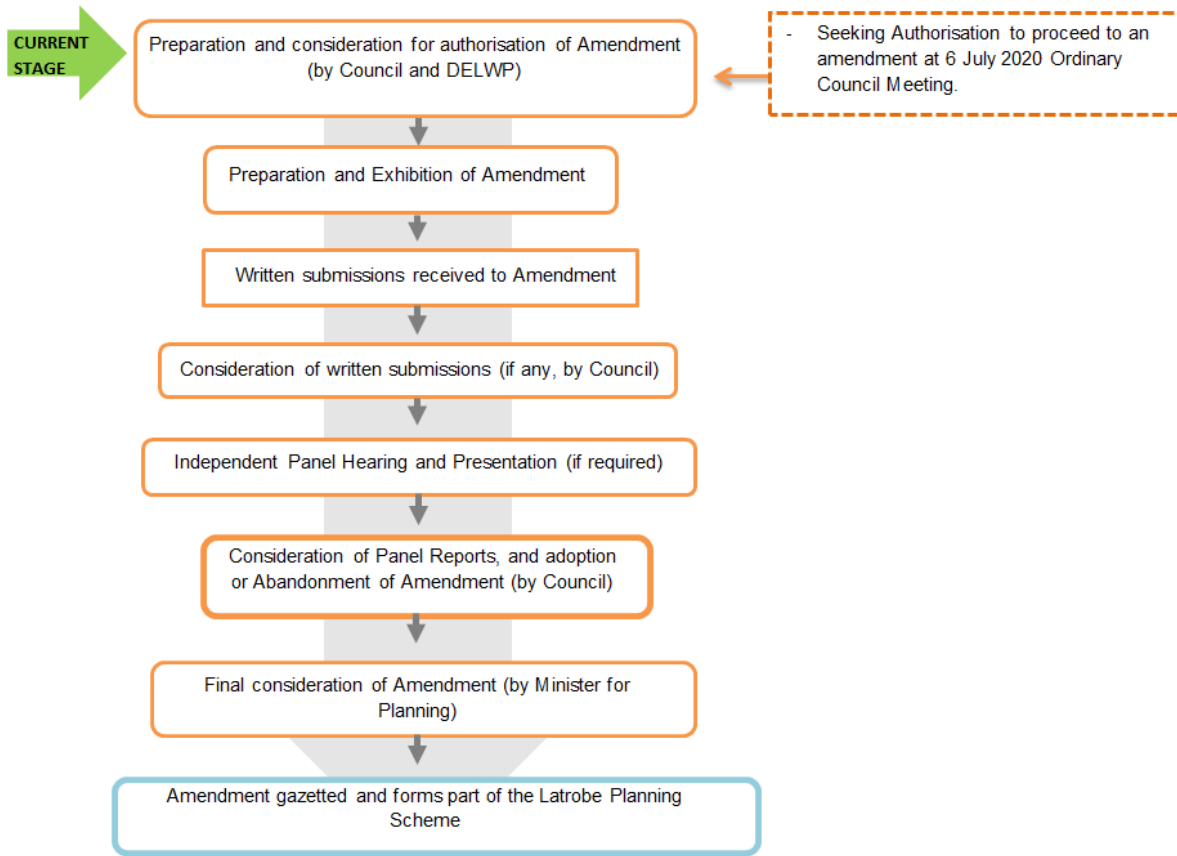
\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

*Legal and Compliance*

The planning scheme amendment process is shown in the figure below and provides an indication of the current stage.



**Toongabbie Structure Plan – Planning Scheme Amendment**



In accordance with Section 9 of the Act, the Minister for Planning may authorise a municipal council to prepare an amendment to State and local standard provisions of a planning scheme in force in its municipal district.

Municipal councils, as the planning authority, have a number of duties and powers. These duties and powers are listed at Section 12 of the Act. Under Section 12 a planning authority must have regard to (*inter alia*):

The objectives of planning in Victoria;

The Minister's directions;

The Victoria Planning Provisions; and

The Latrobe Planning Scheme.

Any significant effects which it considers a planning scheme amendment might have on the environment or which it considers the environment might have on any use or development envisaged by the amendment.

This Amendment proposal has had regard to Section 12 of the Act and is consistent with the requirements of Section 12.

In addition each amendment must address the Department of Planning and Community Development (DPCD) publication *Strategic Assessment Guidelines for Planning Scheme Amendments, be consistent with the Planning Policy Framework and Municipal Strategic Statement (MSS)*. A response to these guidelines and assessment against policy is outlined in the attached Explanatory Report, (see Attachment 4).

### Planning Scheme Amendments

#### *Community Implications*

There are no known community implications at this point on time. It is proposed that the Planning Scheme Amendment will be placed on exhibition to gauge feedback regarding the proposed changes.

#### *Environmental Implications*

All known environmental implications have been identified through the preparation of the Flora and Fauna Assessment, Bushfire Risk Assessment and Potentially Contaminated Land Assessment.

#### *Consultation*

There has been specific engagement undertaken with key agencies and authorities in relation to some of the proposed changes to the draft plan and background documents.

All participants in the community consultation phase will be notified of Councils decision.

Further engagement and consultation will be undertaken with community, key stakeholders, agencies and authorities during the planning scheme amendment process.

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

- Exhibition of the Amendment for 1 calendar month;
- Documents available on Latrobe City Council website;
- Have Your Say page created;
- Letters / emails notifying key stakeholder, agencies, authorities and prescribed ministers;
- Notices in the Latrobe Valley Express;
- Notice in the Government Gazette; and
- Drop in sessions to have 1:1 meetings with a planning officer to be offered to all landowners (subject to covid-19 restrictions).

**Declaration of Interests:**

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

**Supporting Documents:**

Latrobe City Urban Design Guidelines - Streetscape (Appendix 3 – Infrastructure and Servicing Assessment)

Gippsland Red Gum Grassy Woodland and Associated Grassland (Appendix 5 – Flora and Fauna Assessment)

**Attachments**

1. Attachment 1: Toongabbie Structure Plan report (Published Separately)  
This attachment is designated as confidential under section (c) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. It is considered that if it was released prior to a statutory process commencing perceptions of the related land may be altered which may affect land value. The appropriate time for all matters to be considered is when the formal statutory process commences at which time the document will be made publicly available.
2. Attachment 2: Toongabbie Structure Plan Background Reports (Published Separately)  
This attachment is designated as confidential under section (c) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. It is considered that if it was released prior to a statutory process commencing perceptions of the related land may be altered which may affect land value. The appropriate time for all matters to be considered is when the formal statutory process commences at which time the document will be made publicly available.
3. Attachment 3: Toongabbie Structure Plan map (Published Separately)  
This attachment is designated as confidential under section (c) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. It is considered that if it was released prior to a statutory process commencing perceptions of the related land may be altered which may affect land value. The appropriate time for all matters to be considered is when the formal statutory process commences at which time the document will be made publicly available.
4. Attachment 4: Explanatory Report (Published Separately)  
This attachment is designated as confidential under section (c) of the definition

of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. It is considered that if it was released prior to a statutory process commencing perceptions of the related land may be altered which may affect land value. The appropriate time for all matters to be considered is when the formal statutory process commences at which time the document will be made publicly available.

**Agenda Item: 14.2**

**Agenda Item: Latrobe Creative Precinct - Fundraising, Subscription and Partnerships Strategy**

**Sponsor: General Manager, Regional City Growth and Investment**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

**Endorses the Latrobe Creative Precinct Fundraising, Subscription and Partnerships Strategy for implementation.**

**Executive Summary:**

- Sponsorship and fundraising is an important aspect for the ongoing support and success of the Latrobe Creative Precinct (LCP) as it provides a sustainable method to supplement Council funding to enhance community engagement and accessibility to performing arts within the municipality.
- Following a request for quote process (LCC-616) in December 2019, Sports Business Partners (SBP) were engaged to undertake the following tasks:
  - Phase One: Benchmarking and target setting (across fundraising, membership and partnership);
  - Phase Two: Concept development of a fundraising, membership and partnership program; and
  - Phase Three: Development of written and digital communication materials for a partnership program.
- SBP undertook benchmarking, consultation, research and analysis of the region in formulating the *Latrobe Creative Precinct Fundraising, Subscription and Partnerships Strategy* (The Strategy). See Attachment 1.
- Phases one and two of the project have been completed.

- The Strategy proposes a more contemporary Subscription program with recommendations to implement over short term, medium term and long term periods which includes:
  - Packages consisting of a series of shows;
  - The development of a *Premier Series* of shows;
  - Gift cards; and
  - Removal of venue and theme packages as the focus should be on programming content.
- From a Partnership perspective, recommendations include a four tiered structure with suggested values and optimum number of partners within each tier. Should the optimum number of partners at the values proposed be secured, this would produce \$150,000 in sponsorship annually although many of the agreements would be made with multi-year arrangements. These values have been derived using data collected and inputted into SBP's propriety SponsorMax Valuation system.
- The report identifies key target sectors for both national partnerships and local area partnerships with a proposed pitch and marketing objectives aligned with each sector.
- A high level assessment was also completed by SBP against recommendations from Council's internal LCP Sponsorship and Fundraising Framework produced in June 2019.
- If the Strategy is endorsed the next steps are to develop written and digital communication materials in collaboration with Council's in-house communications team followed by implementation of the strategy with the assistance of the Project Reference Group. Timelines for roll out of the strategy may be impacted by the COVID-19 pandemic.

**Background:**

Appropriate and relevant partnerships, subscriptions and fundraising are vital to the future operations and audience engagement of the Latrobe Creative Precinct to facilitate access to new audiences, provide businesses and the community with a sense of ownership, and also produce a commercial business model which is financially sustainable.

A Project Brief provided to the consultants required recommendations to be made against a number of suggested fundraising initiatives taken from the Latrobe Creative Precinct Sponsorship and Fundraising Framework June 2019; the following outlines the consultant's assessment of each initiative.

*Table One: Assessment of Potential Initiatives*

Recommendation, Description and SBP Assessment are the findings of the SBP report, Additional Information has been provided by officers to provide further context.

Recommendation	Description	SBP Assessment	Additional Information
Corporate Sponsorship Packages	Develop and promote a suite of corporate sponsorship packages with various levels dependent on level of sponsorship support.	<b>Immediate priority</b>	The term 'sponsorship' has been altered to the more contemporary terminology of 'partnership'.  This will be an ongoing activity.
Corporate Partners Program	Consider a formal Corporate Partners Program to establish ongoing corporate sector support of Council's overall events and activities.	<b>Medium-term priority</b>	This will need to involve a whole of organisation approach.
Corporate Donation and Gifts in Kind	Engage a suitable individual or agency to secure corporate donations and gifts in kind as required.	<b>Remain a possibility; not a top priority</b>	A mechanism to receive corporate donations and gifts in kind is still being considered, however is not a priority at this stage.  The focus will be on securing partnership packages.
Philanthropic Donations Regime	Consider a formal philanthropic donations regime as part of the overall fundraising campaign.	<b>With a highly targeted approach</b>	Officers are investigating the establishment of deductible gift register status to accept donations.
Establish a "Friends of LCP" Group	Engage with community groups to	<b>For a community (not</b>	Officers are working on how a 'Friends



	consider the establishment of a “ <i>Friends of the Theatre</i> ” group acting independently but working with Council on the fundraising campaign and providing ongoing volunteer support.	<b>commercial) outcome</b>	of’ group could operate at the LCP. This could include initiatives such as assisting with fundraising campaigns, possibly delivering tours of the precinct and taking on other voluntary positions.
“Buy a Seat” Campaign	Develop a ‘Buy a Seat’ campaign as part of the public fundraising program. Activation of this initiative to be determined.	<b>Requires further consideration</b>	Activation of this initiative is currently being developed for co-implementation with a ‘Friends of’ group.
Voluntary Rate Payer Contribution	Consider a voluntary donation option on the Rates Notice for the rate payers who may wish to make a contribution to the project.	<b>Can be considered</b>	Officers are considering whether this could be included in future rates notices.
Annual Membership Program	Development of an annual Membership Program promoted prior to opening.	<b>Subscription program recommended</b>	Officers agree with SBP assessment that a subscription program is preferred to a membership program.

(i) *Partnerships:*

SBP recommend Latrobe City Council go to the market with the partnerships identified below:



*Table One - Partnership Package Overview*

	Principal	Premier	Major	Supporting
Pricing	\$30,000	\$10,000	\$3,500	\$1,500
Packages Available	2	4	10	10
Terms	3-5 years	2-3 years	2-3 years	2-3 years
Venue Utilisation	✓	✓	✓	✓
Signage	✓	✓	✓	✓
Social Media Integration	✓	✓	✓	✓
Website Integration	✓	✓	✓	
Third Party Advertising	✓	✓	✓	
Marketing Collateral	✓	✓		
Onsite Promotion	✓			
Subscription Database Access	✓			
Money Can't Buy Experience	✓			

The number of packages outlined above will be available as a first offering. These values have been derived using data collected and inputted into SBP's propriety SponsorMax Valuation system. Should demand exceed available packages, additional opportunities can be offered.

Alternately, in the current environment, allocation of all partnership packages may not be able to be achieved. If securing Principal and Premier partners presents a challenge, adjustment can be made to place more focus on Major and Supporting packages.

The target sectors for principal partnerships include utilities and waste, real estate, construction and manufacturing, larger retailers, mining and forestry, and transport and logistics.

The target sectors for premier, major and supporting partnerships are education and training, professional services, local media, automotive dealer networks, hospitality and accommodation.

These target sectors have been identified following careful analysis of the structure of the local economy and their potential for sustained community investment.

*(ii) Subscriptions:*

A subscription model is proposed to offer additional value to passionate theatre goers. A subscription model emphasises investment in the program, and provides patrons additional value through a curated mix of familiar and more challenging shows. 'Subscriber' is a higher-value offer than 'member' which will align with the quality of program and presentation that the new venue will facilitate. This positioning is in line with major performing arts institutions.

From an operating point of view, subscriptions help to stabilise ticket income by gaining commitment from patrons early in the season. The benefit to patrons is a discount without loss of value, and guidance towards program choices that extend their cultural experience.

Memberships are more targeted towards places, teams and clubs; loyalty is with the place not the product. Benefits are largely tied to 'add-ons' such as drink vouchers and parking rather than forming attachment to programming.

Recommended subscriptions include:

- A flexible subscription package where a patron can bundle 4-6 shows of their choice;
- A series subscription whereby patrons would select all the shows within a particular genre (e.g. musicals, or dance, or comedy);
- Development of a *Premier Series* of shows that is distinguished from the rest of the season and priced at a level appropriate with the prestige of these offerings;
- Gift cards while not technically a subscription, also offer a way for patrons to be gifted theatre experiences;
- Venue and theme packages should no longer be offered as a form of subscription as the focus is on programming.

*(iii) Buy-a-Seat Campaign:*

A buy-a-seat campaign provides donors with a long-term association with the theatre and a sense of ownership through 'purchasing' a seat in the theatre.

Officers have benchmarked similar performing arts centres and are considering the options for a buy-a-seat campaign for the LCP. Following are some of the options being considered:

- Each seat could be sold for a reasonable amount which caters for a wide range of potential donors making this opportunity accessible to the largest portion of the community (benchmarking has shown that most other venues sold seats at \$100 - \$200).
- Acknowledging donors could be via one or more of the following options:
  - A donor wall in the theatre foyer
  - Donors listed in the annual report
  - A photo opportunity with each donor's seat
  - A commemorative certificate.
- Seat plaques are not being considered due to cost and ongoing maintenance issues.
- Seat purchases could be in perpetuity or for a fixed time frame.
- At this stage it is not intended that a seat purchase would guarantee the donor a reserved seat for events and performances, nor should it ensure the patron will be seated in that particular seat when a ticket is purchased, as all seats in the Buy-a-Seat Campaign would be sold for the same price and ticket sales for performances should be undertaken on a first come first serve basis to allow equity for all. This would need to be clearly communicated during the campaign. Consideration can be given to accommodate specific seat requests on a first-come basis.

A Buy-a-Seat campaign could be implemented prior to the opening of the facility.

*Further Considerations:*

Naming of individual rooms within the LCP will be considered closer to opening when there is a clearer understanding of how the space will function. SBP have recommended the naming of individual rooms within the building be interchangeable depending on the sponsor of a particular performance or season.

In line with the organisational realignment implemented in July 2019, which saw Performing Arts and Visual Arts combined into Creative Arts, future consideration will be given to linking the Latrobe Regional Gallery with the LCP in terms of long-term strategic planning regarding partnerships and community investment.

**Issues:**

***Strategy Implications***

This briefing aligns with the following objectives of the *Council Plan 2017-2021*:

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

- Improve the liveability and connectedness of Latrobe City;
- Ensure Council operates openly, transparently and responsibly; and
- Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

### **Communication**

Communication with a range of stakeholders has been undertaken in the development of SBP's report. This included LCC officers and Councillors, members of the Project Reference Group, local arts patrons, Latrobe Theatre Company and three benchmarked performing arts centres (West Gippsland Arts Centre, The Wedge, and Bunjil Place).

The recommendations allow for consideration of a wide range of potential benefactors to ensure inclusion.

### **Financial Implications**

Funds raised via subscriptions and partnerships will be utilised to enhance the precinct and audience experience, as well as enable increased community access to the arts.

This aligns with the aims outlined in the Latrobe Creative Precinct Sponsorship and Fundraising Framework June 2019 *"funds raised will serve as additional funding to further enhance the value proposition of the precinct...raise the impact, reputation and prestige of the precinct."*

The funds raised will be utilised across the following three principles:

- **Social Impact** – investment in education and public programs that support children and family programming, youth development and under-represented community groups or cohorts (for example, Aboriginal people, migrant groups, people with disabilities etc.).
- **Reputation** – enhanced cultural experiences presented in partnership with premier arts organisations which are made accessible to all.
- **Enhanced Audience Experience** – enhancements to audience experience and activation of the precinct such as commission of public art, purchase of speciality furniture, fittings and equipment.

Funds will not be utilised for construction or capital works purposes.

**Risk Analysis**

Identified risk	Risk likelihood*	Controls to manage risk
<p><b>Service Delivery Risk</b></p> <p>Limited capacity to implement the partnership and fundraising program.</p>	<p>2 (unlikely)</p>	<ul style="list-style-type: none"> <li>Capacity to implement the program has been built into an officer's role.</li> <li>Project Reference Group members are well placed and keen to assist in implementation of the program by identifying and approaching potential partners and philanthropists through their networks.</li> </ul>
<p><b>Financial Risk</b></p> <p>Fundraising expectations not realised</p>	<p>4 (likely)</p>	<ul style="list-style-type: none"> <li>Completion of the LCP project is not dependent on funds raised through Partnerships or Fundraising</li> <li>Strict utilisation of the prospectus program.</li> <li>Development of an extensive list of potential partners to target.</li> <li>Project Reference Group members are well placed and keen to assist in implementation of the program by identifying and approaching potential partners and philanthropists through their networks.</li> </ul>
<p><b>Reputational Risk</b></p> <p>Queries as to why Council does not already have adequate funds to operate the facility</p>	<p>4 (likely)</p>	<ul style="list-style-type: none"> <li>Clear messaging that completion of the LCP project is not dependent on funds raised through Partnerships or Fundraising.</li> </ul>

		<ul style="list-style-type: none"> <li>Focus will be on the benefits to the community of the fundraising program (i.e. enhanced cultural programming, provision of access, enriched audience experience.)</li> </ul>
<p><b>Legal/Regulatory Risk</b> Deductible Gift Register (DGR) status is not granted (see <i>Legal and Compliance section below</i>)</p>	<p>2 (unlikely)</p>	<ul style="list-style-type: none"> <li>The application is being completed by Council's solicitor.</li> </ul>

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

### ***Legal and Compliance***

An application is in progress regarding establishing a Deductible Gift Registry (DGR) status for the LCP, allowing any funds collected to be tax deductible.

### ***Community Implications***

The community will greatly benefit from construction and operation of the new LCP and its capacity to provide ongoing cultural development within the local area. Any buy-in from the community will only enhance the ongoing operations of the new precinct via the capacity to increase program capacity, enhance audience experience and support cultural access.

### ***Environmental Implications***

There are no environmental implications in relation to this briefing report.

### ***Consultation***

The following consultation has taken place:

- Ongoing consultation with the Project Reference Group which includes Cr Clancey (chair), Cr McFarlane, and Cr Harriman, along with representatives from the local arts community and the education sector;
- Three community arts and recreation stakeholder consultations; and
- Targeted discussions with local arts patrons.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

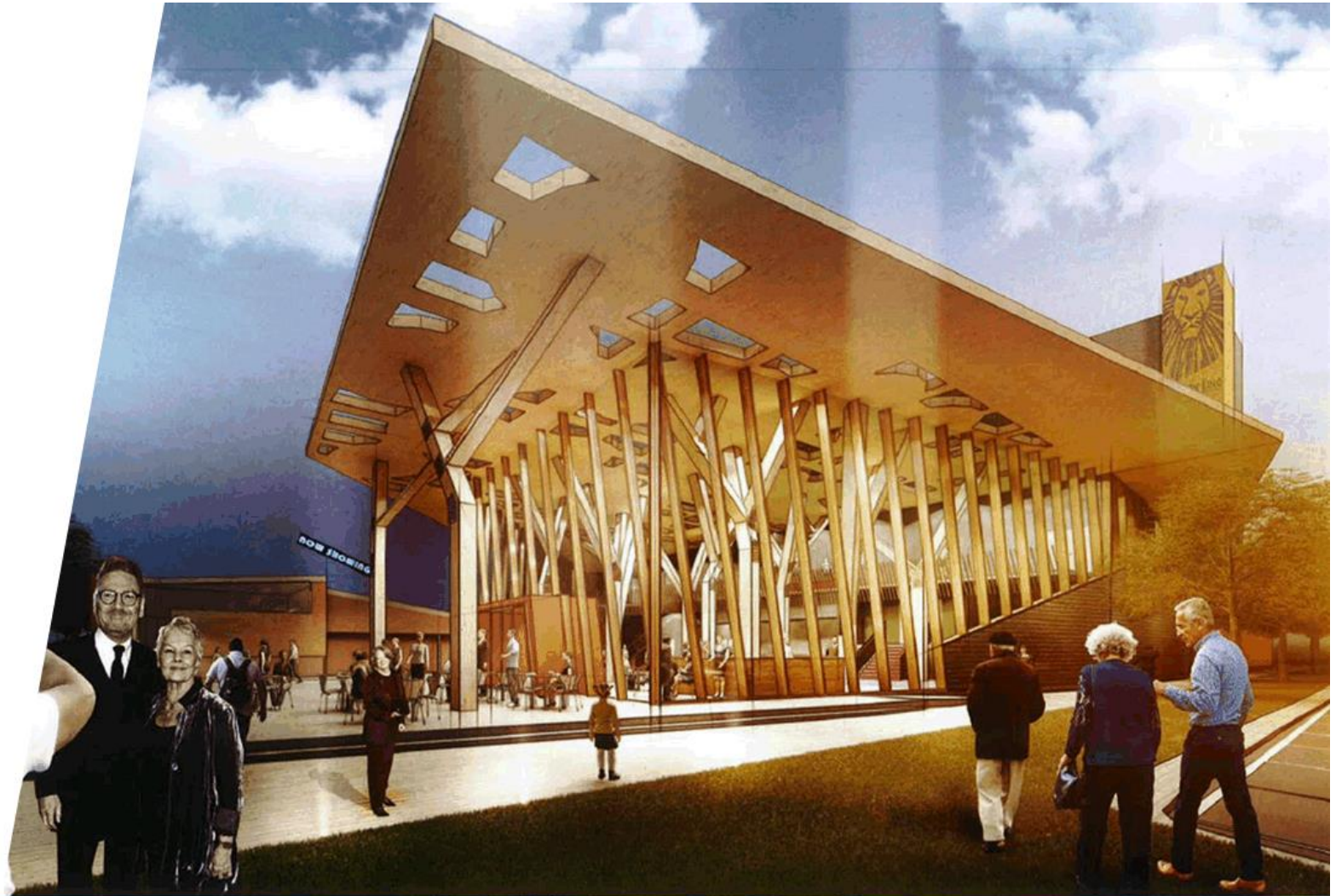
- 1 [↓](#). DRAFT Fundraising, Subscription and Partnership Strategy
- 2 [↓](#). DRAFT Investment Prospectus

## **14.2**

### **Latrobe Creative Precinct - Fundraising, Subscription and Partnerships Strategy**

- |          |   |            |
|----------|---|------------|
| <b>1</b> | <b>DRAFT Fundraising, Subscription and Partnership Strategy .....</b> | <b>51</b>  |
| <b>2</b> | <b>DRAFT Investment Prospectus .....</b>                              | <b>129</b> |





# LCC – LATROBE CREATIVE PRECINCT

## FUNDRAISING, SUBSCRIPTION AND PARTNERSHIPS STRATEGY

### FINAL DRAFT – 24/06

SBP – JUNE 2020 – COMMERCIAL IN CONFIDENCE



# INTRODUCTION AND CONTENTS

## Introduction

In December 2019, Latrobe City Council (LCC) commissioned SBP to develop a Fundraising, Subscription and Partnerships Strategy for the new Latrobe Creative Precinct (LCP).

The objective is to provide a sustainable fundraising, subscription and partnerships strategy which meets current and future Council needs, while providing a platform to enhance community engagement and subscription within the region's performing arts and business event industries.

## Method Summary

- 1. Scoping and Project Management**, including project set up, staff consultations, consultation planning and a review of background documents.
- 2. Benchmarking and Target Setting**, including a review of industry case studies, collection of additional data and benchmarking, structured analysis, forecasting and modelling.
- 3. Concept Development and Stakeholder Consultation**, including a series of strategy workshops with key staff and targeted consultations and workshops with key stakeholders
- 4. Final Development and Implementation**, including draft and final strategy and key supporting documents, and a structured implementation plan.

This document is the final draft of the Fundraising, Subscription and Partnerships Strategy and will be submitted to Latrobe City Councillors for review.

## Contents

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## Acknowledgement of Traditional Owners

*We respectfully acknowledge the traditional custodians of the land, the Braiakaulung people of the Gunaikurnai nation and pay respect to their Elders past and present. We also respectfully acknowledge other Elders past and present.*



## SCOPE AND KEY DELIVERABLES

### Scope of the Strategy

Latrobe City Council was seeking a professional individual or company to undertake the following:

- Benchmarking and target setting to determine a suitable fundraising goal for the LCP;
- Development of a membership, fundraising and partnership program, including an implementation strategy (the what); and,
- Development of associated written and digital collateral, in collaboration with Council's graphic designers to roll out the membership, fundraising and partnership programs (the how).

### Key Tasks and Deliverables

The SBP methodology for this project included the following:

- 5 LCC Staff and Councillor consultations.
- 3 community arts and recreation stakeholder consultations.
- 3 site visits to comparable Performing Arts Centres.
- Structured online feedback with PRG.
- Formal requests for information, data and documents from relevant Council staff throughout the project.
- Additional information was sourced through desk research.
- Production of Desktop, Benchmarking and Case Study Review.
- Using SBP's proprietary SponsorMax methodology, a valuation of the commercial assets of LCP and packaging of these assets into package tiers, maximising revenue.
- Documentation of key findings and recommendations for LCP.
- Development of Investment Prospectus for commercial partnerships.
- Draft report presented to the LCP Project Control Group (1<sup>st</sup> April, 2020).
- Feedback from PCG integrated into development of draft report.
- Draft report submitted to Latrobe City Council (17<sup>th</sup> April, 2020).
- Draft report presented to Latrobe City Council Executive Team (13<sup>th</sup> May, 2020).
- Templates and resources provided for ongoing use to engage potential fundraising partners.

# BACKGROUND, CONTEXT AND OUR CHALLENGE



# COUNCIL VALUES AND MISSION



## Council Values

The Latrobe 2026 Community Vision sets out Council's vision and objectives to ensure that Latrobe City is a liveable and sustainable region in 2026 through:

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

## Council Mission

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



# STRATEGIC ALIGNMENT

SBP conducted a review of key documents, strategies and plans to provide a deeper understanding of Latrobe City Council's strategic direction, policies and practices. The review included publicly available Council, State Government and other LGA documents, highlighting key learnings and alignment with the project.

## Strategic Alignment with the Council Plan

The 2017-2021 Latrobe City Council Plan sets out seven overarching objectives which are referred to in several other key LCC documents. SBP has reviewed these objectives and believe the broader LCP project will contribute to each objective.

While this specific project has a much narrower scope, the objectives will be referred to at key stages to ensure alignment of outcomes with the overall strategic objectives of Council:

- ✓ Ensure Council operates openly and transparently
- ✓ Improve amenity and accessibility of Council services
- ✓ Improve education and training outcomes
- ✓ Improve liveability and connectedness
- ✓ Provide a connected and safe community environment
- ✓ Support job creation and industry diversification
- ✓ Solidify Latrobe City's image as a key regional city

## Key Document Review

Provided within the appendix, the review of the following documents specifically highlights the key alignment and learnings for this project:

- Latrobe 2026: The Community Vision for Latrobe Valley.
- Latrobe City Economic Development Strategy 2016 – 2020.
- Latrobe City Events and Tourism Strategy 2018 – 2022.
- Latrobe City Council Arts Strategy and Action Plan 2016 – 2021.
- LCP Sponsorship and Fundraising Framework.
- LCP Audience Research and Analysis Project.
- Victoria's 2020 Tourism Strategy.
- Creative State: Victoria's Creative Industry Strategy 2016 – 2020.
- 2019 Performing Arts Connections Australia Member Economic Activity Report.
- Victorian Association of Performing Arts Centres 2017 Report.



## LCP OVERVIEW

### The LCP

The Latrobe Creative Precinct (LCP) is a major cultural infrastructure project that will offer a significant value proposition for the community beyond the contribution it can make as a contemporary, versatile and high-quality performing arts precinct.

It is designed to blend arts development with vocational training, learning and participation programs to provide a broader engagement with the creative industries and the community. The LCP will encompass:

- A state-of-the-art regional performing arts centre housing a multipurpose auditorium of 750 seats;
- Premier local, national and international events which will attract approximately 100,000 patrons annually;
- A flexible suite of meeting rooms which can reach a 200-seat capacity, capable of hosting large-scale corporate and community events; and,
- A repurposed Latrobe Performing Arts Centre building housing the Creative Industries Training Centre that will deliver cultural industry training and educational courses.

### The LCC Arts Vision (Current)

Our Arts Vision for Latrobe City is to be recognised and celebrated as a major regional creative city. This vision comes from our community, for our place and will be realised in partnership.

Latrobe City is envisioned to be a place that fosters collaborative, mutually beneficial relationships and partnerships with providers and supporters of arts, culture and education in our region and beyond.

### Investment

Latrobe City Council advises that any of the funds raised through this offer will be utilised to enhance the precinct and audience experience, as well as enable increased community access to the arts.

This aligns with the aims outlined in the Latrobe Creative Precinct Sponsorship and Fundraising Framework June 2019 *"Funds raised will serve as additional funding to further enhance the value proposition of the precinct.....raise the impact, reputation and prestige of the precinct."*

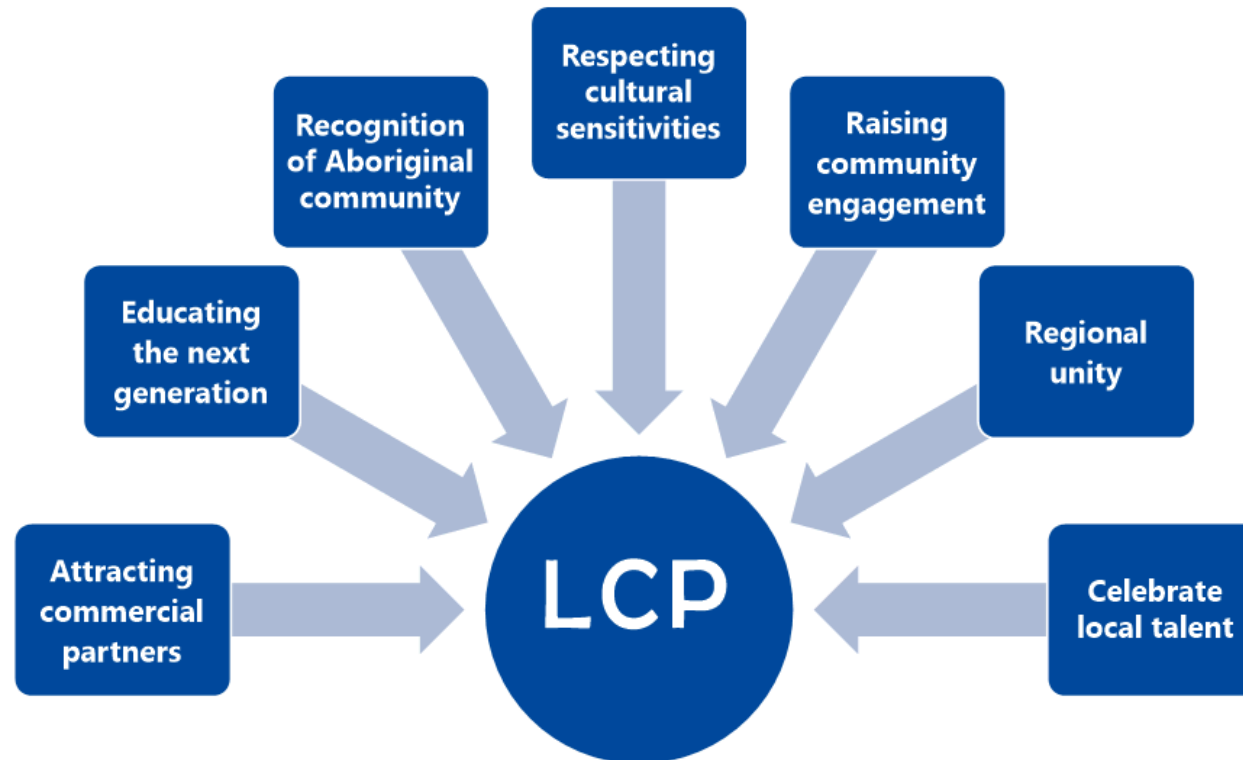
The funds raised will be utilised across the following three principles:

- **Prestige** – enhancements to audience experience and activation of the precinct such as commission of public art, purchase of specialty furniture, fittings and equipment.
- **Social Impact** - investment in education and public programs that support children and families programs and youth development.
- **Reputation** - enhanced cultural experiences presented in partnership with premier arts organizations which are made accessible to all.

## OUR CHALLENGE

Latrobe City enjoys a strong reputation as a culturally vibrant region, enriched by the diversity of its Aboriginal, Torres Strait Islander and multicultural heritage. While the region has a strong industrial past, the arts is playing a key role in changing its social fabric and the LCP project is a landmark step for Latrobe City towards being recognised and celebrated as a major regional creative city.

Council faces a unique challenge in providing the community with a precinct where they feel a sense of ownership and adequately representing the rich cultural diversity across Latrobe City all while producing a commercial business model which is financially sustainable.







## OUR CHALLENGE

### Attracting commercial partners

Positioning LCC to secure sustainable partnerships, with people and organisations which share common values and objectives.

### Educating the next generation

Continue building cultural identity via providing opportunities for young people to create, participate in and produce new works.

### Recognition of Aboriginal community

Consistent incorporation and engagement is fundamental to appropriately representing the relatively large Aboriginal population in Latrobe City.

### Respecting cultural sensitivities

Offering the most inclusive environment possible.

### Raising community engagement

A sense of belonging and ownership will be critical to fostering community buy-in to the precinct.

### Regional unity

Being developed right in the heart of the largest and fastest growing town in Latrobe City, the precinct could be viewed as a Traralgon-centric precinct.

### Celebrate local talent

A state-of-the-art precinct will attract equivalent talent, which may limit opportunities for emerging local artists and performers.



# RECOMMENDATIONS

	SUBSCRIPTIONS 	PARTNERSHIPS & FUNDRAISING 
<b>SHORT-TERM</b>	<ul style="list-style-type: none"> <li>Latrobe City should adopt <b>both series (4-6 shows</b> with an indicative price range of <b>\$80-\$150</b> based on industry benchmarks and anticipated quality of programming) <b>and single show (\$20-\$90)</b> options into its subscription packages.</li> <li>At this stage, Latrobe City <b>should not implement venue and theme packages</b> in its subscription offering.</li> <li><b>Gift cards</b> to shows should be <b>included</b> – while not technically a subscription, also offer a way for patrons to be gifted theatre experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Latrobe City should go to market as soon as practical with <b>four distinct packages</b> where all features can be delivered based on current inventory and resources. Our analysis estimates that this could produce a <b>sponsorship sum of \$150,000.</b></li> <li>Latrobe City should publish a general <b>Investment Prospectus</b> on the precinct website with a specific call to action for the <b>premier, major and supporting</b> partnership tiers, with an online form (to include logo, branding, name, etc.).</li> <li>For <b>principal partners</b>, Latrobe City should build in <b>minimum two year contract extensions</b> which are to be negotiated six months prior to contract expiry.</li> <li>The target sectors for <b>national partnerships</b> are utilities and waste, real estate, construction and manufacturing, retail trade, mining and forestry, transport and logistics. These should be <b>targeted for the principal partnership</b> tiers.</li> <li>The target sectors for <b>local partnerships</b> are education and training, professional services, local media, automotive dealer networks, hospitality and accommodation. These should be <b>targeted for the premier, major and supporting partnership</b> tiers.</li> </ul>
<b>MEDIUM/LONG-TERM</b>	<ul style="list-style-type: none"> <li>A select group of <b>Premier Shows</b> should be identified each season and distinguished from the rest of the season across all communication and publication platforms (season guide, website, etc.), <b>forming a 'Premier Series'</b> from <b>year three onwards</b> and priced accordingly (<b>\$150-\$300</b>).</li> <li>Premier Shows should be available as a part of the 'Premier Series' and as single shows.</li> </ul>	<ul style="list-style-type: none"> <li>In the medium term, Latrobe City should <b>investigate additional sponsorship inventory.</b></li> <li>Where possible, Latrobe City should seek <b>two year to five year partnerships</b> (depending on package tier) to <b>reduce administrative burden</b> and <b>selling pressure</b> during negotiation periods – and reduce the risk of multiple partnerships during any given year.</li> <li>Latrobe City should build in <b>performance-based triggers for upselling sponsors</b> based on agreed hurdles, milestones and implementation of strategic initiatives.</li> </ul>

# TRENDS AND COMMUNITY SENTIMENT

## CONSUMER SPENDING TRENDS

The following provides an overview of community spending patterns between September 2018 and August 2019 (all data referenced is accessed from *Spendmapp*, via and with the permission of LCC). Spendmapp is an online application which visually presents bank transaction data.



### OVERALL SPEND TRENDS

- Total expenditure within the Latrobe City over the 12-month period (September 2018 – August 2019) was \$1.25 billion.
- The highest quarter of total spend was Q4 2018, with December 2018 being the highest month of total spend (\$121.8 million).
- Monthly spend for entertainment and dining\* was highest in school holiday periods (July and December) and represents approximately 13.4% of total expenditure.
- \$214 million was spent within Latrobe City on entertainment and dining, including \$48.8 million from visitors. There was also an additional \$72.9 million spent by Latrobe City residents outside of Latrobe City.



### LOCATION SPEND TRENDS

- The highest area of entertainment and dining\* resident external escape spend is Metropolitan Melbourne (\$5.7m), with majority of this spend occurring in Inner City and Southbank.
- Warragul and Narre Warren are the areas with the next highest Latrobe City resident external escape spend, and not surprisingly, the total resident escape spend is higher to the West of Latrobe City than the East.
- The periods of highest resident escape spend to Melbourne align with premier entertainment events like Melbourne International Comedy Festival (March - \$0.59m), while the periods of highest escape spend to Warragul align more with school holidays (July - \$0.55m and December - \$0.47m).

#### Definitions:

- Resident Local Spend – The cardholder spend of Latrobe City residents within the Latrobe City LGA.
- Visitor Local Spend – The cardholder spend within Latrobe City LGA whose residential postcode lies in an LGA outside of Latrobe City.
- Resident Local Spend + Visitor Local Spend = Total Local Spend
- Resident External Escape Spend – The annual cardholder spend of Latrobe City residents in a suburb which lies outside of the Latrobe City LGA.

- Resident Internal Escape Spend – The annual cardholder spend of Latrobe City residents in a suburb other than their residential postcode but still within the Latrobe City LGA.
- Resident Online Spend + Resident Local Spend + Resident Escape Spend = Total Resident Spend

\*Note: For the purpose of this report, all transactions in relation to the performing arts in Latrobe are classified as 'Entertainment and Dining'.

## LOCAL MEDIA AND PUBLIC SENTIMENT

Below is a high-level summary of media coverage within Latrobe City regarding the development of the Latrobe Creative Precinct. Various print, digital and social media were reviewed in the process and further detail is provided in the appendix.



### PRINT MEDIA

- Within Latrobe City, the principal print media outlet is the Latrobe Valley Express.
- The news outlet has been publishing articles about LCP since 2017 when discussion of the precinct first commenced.
- There is great anticipation for the precinct amongst the community, with many community/special interest groups looking to be actively involved in developing the profile of the precinct within the region.
- Creation of jobs during construction and the opportunities for local talent to become involved are key drivers of positive sentiment for the project.



### DIGITAL MEDIA

- The Victorian Government believes the LCP will be crucial in shaping Latrobe City as the regional heart of creative Victoria and a great opportunity for cultural enlightenment for the community.
- The community is hopeful the LCP events program will include an exciting mix of premier entertainment and promising local artists and performers, covering all ages and segments of the community.



### SOCIAL MEDIA

- Community sentiment for the LCP is very positive, with residents seeing it as a great addition to the current entertainment landscape of Latrobe City.
- Concurrent development of the LCP and the Gippsland Regional Aquatic Centre (GRAC) is anticipated to provide an exciting boost to tourism in Latrobe City - and particularly Traralgon.
- Some concern is expressed around the car parking, but others have acknowledged new parking via the GRAC will ease this concern. This feedback should be acknowledged as a risk and monitored accordingly.

# CONSULTATION FINDINGS



# OBJECTIVES AND STAKEHOLDERS

## Consultation Objectives

- Engage the community and key stakeholders in an **informative and consultative process** about the Fundraising, Subscription and Partnerships Strategy.
- Understand **community expectations** regarding **fundraising, subscription and partnerships** for the new LCP.
- Explore **current perceptions of existing facilities**, and general attitudes towards the **strategic direction** of LCC with regards to facility provision.
- Identify the **key strategic issues** regarding performing arts facilities across the region.

## Who We've Talked To

Throughout this process, the community and stakeholder engagement has included the following:

- **5 LCC Staff and Councillor consultations.**
- **3 community arts and recreation stakeholder consultations.**
- **3 site visits to comparable Performing Arts Centres.**
- **Structured online feedback with PRG.**

These key observations are from the qualitative research undertaken as part of the stakeholder consultation. It builds upon the findings of the Desktop, Benchmarking and Case Study Review and provides a foundation for further insight generation throughout the concept development stage.





# BROAD OBSERVATIONS

Issue	Findings	Key Considerations
<p><b>The Parochial Challenge</b></p>	<ul style="list-style-type: none"> <li>• The regional/town competitiveness and parochialism needs to be harnessed and managed for the precinct, its venues and overall programming.</li> <li>• The town versus town parochialism is evident through the region's community groups.</li> <li>• The new LCP program has an opportunity to unite Latrobe City and help reinvigorate the region as a regional arts hub.</li> </ul>	<ul style="list-style-type: none"> <li>• The LCP has a great opportunity to build off the new regional brand and help drive the community to engage and come together to celebrate the arts.</li> <li>• Councillors must be seen at all major openings and if time pressures exist, a rotational program for attendance is a must, to offset this parochialism.</li> </ul>
<p><b>Community Engagement and Buy In</b></p>	<ul style="list-style-type: none"> <li>• Local music and theatre groups don't just want to be seen as just filling the gaps as for example ad hoc support in the foyer to various shows and programming.</li> <li>• They want to see meaningful engagement, education, learning and mentoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Use a level of service program to shape equitable arrangements with local groups, ensuring engagement is maximised with local artists and the precinct itself.</li> <li>• Engage local talent across various forms of performing arts to put on a 'community series', rather than standalone shows.</li> </ul>
<p><b>Giving Back</b></p>	<ul style="list-style-type: none"> <li>• The centre piece to any commercial strategy needs to be built upon giving back to the region – education programming and mentoring of the arts and culture within the region.</li> <li>• Singular shows should/may be separated by a series of community and educative workshops that provide the opportunity for community artists and performers to learn, grow and be inspired.</li> </ul>	<ul style="list-style-type: none"> <li>• This strategy is as much about growing the pathway for arts, music, visual arts and live performers as it is the subscription or partnership development.</li> <li>• Visiting artists/performers given opportunities to leave a 'footprint' on the local (particularly youth) arts community via masterclass-style workshops.</li> </ul>





## BROAD OBSERVATIONS

Issue	Findings	Key Considerations
<p><b>Aboriginal Acknowledgement and Representation</b></p>	<ul style="list-style-type: none"> <li>• There's a strong history of the Gunaikurnai nation in Gippsland, as well as a high Aboriginal population in the region.</li> <li>• Feedback from stakeholders has strongly referenced a need to engage with the local Aboriginal population.</li> <li>• This requires a level of respect, genuine engagement and sensitivity to ensure this becomes a centerpiece to the whole fabric of the precinct.</li> </ul>	<ul style="list-style-type: none"> <li>• Inclusion of the Gunaikurnai nation in the venue opening (i.e. a smoking ceremony) as well as some form of permanent art fixture at the precinct.</li> <li>• Dedicated program/workshops to encourage the local Aboriginal youth population to engage with the arts.</li> </ul>
<p><b>Local Sourcing of Suppliers</b></p>	<ul style="list-style-type: none"> <li>• Stakeholders would like to see supplies for the precinct sourced locally, contributing to the local economy.</li> <li>• Again, while this can be an after-thought, there is a wonderful opportunity to develop connection to local suppliers – this only enhances the community buy-in and engagement.</li> </ul>	<ul style="list-style-type: none"> <li>• Supply opportunities such as catering, printing, lighting, etc must be offered to local suppliers first, adding another layer to the sense of community ownership of the precinct.</li> </ul>
<p><b>Transport Solutions to Traffic Congestion</b></p>	<ul style="list-style-type: none"> <li>• Stakeholders are concerned about parking space, considering it is already an issue in the Traralgon CBD and the precinct carpark will not be able to accommodate the entire audience for more popular shows.</li> <li>• Buses are used to carry patrons to and from bigger shows at LPAC.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a bus route between local towns, with a pick up /drop off service for premier/weekend evening shows.</li> <li>• Potential partnership with Latrobe Valley Bus Network.</li> </ul>



## BROAD OBSERVATIONS

Issue	Findings	Key Considerations
<p><b>Investment Not Used as Entertainment Subsidy</b></p>	<ul style="list-style-type: none"> <li>Stakeholders would be less likely to contribute to the venue or funding of programs if they knew their money was going to be used to lower the cost of tickets to events.</li> <li>They would hope to see the entire investment used towards education/workshops for local talent and youth in the industry.</li> </ul>	<ul style="list-style-type: none"> <li>A written statement which accompanies sponsorship packages, providing transparency around where sponsor/philanthropist investment will be utilised.</li> </ul>
<p><b>Maximise Use of Precinct Space</b></p>	<ul style="list-style-type: none"> <li>The precinct could become the premier event space in the region, hosting a wide range of philanthropic, charity and corporate events.</li> </ul>	<ul style="list-style-type: none"> <li>Provide regular opportunities for sponsors, local charity organisations and philanthropic groups to host events in coordination with the event schedule of the precinct.</li> </ul>



## BROAD OBSERVATIONS

Issue	Findings	Key Considerations
<p style="text-align: center;"><b>Industry Specific Language</b></p>	<ul style="list-style-type: none"> <li>The terminology 'subscription' is more relevant in the current performing arts industry rather than 'membership', which typically pertains more to sporting clubs.</li> <li>A subscription suggests more of a transactional relationship, which is better aligned to a theatrical experience.</li> </ul>	<ul style="list-style-type: none"> <li>New precinct shows, series and any other packages to consistently be advertised as 'subscriptions' rather than 'memberships'.</li> </ul>
<p style="text-align: center;"><b>Alternative Subscription Method – Gift Cards</b></p>	<ul style="list-style-type: none"> <li>Similar venues are using gift cards as an alternative to purchasing subscriptions or series tickets - additional income stream.</li> <li>Allows more flexibility in choosing which shows to attend.</li> </ul>	<ul style="list-style-type: none"> <li>Include gift cards with all subscription option promotions.</li> <li>Add a gift card into corporate packages.</li> </ul>



## FEEDBACK ON POTENTIAL INITIATIVES

The following pages provide a high-level assessment of the recommendations proposed in Council's internal LCP Sponsorship and Fundraising Framework, produced in June 2019.

Ref(#)	Recommendation	Description	Strengths	Weaknesses	SBP Assessment
1	<b>Specialist Advice</b>	Engage a specialist in sponsorship and fundraising to review and advise on suitable fundraising methods and set targets.	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<b>Complete</b>
2	<b>Corporate Sponsorship Packages</b>	Develop and promote a suite of corporate sponsorship packages with various levels dependent on level of sponsorship support.	<ul style="list-style-type: none"> <li>Proactive and professional approach</li> <li>Creates opportunities to engage with corporate organisations</li> <li>Enables LCC to control the message</li> </ul>	<ul style="list-style-type: none"> <li>Pre-determined packages are not always ideal for each partner</li> <li>Can create a lack of flexibility and creativity</li> <li>Reduces negotiating power with individual partners</li> </ul>	<b>Immediate priority</b>
3	<b>Corporate Partners Program</b>	Consider a formal Corporate Partners Program to establish ongoing corporate sector support of Council's overall events and activities.	<ul style="list-style-type: none"> <li>Cultivates a business network</li> <li>Enables B2B networking and adds value to partners</li> <li>Creates additional opportunities for LCC to engage with corporates</li> </ul>	<ul style="list-style-type: none"> <li>Requires dedicated resources to recruit and retain partners, and ensure value through the program</li> <li>Requires a base of partners to commence</li> </ul>	<b>Medium-term priority</b>
4	<b>Corporate Donation and Gifts in Kind</b>	Engage a suitable individual or agency to secure corporate donations and gifts in kind as required.	<ul style="list-style-type: none"> <li>Demonstrates aligned objectives/values with corporations</li> <li>Can assist with specific needs</li> <li>May lead to longer-term engagement</li> </ul>	<ul style="list-style-type: none"> <li>Rare and hard to forecast</li> <li>Limited ability to control or influence</li> <li>May come with additional costs or implications</li> </ul>	<b>Remain open but not a top priority</b>
5	<b>Philanthropic Donations Regime</b>	Consider a formal philanthropic donations regime as part of the overall fundraising campaign.	<ul style="list-style-type: none"> <li>Enables community legacies to be developed</li> <li>Provides another avenue for engagement with the venue</li> </ul>	<ul style="list-style-type: none"> <li>Lower chance of success given size of target market segment</li> <li>Each case will be different and may have specific requirements or implications</li> </ul>	<b>Yes, but... a highly targeted approach</b>



## FEEDBACK ON POTENTIAL INITIATIVES

Ref(#)	Recommendation	Description	Strengths	Weaknesses	SBP Assessment
6	Establish 'Friends of LCP' Group	Engage with the community to consider the establishment of a Friends of the Theatre group, acting independently but working with Council on fundraising and ongoing volunteer support.	<ul style="list-style-type: none"> <li>Excellent for community development and engagement</li> <li>Creates much needed buy-in and goodwill for the venue</li> </ul>	<ul style="list-style-type: none"> <li>Requires a specific focus and plan to be established and led</li> </ul>	<b>Yes, but... for a community outcome (not a commercial outcome)</b>
7	'Buy a Seat' Campaign	Develop a 'Buy a Seat' campaign as part of the public fundraising program.	<ul style="list-style-type: none"> <li>Enables community to feel part of the journey right from the beginning</li> <li>May provide small revenue opportunity</li> </ul>	<ul style="list-style-type: none"> <li>Buy a seat campaign is a limited community engagement proposition</li> </ul>	<b>Requires further consideration</b>
8	Voluntary Rate Payer Contribution	Consider a voluntary donation option on the Rates Notice, for rate payers who may wish to make a contribution to the project.	<ul style="list-style-type: none"> <li>Creates broad awareness of the specific offer</li> <li>Possibility of providing an opt-in process so not intrusive</li> <li>Can generate funds</li> </ul>	<ul style="list-style-type: none"> <li>May detract from the prestigious brand which is being developed</li> </ul>	<b>Can be considered</b>
9	Annual Membership Program	Development of an annual Membership Program.	<ul style="list-style-type: none"> <li>Creates loyalty</li> <li>Generates additional revenue opportunities</li> <li>Generates value-adding opportunities for corporate partners</li> </ul>	<ul style="list-style-type: none"> <li>Requires administrative resources</li> <li>Membership benefits are usually not related to programming</li> <li>May not be accessible for all</li> </ul>	<b>Subscription program recommended</b>

# COMMERCIAL STRATEGY FRAMEWORK

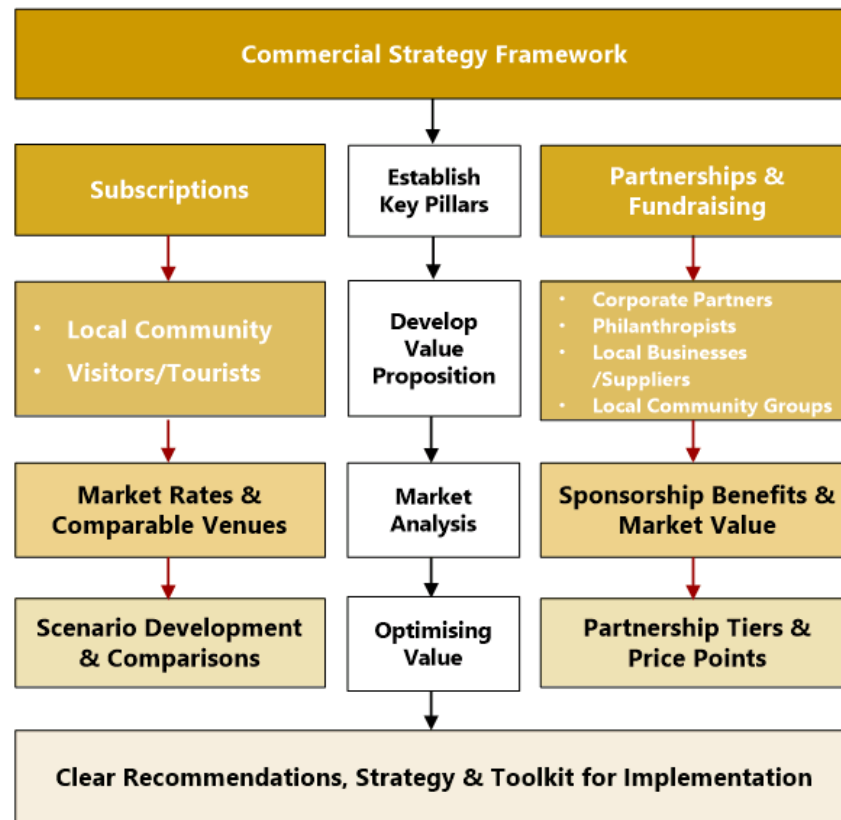


# COMMERCIAL STRATEGY SUMMARY

In addition to the community stakeholder consultations and site visits for benchmarking, SBP conducted workshops with key Council staff to brainstorm the variety of target markets for the LCP.

For each of these target markets, potential drivers, features and benefits of fundraising, subscription and partnerships with the precinct have been identified.

These findings, in conjunction with the qualitative consultation feedback and quantitative desktop research helped shape our SponsorMax valuation of the precinct and its assets.





# SUBSCRIPTIONS



# HOW TO INTERPRET THE SBP VALUE PROPOSITION CANVAS



The SBP Value Proposition Canvas is a framework which enables the essence of a new product, service or experience to be clearly articulated on one page. The framework consists of six key elements, including:

- A. Purpose:** What is LCC trying to achieve with this offer?
- B. Target Market Description:** What do we know about the target market segment?
- C. Target Market Drivers:** What do we know about the target market segment's existing (or perceived) motivations or barriers to become involved with the LCP or purchase a ticket/subscription?
- D. Features:** What can we specifically offer or sell to this market segment?
- E. Benefits:** What will be the corresponding benefits for this market segment from the features provided?
- F. Point of Difference:** How is the LCC offer different to other offers in the marketplace?

**THE PURPOSE IS TO:**

*"To provide Latrobe City Council with a sustainable fundraising and partnership strategy which meets current and future council needs, while providing a platform to enhance community engagement and subscription within the regions performing arts and training event industries."*

**THE POINT OF DIFFERENCE IS:**

- Loyal audiences who appreciate risk taking and grassroots performances.
- A customer centric approach to programming.
- Passionate, parochial and resilient local community.
- The industry leading facility in Gippsland.

**TARGET MARKET, DRIVERS, FEATURES AND BENEFITS**

Target Market	Drivers	Feature	Benefit
<ul style="list-style-type: none"> <li>• Latrobe residents with an active interest in the arts – core market</li> <li>• Latrobe residents with an interest in supporting local talent, arts, entertainment and events – secondary market</li> <li>• Latrobe residents with an interest in attending high-profile and prestigious community events – high-value, low engagement segment</li> </ul>	<p><b>Motivators</b></p> <ul style="list-style-type: none"> <li>• Inspired by the arts</li> <li>• Soul nourishment</li> <li>• Social engagement and activities</li> <li>• Spending time with friends, family</li> <li>• Connecting to the local community</li> </ul> <p><b>Barriers</b></p> <ul style="list-style-type: none"> <li>• Accessibility/transport to the precinct</li> <li>• Ability to attend events during the evening (family commitments etc.)</li> <li>• Competing interests (sport, dining, etc.)</li> <li>• Cost of entertainment and events</li> </ul>	Industry leading accessible venue	Feel safe, secure and comfortable
		High-quality entertainment and immersive experience	Engaged, amazed and inspired patrons
		Regular community events and opportunities for local productions	Ability to be directly involved
		Complete suite of pre-, mid- and post-show food and beverage	Ability to turn up and relax with nothing to worry about
		Unique cultural experiences	New learning and knowledge
		Large seating and patron capacity	Enables large gatherings and community cohesion
		Direct involvement in education/training program	Platform to share knowledge and experience
		Access to local business offers and discounts (from sponsors)	Save money

# VALUE PROPOSITION CANVAS – LATROBE CITY RESIDENTS



## THE PURPOSE IS TO:

*“To provide Latrobe City Council with a sustainable fundraising and partnership strategy which meets current and future Council needs, while providing a platform to enhance community engagement and subscription within the region’s performing arts and business event industries.”*

## THE POINT OF DIFFERENCE IS:

- The industry leading facility in Gippsland which will attract the highest quality performing arts, shows and entertainment.
- A customer centric approach to programming which enables a diverse suite of highly targeted entertainment and experiences.
- A passionate, parochial and resilient local audience who appreciate creativity and grassroots performances.

## TARGET MARKET, DRIVERS, FEATURES AND BENEFITS

Target Market	Drivers	Feature	Benefit
<ul style="list-style-type: none"> <li>• Latrobe City residents with an active interest in the arts – core market</li> <li>• Latrobe City residents with an interest in supporting local talent, entertainment and events – secondary market</li> <li>• Latrobe City residents with an interest in attending high-profile and prestigious community events – high value, low engagement segment</li> </ul>	<p><b>Motivators</b></p> <ul style="list-style-type: none"> <li>• Inspired by the arts</li> <li>• Soul nourishment</li> <li>• Social engagement and activities</li> <li>• Spending time with friends and family</li> <li>• Connecting with the local community</li> </ul> <p><b>Barriers</b></p> <ul style="list-style-type: none"> <li>• Accessibility/transport to the precinct</li> <li>• Ability to attend events during the evening (family commitments etc.)</li> <li>• Competing interests (sport, dining, etc.)</li> <li>• Cost of entertainment and events</li> </ul>	Industry leading accessible venue	Feel safe, secure and comfortable
		High-quality entertainment and immersive experiences	Engaged, amazed and inspired patrons
		Regular community events and opportunities for local productions	Ability to be directly involved
		Complete suite of pre-, mid- and post-show food and beverage	Ability to turn up and relax with nothing to worry about
		Unique cultural experiences	New learning and knowledge
		Large seating and patron capacity	Enables large gatherings and community cohesion
		Direct involvement in education/training programs	Platform to share knowledge and experience
		Access to local business offers and discounts (from sponsors)	Save money

# VALUE PROPOSITION CANVAS

## - VISITORS/TOURISTS



### THE PURPOSE IS TO:

*"To provide Latrobe City Council with a sustainable fundraising and partnership strategy which meets current and future Council needs, while providing a platform to enhance community engagement and subscription within the region's performing arts and business event industries."*

### THE POINT OF DIFFERENCE IS:

- The industry leading facility in Gippsland which will attract the highest quality performing arts, shows and entertainment.
- A customer centric approach to programming which enables a diverse suite of highly targeted entertainment and experiences.
- A passionate, parochial and resilient local audience who appreciate creativity and grassroots performances.

### TARGET MARKET, DRIVERS, FEATURES AND BENEFITS

Target Market	Drivers	Feature	Benefit
<ul style="list-style-type: none"> <li>• East and West Gippsland residents</li> <li>• Melbourne residents seeking a weekend experience and getaway</li> <li>• International tourists visiting Victoria</li> </ul>	<p><b>Motivators</b></p> <ul style="list-style-type: none"> <li>• Experience a new town/region</li> <li>• Opportunities for adventure and to learn new things</li> <li>• Inspired by the arts</li> <li>• Soul nourishment</li> <li>• Social engagement and activities</li> </ul> <p><b>Barriers</b></p> <ul style="list-style-type: none"> <li>• Distance from Melbourne and major airports</li> <li>• Competing offers and opportunities</li> <li>• Lack of accommodation</li> <li>• Restricted transport options</li> <li>• Lack of awareness of complete experience and offers available</li> </ul>	Industry leading accessible venue	Feel safe, secure and comfortable
		High-quality entertainment and immersive experiences	Engaged, amazed and inspired patrons
		Connection with other regional venues and shows	Ability to experience a series of cultural performances on a single trip
		Complete suite of pre-, mid- and post-show food and beverage	Ability to turn up and relax with nothing to worry about
		Unique cultural experiences	New learning and knowledge
		Large seating and patron capacity	Enables large gatherings and community cohesion
		Direct involvement in education/training programs	Platform to share knowledge and experience



## SUBSCRIPTION COMPARISONS

The model that will provide the highest likelihood of enabling LCP to maximise highest patronage and revenue is the collective delivery of **subscription options two and three**. The below table outlines the key findings that have resulted in this position. Each option was tested throughout the stakeholder engagement phase.

#	Description	Strengths	Weaknesses	Industry Price Points	Assessment
1	<b>Annual Venue Membership</b>	<ul style="list-style-type: none"> <li>Long-term venue membership model practical for securing income,</li> </ul>	<ul style="list-style-type: none"> <li>Membership to the venue, rather than subscribing to the performances at that venue.</li> <li>Follows sporting model, less transactional than arts model.</li> <li>Traditionally these offer several giveaways, which we are trying to avoid.</li> </ul>	<ul style="list-style-type: none"> <li>Wedge membership – \$33.</li> <li>WGAC Membership: Standard (12months – \$21), Gold (36months – \$60).</li> </ul>	<p style="text-align: center;"><b>✗</b> <b>Exclude</b></p>
2	<b>Series Subscription</b>	<ul style="list-style-type: none"> <li>Encourages multiple visits/ engagements throughout the year.</li> <li>Offers a taste of the best shows from each theme.</li> </ul>	<ul style="list-style-type: none"> <li>If tickets to shows in the series cannot be purchased, may detracting attendees.</li> </ul>	<ul style="list-style-type: none"> <li>Bunjil Place: 'Daytime Music Theatre' Series – \$90.</li> </ul>	<p style="text-align: center;"><b>✓</b> <b>Include</b></p>
3	<b>Flexible Show Subscription</b>	<ul style="list-style-type: none"> <li>Offers widest range of selection/flexibility</li> <li>Range of price points provides options for all potential attendees.</li> </ul>	<ul style="list-style-type: none"> <li>Could lead to 'one time' attendees, with no incentive to come back more often.</li> </ul>	<ul style="list-style-type: none"> <li>Bunjil Place: non-series single shows- \$20 – \$80.</li> <li>Wedge: non-member single shows- \$25-\$60.</li> </ul>	<p style="text-align: center;"><b>✓</b> <b>Include</b></p>
4	<b>Theme Subscription</b>	<ul style="list-style-type: none"> <li>Groups similar shows, helps identify target audience.</li> </ul>	<ul style="list-style-type: none"> <li>Adds an unnecessary layer of complexity to sponsorship packages.</li> <li>May not be enough value in every theme for subscription.</li> </ul>	<ul style="list-style-type: none"> <li>Theatre season WGAC: \$35, non-WGAC: \$43.</li> <li>Music season WGAC: \$50, non-WGAC: \$57.</li> <li>Wedge Sale Film Society: \$60.</li> </ul>	<p style="text-align: center;"><b>✗</b> <b>Exclude</b></p>

# SUBSCRIPTION RECOMMENDATIONS

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1. Latrobe City should adopt both series (4-6 shows with an indicative price range of \$80-\$150 based on industry benchmarks and anticipated quality of programming) and single show (\$20-\$90) options into its subscription packages.
2. At this stage, Latrobe City should not implement venue and theme packages in its subscription offering.
3. Gift cards to shows should be included – while not technically a subscription, also offer a way for patrons to be gifted theatre experiences.
4. A select group of Premier Shows should be identified each season and distinguished from the rest of the season across all communication and publication platforms (season guide, website, etc.), forming a 'Premier Series' from year three onwards and priced accordingly (\$150-\$300).
5. Premier Shows should be available as a part of the 'Premier Series' and as single shows.

# PARTNERSHIPS AND FUNDRAISING



# VALUE PROPOSITION CANVAS – CORPORATE PARTNERS



## THE PURPOSE IS TO:

*“To provide Latrobe City Council with a sustainable fundraising and partnership strategy which meets current and future Council needs, while providing a platform to enhance community engagement and subscription within the region’s performing arts and business event industries.”*

## THE POINT OF DIFFERENCE IS:

- The industry leading facility in Gippsland which will attract the highest quality performing arts, shows and entertainment.
- A customer centric approach to programming which enables a diverse suite of highly targeted entertainment and experiences.
- A passionate, parochial and resilient local audience who appreciate creativity and grassroots performances.

## TARGET MARKET, DRIVERS, FEATURES AND BENEFITS

Target Market	Drivers	Feature	Benefit
<ul style="list-style-type: none"> <li>• A large employee base</li> <li>• Significant financial capacity and specific budgets for sponsorship and partnerships</li> <li>• Capacity to generate high volumes of content and events</li> <li>• Ability to utilise venue space on a regular basis</li> </ul>	<p><b>Motivators</b></p> <ul style="list-style-type: none"> <li>• International corporations want to be a part of the community</li> <li>• Acknowledgement and recognition of community goodwill</li> <li>• Must align with the company values</li> <li>• Long-term relationships and impact/legacies</li> <li>• Premium quality content</li> <li>• Community engagement</li> </ul> <p><b>Barriers</b></p> <ul style="list-style-type: none"> <li>• Specific knowledge of localised precincts and offers</li> <li>• Operating grant systems – structured processes and existing partnerships in place</li> <li>• Reputational risk</li> </ul>	Signage	Prestige and ownership of space
		Unique cultural experiences - Local talent/artists	Deeper relationship with clients
		Connection to a program - Disadvantaged, youth	Addressing social responsibilities Opportunity for staff engagement
		Subscription database	Reach, lead generation and sales channel to potential customers and clients
		LCP social media activation (Facebook, Instagram)	Reach, lead generation and sales channel to potential customers and clients
		Promotion at corporate events - Awards nights, social events	Targeted audience awareness (in person)
		Customer knowledge and analytics	Ability to target and understand different segments
		Money can't buy experiences - Performer interactions, unique experience during intermission	Deeper relationship with clients
		Access to other venues (i.e. LRG)	Opportunity to host company events/conferences Additional and diverse cultural experiences

# VALUE PROPOSITION CANVAS – PHILANTHROPISTS



## THE PURPOSE IS TO:

*"To provide Latrobe City Council with a sustainable fundraising and partnership strategy which meets current and future Council needs, while providing a platform to enhance community engagement and subscription within the region's performing arts and business event industries."*

## THE POINT OF DIFFERENCE IS:

- The industry leading facility in Gippsland which will attract the highest quality performing arts, shows and entertainment.
- A customer centric approach to programming which enables a diverse suite of highly targeted entertainment and experiences.
- A passionate, parochial and resilient local audience who appreciate creativity and grassroots performances.

## TARGET MARKET, DRIVERS, FEATURES AND BENEFITS

Target Market	Drivers	Feature	Benefit
<ul style="list-style-type: none"> <li>• Align investments with personal passions</li> <li>• Specifically target areas/fields of interest</li> <li>• New technology enables philanthropy through crowdfunding</li> <li>• Trend towards specific social movements and environmental issues</li> <li>• Relatively small target segment</li> </ul>	<p><b>Motivators</b></p> <ul style="list-style-type: none"> <li>• Values driven – want to make a positive contribution</li> <li>• Seeking specific benefits and outcomes (tangible and intangible) from their investments</li> <li>• An ability to influence</li> <li>• Acknowledgement and recognition of community goodwill</li> </ul> <p><b>Barriers</b></p> <ul style="list-style-type: none"> <li>• Highly specific priorities and guidelines</li> <li>• Association with the complete and diverse LCP offer</li> </ul>	Regular communication of impacts of contribution	Ability to measure benefits and outcomes
		Direct involvement in education/training program	Platform to share knowledge and experience
		Presentation/Involvement in workshop performance	Public recognition of contribution
		Naming of a scholarship program	Creates opportunities for long term contribution to the industry
		Venue for specific events/fundraisers	Alignment with a prestigious community venue and brand
		Volunteering during show rehearsals/production	Unique opportunity to be involved in the industry without training/skillset usually required
		Money can't buy experiences - Performer interactions, unique experience during intermission	Experience to share with family/friends



# VALUE PROPOSITION CANVAS - LOCAL BUSINESSES/SUPPLIERS



### THE PURPOSE IS TO:

*"To provide Latrobe City Council with a sustainable fundraising and partnership strategy which meets current and future Council needs, while providing a platform to enhance community engagement and subscription within the region's performing arts and business event industries."*

### THE POINT OF DIFFERENCE IS:

- The industry leading facility in Gippsland which will attract the highest quality performing arts, shows and entertainment.
- A customer centric approach to programming which enables a diverse suite of highly targeted entertainment and experiences.
- A passionate, parochial and resilient local audience who appreciate creativity and grassroots performances.

### TARGET MARKET, DRIVERS, FEATURES AND BENEFITS

Target Market	Drivers	Feature	Benefit
<ul style="list-style-type: none"> <li>• Broad spectrum of potential targets including:</li> <li>• Local cafes and restaurants</li> <li>• Professional services</li> <li>• Automotive industry</li> <li>• Education support</li> <li>• Retail and produce</li> </ul>	<p><b>Motivators</b></p> <ul style="list-style-type: none"> <li>• Raise business profile</li> <li>• Cultivate business credibility through association</li> <li>• Generate new business leads/referrals</li> <li>• Give back to the community</li> <li>• Local/family historical connections</li> </ul> <p><b>Barriers</b></p> <ul style="list-style-type: none"> <li>• Relatively small budgets for community sponsorships</li> <li>• Competition for support from other groups/events/clubs</li> </ul>	Subscription database	Reach to potential customers and clients - Social media (Facebook, Instagram)
		Customer knowledge and analytics	Ability to target different segments
		Signage	Prestige and ownership of space
		Access to other venues (i.e. LRG)	Opportunity to host company events/fundraisers Additional and diverse cultural experiences
		Local Business Events - Awards nights, social events	Targeted audience awareness (in person)
		Exposure to a new target audience	Connection between local business goods/service and arts community
		Product/Service Placement or market launch of new product	Additional marketing avenue which may be unique from competitors
		Connection to a program	Addressing social responsibilities

# VALUE PROPOSITION CANVAS – LOCAL COMMUNITY GROUPS



## THE PURPOSE IS TO:

*“To provide Latrobe City Council with a sustainable fundraising and partnership strategy which meets current and future Council needs, while providing a platform to enhance community engagement and subscription within the region’s performing arts and business event industries.”*

## THE POINT OF DIFFERENCE IS:

- The industry leading facility in Gippsland which will attract the highest quality performing arts, shows and entertainment.
- A customer centric approach to programming which enables a diverse suite of highly targeted entertainment and experiences.
- A passionate, parochial and resilient local audience who appreciate creativity and grassroots performances.

## TARGET MARKET, DRIVERS, FEATURES AND BENEFITS

Target Market	Drivers	Feature	Benefit
<ul style="list-style-type: none"> <li>• Small not-for-profit organisations</li> <li>• Targeted purpose and objectives</li> <li>• Arts or musical groups (i.e. Latrobe Theatre Company, Latrobe Orchestra)</li> <li>• Local supportive service clubs (Lions, Rotary, Apex)</li> </ul>	<b>Motivators</b> <ul style="list-style-type: none"> <li>• Develop industry capacity and skills</li> <li>• Grow awareness and engagement with the community</li> <li>• Avenues to grow membership base</li> <li>• Exposure to bigger audiences</li> </ul> <b>Barriers</b> <ul style="list-style-type: none"> <li>• Time and resource commitment</li> <li>• Ability to influence specific programs and opportunities</li> </ul>	Access to full-time professional performing arts staff	Improved quality of productions
		Opportunity to perform in high-quality precinct	Once in a lifetime opportunity to perform at premier precinct
		Collaboration with professional theatre and music companies	Raises profile and credibility
		Signage	Prestige and ownership of space
		Money can’t buy experiences - Performer interactions, unique experience during intermission	Experience to share with family/friends
		Access to other venues (i.e. LRG)	Opportunity to host club/group events/conferences Additional and diverse cultural experiences
		Venue for specific events/fundraisers	Alignment with a prestigious community venue and brand

# SBP SPONSORMAX



The following SponsorMax categories were assessed to identify specific features for the LCP sponsorship inventory. The specific features of these categories are detailed over the following pages.

Classification	Example	LCP Commercial Asset Inclusions
1. Designation	Naming Rights Designation	-
2. Exclusivity	Product or category exclusivity	✓
3. Intellectual Property	Logo usage rights	✓
4. Contractual Benefits	Term (multi-year) and exclusive negotiation period	✓
5. Signage	Sponsor recognition boards in foyer or meeting rooms	✓
6. Marketing Collateral	Posters/Flyers	✓
7. General Branding	Staff/Education Uniforms	✓
8. Onsite Promotions	Distribution of sponsor flyers/product at shows	✓
9. Database Marketing	Direct marketing	✓
10. Advertising Opportunities	Billboards, Digital Screens etc.	-
11. Advertising Integration	Event advertising TV/Print/Radio/Digital	✓
12. Digital Integration	Website logos, banners, exclusive offers, range of platforms, overall reach/engagement etc.	✓
13. Communications Integration	Emails/EDMs/Letters/Articles/Press Releases	✓
14. Hospitality	Corporate hospitality/functions	✓
15. Ticketing	Ticket allocations, subscriptions, passes etc.	✓
16. Employee Engagement	Opportunities for sponsor's employees to get involved	✓
17. Direct Product/Service Sales	Digital or physical sales channels	-
18. Money Can't Buy's	Talent access, backstage tours, etc.	✓
19. Broadcast Integration	Streaming integration	-
20. Presentation Opportunities	Awards ceremonies, Industry commemorations	✓
21. Other	Pre-release access	-



# HOW TO INTERPRET THE SBP SPONSORMAX VALUATION

## What is SBP SponsorMax?

SBP SponsorMax is our proprietary methodology which provides an independent certification of the minimum, maximum and fair value for all the commercial asset within a client’s sponsorship inventory.

To ensure the SBP SponsorMax valuation is reflective of current market value of each asset type, SBP sources key data and metrics from three sources to be used as inputs to the calculation:

- Client supplied data (e.g. event attendance, social media metrics, website visitation and broadcast viewership)
- Publicly available information (e.g. social media advertising and IEG rates)
- SponsorMax IP rates based on size/volume/personalisation of content

**Maximum Value**

A **maximum value** which factors in a range of intangible elements such as exclusivity, designation level, clutter, prestige (see following page). The maximum value is a theoretical maximum based upon a partnership with strong brand and target market synergies.

**Minimum Value** × **Intangible Rating** = **Maximum Value**

	Inventory Features	MIN	MAX	FAIR RIGHTS
<b>12</b>	<b>Digital Integration</b>			
✓	1 x digital banner advertisement on the website homepage (12 month total web users)	\$9,859	\$13,309	\$4,436
✓	Sponsor logo recognition - web rotation	\$24,646	\$33,273	\$11,091
✓	Video Content (YouTube and Facebook) Viewers per year	\$8,125	\$10,969	\$3,656

**Minimum Value**

A **minimum value** based only upon the tangible benefits delivered and the value which can be created through this sponsorship benefit. It is based upon equivalent media valuation metrics (CPM) which are related to the cost of reaching 1,000 people. The calculation factors in how many 1,000s of people will be reached, the value of reaching them and the relative size/volume/personalization of the content.

**Number of Exposures** × **Size of Exposure** × **Cost to Achieve Exposures** = **Minimum Value**

**Fair Rights Fee**

The SBP SponsorMax methodology factors in industry benchmarks for rights fees paid and value generated. This ratio is based on a **cost/benefit ratio of 1:3** (for every \$1 invested, the sponsor receives \$3 in advertising value).

**Maximum Value** ÷ **3** = **Fair Rights Fee**

# LCP SPONSORSHIP INVENTORY – SBP SPONSORMAX INPUTS



	INVENTORY FEATURES	QUANTITY	DESCRIPTION		INVENTORY FEATURES	QUANTITY	DESCRIPTION
<b>2</b>	<b>Exclusivity</b>			<b>9</b>	<b>Database Marketing</b>		
✓	Sponsorship category exclusivity	YES	i.e. media, education	✓	Email – LPA: Sponsor name integrated	25	6,205 database
✓	Sponsorship industry/product category exclusivity	YES	i.e. food, beverage	✓	Email – LPA: Unique sponsor leverage offer	6	6,205 database
<b>3</b>	<b>Intellectual Property</b>			<b>11</b>	<b>Advertising Integration</b>		
✓	Usage rights to LCP logo	YES	Present as 'official partner'	✓	Latrobe Valley Express – 1/2 page	6	60,000 readership
✓	Usage rights to LCP imagery	YES	Present as 'official partner'	✓	Latrobe Valley Express – 1/4 page	6	60,000 readership
<b>4</b>	<b>Contractual Benefits</b>			<b>12</b>	<b>Digital Integration</b>		
✓	Multi-year contract	YES	Target of 3-5 year contract	✓	Facebook – LPA	52	4,357 followers
✓	Exclusive negotiation period	YES	3 months prior to expiry	✓	Instagram – LPA	52	694 followers
✓	Mutual dissolution	YES	Agreed contract dissolution	✓	Facebook – LRG	52	3,446 followers
<b>5</b>	<b>Signage - At-venue Exposure</b>			✓	Website banner – LCP	5	Five permanent banners
✓	Internal signage – bar/foyer	3	Large TV size – 55'	✓	Website logo – LCP	20	Five logos rotating (x4)
✓	Internal signage – foyer/level one	7	Small TV size – 30'	<b>13</b>	<b>Communications Integration</b>		
✓	Internal signage – meeting rooms	3	Smaller Digital Screen – 15'	✓	Email – Creative Gippsland	5	7,500 readership*
<b>6</b>	<b>Marketing Collateral</b>			✓	Email – Creative Victoria	2	25,000 readership*
✓	Season guide – double-page pull out	2	3,000 copies annually	<b>14</b>	<b>Hospitality</b>		
✓	Season guide – whole page	8	3,000 copies annually	✓	Venue Access for Corporate Functions	20	Booking fee of \$500
✓	Season guide – quarter page	20	3,000 copies annually	<b>15</b>	<b>Ticketing</b>		
✓	Print media – banners	50	Displayed in foyer & lobby	✓	Ticket allocations – up to 10 per show	82	Number of shows per year
✓	Print media – posters	50	Displayed in foyer & lobby	<b>16</b>	<b>Employee Engagement</b>		
✓	Print media – flyers	5,000	Mailbox drop & in foyer	✓	Volunteering	25	Opportunity to usher
<b>7</b>	<b>General Branding</b>			<b>18</b>	<b>Money Can't Buy Opportunities</b>		
✓	Staff Uniforms – Polo Breast	15	6cm x 6cm	✓	Behind the scenes tour	4	60mins pre show
✓	Staff Uniforms – Polo Sleeve	15	6cm x 6cm	✓	Performer interactions	2	Post show meet and greet
<b>8</b>	<b>Onsite Promotions</b>			✓	Scholarship sponsorship	5	i.e. local talent, youth
✓	Flyers	500	Displayed in foyer & lobby	<b>20</b>	<b>Presentation Opportunities</b>		
✓	Product	20	12m <sup>2</sup> in foyer	✓	Award naming rights	4	i.e. best local actress

Note: Only inventory features included in the LCP commercial assets (as identified on page 36) will appear in the SponsorMax valuation.



# SBP SPONSORMAX VALUATION



	INVENTORY FEATURES	MIN	MAX	FAIR RIGHTS		INVENTORY FEATURES	MIN	MAX	FAIR RIGHTS
<b>2</b>	<b>Exclusivity</b>				<b>9</b>	<b>Database Marketing</b>			
✓	Sponsorship category exclusivity	\$3,159.94	\$4,265.91	\$1,421.97	✓	Email – LPA: Sponsor name integrated	\$3,878.13	\$5,235.47	\$1,745.16
✓	Sponsorship industry/product category exclusivity	\$1,579.97	\$2,132.96	\$710.99	✓	Email – LPA: Unique sponsor leverage offer	\$18,615.00	\$25,130.25	\$8,376.75
<b>3</b>	<b>Intellectual Property</b>				<b>11</b>	<b>Advertising Integration</b>			
✓	Usage rights to LCP logo	\$2,395.28	\$3,233.63	\$1,077.88	✓	Latrobe Valley Express – 1/2 page	\$1,800.00	\$2,430.00	\$810.00
✓	Usage rights to LCP imagery	\$1,197.64	\$1,616.81	\$538.94	✓	Latrobe Valley Express – 1/4 page	\$1,800.00	\$2,430.00	\$810.00
<b>4</b>	<b>Contractual Benefits</b>				<b>12</b>	<b>Digital Integration</b>			
✓	Multi-year contract	\$158.00	\$213.30	\$71.10	✓	Facebook – LPA	\$8,341.50	\$11,261.03	\$3,753.68
✓	Exclusive negotiation period	\$158.00	\$213.30	\$71.10	✓	Instagram – LPA	\$866.11	\$1,169.25	\$389.75
✓	Mutual dissolution	\$158.00	\$213.30	\$71.10	✓	Facebook – LRG	\$8,153.24	\$11,006.87	\$3,668.96
<b>5</b>	<b>Signage - At-venue Exposure</b>				✓	Website banner – LCP	\$1,000.00	\$1,350.00	\$450.00
✓	Internal signage – bar/foyer	\$57,691.80	\$77,883.93	\$25,961.31	✓	Website logo – LCP	\$200.00	\$270.00	\$90.00
✓	Internal signage – foyer/level one	\$67,307.10	\$90,864.59	\$30,288.20	<b>13</b>	<b>Communications Integration</b>			
✓	Internal signage – meeting rooms	\$1,125.00	\$1,518.75	\$506.25	✓	Email – Creative Gippsland	\$937.50	\$1,265.63	\$421.88
<b>6</b>	<b>Marketing Collateral</b>				✓	Email – Creative Victoria	\$1,250.00	\$1,687.50	\$562.50
✓	Season guide – double-page pull out	\$4,807.65	\$6,490.33	\$2,163.44	<b>14</b>	<b>Hospitality</b>			
✓	Season guide – whole page	\$9,615.30	\$12,980.66	\$4,326.89	✓	Venue Access for Corporate Functions	\$10,000.00	\$13,500.00	\$4,500.00
✓	Season guide – quarter page	\$12,019.13	\$16,225.82	\$5,408.61	<b>15</b>	<b>Ticketing</b>			
✓	Print media – banners	\$28,845.90	\$38,941.97	\$12,980.66	✓	Ticket allocations	\$22,960.00	\$30,996.00	\$10,332.00
✓	Print media – posters	\$28,845.90	\$38,941.97	\$12,980.66	<b>16</b>	<b>Employee Engagement</b>			
✓	Print media – flyers	\$9,615.30	\$12,980.66	\$4,326.89	✓	Volunteering	\$6,250.00	\$8,437.50	\$2,812.50
<b>7</b>	<b>General Branding</b>				<b>18</b>	<b>Money Can't Buy Opportunities</b>			
✓	Staff Uniforms – Polo Breast	\$115.38	\$155.77	\$51.92	✓	Behind the scenes tour	\$1,125.00	\$1,518.75	\$506.25
✓	Staff Uniforms – Polo Sleeve	\$115.38	\$155.77	\$51.92	✓	Performer interactions	\$6,000.00	\$8,100.00	\$2,700.00
<b>8</b>	<b>Onsite Promotions</b>				✓	Scholarship sponsorship	\$750.00	\$1,012.50	\$337.50
✓	Flyers	\$4,622.74	\$6,240.70	\$2,080.23	<b>20</b>	<b>Presentation Opportunities</b>			
✓	Product	\$32,051.00	\$43,268.85	\$14,422.95	✓	Award naming rights	\$400.00	\$540.00	\$180.00
						<b>Total</b>	<b>\$351,104.06</b>	<b>\$473,990.48</b>	<b>\$157,996.83</b>

Note: Only inventory features included in the LCP commercial assets (as identified on page 36) will appear in the SponsorMax valuation.

# SPONSORSHIP & FUNDRAISING COMPARISONS



The sponsorship delivery model that will provide the highest likelihood of enabling LCP to maximise partnership revenue is a four-tiered sponsorship model. The below table outlines the key findings that have resulted in this position. Each option was tested using the SBP SponsorMax valuation spreadsheet.

#	Description	Strengths	Weaknesses	SponsorMax Valuations	Assessment
<b>1</b>	<b>One Sponsorship Tier</b>	<ul style="list-style-type: none"> <li>All sponsors receive equal benefits.</li> </ul>	<ul style="list-style-type: none"> <li>Restricting potential sponsors to only one price point.</li> <li>Lowest total package value and highest total LCP revenue.</li> </ul>	<ul style="list-style-type: none"> <li>Total packages = \$137,103 (5)               <ul style="list-style-type: none"> <li>Principal (5)</li> </ul> </li> <li>Total residual value = \$20,893</li> </ul>	<p><b>×</b></p> <p><b>Not Suggested</b></p>
<b>2</b>	<b>Two Sponsorship Tiers</b>	<ul style="list-style-type: none"> <li>Distinct price point difference justified by high-end features allocated to only Principal partners.</li> </ul>	<ul style="list-style-type: none"> <li>High-end features will typically be excluded from the lower end package.</li> </ul>	<ul style="list-style-type: none"> <li>Total packages = \$143,750 (11)               <ul style="list-style-type: none"> <li>Principal (3), Premier (8)</li> </ul> </li> <li>Total residual value = \$14,246</li> </ul>	<p><b>×</b></p> <p><b>Not Suggested</b></p>
<b>3</b>	<b>Three Sponsorship Tiers</b>	<ul style="list-style-type: none"> <li>Multiple price points caters for more sponsors.</li> </ul>	<ul style="list-style-type: none"> <li>Package inclusions for the premier and major tiers is too similar.</li> </ul>	<ul style="list-style-type: none"> <li>Total Package Value = \$150,424 (18)               <ul style="list-style-type: none"> <li>Principal (2), Premier (4), Major (12)</li> </ul> </li> <li>Total residual value = \$7,572</li> </ul>	<p><b>×</b></p> <p><b>Not Suggested</b></p>
<b>4</b>	<b>Four Sponsorship Tiers</b>	<ul style="list-style-type: none"> <li>Multiple price points caters for more sponsors.</li> <li>Highest total package value and highest total LCP revenue.</li> </ul>	<ul style="list-style-type: none"> <li>Premier tier has the lowest number of feature categories included, but the highest quantity of features.</li> </ul>	<ul style="list-style-type: none"> <li>Total Package Value = \$153,073 (26)               <ul style="list-style-type: none"> <li>Principal (2), Premier (4), Major (10), Supporting (10)</li> </ul> </li> <li>Total residual value = \$4,923</li> </ul>	<p><b>✓</b></p> <p><b>Suggested</b></p>

# SPONSORSHIP & FUNDRAISING RECOMMENDATIONS



1. Latrobe City should go to market as soon as practical with four distinct packages (principal-\$30,000 p.a. (x2), premier-\$10,000 p.a. (x4), major-\$3,500 p.a. (x10), supporting-\$1,500 p.a. (x10)) where all features can be delivered based on current inventory and resources. Our analysis estimates that this could produce a sponsorship sum of \$150,000.
2. Latrobe City should build in performance-based triggers for upselling sponsors based on agreed hurdles, milestones and implementation of strategic initiatives (see recommendation 8).
3. Where possible, Latrobe City should seek two year to five year partnerships (depending on package tier) to reduce administrative burden and selling pressure during negotiation periods – and reduce the risk of multiple partnerships ending during any given year.
4. In the medium term, Latrobe City should investigate additional sponsorship inventory, including:
  - Business networking program with quarterly events with all corporate sponsors to attend.
  - A 'supporters of the Arts' booklet which details exclusive benefits of sponsors product for arts subscribers.
  - Expansion of the current offer to include the broader elements of the entire precinct, and other venues across the Latrobe City arts and culture network.
  - Investment into a multi-sided digital platform where venue subscribers can transact with commercial partners.
5. Latrobe City should publish a general Investment Prospectus on the precinct website with a specific call to action for the premier, major and supporting partnership tiers, with an online form (to include logo, branding, name, etc.).
6. For principal partners, Latrobe City should build in minimum two year contract extensions which are to be negotiated six months prior to contract expiry.
7. The target sectors for national partnerships are utilities and waste, real estate, construction and manufacturing, retail trade, mining and forestry, transport and logistics. These should be targeted for the principal partnership tiers.
8. The target sectors for local partnerships are education and training, professional services, local media, automotive dealer networks, hospitality and accommodation. These should be targeted for the premier, major and supporting partnership tiers.





# PARTNERSHIP TIERS & PRICE POINTS

	INVENTORY FEATURES	Principal (x2)	Premier (x4)	Major (x10)	Support (x10)		INVENTORY FEATURES	Principal (x2)	Premier (x4)	Major (x10)	Support (x10)	
<b>2</b>	<b>Exclusivity</b>						<b>9</b>	<b>Database Marketing</b>				
✓	Sponsorship category exclusivity						✓	Email subscription - LPA	0	1	1	
✓	Industry/product category exclusivity						✓	Email leverage offer - LPA	1	1	0	
<b>3</b>	<b>Intellectual Property</b>						<b>11</b>	<b>Advertising Integration</b>				
✓	Usage rights to LCP logo						✓	Latrobe Valley Express – 1/2 page	1	1	0	
✓	Usage rights to LCP imagery						✓	Latrobe Valley Express – 1/4 page	1	1	0	
<b>4</b>	<b>Contractual Benefits</b>						<b>12</b>	<b>Digital Integration</b>				
✓	Multi-year contract						✓	Facebook – LPA	2	2	2	
✓	Exclusive negotiation period						✓	Instagram – LPA	2	2	2	
✓	Mutual dissolution						✓	Facebook – LRG	5	3	2	
<b>5</b>	<b>Signage - At-venue Exposure</b>						✓	Website banner – LCP	2	0	0	
✓	Internal signage – bar/foyer	1.5	0	0	0		✓	Website logo – LCP	0	0	1	
✓	Internal signage – foyer/level one	1	1	0	0		<b>13</b>	<b>Communications Integration</b>				
✓	Internal signage – meeting rooms	1	0	0	0		✓	Email – Creative Gippsland	0	1	0	
<b>6</b>	<b>Marketing Collateral</b>						✓	Email – Creative Victoria	1	0	0	
✓	Season guide – double-page pull out	1	0	0	0		<b>14</b>	<b>Hospitality</b>				
✓	Season guide – whole page	2	1	0	0		✓	Venue Access for Corporate Functions	1	0	0	
✓	Season guide – quarter page	0	0	1	1		<b>15</b>	<b>Ticketing</b>				
✓	Print media – banners	4	3	2	1		✓	Ticket allocations (per show)	5	5	3	
✓	Print media – posters	4	3	2	1		<b>16</b>	<b>Employee Engagement</b>				
✓	Print media – flyers	500	150	150	190		✓	Volunteering	3	1	1	
<b>7</b>	<b>General Branding</b>						<b>18</b>	<b>Money Can't Buy Opportunities</b>				
✓	Staff Uniforms – Polo Breast	1	3	1	0		✓	Behind the scenes tour	0	1	0	
✓	Staff Uniforms – Polo Sleeve	1	3	1	0		✓	Performer interactions	1	0	0	
<b>8</b>	<b>Onsite Promotions</b>						✓	Scholarship sponsorship	0	1	0	
✓	Flyers	50	20	20	12		<b>20</b>	<b>Presentation Opportunities</b>				
✓	Product	3	1	1	0		✓	Award naming rights	0	1	0	
								Individual package fair value	\$30,057.97	\$10,994.95	\$3,337.48	\$1,560.23
								Total tier fair value	\$60,115.93	\$43,979.80	\$33,374.82	\$5,602.29
								<b>TOTAL PACKAGE FAIR VALUE</b>	<b>\$153,073</b>			

Note: Only inventory features included in the LCP commercial assets (as identified on page 36) will appear in the SponsorMax valuation.

**MARKET INTELLIGENCE – POTENTIAL  
TARGET SECTORS**



# POTENTIAL TARGET SECTORS

## Market Intelligence

The following pages outline potential target sectors for national and local partnerships. SBP has developed this indicative list from qualitative consultation findings, market research and various data sources including the Australian Census (ABS), Department of Education, Skills and Employment and community and economic profiling (REMPPLAN).

In 2017, the six sectors listed as potential national partners made up 55% of the Gross Regional Product (GRP) in Latrobe City.

Although healthcare and social assistance is the third largest contributor to GRP in Latrobe City, it has been excluded as a potential sponsor as the Latrobe Regional Hospital, the largest single employer of Latrobe City residents, is a public owned entity.



**TOP SIX TARGET SECTORS:**  
 These sectors are in no particular order but represent the top six sectors at both a national and local level for the LCP to potentially target for partnerships.



# NATIONAL TARGET SECTORS - UTILITIES, RENEWABLE AND WASTE SERVICES



<p><b>Potential Business Objectives Are To:</b></p>	<ul style="list-style-type: none"> <li>• Produce and deliver essential utilities and supplies.</li> <li>• Support community functioning with electricity, natural gas, water, etc.</li> <li>• Educate the wider public around the ongoing transition towards sustainable/alternative/renewable energy sources and services.</li> </ul>
<p><b>Potential Marketing Objectives:</b></p>	<ul style="list-style-type: none"> <li>• Future-proofing marketing content to address the ongoing transition towards sustainable/alternative/renewable energy sources and services.</li> <li>• Large scale advertising, predominantly through national television platforms.</li> <li>• Loyalty programs – past paying/on time customers offered discounts.</li> <li>• User-friendly online interface with multiple payment options.</li> </ul>
<p><b>The Pitch</b></p>	<ul style="list-style-type: none"> <li>• Potential to use LCP as location for national conferences/awards ceremonies/charity events.</li> <li>• Addresses social responsibilities through alignment with regional cultural facility.</li> <li>• To use the precinct as a photo/film location for the purposes of developing advertising and promotional material.</li> </ul>

# NATIONAL TARGET SECTORS – REAL ESTATE SERVICES



<p><b>Potential Business Objectives Are To:</b></p>	<ul style="list-style-type: none"> <li>• Facilitate the selling or renting of houses, land, offices or buildings.</li> <li>• Develop marketing plans and advertising collateral which maximises the exposure of the property.</li> <li>• Establish property prices based on local and regional market activity and industry trends.</li> <li>• Contribute to a growing local economy.</li> </ul>
<p><b>Potential Marketing Objectives:</b></p>	<ul style="list-style-type: none"> <li>• Interactive and engaging marketing content (i.e. property walkthroughs).</li> <li>• Targeted marketing that integrates local radio and television.</li> <li>• Establish personal connections with clients – put a name to a face.</li> <li>• Referral rewards systems (i.e. refer a friend, receive a visa gift card).</li> <li>• Build community engagement and trust.</li> </ul>
<p><b>The Pitch</b></p>	<ul style="list-style-type: none"> <li>• Alignment with a prestigious community precinct, building the profile with the region.</li> <li>• To use the precinct as a photo/film location for the purposes of developing advertising and promotional material.</li> <li>• Potential opportunity to offer clients unique experiences at LCP events (i.e. money can't buy's, special performances).</li> </ul>

# NATIONAL TARGET SECTORS – CONSTRUCTION & MANUFACTURING



<p><b>Potential Business Objectives Are To:</b></p>	<ul style="list-style-type: none"> <li>• Deliver infrastructure projects and development.</li> <li>• Provide the key facilities or large scale equipment needed for the functioning of a town, region or city.</li> </ul>
<p><b>Potential Marketing Objectives:</b></p>	<ul style="list-style-type: none"> <li>• Focus on partnerships with entire region/areas rather than specific market segment.</li> <li>• Referral rewards systems (i.e. refer another business/organisation, receive a discount).</li> <li>• Traditional advertising methods, less prominent on social media.</li> </ul>
<p><b>The Pitch</b></p>	<ul style="list-style-type: none"> <li>• Strengthen ties/build connections within a region renowned for its trade industry.</li> <li>• Potential to use LCP as location for national conferences/awards ceremonies/charity events.</li> <li>• Opportunity to be the exclusive construction/building partner for major property in Latrobe City.</li> </ul>

# NATIONAL TARGET SECTORS – RETAIL TRADE



<p><b>Potential Business Objectives Are To:</b></p>	<ul style="list-style-type: none"> <li>• Provide easy shopping solutions to consumers.</li> <li>• Increase market share with new products and ranges.</li> <li>• Become the one stop hub.</li> </ul>
<p><b>Potential Marketing Objectives:</b></p>	<ul style="list-style-type: none"> <li>• Provision of multiple marketing platforms – online, television, billboards, etc.</li> <li>• Gift cards, credit cards, and membership/rewards programs.</li> <li>• Drive end of financial year/boxing day sales.</li> <li>• Large range and low prices.</li> </ul>
<p><b>The Pitch</b></p>	<ul style="list-style-type: none"> <li>• Cooperative marketing opportunities with national brand.</li> <li>• Excellent potential for direct product sales and offers to LCP subscribers, who represent a diverse user group.</li> <li>• Promote big sales events with on site staff presence at different times throughout the year.</li> <li>• Potential to use LCP as location for national conferences/awards ceremonies/charity events.</li> </ul>

# NATIONAL TARGET SECTORS – MINING AND FORESTRY



<p><b>Potential Business Objectives Are To:</b></p>	<ul style="list-style-type: none"> <li>• Extract valuable minerals and other geological elements, for improved community lifestyle.</li> <li>• Provide the raw materials for the production of goods and services.</li> <li>• Help drive production of manufactured goods, made locally.</li> </ul>
<p><b>Potential Marketing Objectives:</b></p>	<ul style="list-style-type: none"> <li>• Build brand/service awareness for a sector, which is less known to the general public.</li> <li>• Industry credibility through a consistent feature/message across all advertising.</li> <li>• Capitalise on the strong mining industry in regional Victoria, particularly in Gippsland.</li> </ul>
<p><b>The Pitch</b></p>	<ul style="list-style-type: none"> <li>• Establish community good will and build a long term community legacy.</li> <li>• Address social and community responsibilities through alignment with a regional cultural hub.</li> </ul>



# NATIONAL TARGET SECTORS – TRANSPORT AND LOGISTICS



<p><b>Potential Business Objectives Are To:</b></p>	<ul style="list-style-type: none"> <li>• Move people and products ethically and efficiently.</li> <li>• Handle broader supply chain functions.</li> <li>• Plan the management and storage of goods, services and information.</li> <li>• Connect Australians with Latrobe City residents.</li> </ul>
<p><b>Potential Marketing Objectives:</b></p>	<ul style="list-style-type: none"> <li>• Emphasis on quick and efficient transport, connecting the different regions of Victoria/Australia.</li> <li>• Provision of multiple marketing platforms – online, television, newspaper, billboards, etc.</li> <li>• Discounted freight costs for LCP subscribers, building community profile.</li> </ul>
<p><b>The Pitch</b></p>	<ul style="list-style-type: none"> <li>• Alignment with a prestigious community precinct, building the profile with the region.</li> <li>• Potential to use LCP as location for national conferences/awards ceremonies/charity events.</li> <li>• To reposition business and/or brand in the community space.</li> </ul>

# LOCAL TARGET SECTORS – EDUCATION & TRAINING



<p><b>Potential Business Objectives Are To:</b></p>	<ul style="list-style-type: none"> <li>• Educate and upskill youth, adults and the wider community.</li> <li>• Provide qualifications and optimise employability.</li> <li>• Build a sense of identity for students/participants.</li> </ul>
<p><b>Potential Marketing Objectives:</b></p>	<ul style="list-style-type: none"> <li>• Promote education as fundamental to personal and professional development.</li> <li>• Provision of multiple marketing platforms – online, television, newspaper, billboards, etc.</li> <li>• Building a digital-friendly brand.</li> <li>• Personalised communication – aspiring tradespeople, business entrepreneurs, academics, career starters, etc.</li> </ul>
<p><b>The Pitch</b></p>	<ul style="list-style-type: none"> <li>• Present to new and potential students through performing arts workshops and presentations.</li> <li>• To use the precinct as a photo/film location for the purposes of developing advertising and promotional material.</li> <li>• Offer students (and parents) of a partnering institution access to a private performance at LCP.</li> <li>• Opportunity for LCP performers/directors/teachers to deliver a class or workshop at the partnering institution.</li> </ul>

# LOCAL TARGET SECTORS – PROFESSIONAL SERVICES



<p><b>Potential Business Objectives Are To:</b></p>	<ul style="list-style-type: none"> <li>• Build client relationships.</li> <li>• Develop reputation and rapport with the local community.</li> <li>• Become the local employer of choice within their industry.</li> </ul>
<p><b>Potential Marketing Objectives:</b></p>	<ul style="list-style-type: none"> <li>• Raise business profile.</li> <li>• Build business credibility through association.</li> <li>• Generate new business leads and referrals.</li> <li>• Reposition the brand/service offer.</li> </ul>
<p><b>The Pitch</b></p>	<ul style="list-style-type: none"> <li>• Opportunity to use LCP as an additional marketing vehicle which may be unique from industry competitors.</li> <li>• Potential to target new segments of potential clients within the arts community.</li> <li>• Host company events/fundraisers at the LCP, adding an additional and diverse cultural experience for employees.</li> <li>• Opportunity to run acting/performance workshop with local performing arts talent.</li> </ul>

# LOCAL TARGET SECTORS – LOCAL MEDIA



<p><b>Potential Business Objectives Are To:</b></p>	<ul style="list-style-type: none"> <li>• Provide the public with high-quality content.</li> <li>• Keep the public engaged with local events.</li> <li>• Keep the public informed on current and relevant matters.</li> <li>• Reach targeted audiences across Gippsland.</li> </ul>
<p><b>Potential Marketing Objectives:</b></p>	<ul style="list-style-type: none"> <li>• Targeted communication – content relevant to the town/region.</li> <li>• Integrate marketing platforms and manage online, television, newspaper billboards, etc.</li> <li>• Expand or develop an 'arts and culture' segment to attract new audience.</li> <li>• Capitalise on 'whole of Gippsland' marketing opportunities (i.e. discount for using all three Gippsland print media outlets).</li> </ul>
<p><b>The Pitch</b></p>	<ul style="list-style-type: none"> <li>• LCP Premier Shows provides additional broadcasting content.</li> <li>• Interview (on air or in paper) with stars of upcoming LCP events.</li> <li>• Exclusivity or pre-emptive rights to the LCP launch, Premier Shows or Series.</li> <li>• Provides an additional platform for targeted audience awareness of arts and culture in Gippsland.</li> </ul>

# LOCAL TARGET SECTORS – AUTOMOTIVE DEALER NETWORKS



<p><b>Potential Business Objectives Are To:</b></p>	<ul style="list-style-type: none"> <li>• Sell new and used cars and parts.</li> <li>• Sell personal finance.</li> <li>• Service cars.</li> </ul>
<p><b>Potential Marketing Objectives:</b></p>	<ul style="list-style-type: none"> <li>• To create an image of outgoing and active lifestyles and align this message to their brand/dealership.</li> <li>• Liquidation sales and cash back offers.</li> <li>• Multiple year warranties, special capped price servicing.</li> <li>• Limited edition models/colours etc.</li> </ul>
<p><b>The Pitch</b></p>	<ul style="list-style-type: none"> <li>• Opportunity to launch a new vehicle in conjunction with the LCP launch.</li> <li>• Opportunity to have car/s and pop-up displays on show in LCP foyer.</li> <li>• Direct access to a significant number of potential car purchasers per year via the LCP on site banners.</li> <li>• Online competitions with LCP subscribers for servicing/maintenance.</li> </ul>

# LOCAL TARGET SECTORS – HOSPITALITY



<p><b>Potential Business Objectives Are To:</b></p>	<ul style="list-style-type: none"> <li>• Sell food and beverages and packages.</li> <li>• Provide catering opportunities.</li> <li>• Provide a location for social interactions.</li> <li>• Build our local reputation for quality produce/goods.</li> </ul>
<p><b>Potential Marketing Objectives:</b></p>	<ul style="list-style-type: none"> <li>• To appeal to local patrons, guests and tourists.</li> <li>• Loyalty programs – entice return customers.</li> <li>• Daily specials (i.e. taco Tuesday's) to help build tourism audience.</li> <li>• Locally-focused advertising via street signs and posters.</li> <li>• Special events and aligned specials/offers.</li> </ul>
<p><b>The Pitch</b></p>	<ul style="list-style-type: none"> <li>• Provide additional business revenue via offers specifically for LCP series/event subscribers.</li> <li>• Opportunity to be the exclusive beverage/catering supplier for the LCP.</li> <li>• Opportunity to have products and pop-up displays on show in LCP bar area.</li> <li>• Opportunity to eventually introduce 'dine and show' packaging.</li> </ul>

# LOCAL TARGET SECTORS – ACCOMMODATION



<p><b>Potential Business Objectives Are To:</b></p>	<ul style="list-style-type: none"> <li>• Provide accommodation for local guests and tourists.</li> <li>• Host corporate events/conferences and its guests.</li> <li>• Provide dining services for its guests.</li> <li>• Become the accommodation of choice in Gippsland.</li> </ul>
<p><b>Potential Marketing Objectives:</b></p>	<ul style="list-style-type: none"> <li>• Promotional packages aligned with local events of significance (i.e. regional AFL practice and AFLW matches).</li> <li>• Advertisement through various local media outlets.</li> <li>• Premium rates during seasonal periods and evnts (i.e. Christmas, Easter).</li> </ul>
<p><b>The Pitch</b></p>	<ul style="list-style-type: none"> <li>• Provide additional business revenue via offers specifically for LCP series/event subscribers.</li> <li>• Opportunity for visitors to stay in the area while attending multiple shows over a weekend.</li> <li>• Opportunity to develop loyalty program for recurring guests which include LCP event/series tickets.</li> <li>• Promoted as the accommodation of choice for Gippsland.</li> </ul>

## **Appendix: Benchmarking and Key Insights**

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## WGAC – BENCHMARKING



### The Background

- The West Gippsland Arts Centre was built in 1982 to provide a regional arts centre for the communities of Gippsland. The original project was for a venue of 750-800 seats, however budget pressure caused balcony seating and a mechanised stage to be cut from the design.
- The 2018 \$14.1 million redevelopment aims to honour the commitment of Council's early vision for a more economically sustainable venue. This was achieved by upgrading seating capacity to 750, improving its connectedness to active public spaces and improving the ability to offer services such as conferences and exhibitions.

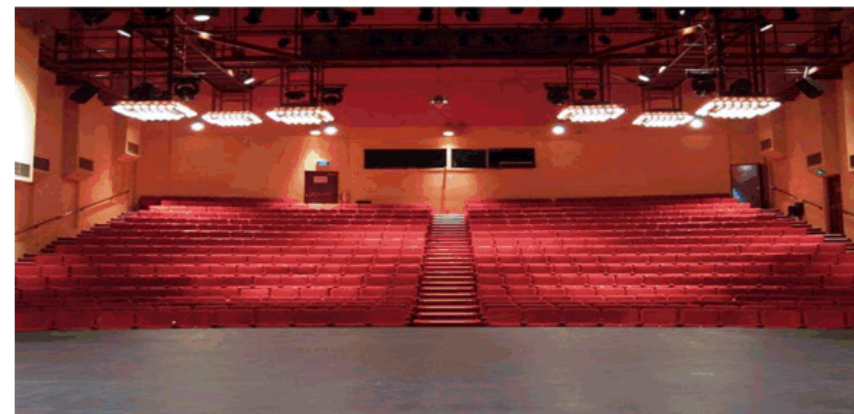
### Why it Works

- Albert and Smith is a premium restaurant which opened at the WGAC in 2019, adding the option of dining to patron's entertainment experience.
- West Gippsland Arts Centre provides the community with entertainment, stimulation, excitement, a point of social gathering, a place for families to

share experiences, for children to take their first bow, and for the community to see the world of touring performing arts available to people in cities and towns elsewhere.

### Key Learnings for LCP Planning and Consideration

- The West Gippsland Art Centre offer sponsorship packages for shows during its upcoming season. Show packages provide business with the opportunity to increase exposure and demonstrate engagement with a local community. Packages are \$2,000 and provide 10 complimentary tickets, 2 complimentary tickets to a further 3 shows, pre or post show function for guests and logo featured on the show page of the 2020 season brochure.
- There are two membership offerings available. The first is a one year single or double memberships (\$21 and \$38) with concession options and gold (three year) single or double memberships (\$42 and \$105) with concession options. Memberships include regular newsletters with information and invitations.





## WGAC – KEY INSIGHTS

### Fundraising

- Full House VIP Program
  - One-off contributions made prior to venue reopening in 2018.
  - Acknowledged via a listing in annual season guide.

### Subscription

- WGAC membership
  - Standard (12months – \$21) and Gold (36months – \$60)
  - Benefits include season launch invitation, exclusive booking periods, discounted tickets, member-only events.
- Theatre season membership (WGAC members – \$35, non-members – \$43)
- Music season membership (WGAC members – \$50, non-members – \$57)

### Partnership

- 2020 sponsorship packages launched in November 2019
  - Several 2020 season shows currently without a sponsor.
- Single show sponsorship: \$2,000
  - Includes 10 tickets to sponsored show, 2 tickets to a further three shows, pre- or post-show function, corporate season membership, logo featured on all advertising (electronic and print) including season brochure, voiceover acknowledgement and banner display in foyer for one week prior to sponsored show.
- Series sponsorship: \$5,000
  - Same as above plus additional negotiable benefits.
- 2020 series sponsors:
  - Children’s series – ViaTek.
  - Daytime series (shows run around midday on Wednesdays, Thursdays and Fridays) – 531 3GG Radio.
- Other notable sponsors:
  - Lobby sponsor: Warragul Toyota (donated a car during 2019 when performing at satellite locations during renovations).

## THE WEDGE – BENCHMARKING



### The Background

- Originally opened in 2004 as the Wellington Entertainment Centre, ESSO BHP Billiton were the initial naming rights partner of the venue.
- After 14 years this long-term partnership ended, and the Wellington Shire Council voted to rename the venue 'The Wedge', reflective of its façade design.
- The centre is home to the John Leslie Theatre that hosts several local and national acts each year.
- In 2004 the Centre won the Australian Institute of Architects regional prize.

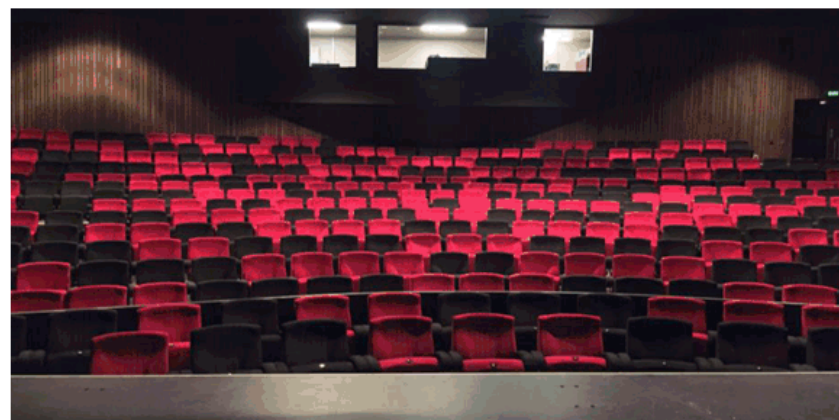
### Why it Works

- The Wedge offers an intimate performance environment for up to 400 patrons. It is fully equipped with Gippsland's best quality audio and visual equipment, which makes it perfect for a vast range of theatrical productions as well conferences, conventions and presentations.
- Adjoining the centre is Portside Food and Wine, a newly renovated

premium food and beverage offering. The community can enjoy breakfast and lunch or an intimate dinner and drink's on show nights.

### Key Learnings for LCP Planning and Consideration

- The initial naming rights partnership secured with ESSO BHP Billiton was worth \$350,000 over 15 years, providing an indication of potential revenue from naming rights.
- The Wedge provides two membership offerings, a similar membership model to the current LPAC. The theatre season membership is \$33 while the Sale Film Society membership is \$60.







## THE WEDGE – KEY INSIGHTS

### Fundraising

- No information online or in person regarding community or Council led fundraising schemes.

### Subscription

- The Wedge membership – \$33.
  - Benefits include discounted tickets, seat reservation options, priority ticket sales, two complimentary drink vouchers.
- Sale Film Society membership – \$60
  - Access to all ten films shown by the society each year with the ability to loan these for a certain period.
- Discounted tickets for guests under 30 on a range of 2020 shows.
- Gift cards also available.

### Partnership

- 2020 sponsorship package actively promoted to local businesses mid-2019.
  - All 2020 shows with a sponsor.
- Sponsorship of single show: \$2,200
  - Includes 10 tickets to sponsored show, 2 tickets to all other season shows, pre- or post-show function, logo featured on all advertising (electronic and print) including season brochure (full-page acknowledgment).
- No current series sponsorship package.
- Example of 2020 show sponsors:
  - TRFM Radio, Flying Colours Travel, Sale Medical Centre, WIN Network, Portside Food and Wine, BCS Accountants.

# BUNJIL PLACE – BENCHMARKING



## The Background

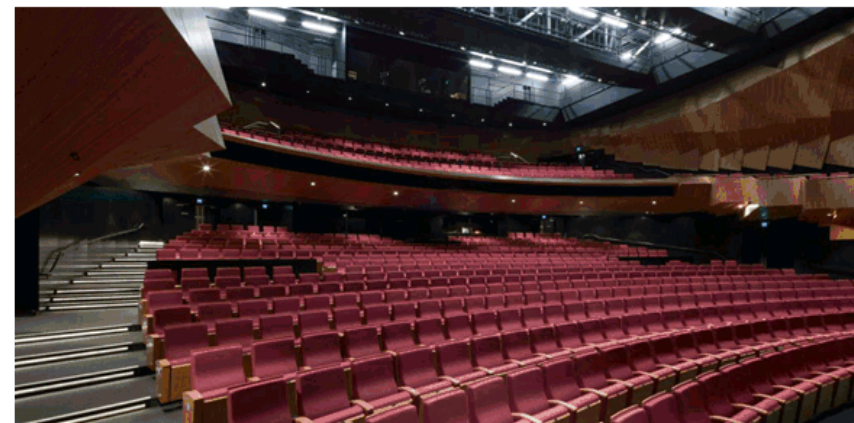
- Opened in 2017, Bunjil Place has set a new standard for arts and entertainment centres.
- The \$110million investment from the City of Casey was the second largest Council investment into arts venues in Victorian history.
- The venue has already won numerous design awards, including the 2017 International Design Awards - Architecture of the Year and 2018 Global Design Awards – cultural category.

## Why it Works

- Bunjil Place provides a variety of services to cater for a diverse audience including a theatre, gallery, function centre, meeting rooms and library.
- Due to the significant Council investment, CoC has opted for no corporate sponsorship packages or naming rights. Instead the venue name and architectural design are inspired by stories of Bunjil the creator, a wedge-tailed eagle prominent in Aboriginal mythology.

## Key Learnings for LCP Planning and Consideration

- During its first year of events, Bunjil Place offered a 5-show pass for \$90 (Daytime Music Theatre Series) which included approximately one event a month for Spring and Summer, with the rest of the events sold on a single ticket basis starting from \$20.
- The 5-show pass sold out in a short time frame and has been brought back for Series 2 in 2020. A similar model has been implemented at the Frankston Arts Centre for several years.
- Several of the youth engagement and school holiday programs run at Bunjil Place encourage young creatives and talented young artists (i.e. Arts Agitators, Emergent Graduate Showcase).
- Such programs could target students from local primary and secondary schools (i.e. Morwell Central Primary, Gippsland Tech) as well as GippsTAFE tertiary students.



## BUNJIL PLACE – KEY INSIGHTS



### Fundraising

- No information online or in person regarding community or Council led fundraising schemes.

### Subscription

- Do not currently offer season membership
  - Single show ticket or series options only.
  - Pricing of non-series shows varies (\$20 – \$80).
- 'Daytime Music Theatre' Series
  - Single show – \$20, Series – \$90.
  - First series in 2019 sold out.
  - Lunch option for all shows.

### Partnership

- No corporate partnership packages available for venue.
- Council (who are based out of Bunjil Place) have multiple tiers of corporate partners:
  - Bendigo Bank, Aveo, Pitcher Partners, Balcon Group.

## BENCHMARKING – OTHER CASE STUDIES

The following is a list of theatres and venues which have been identified through the Latrobe Creative Precinct Sponsorship and Fundraising Framework as successful benchmarks in either corporate partnerships, subscription schemes or fundraising initiatives.



### CORPORATE INITIATIVES

**Gladstone Entertainment Convention Centre** – developed a suite of corporate sponsorship packages with varying benefits depending on financial commitment.

**Telstra Clear Pacific Events Centre** – the venue in Manakau, New Zealand secured 40 corporate sponsors including naming rights which contributed \$9million.

**Energy Events Centre, Rotorua** – the Rotorua District Council (New Zealand) established the Rotorua Partners Program which generated \$7million towards the centre through corporate partnerships in the manufacturing, education, research and technology sectors.

**Napier Municipal Theatre** – Pan Pacific Forest Industries donated \$1.6million in conjunction with the theatres 20<sup>th</sup> anniversary.

**Baycourt Community & Arts Centre** – Tauranga Council have had success in sourcing funding through direct donations and gifts in kind.



### PUBLIC AND COMMUNITY FUNDRAISING

**Geelong Performing Arts Centre** – Has an extension group called the Giving Circle where members donate \$500 per annum.

**Mackay Entertainment Centre** – During the 1990's the community of Mackay raised \$1million towards the redevelopment of the entertainment centre.

**The Ulumbarra Theatre** – 'Theatre Dreaming' program allows donations to be directed to specific programs at the venue such as the Centre Stage Program for disadvantaged children or the Gather Together Program supporting cultural diversity.

**Horsham Town Hall** – Community raised over \$800,000 towards the redevelopment of their town hall in 2016.

**HOTA Gold Coast** – Friends of the Arts is an active and thriving friend group which works with City of Gold Coast on fundraising campaigns and providing ongoing volunteer support.



### COUNCIL/VENUE LED FUNDRAISING

**Frankston Arts Centre** – Delivered a successful 'Buy a Seat' campaign during the latest venue redevelopment.

**Her Majesty's Ballarat** – Subscription programs provide exclusive member-only offers and discounts, early booking periods and exclusive events amongst other benefits.



# INDUSTRY BENCHMARKS



The table below provides a comparative analysis of key benchmarking for art centres across Australia. Of the centres assessed, the newly developed outdoor theatre at Home of the Arts (HOTA), Gold Coast has the greatest seating capacity (5,795), while the highest cost of renovation was for Bunjil Place (\$125 million). The Latrobe Creative Precinct will have a lower theatre seat-to-LGA resident ratio.

Categories	Key Benchmarking Art Centres			Regional Victorian Art Centres			Regional NSW Art Centres			Regional Queensland Art Centres			LCP Comparison	
Theatre/ Arts Centres	Wendouree PAC (Ballarat)	Capital Theatre Venues (Bendigo)	Geelong Arts Centre	The Wedge PAC (Sale)	WGAC (Warragul)	Bunjil Place (Narre Warren)	Griffith Regional Theatre	Dubbo Regional Theatre	The Q – Quanbeyan PAC	Armitage Theatre Toowoomba	MECC (Mackay)	HOTA Theatre (Gold Coast)	Average	Latrobe Creative Precinct
LGA	City of Ballarat	City of Greater Bendigo	City of Greater Geelong	Wellington Shire Council	Baw Baw Shire Council	City of Casey	Griffith City Council	Dubbo Regional Council	Queanbeyan -Palerang Regional Council	Toowoomba Regional Council	Mackay Regional Council	City of Gold Coast	-	Latrobe City Council
LGA Population*	107,325	116,045	252,217	44,019	48,479	340,419	20,251	53,240	59,959	167,657	116,539	606,774	157,777	75,211
Theatre Seating Capacity	857	1,640	797	400	490	846	523	500	346	350	1,090	5,795	1,136	750
Theatre Seat to Resident Ratio (LGA)	1:125	1:71	1:316	1:110	1:98	1:402	1:39	1:106	1:73	1:479	1:106	1:105	1:169	1:100
Annual Attendance^	Undisclosed	139,132	184,763	Undisclosed	Undisclosed	142,834	35,430	60,275	Undisclosed	129,628	Undisclosed	Undisclosed	115,344	TBD
Cost of Renovation (\$million)	\$7.5	\$25.8	\$38.5	\$14.5	\$14.1	\$125.0	\$1.9	\$15.7	N/A	\$5.5	\$29.0	\$37.5	\$26.6	\$38.5
Venue Naming Rights	No	No	Ford Motors	BHP Billiton \$350,000	No	No	Volks Wagon	No	No	Heritage Bank	No	No	-	No
Community-led Revenue	Undisclosed	Ulumbarra Foundation	Undisclosed	\$500,000 (initial)	\$450,000 (Initial)	Undisclosed	\$834,000	Undisclosed	\$50,000	Undisclosed	\$1,400,000	Undisclosed	\$646,800	TBD

\*Source: Data from respective 2018 Council reports. ^Source: 2019 PAC Australia Economic Activity Report.

## Appendix: Key Document Review

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## KEY DOCUMENT REVIEW FINDINGS

DOCUMENT	Latrobe 2026: The Community Vision for Latrobe Valley	DOCUMENT	Latrobe City Economic Development Strategy 2016 – 2020
PURPOSE	<p>The vision for Latrobe 2026 is a liveable and sustainable region with an inclusive and collaborative community.</p> <p>The Latrobe City community vision is based on three primary principles shared by the Latrobe City community: sustainability, liveability and leadership.</p> <p>The document identifies strengths and weaknesses within the community that can help guide improvement in all three principles by 2026.</p>	PURPOSE	<p>The Economic Development Strategy outlines Council's commitment to supporting the growth of local business and industry, while attracting new business to the region.</p> <p>Council intends to achieve these objectives via diversification of the industry, preventing reliance on the regions more traditional industries and promoting Latrobe City as region of new industry opportunity.</p>
CONTENT OVERVIEW	<ul style="list-style-type: none"> <li>• Snapshot of the current landscape of Latrobe City, including a demographic and cultural profile, economic outlook and key industries and resources – with a focus on mining.</li> <li>• Surveys and interviews with various community stakeholders identified priorities including increased employment opportunities, attraction of new businesses, greater recreational, cultural options and facilities.</li> <li>• These consultations led to a vision built on three primary principles, each including several subcategories to help both community and Council achieve improvements in the desired areas by 2026.</li> </ul>	CONTENT OVERVIEW	<ul style="list-style-type: none"> <li>• High-level analysis of population demographics, economic contribution, employment and living trends.</li> <li>• Education and training is the fourth largest employment industry in the region.</li> <li>• Context provided to the Latrobe City's current economic landscape and industry strengths and weaknesses.</li> <li>• Five key themes underpinning the strategic direction of industry growth and economic stimulation in the Latrobe City: 1; Job Creation and Economic Sustainability, 2; Appropriate, Affordable &amp; Sustainable Facilities, 3; Efficient, Effective and Accountable Governance, 4; Advocacy for and Consultation with our Community and 5; Planning for the future.</li> </ul>
KEY LEARNINGS AND ALIGNMENT	<p>The LCP Strategy must align with the three primary principles of the community.</p> <p>LCP Programs or initiatives which promote the inclusion of underrepresented and disadvantaged sectors (including the region's strong Indigenous presence) will strengthen ties to the community.</p> <p>To ensure longevity and sustainability of performing arts in Latrobe City, LCP event pricing must take into consideration the current financial landscape of the region.</p>	KEY LEARNINGS AND ALIGNMENT	<p>The construction of the LCP provides direct new employment opportunities in the region. Families of these employees could also be incentivised to relocate to the region and grow the community.</p> <p>Industry training qualifications could be conducted at LCP and overseen by aligned community groups (i.e. Friends of the Theatre) to help integrate residents into the performing arts community while increasing their employability.</p>

## KEY DOCUMENT REVIEW FINDINGS

DOCUMENT	Latrobe City Events and Tourism Strategy 2018 – 2022	DOCUMENT	Latrobe City Council Arts Strategy and Action Plan 2016 – 2021
PURPOSE	<p>The Latrobe City Events and Tourism Strategy aims to strengthen Council's profile and position in events and tourism, creating a higher return on investment for the community and industry.</p> <p>The strategy provides a cohesive framework aimed at increasing the LGA's profile as a regional events hub, aligning with Council's economic development strategy, arts strategy and community vision for the Latrobe City region.</p>	PURPOSE	<p>The LCC Arts Strategy is the first plan of its kind, where Council detail its vision for Latrobe City becoming a major regional creative city. The prioritisation and investment into arts culture and the creative industries is expected to enrich the community through; increasing community engagement and connectedness, raising tourism and other indirect economic activity, and contributing to community health and wellbeing.</p>
CONTENT OVERVIEW	<ul style="list-style-type: none"> <li>• Geographic overview of Latrobe City market sizing, with reference to neighbouring shires Baw Baw and Wellington.</li> <li>• High-level breakdown of key strategic partnerships and areas of collaboration with neighbouring LGA's which help meet current visitor and event demands while providing a long-term competitive advantage for Latrobe City.</li> <li>• Target market segmentation including identified geographic source markets (Metropolitan Melbourne, Regional Victoria, NSW) primary (touring, long-haul, events) and emerging (soft adventure, education, international) markets.</li> </ul>	CONTENT OVERVIEW	<ul style="list-style-type: none"> <li>• High-level analysis of the arts and cultural industries annual community reach in the region – with over 50,000 people in total visiting the LRG and LPAC each year.</li> <li>• Detailed Council vision for the role arts will play in the community. The vision describes Latrobe City as a major regional creative city, inspired by its industrial past and cultural vibrancy.</li> <li>• Guided by underpinning principles, six key strategic themes are identified: Place, Space, Leadership, Connectedness, Creative Economy, Participation.</li> <li>• Each theme has an action plan including timeframe and cost implications, as the result of stakeholder and community engagement.</li> </ul>
KEY LEARNINGS AND ALIGNMENT	<p>Visitor profiling showed for every visitor dollar spent, four cents is spent on arts and recreation, while the return on investment for events in Latrobe City is 41:1.</p> <p>Sponsorship opportunities (i.e. naming rights) for performing arts hallmark and major events in the Latrobe City year-round calendar.</p> <p>Diversifying the portfolio of events with an increase in arts events particularly in shoulder seasons, will increase the scope for event-based partnerships.</p>	KEY LEARNINGS AND ALIGNMENT	<p>With multiple actions including increased education and training across arts and culture, community fundraising initiatives could be organised to help fund these training programs, which could provide support and opportunities for disadvantaged local communities.</p>

## KEY DOCUMENT REVIEW FINDINGS

DOCUMENT	LCP Sponsorship and Fundraising Framework	DOCUMENT	LCP Audience Research and Analysis Project
<b>PURPOSE</b>	<p>The LCP Sponsorship and Fundraising Framework provides context to the value of business and community investment into the precinct.</p> <p>The purpose of the framework is to provide a way forward for developing a strategy to raise funds, set fundraising targets and engage external stakeholders in the process.</p>	<b>PURPOSE</b>	<p>The LCP Audience Research and Analysis project was conducted by Rob Gebert Arts Consultancy and provides an extensive review of the current audience profile. It also considers potential new audiences in the region.</p> <p>Recommendations are made on how these profiles may guide prioritisation of key programming streams, customer development segments and influence the three-year precinct activation plan.</p>
<b>CONTENT OVERVIEW</b>	<p>The framework includes:</p> <ul style="list-style-type: none"> <li>Benchmarking against comparable regional performing arts centres (Horsesham, Sale, West Gippsland, Ulumbarra, Geelong), underlining successful fundraising and corporate initiatives used in Australia and abroad.</li> <li>High-level fundraising targets, including a breakdown of proposed methods of fundraising into three categories: corporate initiatives, community led fundraising and Council/venue-based fundraising.</li> <li>Nine recommendations are made, each aligned with a proposed method of fundraising.</li> </ul>	<b>CONTENT OVERVIEW</b>	<ul style="list-style-type: none"> <li>In-depth demographic profiling highlights lower levels of household income, educational outcomes and significant areas of disadvantage within the Latrobe City community.</li> <li>Program prioritisation framework, identifying key programming streams classified by six primary principles and strategies (participation, creative city, artists, connectedness, engaged audiences and spaces) are indicative of the Latrobe City community and its needs.</li> <li>Precinct Activation Plan which promotes the LCP as part of a multi-faceted range of venues in Latrobe City, aligning with the recommendations for the Latrobe City Events and Tourism Strategy 2018 – 2022.</li> </ul>
<b>KEY LEARNINGS AND ALIGNMENT</b>	<p>Fundraising results from the two most proximal performing arts centres would suggest LCP could expect to fundraise a greater total sum than that of 'The Wedge' in Sale but less than that of WGAC in Warragul.</p> <p>All measures/benchmarks outlined in this document will need to be reevaluated throughout the strategy development process.</p>	<b>KEY LEARNINGS AND ALIGNMENT</b>	<p>The profile analysis has to be a consideration for pricing of events and entry points for community fundraising packages. Discounts for low income health care card holders could apply.</p> <p>The significant Gippsland audience base and high percentage of single-event patrons would suggest short-term subscription packages may be more appealing than annual subscriptions.</p>



## KEY DOCUMENT REVIEW FINDINGS

DOCUMENT	Victoria's 2020 Tourism Strategy	DOCUMENT	Creative State: Victoria's Creative Industry Strategy 2016 – 2020
PURPOSE	<p>The 2020 Strategy provides a new vision for tourism in Victoria, setting out long term priorities to guide marketing and investment decisions. The whole-of-government document provides a guide for how the tourism industry can increase its economic and social contributions to the State.</p> <p>This Strategy aims to realise the potential of the tourism industry, whilst acknowledging the trends and issues that are now a part of business.</p>	PURPOSE	<p>Victoria's first ever creative industries strategy involves a new investment of more than \$115 million over four years, putting Victoria and Melbourne among the pre-eminent global creative industries destinations.</p> <p>Creative State addresses the major challenges to the sustainability and growth of creative industries including fundraising, building skills and reaching overseas audiences and markets.</p>
CONTENT OVERVIEW	<ul style="list-style-type: none"> <li>To maximise the potential of the tourism industry, the strategy identifies seven priority areas (each with aligned actions): Digital Excellence, International Marketing, Domestic Marketing, Major and Business Events, Air Services Attraction, Investment Attraction and Infrastructure Development, Skills and Workforce Development.</li> <li>Future influences such as the global financial environment, crisis events and future technology landscape guided these actions.</li> <li>The challenge of declining regional tourism is an overarching priority of the strategy. The Victorian Government's goal is to ensure benefits of tourism spread across the entire state.</li> <li>Economic benefits of tourism are addressed, including generated employment of an estimated 310,000 people by 2020-21.</li> </ul>	CONTENT OVERVIEW	<ul style="list-style-type: none"> <li>Five action areas will build on areas of current government support: backing creative talent, strengthening the creative industries ecosystem, delivering wider economic and social impact, increasing participation and access and building international engagement.</li> <li>40 action items are listed across the five areas with intended outcomes and measures of outcomes prescribed.</li> <li>Industry opportunities and challenges are explored, including access and diversity, under-utilisation of creative services, sustaining creative practice and career pathways.</li> </ul>
KEY LEARNINGS AND ALIGNMENT	<p>Application to the Regional Tourism Partnership Program (an initiative resulting from this strategy) would provide an additional stream of funding for the LCP. The program aims to support the operation of art galleries and performing arts centres, strengthening employment and tourism opportunities in regional Victoria.</p>	KEY LEARNINGS AND ALIGNMENT	<p>The development of the LCP as an 'increasing participation and access' action item underlines the added value to the regional Victoria creative industry.</p> <p>Various foundation programs with a collaborative subscription spanning across two or three neighbouring region's performing arts centres (at a discounted rate) will increase audience reach and subscription drive.</p>

## KEY DOCUMENT REVIEW FINDINGS

DOCUMENT	2019 PAC Australia Member Economic Activity Report	DOCUMENT	Victorian Association of Performing Arts Centres 2017 Report
PURPOSE	<p>Performing Arts Connections Australia (PAC Australia) is the national peak body representing and supporting Australian performing arts presenters and creators. The 2019 Economic Activity Survey aims to measure the scale of operations and economic activity of performing arts centres nationally.</p> <p>The survey provides members with benchmarking data to assist financial management of venues and support planning for new performance spaces and programs. Managers of existing or proposed arts centres can use this information to inform the development or review of their business plans.</p> <p>The 2019 survey used questions from previous survey years to enable longitudinal trend analysis.</p>	PURPOSE	<p>Victorian Association of Performing Arts Centres (VAPAC) is an active network of professionally managed venues and industry experts.</p> <p>The 2017 Performance Report provides members a high-level overview of key annual figures across the network of VAPAC venues, comparing current figures to past years performances.</p> <p>The report also detailed high-level outcomes and participant feedback from the VAPAC-run annual event 'Showcase Victoria', which brings together producers, artists, venue managers and industry personnel to collaborate on a range of high-quality work.</p>
CONTENT OVERVIEW	<ul style="list-style-type: none"> <li>Local Government takes a leading role as the owners of 80.4% of performing arts infrastructure managed by respondent venues and of these, 66.7% are directly managed by their Council.</li> <li>Respondents continue to prove the importance of entrepreneurial program activity, showing it delivers significant economic and community engagement and professional arts activity into regional communities.</li> <li>The percentage of entrepreneured performances continued a downward trend from 48% of all respondents' reported performances in 2015, to 35% in 2017 and 33.2% in 2019.</li> </ul>	CONTENT OVERVIEW	<ul style="list-style-type: none"> <li>Visitation information - over 6.3 million people attended almost 10,000 performances and over 20,000 exhibitions, films, workshops, conferences and functions in VAPAC member venues, a growth of 15% from 2016. This activity generated over \$90 Million in box office revenue.</li> <li>Social engagement outcomes through the industry, which were highlighted by HAVEN – a socially engaged artistic response to the testing equality climate of 2017, borne of connection to community, a chance conversation over coffee and a fortuitous gap in scheduling.</li> <li>Overview of 2017 Showcase Victoria – key outcomes (including survey results indicate that 94% of attendees plan to return the following year) and successes (application process, venue, etc.).</li> </ul>
KEY LEARNINGS AND ALIGNMENT	<p>The predominant expense for respondents remains labour at 44.83% of their total expenditure, a decrease by 4.47% from the 49.3% reported in 2017.</p> <p>Professional performances account for 52% of all performances, while 48% are community performances (school, amateur groups, dance and drama training.)</p>	KEY LEARNINGS AND ALIGNMENT	<p>LCP could look to replicate the VAPAC two-day professional development workshops which provides members the opportunity to develop industry relevant skills such as leadership, industry best practice and audience engagement.</p>



## Appendix: Local Media

## LOCAL MEDIA – PRINT AND DIGITAL



The following relates to media coverage of the Latrobe Creative Precinct across Latrobe City. Print and digital media were reviewed and collectively suggested there is a highly optimistic sentiment around the LCP.

### Print Media:

Within Latrobe City, the principal print media outlet is the Latrobe Valley Express. The Express has produced several articles in the past three years around the lobbying for, development of, and general conversation around the Latrobe Creative Precinct.

#### **Curtain Rises on Art Precinct Works – April 2019**

*Federal member for Gippsland Darren Chester: "Obviously [there will be] jobs through the construction phase, and the facility, once it is built, will mean the development of local talents and job opportunities onsite, job opportunities around the entertainment precinct and around Traralgon and the Latrobe"*

<http://www.latrobevalleyexpress.com.au/story/5984998/curtain-rises-on-arts-precinct-works/>

#### **First look at precinct – October 2018**

*Federal member for Gippsland Darren Chester: "I know the community is keen to see building works commence, and has shown great patience to this point, but it is vitally important the Council is diligent during this preparation and design phase to create a community centre that will best serve the Latrobe City community for decades to come,"*

<https://www.latrobevalleyexpress.com.au/story/5702895/first-look-at-precinct/>

#### **Performing Arts Snub – July 2017**

*The Traralgon Community Development Association has started a petition to be included in the Latrobe Creative Precinct Reference Group. The group claims it was "snubbed" by Latrobe City Council after "more than a decade" of "work(ing) tirelessly to ensure that Traralgon has its fair share from Latrobe City".*

<https://www.latrobevalleyexpress.com.au/story/4815363/performing-arts-snub/>

### Digital Media:

Digital media addresses the broader reach of entertainment, going beyond the Latrobe City. There has been progress updates, details of opening show partnerships with local producers and the important role the Latrobe Creative Precinct will play in the creative and cultural sector of Victoria.

#### **Digging Down Before Going Up – February 2020**

*"The Precinct will deliver on the community's vision to enhance Latrobe City's reputation as a creative arts and cultural destination and is designed to attract a greater diversity of high-quality productions from around Australia."*

<https://www.trfm.com.au/articles/latrobe-creative-precinct-1/>

#### **Latrobe Creative Precinct to Open With A Timely Message – August 2019**

*The Latrobe Creative Precinct is scheduled to open in 2020 with a collaborative musical theatre production involving local creatives from 8-80 years of age in an adaptation of Momo, a 1973 novel by German author Michael Ende, which tells the story of a young woman who helps the people of a rural town regain their sense of community and lost time."*

<https://federation.edu.au/connect/partnerships/business-partnerships/news-and-events/latrobe-creative-precinct-to-open-with-a-timely-message>

#### **Latrobe City At The Regional Heart of Our Creative State – August 2019**

*Minister for Regional Development Jaala Pulford: "We want Latrobe City to be at the regional heart of our creative state. Our investment in the Latrobe Creative Precinct will ensure people living in Latrobe City have ongoing opportunities for jobs, culture, education and community connections."*

<https://www.premier.vic.gov.au/latrobe-valley-at-the-regional-heart-of-our-creative-state/>



# LOCAL MEDIA – SOCIAL MEDIA

The predominant social media activity in Latrobe City is via Facebook, with some activity also on Twitter and YouTube. Community outlook for the LCP expressed on social media is generally very positive, with the only concerns being expressed concerning parking at the precinct and the delay in the Moe Precinct redevelopment.

<p><b>Latrobe City Council</b></p> <p>  11,601                  143                  </p>	<p><b>TRFM Gippsland</b></p> <p>  31,658                  N/A                  </p>	<p><b>Gold 1242 Gippsland</b></p> <p>  9,540                  N/A                  </p>	<p><b>Destination Gippsland</b></p> <p>  1,925                  N/A                  </p>
<p><b>Post Summary</b></p> <ul style="list-style-type: none"> <li>Project status updates</li> <li>Design and stakeholder survey consultation information.</li> </ul>	<p><b>Post Summary</b></p> <ul style="list-style-type: none"> <li>Project status updates.</li> </ul>	<p><b>Post Summary</b></p> <ul style="list-style-type: none"> <li>Project status updates.</li> </ul>	<p><b>Post Summary</b></p> <ul style="list-style-type: none"> <li>Gippsland general tourism information.</li> </ul>
<p><b>Community Sentiment</b></p> <ul style="list-style-type: none"> <li>Very exciting for the community.</li> <li>Walking distance to various other entertainment and dining venues.</li> <li>LCP will help raise the profile of the community.</li> <li>Concerns over the amount of parking.</li> </ul>	<p><b>Community Sentiment</b></p> <ul style="list-style-type: none"> <li>Generally positive outlook for LCP.</li> <li>Excitement for new entertainment precinct to rival Bunjil Place.</li> <li>Articles provided clarification around what the hole is where construction is occurring.</li> </ul>	<p><b>Community Sentiment</b></p> <ul style="list-style-type: none"> <li>LCP and Gippsland Regional Aquatic Centre (GRAC) are two fantastic additions to Latrobe City.</li> <li>Any parking concerns are eased by the proximity of the GRAC car park.</li> </ul>	<p><b>Community Sentiment</b></p> <ul style="list-style-type: none"> <li>Positive outlook on tourism attractions in the region.</li> <li>Sense of community pride is highly evident.</li> </ul>
<p><b>Verbatim</b></p> <ul style="list-style-type: none"> <li>"Looks good, when the Arts are alive in a community vibrancy grows, confidence and cohesion increases."</li> <li>"Wow so exciting. Looking forward to this amazing first-class facility."</li> <li>"Fantastic! Much needed and walking distance to so many wonderful restaurants."</li> </ul>	<p><b>Verbatim</b></p> <ul style="list-style-type: none"> <li>"Will be fantastic once completed! Awesome!"</li> <li>"Looks fantastic, well done."</li> <li>"How exciting! That's the hole we saw when we went to the dog park."</li> <li>"Who needs Bunjil!"</li> </ul>	<p><b>Verbatim</b></p> <ul style="list-style-type: none"> <li>"Fantastic! Plenty of parking at the new GRAC also. I can't wait."</li> <li>"Looks amazing!"</li> <li>"750 seat venue with underground parking for 74."</li> </ul>	<p><b>Verbatim</b></p> <ul style="list-style-type: none"> <li>"Well done Destination Gippsland and today show for doing a great job in promoting GIPPSLAND! As a destination in these very challenging times."</li> <li>"The future of tourism in Gippsland is looking very bright."</li> <li>"Excellent! Great to see the region being promoted to all."</li> </ul>

## Appendix: Spendmapp Summary



# SPENDMAPP – TOTAL EXPENDITURE

**Total local expenditure** peaked in December and was at its lowest in February.

	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Total Annual Spend
<b>Resident Local Spend – All Categories</b>	\$70.8m	\$76.7m	\$77.3m	\$88.9m	\$71.0m	\$68.0m	\$75.9m	\$75.3m	\$81.1m	\$76.6m	\$81.9m	\$77.8m	<b>\$921.4m</b>
<b>Visitor Local Spend – All Categories</b>	\$24.3m	\$26.6m	\$27.7m	\$32.9m	\$25.8m	\$23.1m	\$25.5m	\$28.6m	\$27.7m	\$27.5m	\$27.0m	\$27.5m	<b>\$324.2m</b>
<b>Total Local Spend – All Categories</b>	\$95.1m	\$103.3m	\$105.0m	<b>\$121.8m</b>	\$96.8m	<b>\$91.1m</b>	\$101.4m	\$103.9m	\$108.8m	\$104.1m	\$108.9m	\$105.3m	<b>\$1.25b</b>

#### Definitions:

- Resident Local Spend – The cardholder spend of Latrobe City residents within the Latrobe City LGA.
- Visitor Local Spend – The cardholder spend within Latrobe City LGA whose residential postcode lies in an LGA outside of Latrobe City.
- Resident Local Spend + Visitor Local Spend = Total Local Spend
- Resident External Escape Spend – The annual cardholder spend of Latrobe City residents in a suburb which lies outside of the Latrobe City LGA.

- Resident Internal Escape Spend – The annual cardholder spend of Latrobe City residents in a suburb other than their residential postcode but still within the Latrobe City LGA.
- Resident Online Spend + Resident Local Spend + Resident Escape Spend = Total Resident Spend

**\*Note:** For the purpose of this report, all transactions in relation to the performing arts in Latrobe are classified as 'Entertainment and Dining'.

# SPENDMAPP – LOCAL EXPENDITURE



**\$214 million was spent within Latrobe City on entertainment and dining**, including \$48.8 million from visitors. There was also an additional \$72.9 million spent by Latrobe City residents outside of Latrobe City, which represents the immediate opportunity for the LCP – to maintain a larger share of entertainment and dining expenditure within Latrobe City, increasing the overall expenditure.

	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Total Annual Spend
<b>Resident Local Spend – Entertainment &amp; Dining</b>	\$9.4m	\$9.7m	\$9.9m	\$10.6m	\$8.8m	\$8.8m	\$9.7m	\$9.5m	\$10.5m	\$10.1m	\$11.0m	\$11.2m	<b>\$119.1m</b>
<b>Resident Online Spend – Entertainment &amp; Dining</b>	\$3.4m	\$4.2m	\$3.7m	\$2.6m	\$4.1m	\$3.5m	\$4.0m	\$3.9m	\$4.0m	\$3.7m	\$4.2m	\$4.8m	<b>\$46.0m</b>
<b>Visitor Local Spend – Entertainment &amp; Dining*</b>	\$4.0m	\$3.8m	\$3.9m	\$4.8m	\$3.8m	\$3.2m	\$3.9m	\$4.5m	\$4.0m	\$3.9m	\$4.2m	\$4.8m	<b>\$48.8m</b>
<b>Total Local Spend – Entertainment &amp; Dining</b>	\$16.8m	\$17.6m	\$17.5m	\$18.0m	\$16.8m	\$15.5m	\$17.6m	\$17.8m	\$18.5m	\$17.7m	\$19.4m	\$20.8m	<b>\$214.0m</b>
<b>Resident Escape Spend – Entertainment &amp; Dining</b>	\$5.7m	\$5.7m	\$5.8m	\$6.1m	\$7.0m	\$5.0m	\$5.8m	\$6.3m	\$5.7m	\$6.0m	\$7.1m	\$6.6m	<b>\$72.9m</b>
<b>Total Spend (local and escape) – Entertainment &amp; Dining</b>	\$22.5m	\$23.4m	\$23.3m	\$24.1m	\$23.8m	\$20.5m	\$23.4m	\$24.2m	\$24.2m	\$23.7m	\$26.5m	\$27.4m	<b>\$286.8m</b>

#### Definitions:

- Resident Local Spend – The cardholder spend of Latrobe City residents within the Latrobe City LGA.
- Visitor Local Spend – The cardholder spend within Latrobe City LGA whose residential postcode lies in an LGA outside of Latrobe City.
- Resident Local Spend + Visitor Local Spend = Total Local Spend
- Resident External Escape Spend – The annual cardholder spend of Latrobe City residents in a suburb which lies outside of the Latrobe City LGA.

- Resident Internal Escape Spend – The annual cardholder spend of Latrobe City residents in a suburb other than their residential postcode but still within the Latrobe City LGA.
- Resident Online Spend + Resident Local Spend + Resident Escape Spend = Total Resident Spend

\*Note: For the purpose of this report, all transactions in relation to the performing arts in Latrobe are classified as 'Entertainment and Dining'.

# SPENDMAPP – RESIDENTIAL ESCAPE SPEND



Resident escape spend to **Warragul aligns with school holidays** with the highest single month of resident escape spend in entertainment and dining being **July: \$0.55m**). The periods of highest resident escape spend to **Melbourne align with premier entertainment events like Melbourne International Comedy Festival (March: \$0.59m)**.

	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Total Annual Spend
<b>Resident Escape Spend – Entertainment &amp; Dining</b>	\$5.7m	\$5.7m	\$5.8m	\$6.1m	\$7.0m	\$5.0m	\$5.8m	\$6.3m	\$5.7m	\$6.0m	\$7.1m	\$6.6m	<b>\$72.9m</b>
<b>Resident Escape Spend to Melbourne – Entertainment &amp; Dining</b>	\$0.42m	\$0.40m	\$0.38m	\$0.48m	\$0.45m	\$0.44m	\$0.59m	\$0.53m	\$0.46m	\$0.52m	\$0.49m	\$0.52m	<b>\$5.7m</b>
<b>Resident Escape Spend to Warragul – Entertainment &amp; Dining</b>	\$0.39m	\$0.37m	\$0.42m	\$0.47m	\$0.40m	\$0.40m	\$0.46m	\$0.47m	\$0.45m	\$0.47m	\$0.55m	\$0.48m	<b>\$5.4m</b>

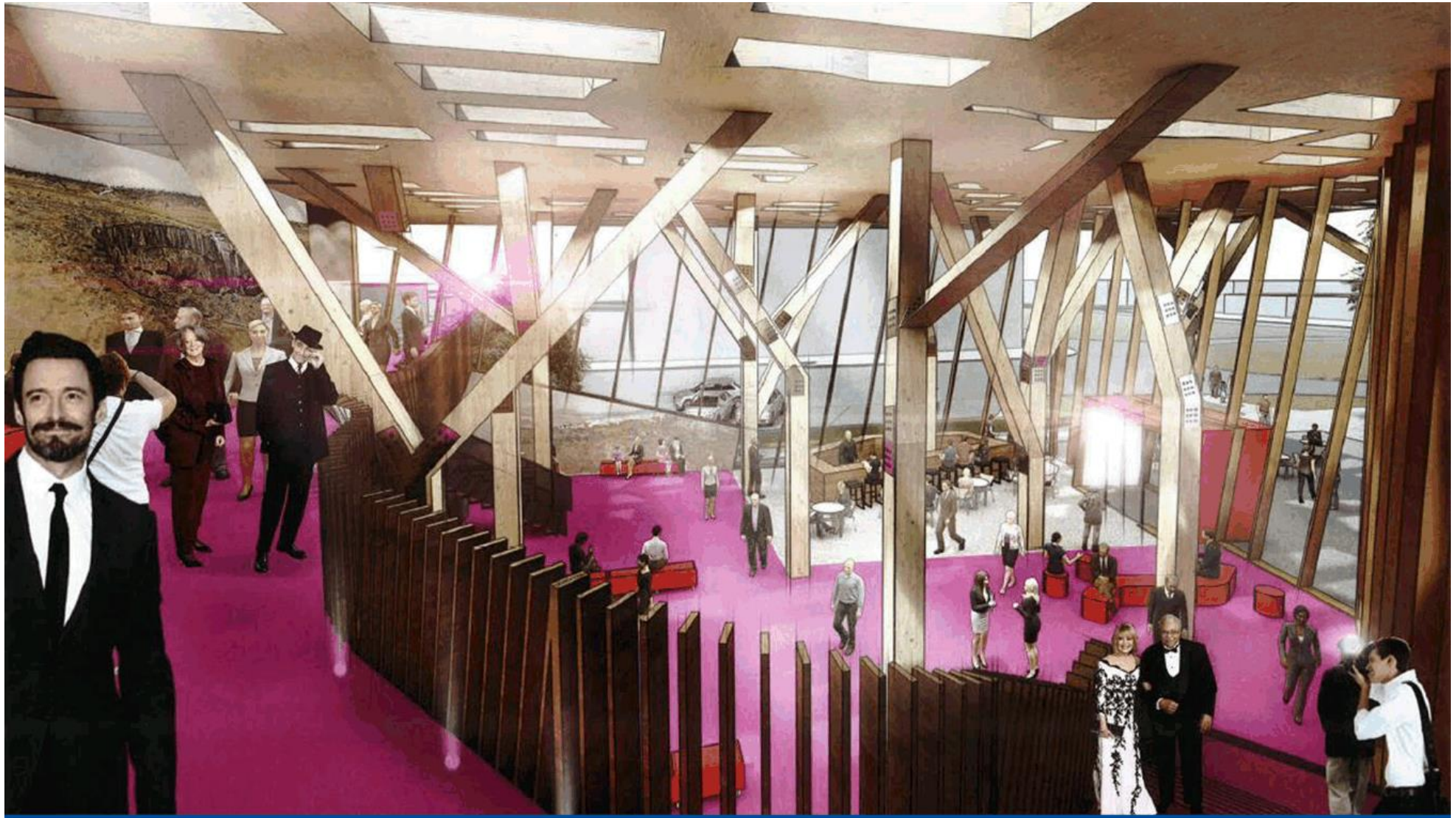
#### Definitions:

- Resident Local Spend – The cardholder spend of Latrobe City residents within the Latrobe City LGA.
- Visitor Local Spend – The cardholder spend within Latrobe City LGA whose residential postcode lies in an LGA outside of Latrobe City.
- Resident Local Spend + Visitor Local Spend = Total Local Spend
- Resident External Escape Spend – The annual cardholder spend of Latrobe City residents in a suburb which lies outside of the Latrobe City LGA.

- Resident Internal Escape Spend – The annual cardholder spend of Latrobe City residents in a suburb other than their residential postcode but still within the Latrobe City LGA.
- Resident Online Spend + Resident Local Spend + Resident Escape Spend = Total Resident Spend

**\*Note:** For the purpose of this report, all transactions in relation to the performing arts in Latrobe are classified as 'Entertainment and Dining'.





Unit 3, 456 High Street, Prahran, 3181  
[www.sportbusiness.com.au](http://www.sportbusiness.com.au)

*Note: all images are placeholders and will be updated with official LCC imagery before publication.*



EXAMPLE

# LATROBE CREATIVE PRECINCT

## Investment Prospectus





## WHO WE ARE

### ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

We respectfully acknowledge the traditional custodians of the land, the Braiakaulung people of the Gunaikurnai nation and pay respect to their Elders past and present. We also respectfully acknowledge other Elders past and present.

### OUR ARTS VISION

Our Arts Vision for Latrobe City is to be recognised and celebrated as a major regional creative city. This vision comes from our community, for our place and will be realised in partnership.

Latrobe City is envisioned to be a place that fosters collaborative, mutually beneficial relationships and partnerships with providers and supporters of arts, culture and education in our region and beyond.

## THE VALUES AND MISSION

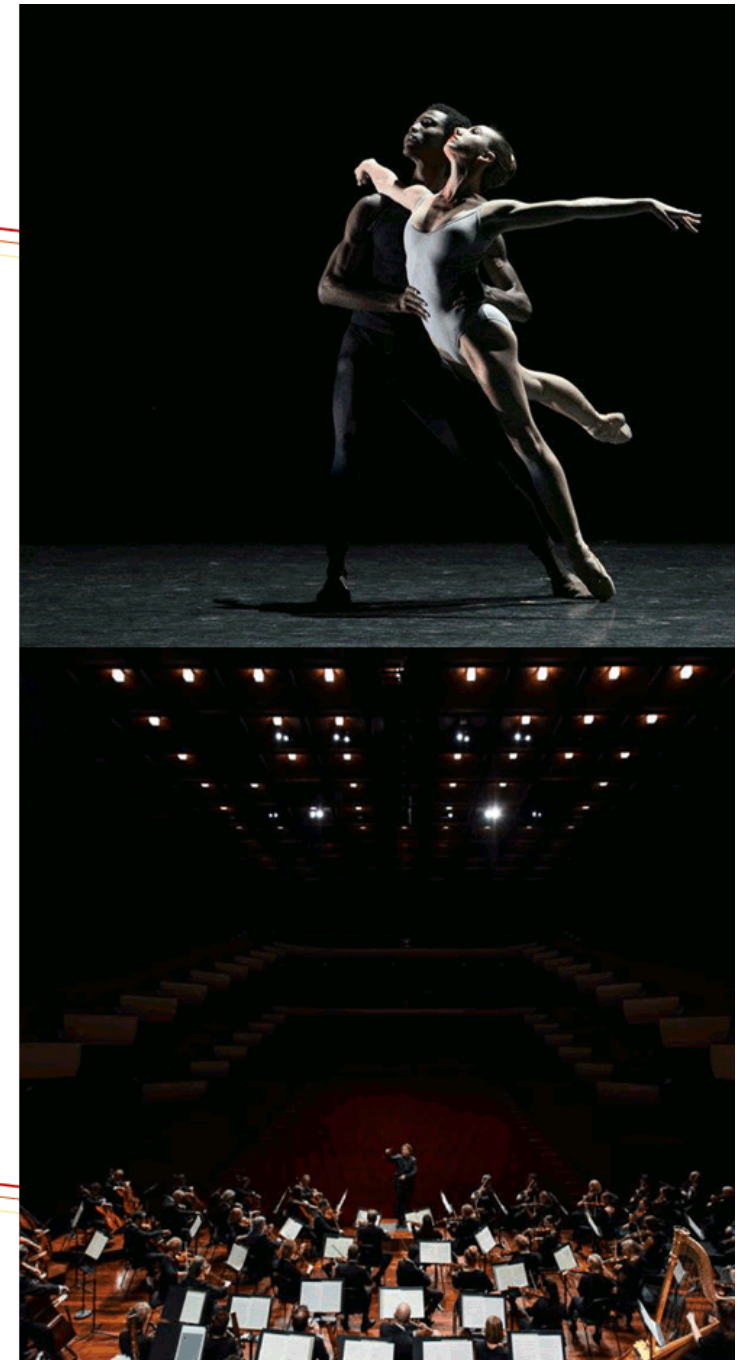
The Latrobe 2026 Community Vision sets out Councils' vision and objectives to ensure that Latrobe is a liveable and sustainable region in 2026.

### OUR VALUES

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

### OUR MISSION

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





## WHAT WE OFFER AT LCP

Sustainable partnerships provide a critical platform to enhance community engagement and subscription within our region's performing arts and events industries.

Local businesses are critical to driving a strong and sustainable regional economy, and the Latrobe Creative Precinct can assist like-minded partners to flourish and grow within the Latrobe City community.





## THE PARTNERSHIP OPPORTUNITY

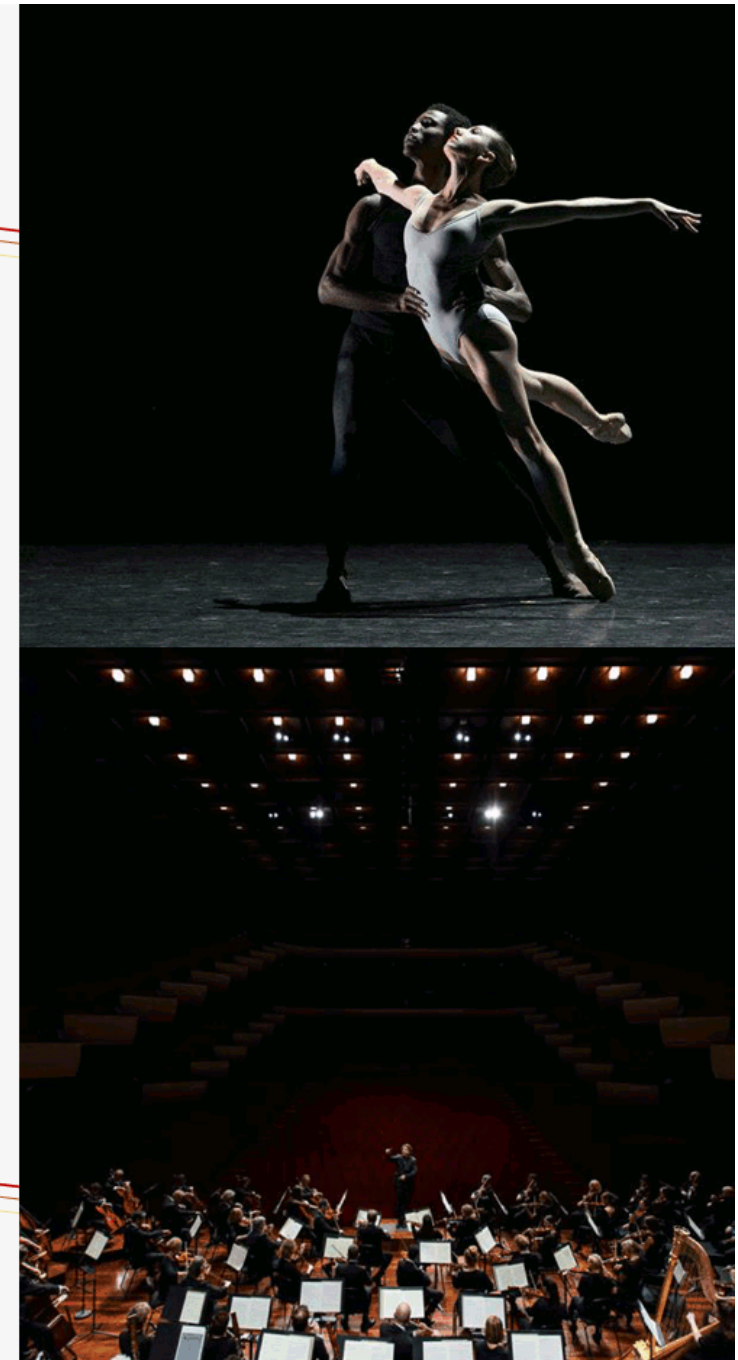
The two key components of this partnership opportunity are our Value Proposition and Point of Difference:

### OUR VALUE PROPOSITION

- Enhance your reputation as a supporter of the Latrobe community.
- Drive awareness and positive sentiment towards your business.
- Become an employer of choice within the region.
- Elevate prestige of your brand through a mutually beneficial partnership.

### OUR POINT OF DIFFERENCE

- The LCP is the industry leading facility in Gippsland, which will attract the highest quality performing arts, shows and entertainment.
- A community and patron-centric approach to programming which enables a diverse suite of highly targeted entertainment and experiences.
- A passionate, parochial and resilient local audience who appreciate creativity and community based performances.





## THE PRECINCT

The Latrobe Creative Precinct (LCP) is a major cultural infrastructure project that will provide significant value for the community beyond the contribution it can make as a contemporary, versatile and high-quality performing arts facility.

It is designed to blend arts development with vocational training, learning and participation programs to provide a broader engagement of the creative industries and the community.

### THE LCP WILL ENCOMPASS

- A state-of-the-art regional performing arts centre housing a multipurpose auditorium of 750 seats;
- Premier local, national and international events which will attract approximately 100,000 patrons annually;
- A flexible suite of meeting rooms which can reach a 200-seat capacity, capable of hosting large-scale corporate and community events; and,
- A repurposed Latrobe Performing Arts Centre building housing the Creative Industries Training Centre that will deliver cultural industry training and educational courses.



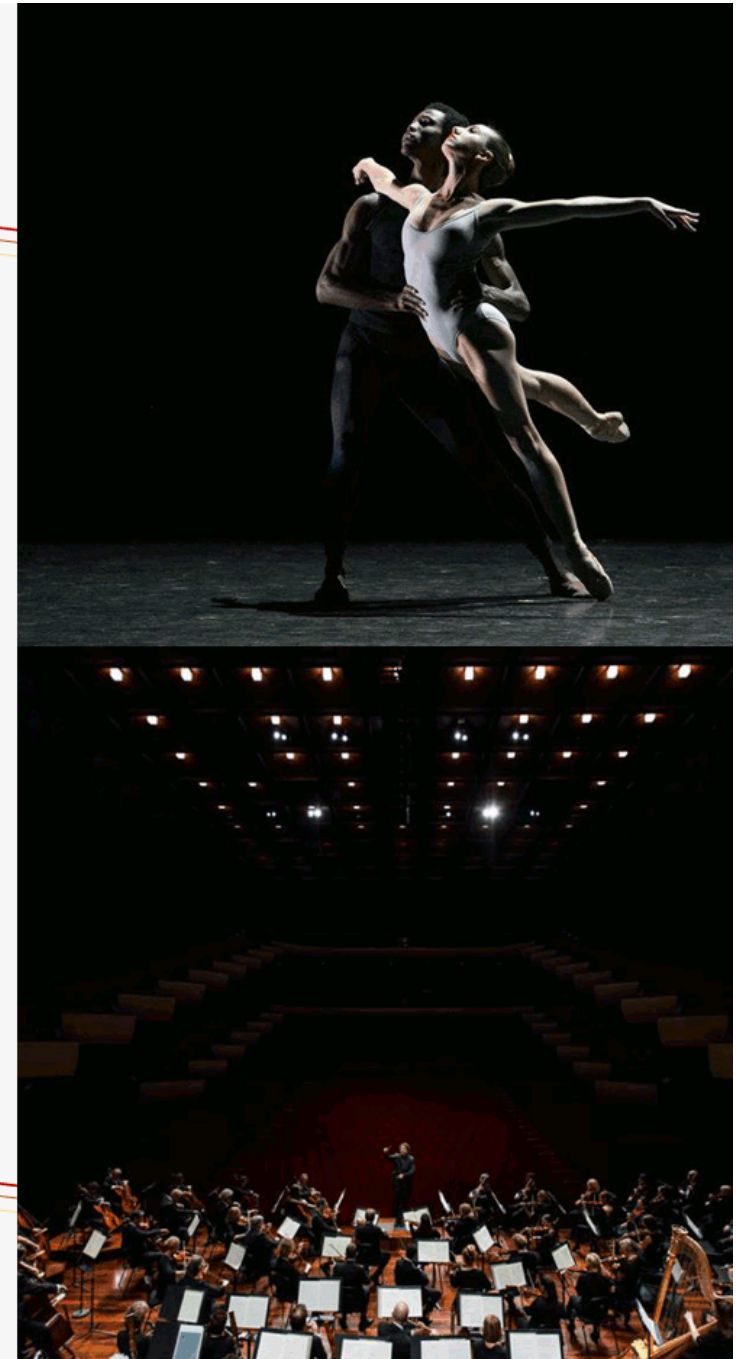
## LATROBE CITY

Latrobe City is located in the east of Victoria around an hour and a half from central Melbourne. As the largest population centre in Gippsland, our 75,000 residents are dispersed across major regional centres including Traralgon, Morwell, Moe and Churchill, as well as dotted around many smaller townships and rural areas.

### OUR REGION

Latrobe has traditionally been recognised as the centre of Victoria's electricity industry, while it is also the centre of a large forestry industry with lush green landscapes and rolling hills in abundance through the Valley.

The region is home to a thriving and connected community with approximately 4,200 businesses serving the area, with that number set to expand, as new investment in the area grows.





## THE FEATURES & BENEFITS

The LCP offers potential sponsors and partners a broad range of benefits as highlighted below.

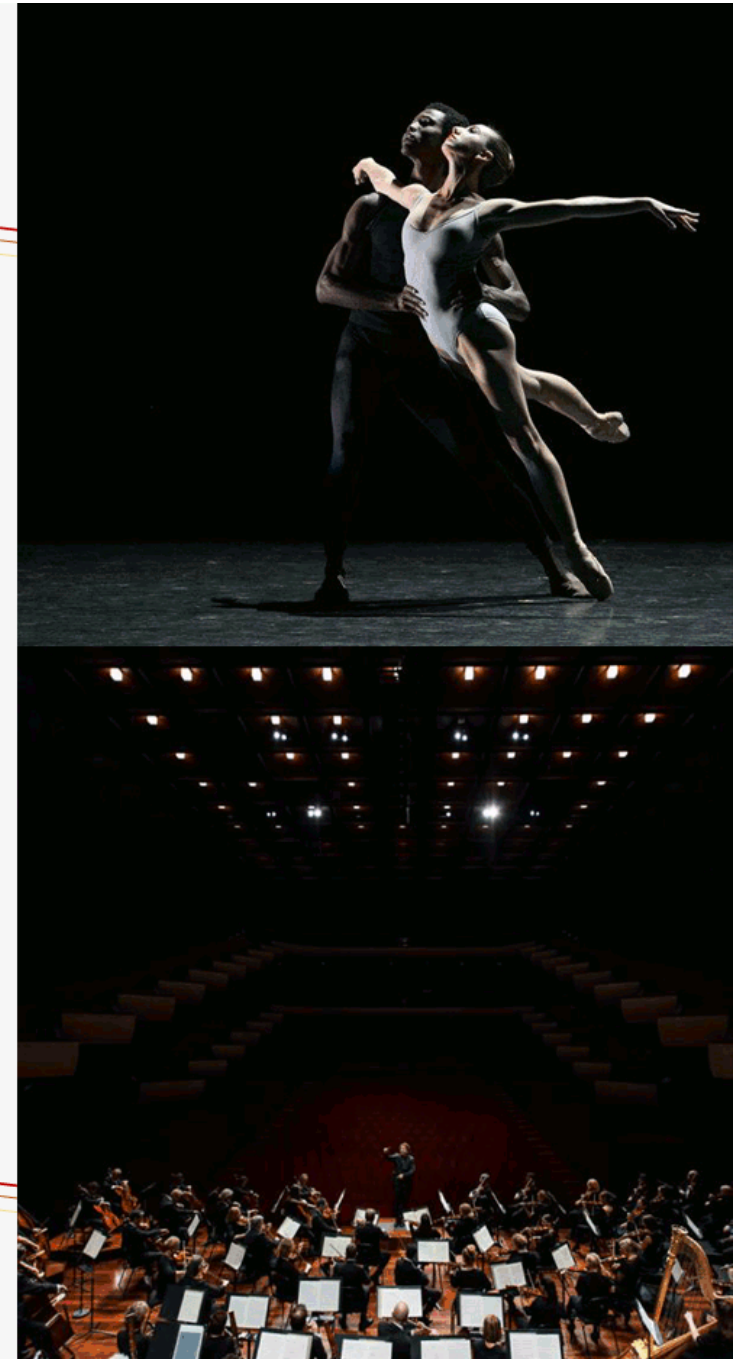
<b>Money Can't Buy Experiences</b>	Unique experiences like backstage tours, director meets, scholarship sponsorships.
<b>Website Integration</b>	Inclusion of logo and branding on LCP website.
<b>Social Media Integration</b>	Inclusion of logo and branding on posts across LCP social media platforms.
<b>Signage</b>	Show and series promotions featured throughout the LCP lobby and box office year round.
<b>Subscription Database Access</b>	Access to our extensive arts network across Gippsland and beyond.
<b>Onsite Promotion</b>	Availability for product placement opportunities in LCP foyer and box office amongst other locations.
<b>Marketing Collateral</b>	Inclusion of logo and branding on all LCP produced flyers, posters and season guides.
<b>Third Party Advertising</b>	Collaboration with LCP advertising across print and digital media, radio or television.
<b>Venue Utilisation</b>	Option to run workshops, conferences and social events in state-of-the-art facilities.

## PARTNERSHIP OVERVIEW

The following table provides a high-level overview of the features included in each level of sponsorship package:

	Principal	Premier	Major	Supporting
Venue Utilisation	✓	✓	✓	✓
Signage	✓	✓	✓	✓
Social Media Integration	✓	✓	✓	✓
Website Integration	✓	✓	✓	✓
Third Party Advertising	✓	✓	✓	✓
Marketing Collateral	✓	✓		
Onsite Promotion	✓			
Subscription Database Access	✓			
Money Can't Buy Experiences	✓			
Pricing	\$30,000	\$10,000	\$3,500	\$1,500
Market Value Provided	\$90,000	\$30,000	\$10,500	\$4,500

EXAMPLE







## APPENDIX

Latrobe City Council (LCC) engaged an independent consultancy to assess the value of the LCP sponsorship inventory. The total annual inventory value across all benefits is assessed at:

**\$450,000**

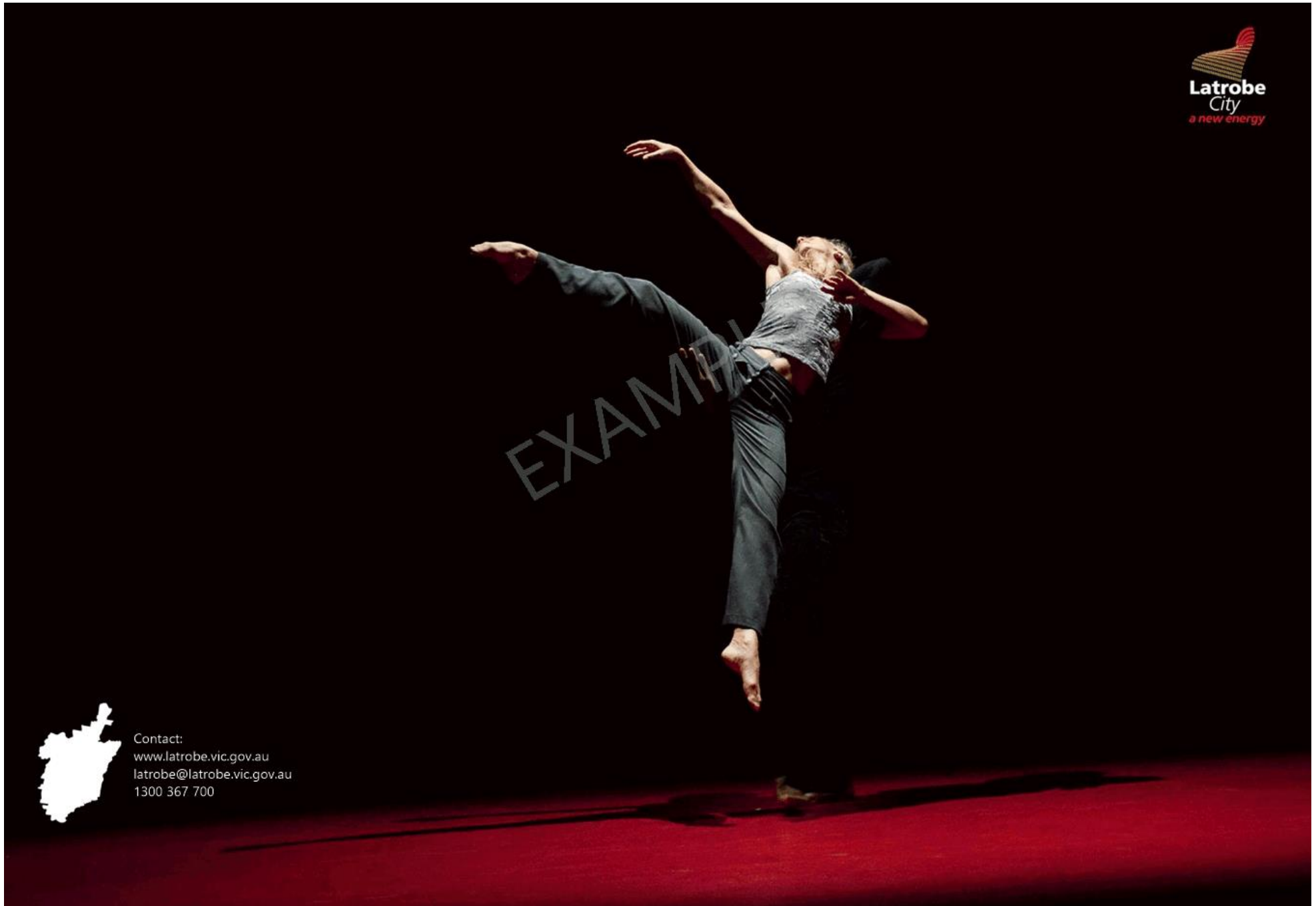
The advice from this consultancy was to provide a tiered structure of packages and generally aim to provide a 3:1 ROI for partners. The following table provides the price points and independent assessments for the value which will be generated by partnering.

	<b>Principal (\$30,000)</b>	<b>Premier (\$10,000)</b>	<b>Major (\$3,500)</b>	<b>Supporting (\$1,500)</b>
<b>Packages Available</b>	2	4	10	10
<b>Return on Investment</b>	3:1	3:1	3:1	3:1
<b>Terms</b>	3-5 years	2-3 years	2-3 years	2-3 years

LCC advises that any of the funds raised through this offer will be utilised to enhance the precinct and audience experience, as well as enable increased community access to the arts.

We would love to discuss your specific needs with you.





**Agenda Item: 14.3**

**Agenda Item: Waiver and Refund of Planning Fees Policy**

**Sponsor: General Manager, Regional City Growth and Investment**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Adopts the draft 'Waiver and Refund of Planning Fees Policy'; and**
- 2. Revokes the redundant 'Waiver of Planning Permit Application Fees Policy' and 'Fees and Charges Rebate and Waiving Policy'.**

**Executive Summary:**

- The 'Waiver of Planning Permit Application Fees Policy' was adopted by Council at the 13 November 2017 Council Meeting.
- The intention of this policy was to remove a financial barrier experienced by community and sporting groups when seeking to improve the facilities they occupy whilst ensuring the cost implications to Council did not outweigh the overall community benefit.
- Following a review of the policy's implementation since inception, concerns were raised regarding whether the parameters of the policy had extended beyond what Council originally intended.
- There was a preference to limit the policy to community not-for-profit groups, with limited capacity for paying fees.
- It is considered that in order to better achieve the original intention of the policy, the eligibility criteria should be amended to be more specific in terms of the land in which the policy applies.
- It is considered that this can be achieved by amending the eligibility criteria to apply only to applications on Crown land and Council owned or managed



land.

- Statutory Planning have another policy relating to the refund of Planning Permit Application Fees. It is considered that these policies should be combined to provide one policy for all matters relating to Planning Permit application fees.
- At the 15 June 2020 Special Council Meeting as part of the 'Business and Community Support and Recovery Package' in response to the economic and social impacts of COVID-19, Council adopted a motion to waiver planning permit fees for commercial and industrial applications which are eligible for assessment under VicSmart provisions between 1 July 2020 and 30 June 2021. It is considered that this adopted position should form part of the new policy.

It is noted that until the 2020/21 Financial Year budget has been adopted by Council, Phase 2 of the Business and Community Support Package Funding will not be available. However there is \$200,000 from Phase 1 which will allow these commercial and industrial VicSmart fees to be waived in the interim.

It is recommended that Council adopt the draft 'Waiver and Refund of Planning Fees Policy' (attachment 1) which amends the eligibility criteria for obtaining a waiver of fees and includes the current rebate/refund policy and temporary fee waiver in response to COVID-19.

**Background:**

The *Waiver of Planning Permit Application Fees Policy* was adopted at the Ordinary Council Meeting 13 November 2017.

*As part of the policy, it was identified that 'a review of the policy would be undertaken within one year of implementation of the policy to determine its cost to Council and its effectiveness in relation to the development cost associated with the waiver and rebate of planning permit fees.'*

A review of the policy's implementation was provided to Councillors detailing the costs incurred to Council since inception, the organisations and groups who had been granted a fee waiver and evaluated whether the objective of the policy was being achieved.

Following this review, concerns were raised regarding whether the parameters of the policy had extended beyond what Council originally intended, identifying a preference to limit the policy to community not-for-profit groups, with limited capacity to pay fees.

Council Officers have since completed a further review and this has revealed that some organisations that appear to have the financial capacity to pay planning permit application fees have been eligible for a fee waiver under the current parameters of the policy and a waiver has been granted.

The policy eligibility criteria currently states, “*That the owner/applicant must be a not-for-profit organisation, community group or charitable organisation*”, allowing a wide range of organisations and groups to be eligible, including organisations who have the financial ability to pay planning permit application fees and do not necessarily need the assistance of Council in this regard.

As such it was considered that the policy needed to be amended to limit the eligibility criteria to better achieve the original intent of the policy.

### Summary

Since the policy was adopted in November 2017, it has been utilised on 18 occasions and has resulted in a total waiver of fees worth \$21,137.55. This accounts for approximately 2.5% of total Statutory Fees received during that time.

The projects were mostly small projects which may not have been completed if the Statutory Fee was not waived. This is due to the Statutory Fee being a significant percentage of the actual development cost of the overall project in most instances.

Some of the organisations who have utilised the policy, while not-for-profit, are considered to have the financial capability to employ staff and therefore do not need to be financially subsidised by Council. As such it is considered that the policy should be amended to only apply to applications on Crown land and Council owned or managed land.

### Combining fee policies

Statutory Planning currently have two policies relating to the waiver and refund of Planning Permit application fees. The ‘*Waiver of Planning Permit Application Fees Policy*’ adopted on 13 November 2017 provides certain groups and organisations with a waiver of Planning Permit application fees at the time of submitting their application. The ‘*Fees and Charges Rebate and Waiving Policy*’ (Attachment 3) adopted on 7 February 2011 provides all applicants who withdraw their application with a refund of their Planning Permit application fee, depending on the time in the assessment process in which they withdraw their application. This percentage is generally associated with how far the application has progressed in the assessment process.

The eligibility criteria for the ‘*Waiver of Planning Permit Application Fees Policy*’ have therefore been amended and the two policy’s combined to form the new draft ‘*Waiver and Refund of Planning Fees Policy*’ which is Attachment 1 of this report.

Overall it is considered that both policies have been providing an appropriate outcome for permit applicants at different times throughout the Planning Permit process at minimal cost to Council and that these policies should be combined to provide one policy for all matters relating to Planning fees.

### Business and Community Support and Recovery Package

In response to the economic and social impacts COVID-19 has had on our community, at the 15 June 2020 Special Council Meeting Council adopted a motion

to waiver planning permit fees for commercial and industrial applications which are eligible for assessment under VicSmart provisions between 1 July 2020 and 30 June 2021. These application types include commercial 1 Zone applications for projects under \$500,000 and industrial 1 zone land applications up to \$1 Million. Based on the past 5 years revenue this would equate to an average of 5% of revenue and around 20% of applications annually. The type of applications expected to benefit include new buildings and extensions to existing industrial and commercial premises. It is estimated this support would benefit somewhere between 40-70 applications and the loss of income is expected to be approximately \$40,000 each financial year subject to CPI.

It is considered that this adopted position should form part of the new draft '*Waiver and Refund of Planning Fees Policy*' as it relates to the waiver of Planning Permit application fees for the next financial year.

**Issues:**

*Strategy Implications*

The policy meets the following Council Plan objectives:

- Objective 3: Improve the liveability and connectedness of Latrobe City by implementing a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City;
- Objective 5: Provide a connected, engaged and safe community environment, which is improving the wellbeing of all Latrobe City citizens; and
- Objective 7: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

*Communication*

There has been no formal communications in relation to this update and review.

*Financial Implications*

As mentioned previously in this report, the continuation of this policy will result in a very minor loss of income to Council. This loss of income is expected to be approximately \$7,000 each financial year subject to CPI. These cost estimates are dependent on the number of applications received and the cost of the development proposed as the cost of the development has a direct link to the value of the fee.

Inclusion of the waiver of planning permit fees for commercial and industrial applications which are eligible for assessment under VicSmart provisions between 1 July 2020 and 30 June 2021 will result in an additional expected loss of income of approximately \$40,000. It is noted that Phase 2 of the Business and Community Support Package Funding which includes this fee waiver initiative, will not be available until the 2020/21 Financial Year budget has been adopted. However there is \$200,000 from Phase 1 which will allow these commercial and industrial VicSmart fees to be waived in the interim.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Negative perception of Council if the policy was to cease and relevant groups again required to pay statutory fees.</p>	4 (Likely)	Retain the policy.

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

*Legal and Compliance*

Regulation 21 of the *Planning and Environment (Fees) Regulations 2016* details that *'If a planning authority, responsible authority or the Minister wholly or partly waives or rebates the payment of a fee under regulation 19 or 20, the authority or Minister (as the case requires) must cause the matter taken into account and which formed the basis of the decision to waive or rebate the fee to be recorded in writing.'*

Council Officers will ensure a register of all decisions to waive or rebate fees will be formally recorded using Councils information management system.

It is considered that there are no other legal implications or compliance matters relating to the policy.

*Community Implications*

This policy is expected to continue to have a positive impact on the community by providing community groups, sporting clubs, charitable organisations and not for profit organisations with the opportunity to improve the facilities they occupy without the out of pocket expense of a Statutory Planning fee. Also by allowing applicants a refund of fees if they choose to withdraw their application during the assessment process.

*Environmental Implications*

Improvements to community facilities can provide a greater sense of pride which can result in an increased use of the facility, a reduction in vandalism and encourage an active and safer community.

*Consultation*

No direct consultation has been completed as part of this review however feedback from community groups to date would suggest the policy is well received.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

1 [↓](#). Draft Waiver and Refund of Planning Permit Fees Policy

## **14.3**

### **Waiver and Refund of Planning Fees Policy**

- 1 Draft Waiver and Refund of Planning Permit Fees Policy..... 147**





# Waiver and Refund of Planning Fees Policy

Version 1

Approval Date: 6 July 2020



## Waiver and Refund of Planning Fees Policy

### DOCUMENT CONTROL

Responsible GM	General Manager Regional City Growth & Investment	
Division	Regional City Growth & Investment	
Last Updated (who & when)	Manager Regional City Planning	July 2020
DOCUMENT HISTORY		
Authority	Date	Description of change
Council Resolution	6 July 2020	<ul style="list-style-type: none"> <li>Included a waiver of fees for Commercial and Industrial VicSmart applications for the 2020/21 financial year;</li> <li>Combined the 'Waiver of Planning Permit Application Fees Policy' adopted on 13 November 2017 with the 'Fees and Charges Rebate and Waiving Policy' adopted on 7 February 2011 to create one policy for all matters relating to Planning fees; and</li> <li>Amended the eligibility criteria for a fee waiver to be more specific in terms of the land in which the policy applies.</li> </ul>
References	Refer to Section 8 and 9 of this policy	
Next Review Date	As requested	
Published on website	Yes	
Document Reference No	2	

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Responsible Division	Regional City Growth & Investment	Approved Date	6 July 2020	Review Date	As requested
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## Waiver and Refund of Planning Fees Policy

### 1. Background

The *Planning and Environment (Fees) Regulations 2016* sets out the prescribed fees associated with planning permit applications. The Regulations set out instances in which Council as the responsible authority can consider the rebate/refund or waiving of application fees. Latrobe City Council has developed this policy to inform employees and applicants as to when applicable planning permit application fees may be waived for a not-for-profit organisation, community group or charitable organisations and well as the portion of refund available to applicants at certain stages of the assessment process.

### 2. Objective

The objective of the policy is to ensure consistency in applying fee exemptions, waivers and refunds to planning permit applications.

### 3. Scope

The policy applies to applications for planning permits lodged with Latrobe City Council pursuant to the *Planning and Environment Act 1987* (the Act).

### 4. Principles of Management

Section 47(b) of the Act states a permit application must be accompanied by the prescribed fee. The requirement of a prescribed fee is primarily linked to the cost of development and assists the planning department in recouping costs associated with the assessment of permit applications, together with the administrative functions required to be undertaken in accordance with the Act.

Planning application fees are set out in the *Planning and Environment (Fees) Regulations 2016*. Regulation 20 states that fees can be waived or rebated in a number of circumstances. Regulation 21 requires the reasons for the waiver or rebate of fees to be recorded.

#### Latrobe City Councils application of Regulation 20

The Regulations are generally clear as to when Council as the responsible authority is able to consider fee waivers or rebates for planning permit applications. The following sets out the circumstances in which Latrobe City Council will exercise the rights availed to it by Regulation 20 in relation to the waiver of fees for a not-for-profit organisation, community group, charitable organisation or sporting clubs and the rebate/refund of fees for all applications.

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## Waiver and Refund of Planning Fees Policy

### **1. Fee Waiver for Projects of Community Benefit:**

In accordance with Regulation 20(d), Council will waive not-for-profit organisations, community groups, charitable organisations or sporting clubs from statutory and non-statutory charges if the following requirements are met:

- The development must be located on Council owned and managed land or Crown land and be:
  - a community group; or
  - a sporting club; or
  - a not-for-profit organisation; or
  - a charitable organisation.
- The cost of the development is less than \$100,000; and
- A formal written request to waive fees must be made in writing to the General Manager – Regional City Growth and Investment detailing the projects eligibility with the above criteria and the community benefit that will derive from the proposal.

**Note:** The waiver or rebate of Planning Permit application fees for proposals which do not meet the above criteria may be considered at the direction of the Manager Regional City Planning, General Manager Regional City Growth and Investment or CEO and any such decision must be recorded in Council's document management system and in the delegation report for the application.

### **2. Fee Waiver for Commercial and Industrial VicSmart applications:**

In accordance with Regulation 20(b) and 20(c), Latrobe City Council will waive the payment of a fee for Commercial and Industrial Planning Permit applications if all of the following requirements are met:

- The subject land is located within a Commercial or Industrial Zone;
- The application is eligible for assessment under VicSmart provisions; and
- The application is lodged between 1 July 2020 and 30 June 2021.

### **3. Refund/Rebate of Fee:**

In accordance with Regulation 20(a), Latrobe City Council will rebate/refund Planning Permit application fees in the following instances:

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Responsible Division	Regional City Growth & Investment	Approved Date	6 July 2020	Review Date	As requested
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## Waiver and Refund of Planning Fees Policy

- 100% refund of the application fee paid, when an application is withdrawn before public notification and before Council Planning Officers consider the application.
- 50% refund of the application fee paid, when an application is withdrawn after public notification however before Council Planning Officers consider the application.

#### 4. Other Circumstances:

##### **Discretion of the Responsible Authority:**

In accordance with Regulation 20(b) and 20(c), Latrobe City Council may waive or rebate the payment of a fee if in the opinion of the Responsible Authority the payment of the fee is not warranted because:

- Of the nature of the consideration of the matter decided or to be decided; or
- The requested service imposes on the Responsible Authority no appreciable burden or a lesser burden than usually for supplying that service; or
- The application or determination assists:
  - The proper development of the State, region or municipal district; or
  - The proper development of part of the State, region or municipal district; or
  - The preservation of building or places in the State, region or municipal district which are of historical or environment interest.

Approval to waiver such fees will only be undertaken by the Manager Regional City Planning, General Manager Regional City Growth and Investment or CEO and any such decision must be recorded in Council's document management system and in the delegation report for the application.

##### • **Non Statutory Fees: Extension of Time or Secondary Consent application**

The provision to waiver fees for an extension of time or secondary consent will not be supported unless there are considered to be extenuating circumstances.

Approval to waiver such fees will only be undertaken by the Manager Regional City Planning, General Manager Regional City Growth and Investment or CEO and any such decision must be recorded in Council's document management system and in the delegation report for the application.

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Responsible Division	Regional City Growth & Investment	Approved Date	6 July 2020	Review Date	As requested
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## Waiver and Refund of Planning Fees Policy

### Process of applying for a Waiver and/or Rebate of Statutory Planning Fees

In order for an applicant to be provided with a waiver or rebate in line with this policy, the permit applicant is required to apply using the following method.

The applicant must write to the General Manager Regional City Growth & Investment seeking approval by outlining their compliance with this policy.

The letter of advice to the General Manager Regional City Growth & Investment can be provided either with an application for a permit or prior to an application being lodged with Council.

If the permit applicant seeks to gain written advice in relation to waiving or rebating of fees prior to an application being made to Council, the correspondence outlining the request must be accompanied by details of the application the permit applicant seeks to make to Council.

The decision to waive or rebate fees will be made by the delegated Council Officer:

Policy	Delegated Officer
Fee Waiver for Projects of Community Benefit:	General Manager Regional City Growth & Investment or Chief Executive Officer, as appropriate
Fee Waiver for Commercial and Industrial VicSmart applications:	Coordinator Statutory Planning, Manager Regional City Planning, General Manager Regional City Growth & Investment or Chief Executive Officer, as appropriate
Refund/Rebate of Fee:	Coordinator Statutory Planning, Manager Regional City Planning, General Manager Regional City Growth & Investment or Chief Executive Officer, as appropriate
Other Circumstances:	Coordinator Statutory Planning, Manager Regional City Planning, General Manager Regional City Growth & Investment or Chief Executive Officer, as appropriate

The waiving or rebate of fees permitted by Latrobe City Council must be recorded in accordance with Regulation 21 of the *Planning and Environment (Fees) Regulations 2016*. The reasons for any waiving or rebate of fees permitted by Council must be provided in the letter of advice and recorded in the Council or delegation report associated with the planning permit application.

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Responsible Division	Regional City Growth & Investment	Approved Date	6 July 2020	Review Date	As requested
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## Waiver and Refund of Planning Fees Policy

### Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

#### 4.1. 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

#### 4.2. 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

#### 4.3. General Manager Regional City Growth & Investment

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

#### 4.4. Manager Regional City Planning

- 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

#### 4.5. Planning Services Employees

- 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.

### 5. Evaluation and Review

This policy will be reviewed on the request of Council, in the event of significant change in the Executive team, significant changes to legislation applicable to the

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Responsible Division	Regional City Growth & Investment	Approved Date	6 July 2020	Review Date	As requested
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## Waiver and Refund of Planning Fees Policy

subject matter of the policy or, in any other case, during each Council term (generally four years).

### 6. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

### 7. Definitions

Statutory fees – fees as prescribed by the *Planning and Environment (Fees) Regulations 2016*.

Non-statutory fees - fees not prescribed by the *Planning and Environment (Fees) Regulations 2016* such as secondary consent applications and extension of time requests.

Not-for-profit organisation, community group or charitable organisation – an incorporated body, cooperative or association that provides a service to the community and does not operate to make a profit.

### 8. Related Documents

Nil

### 9. Reference Resources

*Planning and Environment Act 1987*

*Planning and Environment (Fees) Regulations 2016*

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Responsible Division	Regional City Growth & Investment	Approved Date	6 July 2020	Review Date	As requested
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**Agenda Item: 14.4**

**Agenda Item: Authorisation to Proceed to a Planning Scheme Amendment to facilitate the proposed upgrade and expansion of Gippsland Water's Moe Water Treatment Plant**

**Sponsor: General Manager, Regional City Growth and Investment**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council requests authorisation from the Minister for Planning to prepare and exhibit a combined Section 96A Planning Scheme Amendment, Amendment C124.**

**Executive Summary:**

Council have been asked to facilitate an amendment to allow Gippsland Water to use and develop land at 58 Moe South Road, Moe South for the purpose of service and utility by Gippsland Water to support the expansion of the existing Moe Water Treatment Plan (WTP).

Gippsland Water have detailed that the existing Clear Water Storage (CWS) basin at the Moe WTP will soon reach capacity under projected future growth scenarios for the region. Construction of a second CWS basin is required to increase water supply for the Moe/Newborough water supply system (including areas in Moe/Newborough, Trafalgar and Yarragon) and to improve the resilience of the water supply network in the long term.

To facilitate the project Gippsland Water are seeking a combined 96A Planning Scheme Amendment and Planning Permit Application to allow:

- the rezoning of land at 58 Moe South Road, Moe South from Rural Living Zone – Schedule 3 to Public Use Zone 1 – Service and Utility;
- buildings and works associated with development of a second CWS basin at

56 and 58 Moe South Road, Moe South; and

- removal of native vegetation at 56 Moe South Road, Moe South.

Given the strategic importance of the project an application has been submitted to the Building Victoria's recovery taskforce to be considered under a fast-track assessment process by the Minister for Planning. The fast-track assessment process is one of the initiatives introduced by the taskforce to assist in the revitalisation of Victoria's economy during the COVID-19 pandemic. We are still proceeding with the Planning Scheme Amendment unless directed otherwise by the taskforce.

**Background:**

Gippsland Water operate the Moe WTP located at 56 Mow South Road, Moe South. The Moe water supply system serves the towns of Moe, Newborough, Yallourn North, Trafalgar and Yarragon as well as industries such as the Yallourn Power Station and Fronterra Milk Factory in Darnum.

To facilitate the expansion of the WTP Gippsland Water have purchased land at 58 Moe South Road, Moe South and seek an amendment to the Latrobe Planning Scheme to rezone the newly acquired lot from Rural Living Zone to the Public Use Zone – Schedule 1 to bring it into conformity with the existing WTP site. Concurrently, Gippsland Water seek a planning permit from Council to allow for the development of a new CWS basin on this property and part of the existing WTP site, plus associated removal of native vegetation.

The construction of a second CWS basin is required to support the future residential, commercial and industrial needs of the region with the CWS storage basin at the Moe WTP predicted to reach capacity by 2024 under future growth scenarios. It is considered that the proposed expansion is strategically required to provide ongoing operational flexibility and capacity for the Moe WTP and to allow for redundancy should the existing CWS basin be taken offline for maintenance or upgrade. At times where the existing CWS basin is compromised, as was the case in February 2020, the new CWS basin would be able to be used which would assist in minimising any risk to public health and the need for boil notices to be issued to the community.

An aerial image showing the existing site context can be found at Attachment 1 to this report.

**Proposed Planning Scheme Amendment C124:**

Planning Scheme Amendment C124 is a proponent led amendment and seeks to rezone land at 58 Moe South Road, Moe South which is an existing rural residential property located to the south of the existing Moe WTP at 56 Moe South Road, Moe South. The property currently accommodates a single residence (previously the Moe WTP care-takers residence) and several outbuildings.

The rezoning of the land will bring the site into conformity with the zoning of the existing WTP property at 58 Moe South Road, Moe South.

The amendment will be submitted under Section 96A of the *Planning and Environment Act 1987*. A Section 96A application is a joint planning scheme amendment and planning permit application.

It should be noted that as the Amendment only proposes mapping changes it is unlikely that the exhibition of Amendment C122 (Planning Policy Framework Translation) will cause any delay in the receipt of authorisation from the Minister for Planning to prepare and exhibit the Amendment.

A draft copy of the Explanatory Report, Zoning Maps, Notice of the Preparation of an Amendment and Instruction Sheet can be found at Attachments 2 – 5 to this report. Please note that that it is likely that minor changes will be made to these documents as we proceed to request Authorisation to ensure they meet all requirements of DELWP.

#### Planning Permit:

The planning permit application seeks approval for:

- Buildings and works associated with the development of a second clear water storage basin at 56 and 58 Moe South Road, Moe South under the Design and Development Overlay Schedule 1 - Major Pipeline Infrastructure (DDO1); and
- Removal of native vegetation at 56 Moe South Road, Moe South under Clause 52.17 Native Vegetation. 1.854 ha of native vegetation will be impacted by the works, including the removal of 43 large trees and potential impacts to the tree retention zone of one further large tree.

A copy of the Planning Scheme Amendment Strategic Assessment Report which includes all background documentation, concept plans for the proposal and draft planning permit conditions can be found at Attachment 6 to this report.

#### **Issues:**

##### *Strategy Implications*

Objective:

- *Ensure Council operates openly, transparently and responsibly.*

Strategies:

- *Develop projects that will enable the joining up of Latrobe City and reaffirm our position as a regional city.*
- *Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City.*

*Communication*

Gippsland Water have also obtained support for the amendment based on who is likely to be notified including adjoining neighbours, DELWP and APA who own the major pipelines located along the southern boundary of the amendment location. Gippsland Water has also engaged with the Edward Hunter Heritage Bush Reserve Committee (EHHBR Committee) due to the vegetation on the land at 56 Moe South Road, Moe South being contiguous with vegetation within the EHHBR. The EHHBR Committee has provided Gippsland Water with a letter of support subject to conditions that can managed through conditions on any permit issued for the proposal and the ongoing engagement between the proponent and the EHHBR Committee.

In addition, to the above it is proposed that the Planning Scheme Amendment will be placed on target exhibition to gauge feedback regarding the proposed changes.

*Financial Implications*

The prescribed fees for planning scheme amendments are detailed in the *Planning and Environment (Fees) Regulations 2012*. The costs associated with a planning scheme amendment include: considering a request to amend a planning scheme, consideration of submissions, providing assistance to a panel and adoption and approval of an amendment.

Statutory fees associated with this proposed amendment will be met by the proponent, Gippsland Water.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Legal/Regulatory Risk</b></p> <p>An affected landowner does not receive notice of the amendment and is unable to be involved in the amendment process</p>	3 – possible	Advice received from DELWP indicates that if the Amendment is authorised under Section 20(2), the Minister will require targeted notification to those who will be affected by the amendment.
<p><b>Strategic Risk</b></p> <p>A landowner does not agree with the amendment and objects to it resulting in the expansion of the Moe WTP being delayed or</p>	3 – possible	If this occurs, Council Planning Officers will meet with the objector and proponent for the Amendment and try to resolve their concerns. If objections cannot be

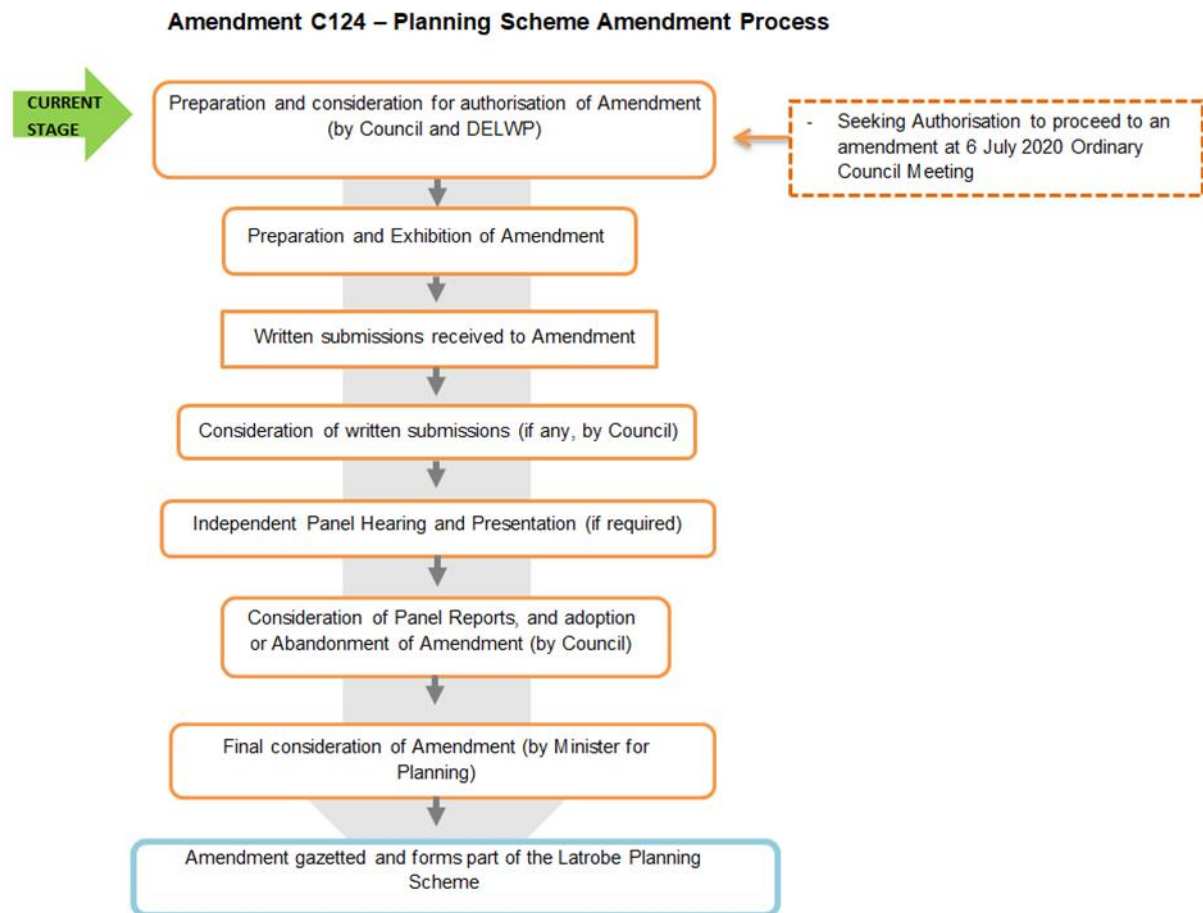


unable to progress.		resolved that the Amendment can progress to a Planning Panel for consideration. Progressing an Amendment through 20(2) notification does not remove this requirement.
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\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

*Legal and Compliance*

The planning scheme amendment process is shown in the figure below and provides an indication of the current stage.



In accordance with Section 9 of the Act, the Minister for Planning may authorise a municipal council to prepare an amendment to State and local standard provisions of a planning scheme in force in its municipal district.

Municipal councils, as the planning authority, have a number of duties and powers. These duties and powers are listed at Section 12 of the Act. Under Section 12 a planning authority must have regard to (*inter alia*):

- The objectives of planning in Victoria;

- The Minister's directions;
- The Victoria Planning Provisions;
- The Latrobe Planning Scheme.
- Any significant effects which it considers a planning scheme amendment might have on the environment or which it considers the environment might have on any use or development envisaged by the amendment.

Amendment C124 has had regard to Section 12 of the Act and is consistent with the requirements of Section 12. A response to Section 12 of the Act is outlined in the exhibited Explanatory Report.

### Planning Scheme Amendments

#### *Community Implications*

There are no known community implications at this point on time. It is proposed that the Planning Scheme Amendment will be placed on exhibition to gauge feedback regarding the proposed changes.

#### *Environmental Implications*

All environmental implications will be taken into consideration through the amendment process, including environmental, heritage and bushfire risk.

#### *Consultation*

In accordance with the processes prescribed under the *Planning and Environment Act 1987* (the Act), Amendment C124 is proposed to be placed on limited exhibition for a period of four weeks following Authorisation in accordance with the direction of the Minister for Planning if the Minister agrees to assess the application under Section 20(2) of the Act. Given the minor nature of the Amendment, it is considered appropriate to pursue targeted notification (limited notification) via Section 20(2) of the Act. For the Amendment the following process for exhibition will be followed (unless directed otherwise by the Minister for Planning):

- Exhibition for 1 calendar month;
- Direct notice to stakeholders, including; affected landowners, government authorities and prescribed Ministers;
- Availability to speak one on one with Planning Officers regarding the project and ask any questions
- Documents available on Latrobe City Council website; and
- Government Gazette.

#### **Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

1. Attachment 1 - Site Context

2. Attachment 2 - Draft Explanatory Report (Published Separately)

This attachment is designated as confidential under section (c) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. It is considered that if it was released prior to a statutory process commencing perceptions of the related land may be altered which may affect land value. The appropriate time for all matters to be considered is when the formal statutory process commences at which time the document will be made publicly available.

3. Attachment 3 - Zoning Maps (Published Separately)

This attachment is designated as confidential under section (c) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. It is considered that if it was released prior to a statutory process commencing perceptions of the related land may be altered which may affect land value. The appropriate time for all matters to be considered is when the formal statutory process commences at which time the document will be made publicly available.

4. Attachment 4 - Draft Notice of Amendment (Published Separately) This attachment is designated as confidential under section (c) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. It is considered that if it was released prior to a statutory process commencing perceptions of the related land may be altered which may affect land value. The appropriate time for all matters to be considered is when the formal statutory process commences at which time the document will be made publicly available.

5. Attachment 5 - Draft Instruction Sheet (Published Separately)

This attachment is designated as confidential under section (c) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. It is considered that if it was released prior to a statutory process commencing perceptions of the related land may be altered which may affect land value. The appropriate time for all matters to be considered is when the formal statutory process commences at which time the document will be made publicly available.

6. Attachment 6 - Draft PSA Strategic Assessment Report (Published Separately)

This attachment is designated as confidential under section (c) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to land use planning information, being information that if prematurely

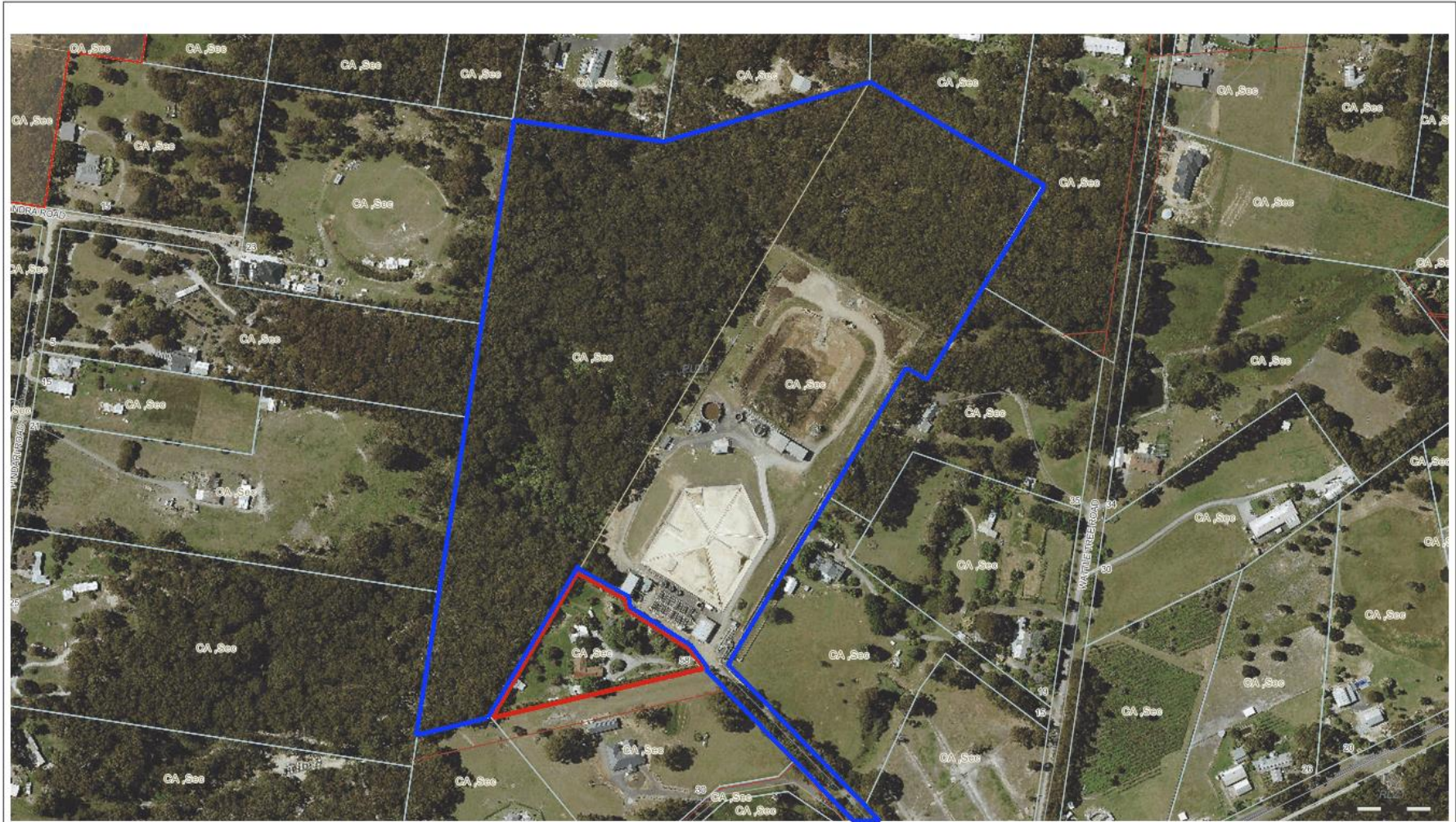
released is likely to encourage speculation in land values. It is considered that if it was released prior to a statutory process commencing perceptions of the related land may be altered which may affect land value. The appropriate time for all matters to be considered is when the formal statutory process commences at which time the document will be made publicly available.

## 14.4

### **Authorisation to Proceed to a Planning Scheme Amendment to facilitate the proposed upgrade and expansion of Gippsland Water's Moe Water Treatment Plant**

1	Attachment 1 - Site Context.....	164
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**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 have 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 'Dig Before You Dig'.  
The compilation of this map is subject to copyright laws and regulations, so part of this map can be reproduced without prior written consent of Latrobe City Council.

— Moe WTP  
— Land proposed to be rezoned

## SITE CONTEXT

2/06/2020

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Scale 1:3000





**Agenda Item: 14.5**

**Agenda Item: Latrobe City Submissions to Senate Inquiries**

**Sponsor: General Manager, Regional City Growth and Investment**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council endorses Latrobe City submissions to the following Senate Inquiries: *COVID-19 - the Australian Government's response to the COVID-19 pandemic and any related matters and Lessons to be learned in relation the Australian bushfire season 2019-20.***

**Executive Summary:**

- On 8 April 2020 the Senate established the Select Committee on COVID-19 to inquire into *the Australian Government's response to the COVID-19 pandemic and to assess the Government's economic and health-related measures to COVID-19.*
- On 5 February 2020, the Senate referred the Inquiry *Lessons to be learned in relation to the preparation and planning for, response to and recovery efforts following the 2019-20 Australian bushfire season,* to the Finance and Public Administration References Committee for inquiry and report.
- Submissions have been prepared to both Inquiries for Council endorsement and are attached to this report.

**Background:**

**Terms of Reference - Senate's Inquiry into COVID-19 - the Australian Government's response to the COVID-19 pandemic and any related matters**

On 8 April 2020 the Senate established the Select Committee on COVID-19 and referred the following matters for inquiry and report on or before 30 June 2022:

- a) the Australian Government's response to the COVID-19 pandemic; and
- b) any related matters.

**Terms of Reference - Senate's Inquiry into Lessons to be learned in relation to the Australian bushfire season 2019-20**

That the following matter be referred to the Finance and Public Administration References Committee for inquiry and report by the last sitting day in 2021:

Lessons to be learned in relation to the preparation and planning for, response to and recovery efforts following the 2019-20 Australian bushfire season, with particular reference to:

- (a) advice provided to the Federal Government, prior to the bushfires, about the level of bushfire risk this fire season, how and why those risks differed from historical norms, and measures that should be taken to reduce that risk in the future;
- (b) the respective roles and responsibilities of different levels of government, and agencies within government, in relation to bushfire planning, mitigation, response, and recovery;
- (c) the Federal Government's response to recommendations from previous bushfire Royal Commissions and inquiries;
- (d) the adequacy of the Federal Government's existing measures and policies to reduce future bushfire risk, including in relation to assessing, mitigating and adapting to expected climate change impacts, land use planning and management, hazard reduction, Indigenous fire practices, support for firefighters and other disaster mitigation measures;
- (e) best practice funding models and policy measures to reduce future bushfire risk, both within Australia and internationally;
- (f) existing structures, measures and policies implemented by the Federal Government, charities and others to assist communities to recover from the 2019-20 bushfires, including the performance of the National Bushfire Recovery Agency;
- (g) the role and process of advising Government and the federal Parliament of scientific advice;
- (h) an examination of the physical and mental health impacts of bushfires on the population, and the Federal Government's response to those impacts; and
- (i) any related matters.

**Issues:**

*Strategy Implications*

This report is aligned with Council Plan Objective 1: Support job creation and industry diversification to enable economic growth in Latrobe City; Objective 3: Improve the

liveability and connectedness of Latrobe City; Objective 4: Improve the amenity and accessibility of Council services; and Objective 5: Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens; and Objective 7: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

*Communication*

Should these submissions be endorsed by Council, they will be made public documents on the Senate's Inquiry websites.

*Financial Implications*

There are no direct financial implications from this report.

*Risk Analysis*

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

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

*Legal and Compliance*

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

*Community Implications*

Council represents the community voice in these matters and therefore works to ensure submissions represent community views.

*Environmental Implications*

There are no direct environmental implications from this report.

*Consultation*

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

*Other*

Nil

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Latrobe City Submission - Senate Bushfire Inquiry
- 2 [↓](#). Latrobe City Submission - Senate COVID-19 Inquiry

## **14.5**

### **Latrobe City Submissions to Senate Inquiries**

- 1 Latrobe City Submission - Senate Bushfire Inquiry ..... 170**
- 2 Latrobe City Submission - Senate COVID-19 Inquiry ..... 180**

## Senate Finance and Public Administration Committee

### Inquiry into 'Lessons to be learnt in relation to Australian bushfire season 2019-20'

Latrobe City Council Submission

July 2020



For any enquiries about this submission, please contact:

Steven Piasente

Chief Executive Officer

Phone: 1300 367 700

Email: [Steven.Piasente@latrobe.vic.gov.au](mailto:Steven.Piasente@latrobe.vic.gov.au)







## Introduction

Latrobe City Council welcomes the opportunity to provide its response to the Senate Finance and Public Administration Committee Inquiry into *'Lessons to be Learnt in relation to Australian Bushfire Season 2019-20'*.

Latrobe City is one of Victoria's four major Regional Cities, located 135 km east of Melbourne. It is the primary service and cultural centre for the Gippsland region, and hosts regional headquarters for government, private and education entities.

Latrobe City covers land area of about 1400 square kilometres and has a population of approximately 74,000. The municipality comprises several major urban centres, and has a diverse environment ranging from rich agricultural land to the rain forested hills of the Strzelecki Ranges.

Latrobe City is located in the East Central bushfire risk landscape that has 31% of Victoria's total bushfire risk. Over half of the bushfire fatalities in Victoria since European settlement have occurred in this landscape.<sup>1</sup>

In the lead up to each bushfire season, Latrobe City, like other bush-fire prone municipalities play an integral role in bushfire preparation, mitigation, response and recovery. For Latrobe City, this includes supporting the community through local law infringements and enforcement for mitigation purposes, and community based emergency planning, response and recovery.

Rural shires, which are mostly impacted by bushfires, are required to resource the continuum of bushfire activities from prevention to recovery. This is both a financial and social burden that is not well recognised by the State and Federal decision-makers. Funding to support the collaborative approaches undertaken by neighbouring rural shires is also not commensurate with the actual costs of the work.

Council also believes that the importance of local government and its intimate knowledge of the community was overlooked by State and Federal agencies before, during and after the 2019/20 bushfires.

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[http://www.delwp.vic.gov.au/\\_\\_data/assets/pdf\\_file/0006/318849/DELWP0016F\\_BMP15\\_EastCentral\\_web\\_v2.pdf](http://www.delwp.vic.gov.au/__data/assets/pdf_file/0006/318849/DELWP0016F_BMP15_EastCentral_web_v2.pdf)



## Submission

This submission addresses only the sections of the Terms of Reference for which Latrobe City Council has particular expertise and experience in relation to the bushfire season 2019/20. Where relevant, information has also been included in relation to Yinnar South bushfires that occurred in March 2019.

### **TOR (b) the respective roles and responsibilities of different levels of government, and agencies within government, in relation to bushfire planning, mitigation, response, and recovery;**

#### *Bushfire planning and mitigation*

In Victoria, bushfire safety is a shared responsibility between the fire services, the Victorian Government and local government, communities and individuals.

The onus is on individual owners and occupiers of land to ensure their properties are free of fire hazards, and local government plays a significant role in enforcing this. Municipalities are responsible for creating Planning Scheme policies and land use planning controls on properties. Since the introduction of the Bushfire Management Overlay (BMO) after the 2009 Bushfires, Planning Permits with appropriate conditions that have been prepared in consultation with the CFA are in place for many properties. Local government is responsible for ensuring ongoing compliance with these permit conditions.

Latrobe City Council is currently undertaking a Municipal Bushfire Risk Assessment to assist in informing a rural rezoning Planning Scheme Amendment. This project will see the identification shire-wide of areas that are considered to have 'extreme', 'significant' and 'lower' bushfire risk. This work will provide an opportunity to review the current bushfire planning controls, and any additional available tools that may be utilised to improve bushfire safety in Latrobe City.

The Municipal Bushfire Risk Assessment is a new tool to assist in bushfire management planning. Municipal councils need resourcing assistance to be able to undertake these assessments and implement them effectively.

#### *Emergency management*

Emergency Management Victoria (EMV) is leading Victorian reforms in accordance with The *Emergency Management Legislation Amendment Act 2018* (EMLA Act).

The key deliverables by 1 December 2020 include:

- State emergency management planning guidelines
- State emergency management plan



- Regional emergency management planning guidelines
- Regional emergency management plans
- Draft municipal emergency management planning guidelines (to be issued once the municipal phase takes effect).

In relation to this reform process, the lack of clarity of roles and responsibilities was evident during the 2019/20 bushfire season.

'Safer Together' is a new response originating from the Victorian Bushfire Royal Commission into the 2009 bushfires. This approach addresses the importance of 'integrated fire management planning' by combining the efforts of land and fire agencies to manage fuel hazards on private and public land, based on where and how we can most effectively reduce risk. 'Safer Together' requires land and fire agencies to plan and deliver bushfire management activities across public and private land. 'Safer Together' is to be coordinated by a range of agencies and stakeholders with varying responsibilities, obligations, expectations and capacities for bushfire risk reduction.

While Latrobe City Council supports this approach, it is concerned that its implementation may not recognise the current activities in place to achieve these objectives, and therefore there is the potential that the key stakeholders may be disenfranchised.

#### *2019/20 Bushfire Response*

The 2019/20 bushfires exemplified a collaborative approach to bushfire response between Gippsland councils.

Latrobe City:

- activated an Emergency Relief Centre in Morwell for seven days following the mass evacuation of residents and visitors from the East Gippsland region. Approx. 156 cases (353 people) accessed the services provided at the Morwell Relief Centre. Evacuees primarily accessed the State Government grants.
- deployed Emergency Management and the Building Services teams to work alongside colleagues from East Gippsland Shire Council to undertake and coordinate both first impact assessments of effected properties and emergency management works.
- supported Wellington and East Gippsland Shires under the Municipal Association of Victoria (MAV) Municipal Resource Sharing Protocol to assist in providing bedding and relief centre support materials for both Sale and Bairnsdale Relief Centres.



- collaborated with the impacted Councils to provide a range of supports, including managing staff support rosters in the early stages of the event to enable the East Gippsland Shire to concentrate on supporting its community.
- provided mentoring to East Gippsland Shire staff members that had not previously been involved in emergency activations.
- provided staff to represent the East Gippsland Shire Council as Emergency Management Liaison Officers (EMLOs) in both Bairnsdale and Orbost Incident Control Centres (ICCs) throughout this event.
- deployed Council staff (Environmental Health Officers and Building Surveyors) to undertake secondary impact assessments over a number of weeks after the fires had passed in East Gippsland.

In general, the collaboration and the relationships between the various agencies at a local level were and continue to be strong and constructive. However, it is our experience that when centralised directions come from the State and Federal Government, there is often limited understanding of the impacts of this direction on the ground.

After the Yinnar South fires, Latrobe City had to field a large number of requests for information in relation to the amount/extent of the number of trees that were dropped during and immediately. Fire-fighting agencies (CFA, HVP and DELWP) dropped trees that were fire damaged/on fire in the weeks of the fires (the fires were not completely under control for approximately six weeks). Council contractors were also involved in removing trees that were damaged along Council roads.

There were concerns from the residents in the area that the volume of trees dropped were excessive and not necessarily needed i.e. there were questions as to whether the trees were damaged by the fires and therefore not needing to be cut down. The lack of records as to how trees were assessed as requiring removal, where these trees were located, which contractor or agency undertook the works etc. further exacerbated the concerns around tree removal. Tree removal became a significant issue for Council and agencies involved as it was elevated to the State Government, and required various agencies and Latrobe City Council to respond to Ministerial enquiries.

**Recommendations:**

- Staff training needs to be supported and encouraged across all levels of government and only trained staff should be utilised.



- A joined up communications approach across the relief and response activities is required. Prioritisation of mobile network establishment and maintenance should occur.
- All response requests need to be approved by the Municipal Emergency Recovery Committee for cost recovery.
- Delegated authority needs to be clarified for staff so it is clear which local decisions can be made in a timely and responsive manner.
- Support and resourcing assistance for municipal councils is required to undertake Municipal Bushfire Risk Assessments and implement them effectively.

#### *Bushfire recovery*

There are well established plans with clear jurisdictional roles of government agencies that largely work well in the response to bushfires. This often fails in the recovery phase and during the 2019/20 bushfires the following issues were experienced:

- Challenges related to managing the receipt, storage and equitable distribution of extensive government funding and community donations.
- Organisations and other service providers who were not included in the agreed service provision plans set up services in the bushfire affected area. As a result, people engaged with many agencies in an uncoordinated manner, which created confusion in both the short and longer term.
- Different methods of collecting personal information across agencies led to confusion and frustration in affected people. This could be addressed through a database that is made available to the designated agencies to offer support to eligible individuals. Given that recovery can be a long term process, access to the information needs to remain current – both for the individual and the service providers.
- The role of Environmental Health Officers (EHO) was poorly articulated and understood in the recovery phase, and this led to delays in recovery. For small, rural councils, in particular, this is a scarce resource, and experience has shown that EHOs who come from non-rural areas are ill equipped to manage this role in bushfire affected rural areas.



**Recommendations:**

- The roles of the new state and national recovery agencies need to reflect long term agreed local plans and provide support to these. There needs to be a focus on the affected individuals and communities in a structured manner from bushfire prevention to response and recovery so that individuals and communities are not “bounced” between agencies and departments.
- The role of local government and the associated financial impost (often over many years), both for depleted revenue and expenses associated with assisting residents to recover and rebuild must be recognised and supported by State and Federal agencies.
- People affected by bushfires often have an existing disadvantage. Data is clear on the disadvantages in some rural communities in relation to low income and access to health services. The role of caravan parks in recovery is often overlooked, as these caravan parks often provide permanent residence for individuals who then struggle with the influx of fire affected people. This results in localised conflict that caravan park operators and recovery personnel are unable to deal with. It must be considered that the short and medium term housing options for fire affected people should not further disadvantage others.
- Asset management systems used to determine damage and rectification requirements need updating to include photographic evidence that assists with determining the actual costs of infrastructure recovery.
- Services agreements with Contractors need to stipulate that photographs of all recovery works are included for verification of the amount and quality of work undertaken.
- Recovery Funding needs to be immediate and ongoing for a number of years.
- The Municipal Recovery Manager needs to be engaged at all levels of the recovery process.
- Recovery funding should include revegetation and restoration opportunities rather than having a focus on events and retreats alone.





**TOR (c) the Federal Government's response to recommendations from previous bushfire Royal Commissions and inquiries;**

Latrobe City Council believes that the issues identified previously indicate previous recommendations have been inadequately adopted.

In particular:

- In relation to a large scale clean-up of contaminated matter, the need to treat any burnt structures as contaminated (usually with asbestos) is not well understood. This leads to people undertaking their own unsafe clean-up operations as they have to wait for lengthy periods for the EHO assessment.

Previous recommendations have identified this as a matter of priority. Despite this there continues to be insufficient:

- licenced contractors able to deal with contamination;
- local points for the contaminated matter to be disposed of;
- planning to support the upskilling and use of local contractors to support a recovery economy.

The local economic benefits of recovery often go to large providers who are contracted for clean up operations and major works without quotas of sub-contracting locally.

Managing donations also continues to be an issue. Donations of goods and services effectively reduce the revenue of local providers. In 2019 local government areas affected were inundated with donated goods and struggled to find capacity to both store and distribute these. Many of the donated goods were available through local businesses, and therefore the donations reduced their business.

The message of "donate money" rather than goods was promulgated, however, a systematic approach to donation refusal is required.

Similarly, the dissemination of donation funding continues to be inadequate and resulting in negative publicity and lack of trust in the organisations designated to disburse the funds.

**Recommendations:**

- A centralised system and potentially a central warehouse in each region or local government area is required to ensure that donations are provided where there are no alternative options and waste, food handling risks, and management of expectations with the community are addressed.
- Greater transparency relating to how financial support will be provided is required including the timelines associated with this. Public education is required to ensure



that people are aware that the donations they make will be dispersed over a number of years and for specific identified reasons.

**TOR (d) the adequacy of the Federal Government's existing measures and policies to reduce future bushfire risk, including in relation to assessing, mitigating and adapting to expected climate change impacts, land use planning and management, hazard reduction, Indigenous fire practices, support for firefighters and other disaster mitigation measures;**

Given the individuality of each region and its own specific risks and needs, the role of the Federal Government is most effective as an overarching policy setter, funding provider and emergency assistance provider (i.e. provider of financial relief for those affected by bushfire). However, this needs to acknowledge and support the role of local government.

**TOR (h) an examination of the physical and mental health impacts of bushfires on the population, and the Federal Government's response to those impacts; and**

Uncoordinated recovery efforts are not in the best interest of the affected people, and their physical or mental health outcomes.

In terms of physical health, short term local medical providers working with no connection to local GPs and hospitals provides disjointed care, poor management of chronic conditions and utilisation of available Medicare options for access to support.

History has shown that a generalist mental health professional requires ongoing training and supervision to work with complex trauma, grief and loss, given that trauma can manifest differently in different individuals over a period of many years. A well supported local workforce contributes to a community resource, and keeps the revenue from these services local which supports the local economy.

There are numerous methodologies that are available to undertake this work and they should be applied to all bushfire relief and recovery efforts.

**Recommendations:**

- A focus on upskilling local providers to be grief, loss and trauma proficient should be a priority, or alternatively a long term commitment made by visiting providers. Additionally providers should be involved in regular care management meetings to ensure integrated care.
- Children need to be a focus in relief and recovery to ensure that they are able to feel safe and connected to adults and care givers who may be unavailable due to their own trauma.



**TOR (i) any related matters.**

Latrobe City Council believes that there is room for improvement in relation to consistent messaging for communications across emergency services.

The reliance on electronic means i.e. social media, apps and website are not beneficial to rural communities that are of low socio-economic background, have inability to use the systems or are located in areas where reception is poor. Additionally in an emergency these devices drain battery life quickly.

It is also important to ensure that Council, through the Emergency Management Structure within Incident Control Centres, has access to public communication. This allows for key messages and updates to be provided via Council's communication channels. Many in the community will look to Council, as a trusted source of information, for additional advice beyond the information provided by Emergency Service Providers.

In the recovery phase, immediate incident recovery, along with in the period of time post the event, organisations such as Council will be seen as a primary point of contact with affected communities. How the community continues to be engaged and communicated with needs to be both considered and planned.

**Recommendations:**

- Local radio stations as official emergency broadcasters of emergency bushfire information such as warnings, evacuation alerts for regional/rural locations must continue to be supported.
- Councils' access to public communication through the Emergency Management Structure within Incident Control Centres needs to be secured.

## Senate Select Committee on COVID-19

### Inquiry into the Australian Government's response to the COVID-19 pandemic

Latrobe City Council Submission

June 2020



For any enquiries about this submission, please contact:

Steven Piasente

Chief Executive Officer

Tel: 1300 367 700

Email: [Steven.Piasente@latrobe.vic.gov.au](mailto:Steven.Piasente@latrobe.vic.gov.au)







## Introduction

Latrobe City Council welcomes the opportunity to provide its response to the Senate Select Committee on COVID-19 Inquiry into the Australian Government's response to the COVID-19 pandemic.

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

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

## Community Impacts

Although the COVID-19 impacts on the Latrobe City community have been diverse and profound, community members have mostly adapted well to the COVID-19 restrictions. In an effort to respond to the COVID-19 related challenges, Latrobe City Council has established a dedicated community Helpline to provide direct and timely support and assistance to community. The Helpline provides an in depth understanding of current and emerging impacts of COVID-19 on our community.

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

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

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

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



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

**Table 1: COVID-19 Impacts on Latrobe Community**

Issues	Council Actions	Enablers/ <i>Barriers (in italics)</i>
Additional support was required for frail, aged and people with a disability to ensure that their basic needs were met.	Increasing the access to: <ul style="list-style-type: none"> <li>- Meals on Wheels</li> <li>- shopping services</li> <li>- regular phone contact</li> <li>- provision of regular written information about COVID-19 and related restrictions.</li> </ul>	These programs have funded targets from the state and federal governments and approval to be flexible and provide alternate services was provided.
Confusing and inconsistent information from State and Federal Governments including access to COVID-19 testing.	A local community Helpline provides direct and timely support to the community in relation to testing.	Re-deployment of Council staff into Helpline roles.  Fortnightly collation of local service system availability undertaken to inform the availability of services for residents.
Social isolation and boredom experienced by community members.	Increased access to libraries through online memberships and resources and home delivery of books.	New service delivery model for libraries focussing on online support and home delivery services.
Ongoing financial and social wellbeing of residents.	0% rate increase for the 20/21 financial year.	Council forgoing over \$13 million in revenue over 10 years.
Increased risks of family violence.	No action taken by Council; Latrobe City service providers and the police identified families experiencing increased levels	\$150 million Domestic Violence Support Package for 1800 Respect and Mensline Australia welcomed.





	of risk of family violence (through their existing databases) and reached out to them.	
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## Local Business Impacts

Council undertook an extensive consultation to determine the COVID-19 business impacts (see Appendix 1).

Survey results indicated over 50% of the businesses in Latrobe City have been adversely impacted with the accommodation and food, arts and recreation services, retail trade, and small private health and social services experiencing most significant impacts.

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

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

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

**Table 2: COVID-19 Impacts on Latrobe Business**

Issues	Council Actions	Enablers/ Barriers
56% of local businesses reported being affected, with 51% reporting a reduction in turnover.	\$1.7 million Council business and community support package including fee and permit waivers.	JobKeeper initiative (37% Latrobe City businesses applied).  Boosting Cash flow initiative (17% Latrobe City businesses applied).



<p>Extreme impacts on Arts, Events and Tourism industries (including performers, ride operators, food and beverage suppliers, security and labour hire).</p>	<p>Council Officer support with business planning and training.</p>	<p><i>Business structures (e.g. sole/small trader) have resulted in many businesses being unable to implement JobKeeper.</i></p> <p>The Australia Council Resilience Fund was well received by those eligible.</p>
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## Impact on Council Services

Service closures and reduced attendance at some services have resulted in a significant financial impost to Council, with an estimated net reduced income impact of \$1,576 million by 30 June 2020.

The negative impact on revenue due to COVID-19 closures of Council's leisure services alone is forecast at \$1,035,046 (incl. caravan parks and outdoor pools) against the mid-year budget forecast.

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

These include:

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

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

Council will provide a Business and Community Support package for the 2020/2021 financial year to the value of \$1.7M. Support for residents through a 0% rate increase in 2020/21 will have longer term financial impacts to the value of \$13.13 million over 10 years.

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



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

**Table 3: COVID-19 Impacts on Latrobe City Operations**

Issues	Council Actions	Enablers/ Barriers
Significant loss of revenue across Council services.	211 casual staff laid off.	<i>Local government is not eligible for JobKeeper.</i>
The dog attack investigations have increased by 47%, animal management requests have increased by 15%, and there has been 12% increase in animal infringements issued. The local laws requests for the traffic and compliance team have increased by 30.8%.	Multi-media campaigns reminding residents to walk dogs on leashes and other responsible pet ownership messages.	Council absorbed the cost of increased local laws staffing hours in response to demand.
Free childcare services resulted in \$425,672 reduced income.	Council continued to operate childcare throughout the pandemic absorbing the reduction in income.	<i>Ineligibility of local government to JobKeeper to cover the reduction in income. Thus this has to be absorbed by ratepayers.</i>
Increase in Council immunisation services.	April 2020: 191 people immunised compared to 68 in 2019.  May 2020 252 immunised compared to 74 in May 2019.	New model of immunisation to accommodate social distancing.  Council capacity to upscale to meet community need.



## Recommendations

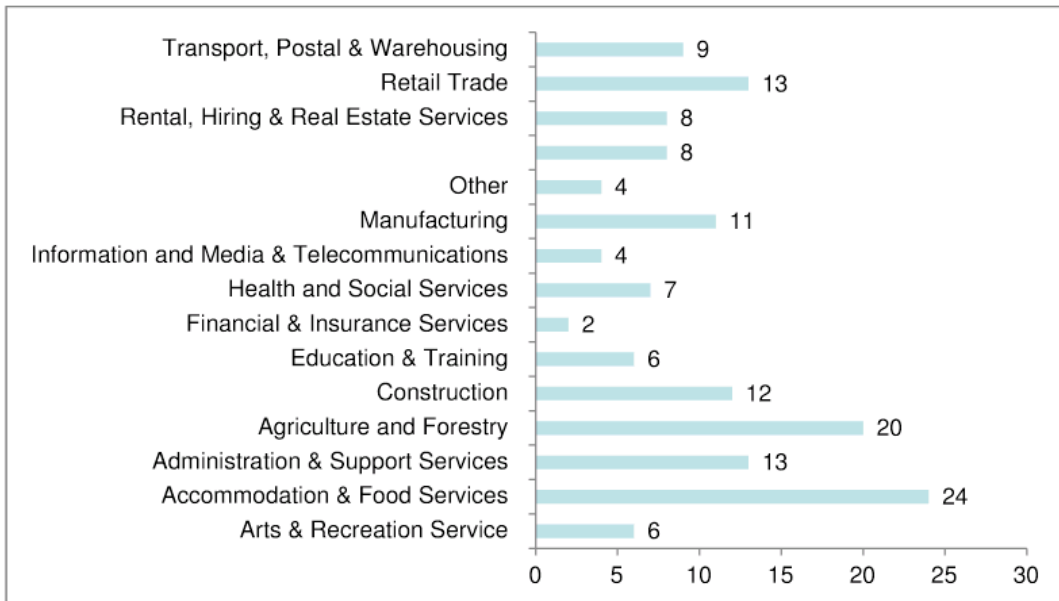
The Australian Government's COVID-19 response could have been strengthened by:

- Recognition of the role of local government in supporting communities during pandemic responses.
- Greater consultation with local government to implement pandemic responses.
- Consistent messages from State and Federal Governments to reduce confusion and support individuals to remain safe and comply with regulations.
- Extension of the JobKeeper program to casual workers and local government services affected by Government decisions (e.g. free childcare).
- Provision of specific support to galleries and performing art centres in regional areas.

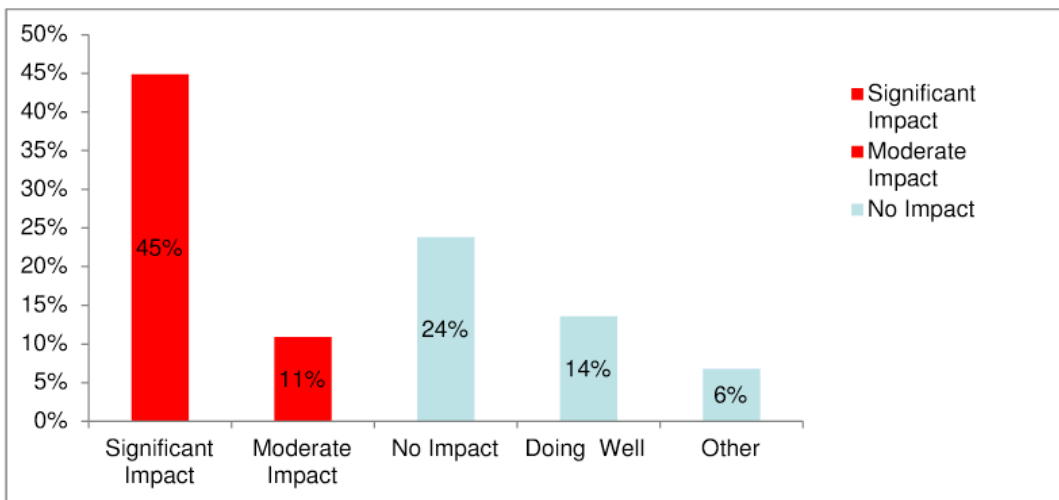


## Appendix 1: Latrobe City Business Survey Results

**Table 1: Industry Categories Surveyed**

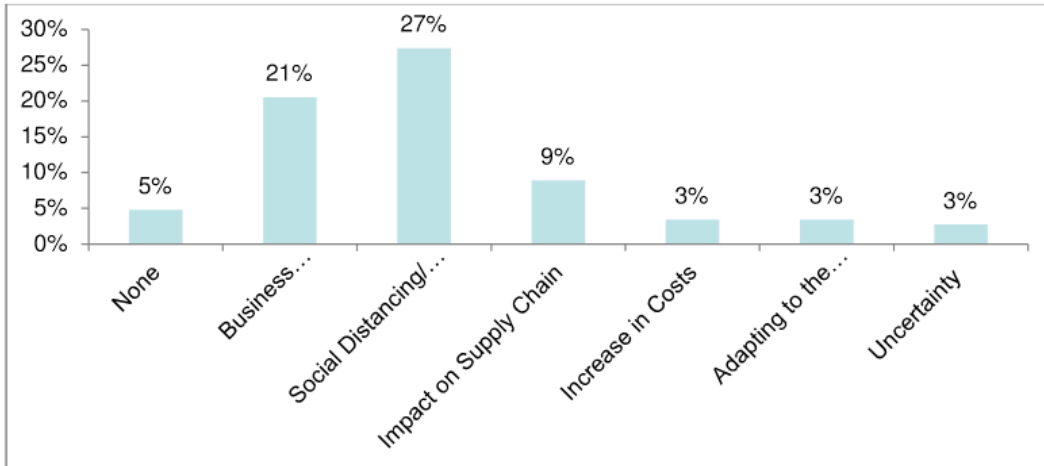


**Table 2: COVID-19 Business Impacts**

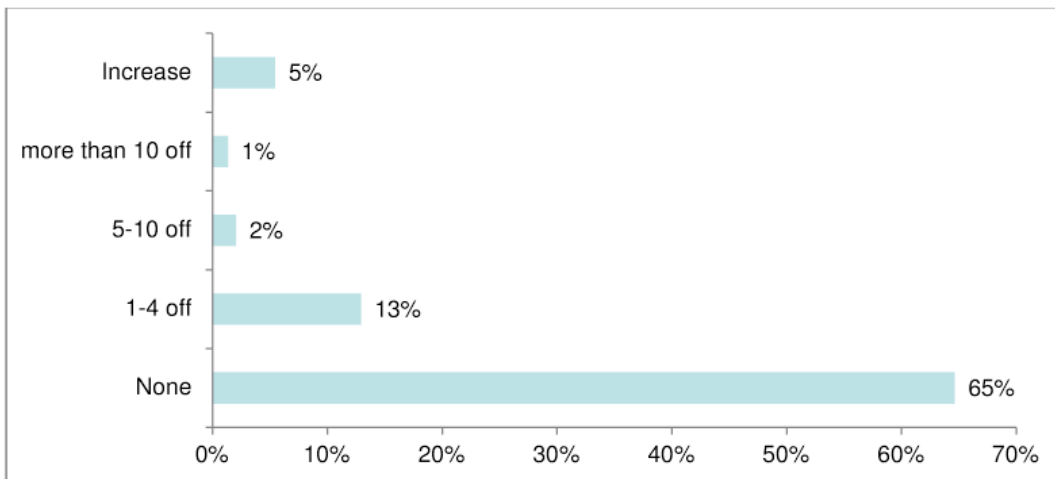




**Table 3: Business Challenges Experienced Due to COVID-19**



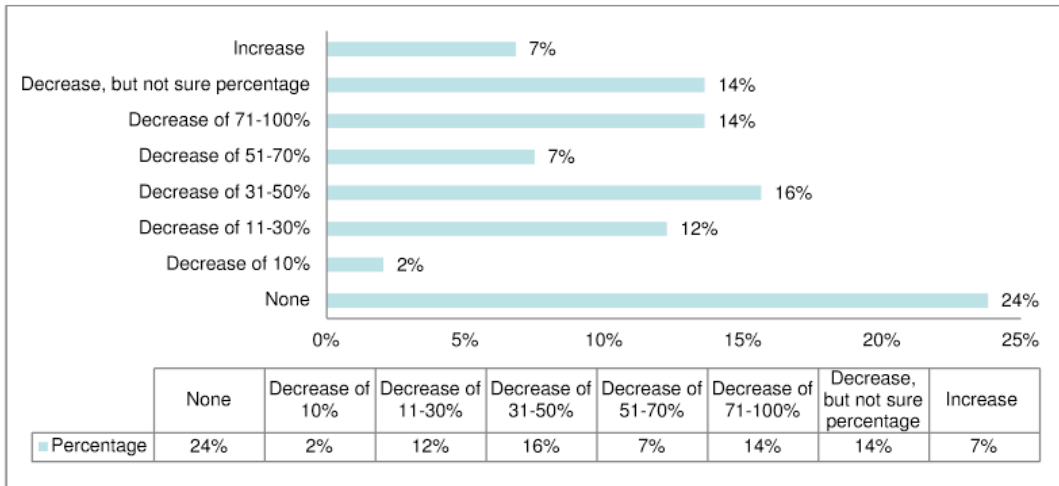
**Table 4: Impact on Staff Retention (% of businesses that have put staff off)**



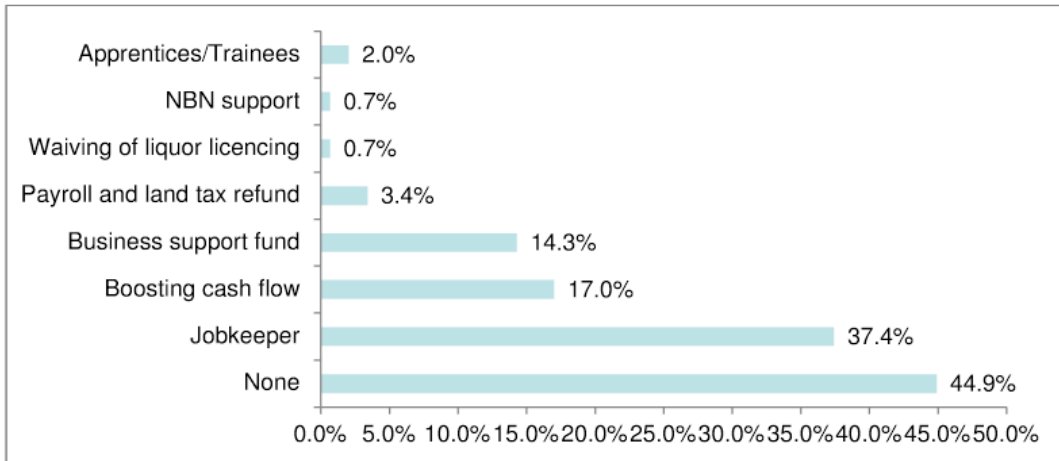




**Table 5: Impact on Business Turnover**



**Table 6: Applications to State and Federal Business Support Packages**



# **ASSETS AND PRESENTATION**

## **15. ASSETS AND PRESENTATION**

**Agenda Item: 15.1**

**Agenda Item: 2020/21 Black Spot Funding Project - Boolarra Mirboo North Road**

**Sponsor: General Manager, Assets and Presentation**

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

**Status: For Decision**

### **Proposed Resolution:**

**That Council endorses the proposed 2020/21 Black Spot program projects including changing the speed limit from 100km/h to 80km/h on Boolarra-Mirboo North Road, Boolarra, from the boundary with South Gippsland Shire to the current 60km/h zone near Limonite Road, Boolarra.**

### **Executive Summary:**

- The Federal Government's Infrastructure Investment Black Spot Program is an on-going road safety program committed to reducing the risk and severity of crashes.
- Regional Roads Victoria (RRV) identified the section of Boolarra Mirboo North Road, Mirboo North as a potential project due to a crash history of two serious crashes and two non-serious injury crashes over a 5 year period.
- The common trend in the crash history for the subject length of road is run-off related crashes at curves.
- The physical measures proposed are primarily improved delineation (chevron alignment markers, guideposts, sections of safety barriers), and some sealing the road edge particularly at driveway entrances to reduce gravel coming onto the road.
- As the loss of motorist control is also related to speed, it is also proposed to reduce the posted speed limit from 100km/h to 80 km/h.
- Council Officers reviewed the proposed treatments and submitted a proposal funding proposal for \$145,000 for RRV to assess. RRV endorsed the proposal to the Federal Minister of Infrastructure, Transport and Regional

Development.

- Consultation on the speed limit reduction was by way of writing to the 17 residences directly affected. The consultation did not elicit any response. As it was identified in the letter that a lack of response would be deemed as approval, it is considered to be well supported.
- If Council resolves to proceed with the endorsement of the speed limit change any related Black Spot funding offer will be accepted and an application made to Regional Roads Victoria for the proposed speed limit change.

### **Background:**

The Federal Government's Infrastructure Investment Black Spot Program is an on-going road safety program committed to reducing the risk and severity of crashes. Each year, Councils are invited to submit their road safety improvement proposals as part of the program, which in 2019/2020 provided \$26.8 million to fund safer road infrastructure across Victoria.

Nearly 40% of all fatal and serious injury crashes across the Gippsland occurs on municipal roads. In 2019, 8 lives were lost on municipal roads; more than a third of all the lives lost on Gippsland roads.

As an active road safety partner Regional Roads Victoria (RRV) reviewed the crash history within Latrobe City and requested submissions for funding under the 2020-2021 Infrastructure Investment Black Spot Program.

Their review identified a section of Boolarra Mirboo North Road, Boolarra as a potential project because over the 5 year period ending December 2018 there were 2 serious injury crashes and 2 other injury crashes.

Council Officers engaged a traffic safety consultant to review the subject length road in light of the crash history to identify safety issues and relevant propose treatments.

### Nomination Overview

The predominant crash trend involves run-off road crashes on curves. One crash indicated the driver ran-off the road to the right into the path of oncoming vehicle. One crash was omitted due to it being a one-off animal related crash.

A site inspection was conducted during the morning of 13 August 2019. The conditions during the site inspection were raining and wet. The following issues were identified, which may have contributed to the crashes:

- Insufficient warning of approaching curves
- Chevron alignment markers (CAMs) are not installed back-to-back, therefore only providing delineation in one direction
- Existing delineation devices (i.e. guideposts, CAMs) are in poor condition

- Unsealed roadside access bell mouths at the curves may result in loose gravel spilling onto the road, posing a hazard particularly to motorcyclists

The measures proposed are primarily to improve delineation (CAMs, guideposts and line marking), reduce the ingress of gravel onto the road, and to reduce the regulatory speed limit.

- Delineation and Surface treatments
  - Install new guideposts
  - Install curve warning signs, speed advisory signs and chevron alignment markers
  - Install perceptual dragon teeth line marking on approach to a curve
  - Seal some driveway bell mouths / road edge to reduce gravel ingress onto the road
- Speed Limit reduction
  - Remove the existing 100 km/h signs within the subject sections
  - Install 80 km/h speed limit signs along the subject lengths
  - Install new speed limit ahead signs (temporary)
  - Install new limit supplementary signs (temporary)
  - From the 60km/h sign west of Limonite Road to the Council boundary with the South Gippsland Shire

### Delineation

The treatments are proposed along the length of Boolarra- Mirboo North Road under the care and control of Council (Figure 1). Similar delineation improvement has already been implemented by South Gippsland Shire.

Council Officers consider that the proposed delineation and warning treatments will greatly enhance driver awareness of the dangers.

Due to the likely high component of motorcyclists, Council Officers will explore the use of collapsible Chevron Alignment Markers (CAMs) at one or more locations. These CAMs have the normal marking mounted on a series of flexible blades that are less harmful if struck by a motorcyclist who leaves the road at speed.

### Speed reduction

The proposed speed reduction would be a joint proposal with Latrobe City and South Gippsland Shire Councils from Boolarra to Mirboo North.

South Gippsland Shire have consulted with the residents that live in their municipality and have advised that the speed reduction proposal is supported by their community. They have or will make a similar request to RRV for their section of the road.

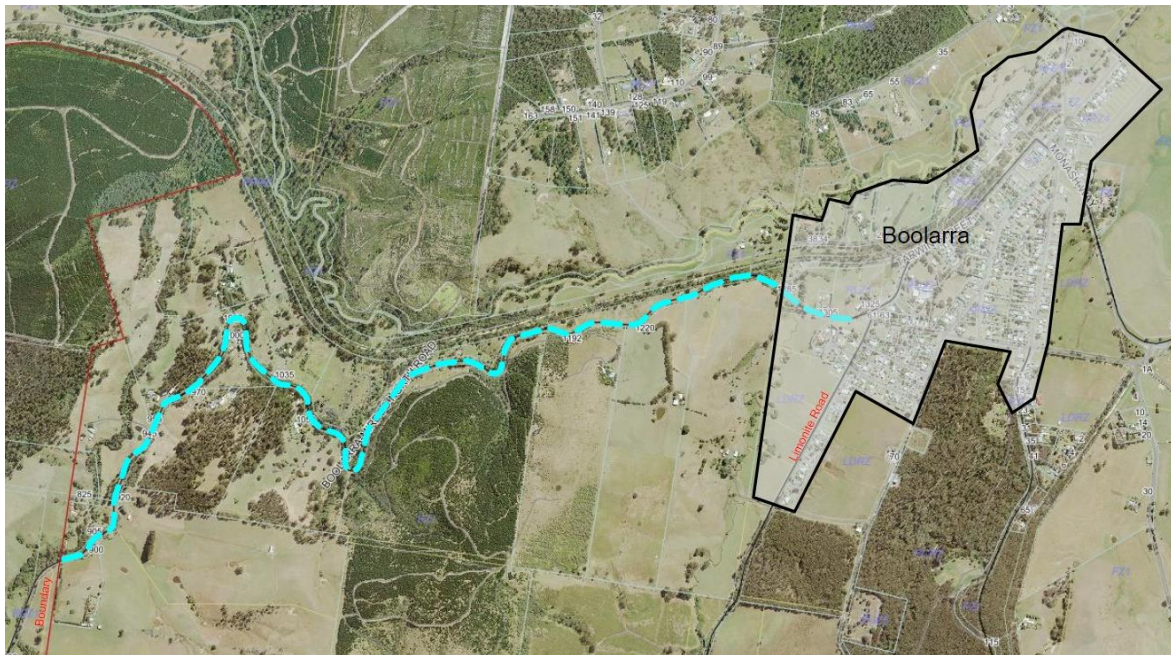
Within Latrobe City, consultation was undertaken between 5 May 2020 and 1 June 2020 with 17 residences who would be directly impacted by the proposed works and speed limit reduction.

Council Officers did not receive any feedback from the residents in response to its consultation. The letters clearly stated that no feedback will be deemed as an approval to the proposal.

Council Officers also engaged with the relevant VicPol and Highway Patrol officers who support the proposed speed reductions.

Council Officers support it as 80km/h is considered a more appropriate speed for the road alignment and dangers presented.

Latrobe City Council would receive approximately \$145,000 for its project to be delivered in the 2020/21 Financial Year.



**Figure 1: Project Location**

**Issues:**

**Strategy Implications**

This Briefing report is consistent with Council Plan Strategic Objective 5:

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



***Communication***

There has been communication with other agencies who support the proposal. South Gippsland Council are or will shortly engage in the media related to their existing proposed speed limit reduction.

***Financial Implications***

The project is estimated at \$145,000 and the works would be fully funded by the Black Spot program.

***Risk Analysis***

The work is routine, would be undertaken in accordance with the normal controls, consultation with the affected residents has been undertaken, and the configuration of the road is suited to 80km/h. There are no Risk Likelihoods that are not Rare or Low.

Other speed limit changes from 100km/h to 80km/h have received criticism due to the perceived loss of time travelling the roads. In this instance the road alignment and comfortable driving speed is such that this criticism is very unlikely, and with the higher than normal crash statistics, the consequence of the criticism is likely to be Minor.

***Legal and Compliance***

All works and activities will be undertaken in compliance with the relevant processes and legislation.

***Community Implications***

The change in speed limit will not have a significant impact on the driving times etc. and therefore the negative implication of this is outweighed by the enhanced safety.

***Environmental Implications***

There are no environmental implications in the proposed works.

***Consultation***

Consultation was undertaken directly with 17 residences who live along the road. No feedback was received in response to the letter.

The letter clearly stated that a non-response would be construed as supporting the proposal.

South Gippsland Shire have polled the residents within their municipality and indicate that there is support for the proposed speed limit reduction.

***Declaration of Interests:***

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

**Supporting Documents:**

Nil

**Attachments**

Nil

**Agenda Item: 15.2**

**Agenda Item: Federal Government Local Roads and Community Infrastructure Stimulus Program - Proposed Projects List**

**Sponsor: General Manager, Assets and Presentation**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Endorses the list of selected projects, as set out in the report, to be funded by the \$1.7 million allocation awarded to Latrobe City Council from the Australian Government Local Roads and Community Infrastructure Program; and**
- 2. Endorses Council officers to progress the process for approval from the funding authorities and to commence the delivery of selected projects.**

**Executive Summary:**

As part of its support for communities and to drive economic activity in response to the effects of the COVID-19 pandemic, the Australian Government has allocated direct funding to all Local Government Authorities (LGAs) via its Local Roads and Community Infrastructure Program.

Latrobe City has been allocated a total of \$1.7 million to be utilised in line with the prescribed criteria. It is understood that the process is that once the projects are selected, they are approved by the Department of Infrastructure, Transport, Regional Development and Communications (DITRDC) and Latrobe City Council is then enabled to deliver them.

The funds will be available from 1 July 2020 and the projects are to be completed by 30 June 2021.

The following is a summary of the acceptable project types and criteria.

### **Local Roads**

- Traffic signs and control equipment
- Bridges
- Heavy vehicle rest areas
- Road and sidewalk maintenance additional to normal capital works

### **Community Infrastructure**

- CCTV
- Bike and walk paths
- Painting or improvements to community facilities
- Repair or replace fencing
- Increased accessibility
- Landscaping
- Playgrounds and skate parks
- Off road car parks

A long list of potential projects was previously developed based on the future known capital works and community ventures – see attached list. This list totals more than the available \$1.7 million.

Following feedback from Councillors, a list of projects that meet the criteria (approx. \$1.7 million) has been developed by officers and is presented for approval by Councillors, so that the projects can then be endorsed by the Australian Government funding body.

A supplementary list has also been compiled by the officers to be used in cases where a project may be rejected by the funding authority, or further projects are able to be included and delivered if savings are realised from the initial list of projects. The process to select a supplementary project/s would be brought back to Council for approval.

The list currently shows an unsubscribed amount of \$41,000 which could be immediately applied to a supplementary project or could be used as a contingency for the initial list's delivery. It is suggested that a further report will be provided once the detailed costs of all projects are known and any uncommitted funds are guaranteed.

Project name/description	Category	Total Project Cost \$	Required Funding from Fed Govt \$	Recommended \$
Downies Lane Bridge, Traralgon South - Bridge reconstruction	Bridge	600,000	300,000	300,000
Two Mile Road and Coalville Road, Moe South - Construct Pancake Roundabout	Traffic Device	30,000	30,000	30,000
Evelyn Street and Austin Street, Moe - Construct Raised Intersection and Road Humps	Traffic Device	55,000	55,000	55,000
Booth Street and Vincent Road, Morwell - Install Road Humps	Traffic Device	8,000	8,000	8,000
Gilles Crescent, Morwell - Install Road Humps	Traffic Device	10,000	10,000	10,000
Kirk Street and Hasthorpe Street, Moe - Surface Renewal	Traffic Device	250,000	250,000	250,000
Comans Road, Morwell - Install Road Humps	Traffic Device	20,000	20,000	20,000
Upgrade tourism signage - Latrobe City Arterial Road network	Signage	100,000	100,000	100,000
Footpath Construction Implementation Program Year	Footpath			

5				
<i>Saviges Rd Moe</i>	Footpath	195,000	195,000	195,000
<i>Mount Hope Rd Tyers</i>	Footpath	90,000	90,000	90,000
<i>Coalville Rd Moe</i>	Footpath	100,000	100,000	100,000
<i>Keith Morgan Dve Traralgon South</i>	Footpath	85,000	85,000	85,000
<i>McNairn Rd Traralgon</i>	Footpath	60,000	60,000	60,000
Toners Lane Water Supply – connect town water to precinct	Infrastructure	300,000	300,000	300,000
Traralgon Tennis Centre - Resurface Courts 19-24	Community facility	56,000	56,000	56,000
Supplementary List				
<i>TRRCR 3 - Spillway (Deanes) Bridge reconstruction</i>	<i>Community infrastructure</i>	<i>100,000</i>	<i>100,000</i>	
<i>Flynn Creek Rd Widening</i>	<i>Road works</i>	<i>300,000</i>	<i>300,000</i>	
<i>Agnes Brereton Reserve Netball Courts resurfacing</i>	<i>Community infrastructure</i>	<i>150,000</i>	<i>150,000</i>	
<i>Play spaces - new and renewal depending on funding amount</i>	<i>Community facilities</i>	<i>Dependant on level</i>	<i>TBD</i>	
<i>Mathison Park Regional Play space - Churchill</i>	<i>Community facility</i>	<i>1,000,000</i>	<i>TBD</i>	
<i>Drinking fountain – Agnes Brereton Park</i>	<i>Community facility</i>	<i>10,000</i>	<i>10,000</i>	
<i>Yinnar Recreation Reserve – Netball Court resurfacing x 2</i>	<i>Community facility</i>	<i>250,000</i>	<i>250,000</i>	



<i>Ted Summerton Reserve – single netball court resurfacing</i>	<i>Community facility</i>	<i>125,000</i>	<i>125,000</i>	
<i>Solar lighting –Manning Drive Churchill</i>	<i>Lighting project</i>	<i>TBD</i>	<i>TBD</i>	
<i>Traralgon Court House – internal painting of selected walls</i>	<i>Community facility</i>	<i>TBD</i>	<i>TBD</i>	
Total Selected				1,659,000
Uncommitted				41,000
Total Funding Available				1,700,000

For additional potential project options refer to the long list (attachment 2).

**Background:**

The Australian Government has allocated \$1.7 million to Latrobe City Council as part of its Local Roads and Community Infrastructure Program designed to support the effects of COVID-19 and as a stimulus for economic activity in communities.

As an allocated funding program, Council is required to select projects that are additional to normal capital works and present the selected projects to the Department of Infrastructure, to ensure they meet the criteria and are ratified.

The program has the following parameters and criteria. More detail can be found in attachment 3 (Irci program factsheet).

Funding Package	<ul style="list-style-type: none"> <li>▪ Local Roads and Community Infrastructure</li> </ul>
Government:	<ul style="list-style-type: none"> <li>▪ Australian</li> </ul>
Funding Parameters:	<ul style="list-style-type: none"> <li>▪ Allocation of \$1.7 million</li> <li>▪ Roads, Paths and Community Facilities</li> </ul>
Relevant Dates:	<ul style="list-style-type: none"> <li>▪ Available from July 1, 2020</li> <li>▪ Complete by June 30, 2021</li> </ul>
Key Points of Note:	<ul style="list-style-type: none"> <li>▪ Must be additional normal capital works</li> <li>▪ Can bring projects forward</li> <li>▪ Must be additional to pre-COVID works program</li> </ul>

Program Preferred Outcomes:	<ul style="list-style-type: none"> <li>▪ Increased accessibility , visual amenity, and safety benefits</li> </ul>
Program Eligibility:	<ul style="list-style-type: none"> <li>▪ Local Roads               <ul style="list-style-type: none"> <li>- Traffic signs</li> <li>- Traffic control equipment</li> <li>- Bridge or tunnel</li> <li>- Heavy vehicle rest area/weigh station</li> <li>- Road and sidewalk maintenance</li> </ul> </li> <li>▪ Community Infrastructure               <ul style="list-style-type: none"> <li>- CCTV</li> <li>- Bike and walking paths</li> <li>- Painting or improvements to community facilities</li> <li>- Repair or replace fencing</li> <li>- Increased accessibility</li> <li>- Landscaping eg roundabouts</li> <li>- Picnic shelters</li> <li>- Playgrounds and skate parks</li> <li>- Off road car parks</li> </ul> </li> </ul>

Approximately two months ago Minister McCormack wrote to Latrobe City Council requesting a list of potential projects that would be able to be delivered in the next 6 to 12 months. A list of projects totalling some \$3.7 million was prepared based on the current known projects. This list has since been used as the basis for the selection of eligible projects for the \$1.7 million funding that has been allocated to Latrobe City.

Once the selection criteria were clarified further, additional projects were added to the long list for consideration (see attachment 2).

As a result of discussion and feedback, officers have proposed the following list of projects that meet the criteria and total within the allocated budget. These are presented for approval by Council.

A supplementary list has also been compiled by the officers to be used in cases where a project may be rejected by the funding authority or further projects are able to be included and delivered, if savings are realised from the initial list of projects. The process to select a supplementary project/s would be brought back to Council for approval.

The list currently shows an unsubscribed amount of \$41,000 which could be immediately applied to a supplementary project or could be used as a contingency for the initial list's delivery. It is suggested that a further report will be provided once the detailed costs of all projects are known and any uncommitted funds are guaranteed.

Project name/description	Category	Total Project Cost \$	Required Funding from Fed Govt \$	Recommended \$
Downies Lane Bridge, Traralgon South - Bridge reconstruction	Bridge	600,000	300,000	300,000
Two Mile Road and Coalville Road, Moe South - Construct Pancake Roundabout	Traffic Device	30,000	30,000	30,000
Evelyn Street and Austin Street, Moe - Construct Raised Intersection and Road Humps	Traffic Device	55,000	55,000	55,000
Booth Street and Vincent Road, Morwell - Install Road Humps	Traffic Device	8,000	8,000	8,000
Gilles Crescent, Morwell - Install Road Humps	Traffic Device	10,000	10,000	10,000
Kirk Street and Hasthorpe Street, Moe - Surface Renewal	Traffic Device	250,000	250,000	250,000
Comans Road, Morwell - Install Road Humps	Traffic Device	20,000	20,000	20,000
Upgrade tourism signage - Latrobe City Arterial Road network	Signage	100,000	100,000	100,000
Footpath Construction Implementation Program Year	Footpath			

Project name/description	Category	Total Project Cost \$	Required Funding from Fed Govt \$	Recommended \$
5				
<i>Saviges Rd Moe</i>	Footpath	195,000	195,000	195,000
<i>Mount Hope Rd Tyers</i>	Footpath	90,000	90,000	90,000
<i>Coalville Rd Moe</i>	Footpath	100,000	100,000	100,000
<i>Keith Morgan Dve Traralgon South</i>	Footpath	85,000	85,000	85,000
<i>McNairn Rd Traralgon</i>	Footpath	60,000	60,000	60,000
Toners Lane Water Supply – connect town water to precinct	Infrastructure	300,000	300,000	300,000
Traralgon Tennis Centre - Resurface Courts 19-24	Community facility	56,000	56,000	56,000
Supplementary List				
<i>TRRCR 3 - Spillway (Deanes) Bridge reconstruction</i>	<i>Community infrastructure</i>	<i>100,000</i>	<i>100,000</i>	
<i>Flynn Creek Rd Widening</i>	<i>Road works</i>	<i>300,000</i>	<i>300,000</i>	
<i>Agnes Brereton Reserve Netball Courts resurfacing</i>	<i>Community infrastructure</i>	<i>150,000</i>	<i>150,000</i>	
<i>Play spaces - new and renewal depending on funding amount</i>	<i>Community facilities</i>	<i>Dependant on level</i>	<i>TBD</i>	
<i>Mathison Park Regional Play space - Churchill</i>	<i>Community facility</i>	<i>1,000,000</i>	<i>TBD</i>	

Project name/description	Category	Total Project Cost \$	Required Funding from Fed Govt \$	Recommended \$
<i>Drinking fountain – Agnes Brereton Park</i>	<i>Community facility</i>	<i>10,000</i>	<i>10,000</i>	
<i>Yinnar Recreation Reserve – Netball Court resurfacing x 2</i>	<i>Community facility</i>	<i>250,000</i>	<i>250,000</i>	
<i>Ted Summerton Reserve – single netball court resurfacing</i>	<i>Community facility</i>	<i>125,000</i>	<i>125,000</i>	
<i>Solar lighting –Manning Drive Churchill</i>	<i>Lighting project</i>	<i>TBD</i>	<i>TBD</i>	
<i>Traralgon Court House – internal painting of selected walls</i>	<i>Community facility</i>	<i>TBD</i>	<i>TBD</i>	
Total Selected				1,659,000
Uncommitted				41,000
Total Funding Available				1,700,000

It is proposed that the list of selected projects meet the criteria as prescribed by the funding authority. Once Councillors endorse the selected list, it will be presented to the funding authority for ratification before the projects then are delivered by Latrobe City Council officers. This work will have priority as it needs to be delivered within strict timeframes to support the stimulus of activity in the community.

**Issues:**

*Strategy Implications*

The projects in the list strongly support the Council Plan namely in terms of providing improved community amenity and delivering economic benefit increased activity.

*Communication*

Once the program of projects is approved, a communications plan needs to be implemented to inform the community of the outcomes and benefits.

*Financial Implications*

This program provides all new funding and supports some existing budget provisions that would have been required in future budgets. The delivery of all of the projects will require existing human resources within Latrobe City.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Service Delivery Risk</b></p> <p>The delivery of \$1.7M worth of projects will create additional workload for the existing staff.</p>	2 (Unlikely)	<p>Early and comprehensive planning will be required.</p> <p>Allocation of resources will be well managed.</p> <p>There may be a requirement for additional resources to manage the list of projects</p>
<p><b>Occupational Health and Safety Risk</b></p> <p>All projects will be delivered by external contractors</p>	2 (Unlikely)	<p>Procurement process will ensure contractors have necessary practices in place.</p>
<p><b>Financial Risk</b></p> <p>Proposed budget for each project is under estimated</p>	2 (Unlikely)	<p>Ensure complete investigation is done prior to any contract letting.</p> <p>Ensure scope is deliverable</p>
<p><b>Reputational Risk</b></p> <p>Projects may not deliver to expectations or needs</p>	1 (Rare)	<p>Work with the user groups to scope the project and provide strong communications</p>
<p><b>Legal/Regulatory Risk</b></p> <p>Projects are not delivered within LCC policies</p>	1 (Rare)	<p>Ensure strong skilled based management of each contract through entire process</p>
<p><b>Strategic Risk</b></p> <p>Projects don't meet</p>	1 (Rare)	<p>Ensure projects are selected to meet identified</p>



Identified risk	Risk likelihood*	Controls to manage risk
strategic intent		strategies and strong consultation is adhered to

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

*Legal and Compliance*

Meet the requirements of the funding agreements once signed.

*Community Implications*

This program will have a string positive benefit to the community at large as an economic stimulus package.

*Environmental Implications*

NA

*Consultation*

Consultation has not taken place other than in the preparation of existing plans. Further consultation will occur during any detailed planning.

*Other*

NA

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Initial proposed list of projects for consideration
- 2 [↓](#). Long list of projects for consideration
- 3 [↓](#). Government criteria for project selection

## **15.2**

### **Federal Government Local Roads and Community Infrastructure Stimulus Program - Proposed Projects List**

- |          |  |            |
|----------|--|------------|
| <b>1</b> | <b>Initial proposed list of projects for consideration .....</b> | <b>209</b> |
| <b>2</b> | <b>Long list of projects for consideration .....</b>             | <b>210</b> |
| <b>3</b> | <b>Government criteria for project selection .....</b>           | <b>214</b> |

ID	Project name/description		Funding from Fed Govt	Total Project Cost	Locale/suburb	RUNE	Category	Recom'd
1	Downies Lane Bridge, Traralgon South	Bridge Renewal (50% Federal funded)	300,000	600,000	Traralgon south	Renew	Bridge	300,000
2	Toners Lane Reserve, Morwell	New Water Supply to Reserve Facility	300,000	300,000	Morwell	Gift (GW Asset)	Community facility	300,000
3	Traralgon Tennis Centre, Traralgon	Resurface Tennis Courts	56,000	56,000	Traralgon	Upgrade	Community facility	56,000
4	Coalville Rd Moe	New Footpath - Year 4	100,000	100,000	Moe	New	Footpath	100,000
5	Keith Morgan Dve Traralgon South	New Footpath - Year 4	85,000	85,000	Traralgon South	New	Footpath	85,000
6	Mount Hope Rd Tyers	New Footpath - Year 4	90,000	90,000	Tyers	New	Footpath	90,000
7	McNairn Rd Traralgon	New Footpath - Year 5	60,000	60,000	Traralgon	New	Footpath	60,000
8	Saviges Rd Moe	New Footpath - Year 5	195,000	195,000	Moe	New	Footpath	195,000
9	Latrobe City Arterial Road network	Renew Tourism Signage	100,000	100,000	All	Upgrade	Signage	100,000
10	Booth Street and Vincent Road, Morwell	Install Road Humps	8,000	8,000	Morwell	New	Traffic Device	8,000
11	Comans Road, Morwell	Install Road Humps	20,000	20,000	Morwell	New	Traffic Device	20,000
12	Evelyn St and Austin St, Moe	New Raised Intersection & Road Humps	55,000	55,000	Moe	New	Traffic Device	55,000
13	Gilles Crescent, Morwell	Install Road Humps	10,000	10,000	Morwell	New	Traffic Device	10,000
14	Kirk Street and Hasthorpe Street, Moe	Road Surface Renewal	250,000	250,000	Moe	New	Traffic Device	250,000
15	Two Mile Rd / Coalville Road, Moe South	Construct 'Pancake' Roundabout	30,000	30,000	Moe	New	Traffic Device	30,000
<b>Total</b>			<b>1,659,000</b>	<b>1,959,000</b>				

Shortfall 41,000

Supplemental List							
Queens Parade Play Space	Play Space Renewal						
Flynn Creek Road, Flynn	Road Widening Stage 3	300,000	300,000	Flynn	Expand	Road Construction	
Agnes Brereton Reserve, Traralgon	Resurface all courts	150,000	150,000	Traralgon	Renew	Community facility	
Traralgon Railway RCR, Traralgon - Spillway Bridge	Bridge Renewal	100,000	100,000	Traralgon	Renew	Footbridge	

Extra							
Buckleys Road, Morwell	New Final Seal	30,000	50,000	Morwell	New	Road Surfacing	
Coxalls Road, Jeeralang	Construct Turnaround	50,000	50,000	Jeeralang	New	Road Construction	
Grey Street , Tyers Traralgon to Grubb, Traralgon	New Pathway Lighting	120,000	120,000	Traralgon	New	Public Lighting	
Hazelwood Rd / Commercial Rd, Morwell	Renew Traffic Signal Equipment	150,000	35,000	Morwell	Renew	Traffic Control	
Lewis Road Bridge - Yinnar South	Bridge Renewal	325,000	325,000	Yinnar South	Renew	Bridge	
Traralgon Railway RC Reserve, Traralgon	Construct New Bus Turnaround	40,000	40,000	Traralgon	New	Road Construction	
Traralgon Railway RC Reserve, Traralgon	New Path around Reserve.	400,000	400,000	Traralgon	New	Footpath	
Traralgon Railway RC Reserve, Traralgon	New Signs within the park	12,000	12,000	Traralgon	New	Signage	
Traralgon Railway RC Reserve, Traralgon	Rehabilitate (Desilt) the dam basin	1,000,000	1,000,000	Traralgon	Renew	Waterway	
Traralgon Railway RC Reserve, Traralgon	Strengthen and seal Hickox carpark	80,000	80,000	Traralgon	New	Carpark	
Tyers Traralgon Road - Scrubby to Grey , Traralgon	New pathway lighting	160,000	160,000	Traralgon	New	Public Lighting	

Locale	Recom'd
All	100,000
Flynn	-
Jeeralang	-
Moe	630,000
Morwell	338,000
NA	-
Traralgon	116,000
Traralgon south	385,000
Tyers	90,000
Yinnar South	-
	-
	<b>1,659,000</b>

RUNE Category	Recom'd
Renew	300,000
Upgrade	156,000
New	903,000
Expand	-
Gift (GW Asset)	300,000
	<b>1,659,000</b>

Locale	Recom'd
Bridge	300,000
Carpark	-
Community facility	356,000
Footbridge	-
Footpath	530,000
Public Lighting	-
Road Construction	-
Road Surfacing	-
Signage	100,000
Traffic Control	-
Traffic Device	373,000
Waterway	-
	<b>1,659,000</b>

**Local Government Road and Community Infrastructure Projects – Long List**

Project name/description	Total Project Cost	Category	Safety	Justification
Downies Lane Bridge - Bridge Reconstruction, Traralgon South	600,000	Full Renewal	Improve	Bridge at the end of its useful life. Highest priority bridge renewal project
Scrubby Lane Culvert, Traralgon South - Culvert Reconstruction	330,000	Major Rehabilitation	Significant Improvement	Road Safety (guardrails) combined with substandard culverts.
Lewis Road Bridge - Bridge Reconstruction, Yinnar	325,000	Full Renewal	Neutral	Low use bridge but is nearing end of useful life. Design prepared.
Buckleys Road, Morwell - Final Seal	\$50,000	Upgrade	Neutral	Support economic activity. The initial seal is being applied as part of the current project. This final seal will help protect the works.
Hazelwood Road and Commercial Road intersection, Morwell - Replace aged signal equipment	\$35,000	Renewal	Neutral	Plan to reuse old equipment. Very bad timing as we will reconstruct as part of
Flynn Creek Road, Flynn - Road Widening Stage 3	300,000	Upgrade and Renewal	Significant Improvement	The widening of this important connector between Princes Highway and Hyland Highway would be completed.
Albert Street, Moe – Road Surface renewal: Market Street to Kirk Street	300,000	Full Renewal	Neutral	The road surface is nearing the end of its useful life. No specific justification other than the high cost impacting the overall program.
Wirraway Road, Moe - Install Two lane angled slowpoint	\$30,000	Renewal and Upgrade	Significant Improvement	Frequent minor crashes on the existing single lane angled slow point. Would help slow and separate traffic (improve safety).
Two Mile Road and Coalville Road, Moe South - Construct Pancake Roundabout	\$30,000	New	Significant Improvement	Numerous near misses at this wide intersection. Two high speed roads with a driveway. Strong support.
Evelyn Street and Austin	\$55,000	New	Improvement	Adjacent resident strongly supports although there is no crash

Street, Moe - Construct Raised Intersection and Road Humps				history.
Booth Street and Vincent Road, Morwell - Install Road Humps	\$8,000	New	Improvement	Resident survey supports taking action.
Gillie Crescent, Morwell - Install Road Humps	\$10,000	New	Improvement	Resident survey supports taking action.
Comans Road – Install Road Humps	\$20,000	New	Improvement	Resident survey supports taking action.
Kirk Street and Hasthorpe Street, Moe - Surface Renewal	\$250,000	Full Renewal	Neutral	The road surface is nearing the end of its useful life. No specific justification other than the high cost impacting the overall program.
Old Sale Road, Newborough - Renew Kerbs in Central Median	\$20,000	New	Neutral	Existing roadedge defined by cobbles. Proposal is to construct concrete kerbs.
Coxalls Road, Resheet gravel road, Renew culvert, and Construct Large Vehicle Turnaround	\$50,000	New	Neutral	This will reduce the maintenance caused by damage by waste vehicles turning around, and reduce resheeting costs.
Upgrade tourism and town entry signage - Latrobe City Arterial Road network, Latrobe City	\$100,000	Full Renewal	Neutral	This project would extend the program to renew and improve the appearance of the town entry signage.
Footpath construction: <ul style="list-style-type: none"> <li>• Mount Hope Road, Tyers</li> <li>• Coalville Road, Moe</li> <li>• Keith Morgan Dve, Traralgon Sth</li> <li>• McNairn Road, Traralgon</li> <li>• Saviges Road, Moe</li> </ul>	\$530,000	New	Neutral	This New Footpath program is identified for 2021/22. By bringing it forward with external funds it would allow other projects identified over the last 5 years to form a new program.
TRRCR 1 – Bus turnaround	\$35,000	New	Neutral	Would assist the TRRCR community group to host functions.

and parking				
TRRCR 2 – Path circuit around Reservoir reserve.	\$400,000	New	Neutral	Would add length of path within park to encourage more walking.
TRRCR 3 – Deanes (Spillway) Bridge renewal	\$100,000	New	Neutral	Existing bridge handrail is failing and Officers are advised the bridge needs replacement.
TRRCR 4 – Strengthen and seal Hickox carpark	\$80,000	New	Neutral	Would complement the new toilet facilities.
TRRCR 5 – Desilting of the reservoir	\$1,000,000	Renewal	Neutral	This is one of several dams in Latrobe in need of desilting.
TRRCR 6 – Signs within the park	\$12,000	Renewal	Neutral	There are several signs within the park that are in need of replacement
Hare House Mathieson Park – Stabilise and repair	\$50,000	Operating	Significant safety	The walls of this historic building are in danger of falling down. Remedial action to stabilise is required.
Upgrade Mathieson Park playground to a regional playground	\$1,000,000 plus	Upgrade	Neutral	
Agnes Brereton Netball Court resurfacing	\$150,000	Renewal/operating	Neutral	Due to contaminants in the asphalt surface the vinyl courts are heavily stained and some cracks are appearing. Although usable with minor repairs a more complete fix is recommended.
Raid works and Pathway Connection between GRAC and LCP Precincts	\$150,000	Upgrades	Planning requirement and safety	It is a planning requirement that the GRAC car park is directly accessible to the LCP patrons. The access across Breed St needs to be relocated due to a ‘turn in’ lane to GRAC.
Traralgon Tennis Court 19-24 Resurface	56,000			Will support further events and tourism – economic benefit



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Australian Government  
Department of Infrastructure, Transport,  
Regional Development and Communications

## Local Roads and Community Infrastructure Program

As the closest tier of government to the community, local governments have a critical role in delivering vital services and ensuring the quality of life for communities across Australia. Local governments are now also playing a key role in protecting the community from the impacts of COVID-19.

The Australian Government has committed \$500 million to the Local Road and Community Infrastructure Program (LRCI Program) to support jobs, businesses and the resilience of local economies.

From 1 July 2020, councils will be able to access funding to support delivery of priority local road and community infrastructure projects.

### Who will receive funding?

All local councils will be eligible for funding under the LRCI Program.

State governments and the shires of Christmas Island, Cocos (Keeling) Islands and Norfolk Island and the Lord Howe Island Board that deliver council services to unincorporated areas in their jurisdiction will also be eligible for funding.

In addition, the Northern Territory Government will be eligible for funding for roads in areas which until 2008 were unincorporated and for which responsibility has not been transferred to relevant councils.

### How much funding will each council receive?

Each council will receive a share of funding under the Local Roads and Community Infrastructure Program (see *Local Roads and Community Infrastructure Program: Funding Allocations*).

A council's share of funding has been calculated in a similar way to how the Roads to Recovery Program and the road component of the Financial Assistance Grants works. This formula takes into consideration road length and population and is based on recommendations of Local Government Grants Commissions.

### How can councils apply for funding?

Councils will be able to select the projects to be funded in their community according to priorities at the local level.

Similar to the Roads to Recovery Program, councils will need to submit a Work Schedule that outlines the project(s) they plan to undertake.

As long as these projects are eligible local road or community infrastructure projects, they will receive funding.

## What projects will be eligible for funding?

Funding is available for local road and community infrastructure projects that involve the construction, maintenance and/or improvements to council-owned assets (including natural assets) that are generally accessible to the public.

Projects will need to deliver benefits to the community, such as improved accessibility, visual amenity and safety benefits.

Eligible local road projects could include works involving any of the following associated with a road:

- traffic signs;
- traffic control equipment;
- street lighting equipment;
- a bridge or tunnel;
- a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);
- facilities off the road that support the visitor economy; and
- road and sidewalk maintenance, where additional to normal capital works schedules.

Eligible community infrastructure projects could include works involving:

- Closed Circuit TV (CCTV);
- bicycle and walking paths;
- painting or improvements to community facilities;
- repairing and replacing fencing;
- improved accessibility of community facilities and areas;
- landscaping improvements, such as tree planting and beautification of roundabouts;
- picnic shelters or barbeque facilities at community parks;
- playgrounds and skateparks (including all ability playgrounds);
- noise and vibration mitigation measures; and
- off-road car parks (such as those at sporting grounds or parks).

## When will funding be available?

Funding will be available from 1 July 2020.

## Are there any conditions that apply to funding?

Councils will need to complete all project works by 30 June 2021 to receive their full nominal share of funding.

Councils will also need to demonstrate that projects are additional to their pre-COVID-19 work program for 2020-21. If a project has been brought forward from a future work program it will be eligible for funding.

Additional conditions, such as signage requirements, will be outlined in program guidelines, which are currently being finalised.

## What are the next steps?

The Department of Infrastructure, Transport, Regional Development and Communications will be consulting with local government organisations to finalise implementation arrangements for the LRCI Program.

Councils will then be asked to agree to the program arrangements and identify local projects in their area.

# **COMMUNITY HEALTH AND WELLBEING**

**16. COMMUNITY HEALTH AND WELLBEING**

**Agenda Item: 16.1**

**Agenda Item: Considerations of submissions and endorsement of the 2020/21 Community Grant and Sponsorship Programs**

**Sponsor: General Manager, Community Health and Wellbeing**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Having considered all submissions received to the Draft Grant and Sponsorship Program guidelines, endorses the following grant and sponsorship programs:**
  - **Community Grants Program (attachment 2)**
    - **Minor Capital Works**
    - **Minor Equipment**
    - **Community Wellbeing**
    - **Community Events – Minor**
    - **Community Events – Significant**
  - **Community Sponsorship (attachment 3)**
    - **Community Sponsorship – Minor**
    - **Community Sponsorship – Major**
    - **Natural Disaster Relief Fund**



- **Christmas Festivity Grant (attachment 4)**
  - **DREAM Individual Support Grant (attachment 5)**
  - **Participation Sponsorship (attachment 6)**
  - **Annual Operational Support Grant (attachment 7)**
  - **Annual Maintenance Grant (attachment 8)**
  - **Biodiversity on Rural Land Grant (attachment 9)**
  - **Seven Small Towns Minor Capital Works Program (attachment 10)**
  - **Annual Economic Development Fund, Sponsorship and Membership Program (attachment 11)**
  - **Tourism and Major Events Advisory Committee: Major Events Selection and Funding Framework (attachment 12);**
- 2. Advises those persons/groups who made written submissions to the Draft Grant and Sponsorship Program guidelines of Council's decision; and**
- 3. Requests officers to deliver a detailed communication and engagement plan following the endorsement of the grant and sponsorship programs, in line with program guidelines.**

**Executive Summary:**

- Following a Council resolution at the 4 May 2020 Ordinary Council Meeting, the draft Community Grant and Sponsorship Guidelines and Annual Economic Development Programs were provided to the community for feedback.
- Over 1,000 emails were sent to community members advising them of the four week community consultation period. Along with these emails, the consultation period was also advertised on Latrobe City Council's 'Have Your Say' page, Facebook page and in the Latrobe Valley Express.
- A total of 36 submissions were received. At least one submission was received for each of the draft program guidelines. Of these submissions received 32 were supportive of the draft Guidelines.
- The broader sentiment from community groups has been overwhelming support for the draft guidelines.
- 17 submissions required comments from the relevant officer. A table of these submissions with officer comments can be seen in the supporting information.

- A detailed list of all 36 submissions received is attached (attachment 1)
- Following the endorsement of the proposed programs, officers will:
  - Advertise the new programs across various platforms to the community:
    - Latrobe City Council website
    - Latrobe Valley Express;
    - Social media channels; and
    - Community Information Sessions
  - Undertake information sessions to communicate the changes and provide advice/training on applications; and
  - Provide 1:1 support to community members through their SmartyGrants application process as required.
- Following the endorsement of the proposed programs, the final recommendations will be presented to Council at a Special Council meeting prior to caretaker period. Due to the extremely tight deadlines within the approval process, any alterations to the process will result in the officers missing the proposed Special Council Meeting. If this does occur, it will result in Councillors signing off the recommended grant allocations during caretaker period.

## **Background:**

### **Community Grant and Sponsorship Guidelines**

Following a Council resolution at the 4 May 2020 Ordinary Council Meeting, the draft Community Grant and Sponsorship Guidelines (attachment 2 – 10) and Annual Economic Development Fund, Sponsorship and Membership Program (attachment 11) were provided to the community for feedback from Thursday 7 May 2020 to Sunday 7 June 2020 (four weeks).

Through a detailed consultation process and total of 36 submissions were received. Of these submissions received 32 were supportive of the draft Community Grant and Sponsorship Guidelines and four did not specify their support or not.

Of the submissions received, 17 required officer comment. The feedback provided in each of these submissions has been considered and is presented in the below table along with officer comments:

<b>Sub no</b>	<b>Feedback</b>		<b>Officer Comments</b>
<b>Sub no</b>	<b>Feedback</b>	<b>Grant Program</b>	<b>Officer Comments</b>
1	Confusion around the following statement 'Applicants are eligible to receive up to a maximum of two grants in any one community grant program round over a 12 month period'	Community Grant Programs - All	Wording has been reviewed and will now read 'In a 12 month period, applicants are eligible to receive a maximum of two grants per community grant program round. E.g. applicants may apply for and receive two grants in round 1 and two grants in round 2.'
3	Concerns regarding the decrease of the Community Wellbeing grant from \$5,000 to \$2,000	Community Wellbeing	The community wellbeing grant was decreased to provide greater funding opportunities for the community. Maximum funding amount to remain at \$2,000.
5	Triennial Grant should include Community Development.	Community Wellbeing	Due to the smaller amount of funding provided through this program, the option to provide triennial would not be beneficial.
8	Include electricity costs to 'what will be funded' in Annual Operational Support Grant guidelines	Annual Operational Support Grant	Guidelines have been updated to include the following:  Electricity related to direct operational costs associated with running of the committee
8, 22	Remove requirements to acknowledge Latrobe City Councils support	Annual Operational Support Grant and Biodiversity on Rural Land Grant	The requirements to acknowledge Latrobe City Council's support will remain within the guidelines.

Sub no	Feedback		Officer Comments
12	Include a clear definition of what 'Maintenance' is considered to be.	Minor Capital Works Grant	<p>The following has been included in the proposed guidelines:</p> <p>General maintenance expenses. This includes the ongoing care of an existing asset E.g. painting, new roof, fence repairs etc</p>
15	Remove request for a second quote in Minor Capital Works and Minor Equipment Grant	Minor Capital Works and Minor Equipment Grant	<p>Guidelines have been updated to include the following:</p> <p>One written quote for projects up to \$4,000 and two written quotes for projects from \$4,001 to \$7,000.</p>
16	For grants over \$2,000 there is an expectation that the application has been discussed with a council officer or councillor.	All programs	<p>Current application processes require a discussion with a council officer prior to submitting. This process will remain in place for future grant applications.</p>
20	Include funding assistance for groups that are not in Latrobe City Council buildings to assist with rent and maintenance	Community Grants	<p>Noted - Community grants are provided to groups within Latrobe City to assist them with projects. By providing grants this allows any funds made within their organisation to be used for general operation expenses.</p>
25, 26	Allow groups to carry over annual maintenance grant funds for larger projects	Annual Maintenance Grant	<p>The 2019/20 allocated funds are not to be carried over to the following financial year once an acquittal has been</p>

Sub no	Feedback		Officer Comments
			<p>completed.</p> <p>The program policy is due for review in 2022, where the request to carry over any funds will be reviewed.</p> <p>Until this time, any 2019/20 unspent allocated funds when completing the acquittal for the grant will need to be returned to Council.</p>
28	Minor changes to wording within document	Annual Maintenance Grant	Proposed changes to guidelines have been noted and updated within attached guidelines.
30	Council Special Committees eligibility to apply for Seven Small Town Minor Capital Works funding	Seven Small Towns Minor Capital Works Program	<p>The Township Associations are identified as the only organisation that are eligible to submit a project for consideration through this program as it creates a central point for projects to be discussed and submitted.</p> <p>It is expected that Township Associations will develop a priority planning and engagement process to identify and demonstrate wide community support for the priority projects. The planning and engagement process must be documented for each application.</p> <p>During the engagement process Council Special Committees are able to discuss their projects with</p>

Sub no	Feedback		Officer Comments
			the Township Associations.
31	Include 'bank account fees pertaining to the group's annual maintenance grant account' in 'what will be funded' section of guidelines.	Annual Maintenance Grant	Bank account fees are not seen as an annual maintenance cost.  No changes to be made to guidelines in regards to this.
32	Update program overviews to include 'provide Health, Wellbeing and Safety of Community'	Community Grants	Program guidelines have been update to include this.
33	Remove requirement for public liability insurance in the annual operation support grant guidelines.	Annual Operational Support Grant	Requirement for public liability insurance removed from guidelines as grant is to cover office based administration costs not related to any issues associated to liability.

### **Economic Development**

One submission was received for the Annual Economic Development Fund, Sponsorship and Membership Program draft guidelines. The submission was supportive of the proposed guidelines with no comment required from officers. The details of this submission can be viewed in attachment 1.

### **Tourism and Major Events Advisory Committee: Major Events**

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

### **Issues:**

#### ***Strategy Implications***

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



### **Communication**

Once the revised program guidelines have been endorsed by Council, the Grants Officer will be working closely with the Communications Team to ensure strong advertising and communications are provided to the public for the 2020/21 Community Grants and Sponsorship Programs.

This will include:

- Advertising on the Latrobe City Council website
- Advertising in the Latrobe Valley Express;
- Advertising on social media channels; and
- Community Information Sessions

### **Financial Implications**

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

### **Risk Analysis**

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Service Delivery Risk</b> Failure to have programs endorsed at 6 July Ordinary Council Meeting	3 (Possible)	Officers will continue to work to the deadlines provided to Council at the 4 May Ordinary Council Meeting to ensure programs are finalised for endorsement at the 6 July Ordinary Council Meeting
<b>Service Delivery Risk</b> Increase in community grant programs in response to the COVID-19 pandemic.	3 (Possible)	Increase resources to adequately provide support for the increase in service delivery.
<b>Service Delivery Risk</b> Failure to complete assessments by deadline for a Special Council	3 (Possible)	The opening date of the grants program has been moved forward one week to 13 July 2020, to ensure that assessment deadlines

Meeting may require Councillor signoff during caretaker period		can be met prior to caretaker period.
<b>Reputational Risk</b>  Failure to implement new Grant and Sponsorship Program by the expected date	3 (Possible)	A project plan has been developed to ensure the timelines are met and work is structured to be achievable. Officers have collaborated with key stakeholders and staff within Council to ensure that reviews are completed by the expected date.
<b>Reputational Risk</b>  Managing community expectations and relationships	2 (Unlikely)	Four weeks of community consultation was undertaken to allow community feedback. Officers have been in contact with a number of community members during this period to ensure they understand the process and to provide greater opportunity for feedback.

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

### ***Legal and Compliance***

No legal or compliance issues have been identified

### ***Community Implications***

The community are actively interested in the proposed Grant and Sponsorship Program guidelines. It is important that any concerns are addressed to ensure an equitable outcome for the community.

### ***Environmental Implications***

There are no environmental implications associated with this report

### ***Consultation***

Community consultation took place from 7 May 2020 to 7 June 2020 (four weeks). A total of 36 submissions were received.

Over 1,000 emails were sent to community members advising of the four week community consultation period. Along with these emails, the consultation period was

also advertised on Latrobe City Council's 'Have Your Say' page, Facebook page and in the Latrobe Valley Express.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

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

## 16.1

### Considerations of submissions and endorsement of the 2020/21 Community Grant and Sponsorship Programs

1	Summary of Submissions.....	229
2	Draft Community Grant Program Guidelines .....	247
3	Draft Community Sponsorship Guidelines .....	259
4	Draft Christmas Festivity Grant Guidelines.....	268
5	Draft DREAM Individual Support Grant Guidelines .....	275
6	Draft Participation Sponsorship Guidelines .....	283
7	Draft Annual Operational Support Grant Guidelines.....	289
8	Draft Annual Maintenance Grant Guidelines.....	295
9	Draft Biodiversity on Rural Land Grant Guidelines .....	301
10	Draft Seven Small Towns Minor Capital Works Program Guidelines .....	308
11	Draft Economic Development Fund, Sponsorship and Membership Guidelines .....	316
12	Draft Tourism and Major Events Advisory Committee: Major Events Selection and Funding Framework.....	325

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
1	Support	<p><b>Minor Capital works</b> Improvement on previous grants process, and certainly raising the Minor Capital Works to \$7,000 over the previous \$5,000 will make a huge difference to a few projects we have lined up</p> <p><b>Participation Sponsorship</b> I also like the \$250 Participation grant, I think that could make a huge difference to the community.</p> <p><b>Community Grants</b> Confusion around the following statement 'Applicants are eligible to receive up to a maximum of two grants in any one community grant program round over a 12 month period'</p>	Yes	Wording has been reviewed and will now read 'In a 12 month period, applicants are eligible to receive a maximum of two grants per community grant program round. E.g.: applicants may apply for and receive two grants in round 1 and two grants in round 2.
2	Support	<p><b>Annual Maintenance Grant</b> As a volunteer Committee we rely on grants to manage the 67km of rail trail. Without support from LCC and WSC we could not keep our trail in good order.</p> <p>We Thank our local Government supporters for their commitment to this important community asset and look forward to working with you all to make it one of the key tourism visitation sites in Gippsland</p>	Yes	No comment required
3	Support	<p><b>Community Wellbeing</b> I like it because you have 2 application rounds and the grants are open all year- this makes it easier to acquit one grant and if you are</p>	Yes	The community wellbeing grant was decreased to provide greater funding opportunities for the community.

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
		<p>applying for the next year you have time to acquit the last grant you may have received - before it use to be a rush - just hope that the money does not run out in the first round - seeing as it says 'open all year or until funds are exhausted'</p> <p>Just an observation I see the Wellbeing grant has had a decrease in grant money available - it only increased last year and now it dropped back to what it has been for years - thought that was a step back - seeing as everything else is increasing in costs to produce - hard to keep the same standard when funding keeps decreasing and there are only limited places to apply for this sort of funding. Sponsorships and donation have dried up for the foreseeable future (maybe years) because of COVID-19 - loss of jobs in our community and no excess of monies in people's pockets makes it harder to communicate and keep the standard of the work we do out in the public arena.</p>		In 2019/20 31 projects were funded. Out of those 31 projects, 19 of those applications were funded \$2.000 or less.
4	Support	<p><b>Community Wellbeing</b> During this very hard time, a town that is aesthetically pleasing can only boost the spirits of those seeing it.</p> <p>To see that our Council is endeavouring is providing an avenue that will allow groups or organisations to apply for funds to help with the needs of the community.</p>	Yes	No comment required



Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
5	Not specified	<p><b>Triennial Funding</b> Triennial Grant should include Community Development.</p> <p>Wonderful grant if one is able to fall into the guidelines. Very happy to see a grant that is ongoing for 3 years</p>	No	Grants Officers spoke to the community member regarding this request. Due to the smaller amount of funding provided through this program, the option to provide triennial would not be beneficial.
6	Support	<p><b>Annual Maintenance Grant</b> The Grant guidelines for 2020/21 are fair and reasonable and we will be able to comply with them.</p> <p>Our committee would not be able to maintain and improve the amenity of the Recreation Reserve without this annual grant.</p> <p>However due to ever rising costs we have to manage the grant carefully. The increasing cost of water required to maintain a safe playing surface on the oval is an increasing component of our grant expenditure.</p>	Yes	No comment required
7	Support	<p><b>All Programs</b> I have used the Smarty Grants process on several occasions and find them reasonably straight forward and easy to attach supporting documentation.</p> <p>I think the new Guidelines streamline the explanation of the process and what is and is not feasible causes.</p>	Yes	No comment required

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
8	Support	<p><b>Annual Operational Support Grant</b> In the list of things to be funded, could you please add 'Electricity costs'</p> <p>In the Grant Requirements, delete the requirement for "Acknowledgement by using Latrobe Council logo presence" – I do not know how we can comply with this requirement when paying for telephone, insurance or other costs etc.</p>		<p>Guidelines have been updated to include the following:</p> <p>Electricity related to direct operational costs associated with running of the committee</p> <p>The requirements to acknowledge Latrobe City Council's support will remain within the guidelines. This can be as simple as a post on social media at the end of the financial year.</p>
9	Support	<p><b>Annual Operational Support Grant</b> This document is excellent in its clarity in regard to what groups need to do and to what is fundable and non-fundable.</p>	Yes	No comment required
10	Support	<p><b>All Programs</b> The grant categories cover a diverse range of possibilities. It is helpful to know what will and won't be funded so that relevance to community needs is obvious.</p> <p>I like the layout of all requirements - the tables and the dot points give precise and understandable summary of requirements and eligibility.</p> <p>Glossary of terms commonly used in the processes is very useful.</p> <p>Overview of background and goals at the beginning of each category is of practical assistance.</p>	Yes	No comment required

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
		Having the same format in each category assists with accessing information easily.		
11	Support	<b>Christmas Festivity Grant</b> Great to have all the requirements, eligibility, fund amount details, timeline etc all outlined with clarity.	Yes	No comment required
12	Support	<b>Minor Capital Works Grant</b> There needs to be a clear definition provided of what 'Maintenance' is considered to be. There are lots of interpretations around this, but all it probably needs to say is the ongoing care or renewal of an existing asset and provide a few examples: 1. painting, 2. new roof 3. etc.	Yes	The following has been included in the proposed guidelines:  General maintenance expenses. This includes; the ongoing care or renewal of an existing asset: <ul style="list-style-type: none"> <li>• Painting</li> <li>• new roof</li> <li>• fence repairs etc</li> </ul>
13	Support	<b>Minor Capital Works Grant</b> Clear and manageable.  Generally I have found the management of the grant process to be reasonable and assistance from staff available when unsure of how to complete a particular aspect of the process	Yes	No comment required
14	Support	<b>All Programs</b> Thank you for drafting this document which is easy to follow and provides clarity in regard to what is required at all stages of the program's process. I can't think of anything to add or alter but I can foresee that the nature of some projects may raise their own questions that organisations will	Yes	No comment required

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
		<p>need to check out during the process.</p> <p>Congratulations on making the grants and funding documentation so very understandable, concise and uniform in design.</p>		
15	Support	<p><b>Minor Capital Works Grant</b></p> <p>The only consistent challenge I've had with the minor works grants is getting second quotes. Local knowledge among contractors (especially concreters) seem to know the likely recipient of a contract. Due to long histories in organisations certain companies are 'known' to do a lot of work at excellent prices. In the last two applications for golf cart path proposals, second quotes were promised but never arrived. I suspect this may have been a factor in the club being funded for \$3000 from what turned out to be an \$8000 job.</p> <p>Also for some items (such as an event information board that is a possible for the next round) can be quite a specialised area and even with 2 quotes you are not necessarily comparing apples with apples.</p> <p>The Smarty Grant site is excellent and once familiar with format, it's all good to get going with new submissions</p> <p>Many might say there is too much writing required. But have no hassle putting in 170 well-chosen words rather than 'padding out' to</p>	Yes	<p>Guidelines have been updated to include the following:</p> <p>One written quote for projects up to \$4,000 and two written quotes for projects from \$4,001 to \$7,000.</p>

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
		250  The acquittal process is not onerous and I applaud the requirement for a photo. Over the years have had many dealings re advice from different City officers. 100% satisfaction on the expertise provided, promptness of reply and the manner of reply. Always friendly and courteous.		
16	Support	<b>All Programs</b> Not sure what the changes are. Is a summary of the change available?  The site looks pretty straightforward  I would perhaps suggest that for grants over \$2,000 that there be an expectation that the application has been discussed with a council officer or councillor, with a box where the officer's name could be noted.	Yes	Summary of changes provided to community member.  Current application processes require a discussion with a council officer prior to submitting. This process will remain in place for future grant applications.
17	Support	<b>Minor Capital Works</b> I have read the Community Grants Guidelines and our committee will be able to comply with them for our applications.  I note Minor Capital Works is now \$7,000 limit.	Yes	No comment required
18	Support	<b>Minor Capital Works Grant</b> Clear instructions put in readable format; Do/Don't listings very helpful; Timeframes clear and reasonable.	Yes	No comment required

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
		The application has gradually improved over a period of years and is much more user friendly now.		
19	Support	<p><b>Community Sponsorship</b></p> <p>The support that Latrobe City gives through sponsoring our club over our major events and throughout the year is wonderful. They are always on hand to help in any way possible. My experience with the show court, lighting and court resurfacing and fencing project was extremely positive with the project officers responsible very professional and efficient throughout the projects</p>	Yes	No comment required
20	Support	<p><b>Community Grants</b></p> <p>Only thing missing is assistance to groups that are not in LCC buildings. Rent and maintenance of rented buildings are operating expense that is our largest expense.</p> <p>Assistance with these expenses for Not for Profit organizations would be helpful.</p> <p>Otherwise it all looks good.</p>	Yes	Community grants are provided to groups within Latrobe City to assist them with projects. By providing grants this allows any funds made within their organisation to be used for rent and general maintenance expenses.
21	Not specified	<p><b>No programs listed</b></p> <p>My comment relates to the demand for to us give public credit to Latrobe City for the use of any funding received from the City. Since we give the City the funds in the form of rates in the first place, should we not credit our local community members?</p>	Not specified	The Grants Officer has contacted the community member for clarification on the feedback provided; a response is yet to be received.



Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
22	Support	<p><b>Minor Capital Works Grant</b> Is it possible to obtain 2 grants in the same year for what is essentially the same project being stages 1 and 2?</p> <p>Generally satisfactory</p>	Yes	<p>The community member has been advised that they can apply for two grants in one year for stage one &amp; two of a project.</p> <p>I have advised that stage one will need to be completed and acquitted prior to applying for stage two.</p>
23	Support	<p><b>Minor Equipment</b> The 2 rounds per year.</p>	Yes	No comment required
24	Support	<p><b>Biodiversity on Rural Land</b> These grants have been very helpful to people like us and others in our Landcare Group. They are relatively simply to access and have a prompt turn around and notification process. For grants of this size, the work involved in submitting and reporting is proportionate, which makes a refreshing change. The residence requirement disqualifies several active members of our group and also some neighbours who have property in Latrobe City and pay rates but don't live within Latrobe City boundaries and so are ineligible under the guidelines. The guideline sections with requirements on signage and acknowledgement etc seem like overkill for this type of work on private property. They could deter some applicants.</p>	Yes	The requirements to acknowledge Latrobe City Council's support will remain within the guidelines. This can be as simple as a post on social media or a letter to council at the end of their project.

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
25	Support	<p><b>Annual Maintenance Grant</b> With regards to the Annual Maintenance Grant to the Reserve we have no issues how this Grant is allocated and the way that we are allowed to spend the funds at improving the Reserve.</p> <p>With the Committee we have a diverse range of people that represent the Community with all user groups being able to be represented on the Committee and have their say on how the funds are spent. We have put together a list of small Projects that we will be carrying out into the future to improve the Reserve.</p> <p>Question are we allowed to save a small amount of the funds to carry over so we can do some small projects in future note this would be a listed Project to be do over a couple of years.</p> <p>We as a Committee would like to thank Latrobe City Council for the funding of the Reserve.</p>	Yes	<p>The 2019/20 allocated funds are not to be carried over to the following financial year once an acquittal has been completed.</p> <p>The program policy is due for review in 2022, where the request to carry over any funds will be reviewed.</p> <p>Until this time, any 2019/20 unspent allocated funds when completing the acquittal for the grant will need to be returned to Council.</p>
26	Support	<p><b>Annual Maintenance Grant</b> I believe the term grant is a misnomer in this context. In essence this is a contractual agreement between the Committee of Management and Latrobe City for the CoM to undertake agreed works for an agreed sum.</p> <p>The acquittal process is somewhat</p>	Yes	<p>The 2019/20 allocated funds are not to be carried over to the following financial year once an acquittal has been completed.</p> <p>The program policy is due for review in 2022, where the request to carry over any funds will be reviewed.</p>

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
		<p>problematic;</p> <p>To achieve the required level of maintenance over a period of time, money needs to be set aside in reserve for capital purchases such as tractors, mowers, etc. Therefore, in a given year the expenditure may not match the grant.</p> <p>Notwithstanding money set aside for capital items, costs vary considerably from year to year, both as a result of seasonal factors (dry season-high watering costs, the number of cuts required, cape weed infestation) and also irregular large payments such as top dressing, vertidrainage, resolving drainage or electrical issues.</p> <p>Identifying/acknowledging Latrobe City's contribution is difficult, given that the funding is used for a series of ongoing processes such as mowing, fertilising, etc. undertaken under CoM direction, rather than for a specific outcome as for most grants. There are signs at the reserve indicating Latrobe City's role, but they are a bit generic.</p> <p>As a result of the above factors, an annual matching of income to expenditure is artificial.</p>		<p>Until this time, any 2019/20 unspent allocated funds when completing the acquittal for the grant will need to be returned to Council.</p> <p>Applicants will need to continue to acknowledge Latrobe City Council's support. This can be as simple as a post on social media at the end of the financial year.</p>

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
27	Support	<p><b>Economic Development</b> Latrobe City sponsors an Awards program I run under Food &amp; Fibre Gippsland - Excellence in Agribusiness Awards. Latrobe City are the Naming Rights sponsor of the Food &amp; Drink Manufacturing category for \$3,000 + GST.</p> <p>Latrobe City are a great Council to deal with - they are proactive in promoting their sponsorship and generating potential entries for their category.</p>	Yes	No comments required
28	Support	<p><b>Annual Maintenance Grant</b> Proposed changes to paragraphs:</p> <p><b>Introduction - Paragraph 1</b> The Annual Maintenance Grants Program provides funding for the maintenance and refurbishment of Latrobe City Council owned or managed recreational reserves, conservation reserves and open space reserves. As well as Crown land, open space reserves, sporting clubs, rail trails and tracks. The grants are supplied to Crown Land Committees of Management and Special Committees of Latrobe City Council.</p> <p>Reason for change to paragraph To match the flow of wording in the Grant Funding "Applicant Organisations" table.</p> <p><b>Funding Rounds – Paragraph 1</b> No specific dates provided for July</p>	Yes	<p>Proposed changes to guidelines have been noted and updated within attached guidelines.</p> <p>The changes proposed do not compromise the guidelines.</p>

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
		<p><b>What will not be funded – dot point 3</b> Projects that deliver a religious or party-political message where the purpose is to advance the organisation's religious beliefs or party-political messages, irrespective of what those beliefs or messages might be</p> <p><b>Dot point 6</b> Remove 'Funding will not cover' as it is on the list of what will not be funded.</p> <p><b>Further information and assistance</b> Include contact details for Environmental sustainability Officer.</p>		
29	Support	<p><b>Minor Capital Works &amp; Minor Equipment</b> The Minor Capital Works and Minor Equipment Community Grants Programs are very beneficial to small not for profit clubs which are entirely operated by voluntary participation. It provides the opportunity to complete/upgrade our facilities which otherwise would be extremely difficult.</p> <p><b>Positives about proposed guidelines:</b> The new guidelines would provide further opportunity to improve our facilities. The increase of the Minor Capital Works grant amount of \$7,000. Applications are open all year round. Timely assessment dates.</p>	Yes	No comment required

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
		<p><b>The grant will:</b>            Support creation of jobs for local contractors.            Improve the amenity of the facility.            Grow the pride of the community in the upgraded facility.</p>		
30	Support	<p><b>Seven Small Towns Minor Capital Works</b>            I understand why the town association is used as the one community group for this grant process. However, I thought the Latrobe City Council Special Committees of these small towns may be considered as being able to apply, as they are representative committees of the councils.</p>	Yes	<p>The Township Associations are identified as the only organisation that are eligible to submit a project for consideration through this program as it creates a central point for projects to be discussed and submitted.</p> <p>It is expected that Township Associations will develop a priority planning and engagement process to identify and demonstrate wide community support for the priority projects. The planning and engagement process must be documented for each application.</p> <p>During the engagement process Council Special Committees are able to discuss their projects with the Township Associations.</p>



Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
31	Support	<p><b>Annual Maintenance Grant</b> The only change I ask for is that in the list of what the funds can be used for, you please add "Bank account fees pertaining to the groups maintenance account". This is not loan or debt payments, but just the account fees incurred in running an account for the maintenance money.</p>	Yes	<p>Noted - Bank account fees are not seen as an annual maintenance cost.</p> <p>No changes to be made to guidelines in regards to this.</p>
32	Support	<p><b>Community Grants - All</b> Guidelines are comprehensive.</p> <p>I thought it would be more detailed in the Program Overview and the list of items which define deliverables for funded projects to add; Provide Health, Wellbeing and Safety of Community.</p> <p>We speak of these in plans and the like, but I thought it was important to add it to the deliverables of the project.</p>	Yes	Noted – Program guidelines have been update to include this.
33	Not specified	<p><b>Annual Operational Support Grant</b> The guidelines state that, to be eligible to apply, applicants must hold appropriate public liability insurance. As a small volunteer organisation, we have not held public liability insurance in the past, and have worked with other community organisations to act as auspices if there is any requirement for public liability insurance in a grant.</p> <p>Three recent quotes being around \$500 to \$600 per year. This would account for the</p>	Not specified	Noted and removed from guidelines as grant is to cover office based administration costs not related to any issues associated to liability.

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
		<p>majority of the annual operational grant (and therefore the annual operations budget), and would mean that there would be very little capacity to achieve any purposes.</p> <ul style="list-style-type: none"> <li>• Latrobe City Council provide funding or other solutions (e.g. a single 'groups' policy purchased by Latrobe City, such as is provided by DHHS to all Tenant Groups in Victoria) to cover public liability insurance for township groups including CDCA</li> <li>• Remove the requirement for eligible organisations to hold public liability insurance in the case of Annual Operational Support grants.</li> </ul>		
34	Support	<p><b>Christmas Festivity Grant</b> The annual Christmas festivities grant has been valuable for the community. It has enabled us to purchase Christmas pole banners for the last few years, so that there is now a reasonable number of decorations in the town centre. We intend to continue to update and expand this collection.</p> <p>The proposed splitting of the application form and funding agreement may add a small amount of extra administration, but we would be happy to comply with this.</p>	Yes	No comment required

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
35	Support	<p><b>Minor Capital Works</b> Support increase of grant to \$7,000 - minor capital works of up to \$5,000 constrains potential projects to very small ones Minor.</p> <p><b>Minor Equipment</b> Support – this provides another option for community groups to seek funding for equipment</p> <p><b>Community Wellbeing</b> Support – larger funding requirements could be sought from other grant sources, and spreading community wellbeing funding may provide even more positive outcomes</p> <p><b>Community Event – Minor</b> Support – May seek funding for minor community events and it is possible that other community organisations may seek an auspice role from our group.</p> <p><b>Community Event – Significant</b> Support – unlikely to host significant community events but will be supportive of other community groups who may wish to do so.</p>	Yes	No comment required

Sub No.	Support/Objection	Summary of submission	Do the guidelines meet community needs?	Grants Officer Comment
36	Not specified	<b>Seven Small Towns Minor Capital Works</b> We are unsure whether this program has been retained, or whether the "Minor Capital Works" program listed in the current changes has taken its place. We would appreciate clarification of this matter.	Not specified	Community member has been advised that the Seven Small Towns Minor Capital Works Program has been retained. The guidelines for this program were sent to the township associations which receive this funding for feedback.



# Community Grants Program

## Program Guidelines



## Community Grants Program

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## Community Grants Program

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### Program Overview

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

- Reflect our community's priorities and vision as set out in Council and Community Plans;
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups;
- Provide benefits to the local community;
- Improve accessibility or inclusion for minority groups (including cultural, disability or LGBTQI);
- Provide health, wellbeing and safety to the community; and
- Contribute to the social, cultural, environmental and economic development of our community.

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

### Council Objectives

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

Latrobe City's seven key objectives are:

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

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

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

[Council Plan 2017 – 2021](#)

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



## Community Grants Program

### Important things to know before you start

- Read the guidelines carefully. It is important to have a full understanding of the guidelines before you start completing the online application.
- In a 12 month period, applicants are eligible to receive a maximum of two grants per community grant program round. E.g. applicants may apply for and receive two grants in round 1 and two grants in round 2. (Minor Capital Works, Minor Equipment, Community Event and Community Wellbeing).
- A Certificate of Currency is required as proof of Public Liability Insurance (PLI).
- All previous grants from Latrobe City Council, where the acquittal is due prior to the closing of the current funding round, must be acquitted to a satisfactory standard. Unacquitted, or insufficiently/unsatisfactorily acquitted grants will deem the current application ineligible.
- Council strongly encourages groups to undertake joint grant submissions. Latrobe City Council acknowledges the community and financial benefits that accrue through collaboration and cooperation, and accordingly supports strong partnership projects which will effectively and efficiently respond to local community needs.
- Funding must not be regarded as a recurrent commitment from Latrobe City Council. There is no guarantee a recurring project will be funded in the future.

### Community Grant Programs

Minor Capital Works	
<b>Description</b>	Financial assistance provided to community groups who wish to develop community facilities for accessibility improvements, renovations, repairs and built in or fixed equipment purchases.
<b>Examples of projects</b>	Upgrades to lighting at sporting grounds, renovation of shelters, refurbishment of facilities, electrical upgrades, fixed equipment etc
<b>Maximum grant amount</b>	\$7,000
<b>Application dates</b>	Applications open all year or until funds are exhausted
<b>Assessment date</b>	<b>Round 1</b> – 18 August 2020 <b>Round 2</b> – 1 March 2021
<b>Application process</b>	Online application via SmartyGrants
<b>Reporting requirements</b>	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

## Community Grants Program

Minor Equipment	
<b>Description</b>	Financial assistance provided to community groups who wish to purchase non fixed equipment.
<b>Examples of projects</b>	Sporting equipment, furniture to fit out building, portable seating, defibrillator, Community Christmas decorations, IT infrastructure and communication software etc
<b>Maximum grant amount</b>	\$2,000
<b>Application dates</b>	Applications open all year or until funds are exhausted
<b>Assessment date</b>	<b>Round 1</b> – 18 August 2020 <b>Round 2</b> – 1 March 2021
<b>Application process</b>	Online application via SmartyGrants
<b>Reporting requirements</b>	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

Community Wellbeing	
<b>Description</b>	Community Development grants are to provide assistance to community groups for a broad range of community development programs, services, and activities.
<b>Examples of projects</b>	Group outings, programs offered to the wider community, bulletin and newsletter production etc
<b>Maximum grant amount</b>	\$2,000
<b>Application dates</b>	Applications open all year or until funds are exhausted
<b>Assessment date</b>	<b>Round 1</b> – 18 August 2020 <b>Round 2</b> – 1 March 2021
<b>Application process</b>	Online application via SmartyGrants
<b>Reporting requirements</b>	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

Community Events - Minor	
<b>Description</b>	Assistance deliver community events. Events must include local and regional participation.
<b>Examples of projects</b>	Smaller community events which encourage participation from the wider community and events that wish to develop an existing event.

## Community Grants Program

<b>Maximum grant amount</b>	\$5,000
<b>Application dates</b>	Applications open all year or until funds are exhausted
<b>Assessment date</b>	<b>Round 1</b> – 18 August 2020 <b>Round 2</b> – 1 March 2021
<b>Application process</b>	Online application via SmartyGrants and event permit approval process.
<b>Reporting requirements</b>	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project. An economic impact statement if requested.

Community Events – Significant Events	
<b>Description</b>	Assistance to conduct conferences, deliver special events of significance or to develop an existing event. Events must include local and regional participation.
<b>Examples of projects</b>	Larger community based carnivals, festivals and cultural events. Events that provide an economic return to Council.
<b>Maximum grant amount</b>	One off seed funding of \$10,000 (subject to annual application)
<b>Triennial Funding</b>	\$10,000 Funding is available for a three-year period: <ul style="list-style-type: none"> <li>Year 1 \$10,000   Year 2 \$10,000   Year 3 \$10,000</li> </ul>
<b>Application dates</b>	Applications open all year or until funds are exhausted
<b>Assessment date</b>	<b>Round 1</b> – 18 August 2020 <b>Round 2</b> – 1 March 2021
<b>Application process</b>	Online application via SmartyGrants and event permit approval process
<b>Reporting requirements</b>	Signed acquittal, a summary of income and expenditure, including copies of invoices. An economic impact statement is to be completed on completion of the event.

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

## Community Grants Program

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### General Guidelines

#### Who is eligible to apply?

To be eligible to apply, applicants must:

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

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

#### Further Eligibility Criteria – Triennial Funding Only

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

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

#### Who is not eligible to apply?

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

#### What will not be funded?

- General maintenance expenses. This includes the ongoing care of an existing asset E.g. painting, new roof, fence repairs etc
- Sponsorship signage and sponsorship agreements;
- Requests for the purpose of raising funds for other groups. Including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;

## Community Grants Program

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

## Grant Conditions

Successful applicants will be required to:

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



## Community Grants Program

or signage. You will be provided with copies of the Latrobe City Council, 'Supported by' logo and guidelines on its correct use when you receive your outcome notification.

### Cancellation of an event

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

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

### What is the process once your application is submitted?

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

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

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

**NOTE: The outcome notification email does not mean that your funds have been paid. You are required to complete a funding agreement prior to funds being paid into your nominated bank account. No grant**

## Community Grants Program

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**funds should be spent until you have completed all relevant documentation and you have received your funding.**

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

### Supporting Documents

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

Mandatory:

- One written quote for projects up to \$4,000 and two written quotes for projects from \$4,001 to \$7,000 from a registered tradesperson or registered business using a consistent (written preferred) specification – Minor Capital Works & Minor Equipment only;
- Current Certificate of Public Liability that will be used to cover the project;
- If your project has an auspice organisation you will need to attach a letter from the auspice organisation indicating that they accept full financial accountability for the project;
- Written approval from other user groups who may share the existing facilities associated with the project;
- Evidence of permission from the asset owner to complete the project. For applicants completing works on Latrobe City Council buildings, include evidence of approval or acceptance of the proposal from Latrobe City Council's Building Maintenance Team; and
- For Sport and Recreation Clubs, details of the approval from Latrobe City Council's Coordinator Recreation & Open Space.

### Auspice

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

The auspice organisation will:

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

### Acquittal

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

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



## Community Grants Program

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### Contact details for further information and assistance

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

**Phone:** 0428 661 071

**Email:** [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

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

**Phone:** 1300 367 700

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

**Phone:** 1300 367 700

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

**Phone:** 1300 367 700

### Glossary

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

**Community Grants Program**

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

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# Community Sponsorship

## Program Guidelines



## Community Sponsorship

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## Community Sponsorship

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### Program Overview

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

- Reflect our community's priorities and vision as set out in Council and Community Plans;
- Strengthen communities and provide opportunities for enhanced participation in public life and community groups;
- Provide benefits to the local community;
- Improve accessibility or inclusion for minority groups (including cultural, disability or LGBTQI);
- Provide health, wellbeing and safety to the community; and
- Contribute to the social, cultural, environmental and economic development of our community.

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

### Sponsorship Objectives

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

Latrobe City's seven key objectives are:

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

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

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

[Council Plan 2017 – 2021](#)

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

## Community Sponsorship

### Important things to know before you start

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

### Sponsorship Programs

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

## Community Sponsorship

Community Sponsorship - Major	
<b>Description</b>	Community Sponsorship provides assistance to community groups for a broad range of community programs, services, and activities.
<b>Examples of Sponsorship</b>	<ul style="list-style-type: none"> <li>• Venue hire</li> <li>• Uniforms</li> <li>• Major Community Events</li> <li>• In-kind support – Performing Arts technician labour, lighting &amp; sound hire</li> </ul>
<b>Maximum grant amount</b>	One off funding of \$20,000 (subject to annual application)
<b>Triennial Funding</b>	\$20,000 Funding available for a three year period: Year 1 \$20,000   Year 2 \$20,000   Year 3 \$20,000
<b>Application dates</b>	Applications open all year or until funds are exhausted
<b>Assessment date</b>	<b>Round 1</b> – 18 August 2020 <b>Round 2</b> – 1 March 2021
<b>Application process</b>	Online application via SmartyGrants
<b>Reporting requirements</b>	Signed acquittal, a summary of income and expenditure, including copies of invoices and photos of completed project.

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

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



## Community Sponsorship

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### General Guidelines

#### Who is eligible to apply?

To be eligible to apply, applicants must:

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

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

#### Further Eligibility Criteria – Triennial Funding Only

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

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

#### Who is not eligible to apply?

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

#### What will not be funded?

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

## Community Sponsorship

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

### Sponsorship Conditions

Successful applicants will be required to:

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

### Cancellation of an event

If your event is cancelled due to unforeseen circumstances and cannot be postponed to a later date in the same funding period, you will be required to advise Councils Grants Officer and Senior Events Officer immediately of the cancellation and return any unspent funds to Latrobe City Council. You will then be able to reapply for funding for the same or similar event, once you have been able to secure a date and have been able to replan the event logistics.

## Community Sponsorship

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

### What is the process once your application is submitted?

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

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

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

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

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

## Supporting Documents

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

Mandatory:

- Current Certificate of Public Liability that will be used to cover the project;

## Community Sponsorship

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

### Auspice

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

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

### Acquittal

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

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

### Further information and assistance

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

Grants Officer

**Phone:** 0428 661 071

**Email:** [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

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

**Phone:** 1300 367 700

# **Christmas Festivity Grant**

## Program Guidelines

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## Introduction

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

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

## Latrobe City Christmas Festivity Grants Program

Suggestions for utilising grant funding:

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

## Important things to know before you start

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

## Grant Funding

The following funding amount is available to each applicant organisation:

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



## Funding Rounds

The Latrobe City Christmas Festivity Grants Program accepts applications annually.

- **Opening Date:** 1 July 2020
- **Closing Date:** 31 December 2020

## Eligibility Criteria

To be eligible to apply, the applicant organisation must:

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

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

## Who Cannot Apply

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

## What will not be funded?

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

## Guidelines for Grant Applications

Applicants must:

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

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

## Funding

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

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

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

## Event Approval

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

## Auspice

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

The auspice organisation will:

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

## Supporting Documents

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

## Acquittal

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

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

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

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

## Guidelines for Christmas Decorations

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

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

## Assessment Process

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

## Submitting your Application & Funding Agreement form

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

## Making the Payment

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

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

## Further information and assistance

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

**Phone:** 0428 661 071

**Email:** [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

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

**Phone:** 1300 367 700



# **DREAM Individual Support Grant**

## Program Guidelines





**DREAM Individual Support Grant**

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## DREAM Individual Support Grant

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### Introduction

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

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

### Program Objectives

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

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

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

### Important things to know before you start

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



## DREAM Individual Support Grant

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

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

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

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

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

Participation costs may include, but are not limited to:

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

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

## DREAM Individual Support Grant

### Grant Funding

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

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

### Funding Schedules

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

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

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

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

## DREAM Individual Support Grant

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### General Guidelines

#### Grant Conditions

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

#### Who is eligible to apply?

To be eligible individuals must:

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

#### Who Cannot Apply

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

#### What will not be supported?

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

## DREAM Individual Support Grant

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

## Mandatory attachments

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

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

## What is the process once your application is submitted?

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

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

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

## DREAM Individual Support Grant

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### Acquittal

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

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

### Further information and assistance

For all grant enquiries, please contact the Grants Officer:

**Phone:** 0428 661 071

**Email:** [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

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# Participation Sponsorship

## Program Guidelines





**Participation Sponsorship**

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## Participation Sponsorship

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### Program Overview

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

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

### Program Objectives

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

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

### Important things to know before you start

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

## Participation Sponsorship

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### Grant Funding

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

### General Guidelines

#### Grant Conditions

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

## Participation Sponsorship

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### Who is eligible to apply?

To be eligible individuals must:

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

### What will not be supported?

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

### Submitting your application

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

### What is the process once your application is submitted?

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

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

### Mandatory attachments

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

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

## Participation Sponsorship

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### Acquittal

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

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

### Further information and assistance

For all grant enquiries, please contact the Grants Officer:

**Phone:** 0428 661 071

**Email:** [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

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# Annual Operational Support Grant Program Guidelines



**Annual Operational Support Grant**

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## Annual Operational Support Grant

### Program Overview

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

### Funding Round

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

- **Opening Date:** 1 July 2020
- **Closing Date:** 30 June 2021

### Eligible Applicants

This Latrobe City Council Annual Operational Support Grant Program is only available to the applicant organisations listed below:

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

## Annual Operational Support Grant

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

### Who is eligible to apply?

To be eligible to apply, applicants must:

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

### Who is not eligible to apply?

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

### What will be funded?

Funds can be used to cover administration costs such as:

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

## Annual Operational Support Grant

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### What will not be funded?

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

### Grant Conditions

Applicants will be required to:

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

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

## Annual Operational Support Grant

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### Auspice

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

The auspice organisation will:

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

### Acquittal

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

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

### Making the Payment

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

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

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

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

### Further information and assistance

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

**Phone:** 0428 661 071

**Email:** [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)



# Annual Maintenance Grant

## Program Guidelines



## Annual Maintenance Grant

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## Annual Maintenance Grant

### Introduction

The Annual Maintenance Grants Program provides funding for the maintenance and refurbishment of Latrobe City Council owned or managed recreational reserves, conservation reserves and open space reserves. As well as Crown land, open space reserves, sporting clubs, rail trails and tracks. The grants are supplied to Crown Land Committees of Management and Special Committees of Latrobe City Council.

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

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

### Grant Funding

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

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



## Annual Maintenance Grant

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### Funding Rounds

The Annual Maintenance Grants Program accepts applications annually.

- **Opening Date:** 1 July 2020 (Subject to change)
- **Closing Date:** 30 June 2021 (Subject to change)

### Eligibility Criteria

To be eligible to apply, applicants must:

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

### Who Cannot Apply

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

### What will not be funded?

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

## Annual Maintenance Grant

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

### Guidelines for Grant Applications

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

### Maintenance

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

### Auspice

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

The auspice organisation will:

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

## Annual Maintenance Grant

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### Funding

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

### Acquittal

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

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

### Making the Payment

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

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

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

### Further information and assistance

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

**Phone:** 0428 661 071

**Email:** [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

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

**Phone:** 1300 367 700

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

**Phone:** 1300 367 700

Applicants delivering a project on Conservation Reserves on Latrobe City Council owned or managed land, please contact the Environmental Sustainability Officer:

**Phone:** 1300 367 700



# **Biodiversity on Rural Land Grant**

## Program Guidelines



**Biodiversity on Rural Land Grant**

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## Biodiversity on Rural Land Grant

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### Introduction

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

### Program Objectives

Funds will be directed towards practical initiatives that:

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

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

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

### Grant Funding

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

### Funding Rounds

The Biodiversity on Rural Land Grant program accepts applications annually.

- **Opening Date:** 13 July 9:00am
- **Closing Date:** 17 August 4:00 pm

Successful projects are to commence after 1 November 2020.



## Biodiversity on Rural Land Grant

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### Eligibility Criteria

To be eligible to apply applicants must:

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

### Who Cannot Apply

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

### What will not be funded?

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

### Guidelines for Grant Applications

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



## Biodiversity on Rural Land Grant

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

## Projects

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

## Funding

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

## Acquittal

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

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

## Biodiversity on Rural Land Grant

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

### Assessment Process

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

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

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

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

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

### Submitting your Application

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

### Supporting Documents

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

Mandatory:

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

### Making the Payment

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

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

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

## **Biodiversity on Rural Land Grant**

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

### **Further information and assistance**

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

**Phone:** 0428 661 071

**Email:** [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

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# **Seven Small Towns Minor Capital Works Program**

## **Program Guidelines**



**Seven Small Towns Minor Capital Works**

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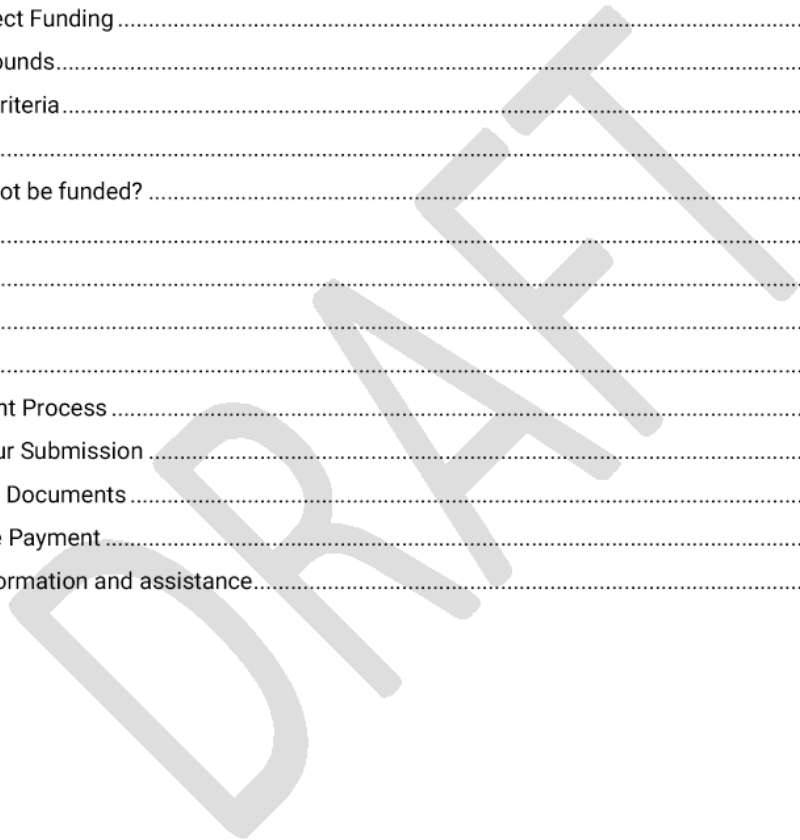
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## Seven Small Towns Minor Capital Works

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### Introduction

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

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

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

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

### Program Objectives

The objectives of the Program are to:

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

### Seven Small Towns Minor Capital Works Grants Funding Program

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

Examples of projects that may be considered for funding:

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



## Seven Small Towns Minor Capital Works

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

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

## Grant Project Funding

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

## Funding Rounds

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

## Eligibility Criteria

To be eligible for funding, submitters must:

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

## Auspice

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

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

## What will not be funded?

- General maintenance expenses. This includes the ongoing care of an existing asset E.g. painting, new roof, fence repairs etc

## Seven Small Towns Minor Capital Works

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

## Guidelines

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

## Seven Small Towns Minor Capital Works

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### Projects

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

### Funding

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

## Seven Small Towns Minor Capital Works

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### Acquittal

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

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

### Assessment Process

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

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

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

### Making your Submission

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

### Supporting Documents

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

Mandatory:

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

## Seven Small Towns Minor Capital Works

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- Submissions for projects:
  - on sporting reserves and open spaces that are on Latrobe City Council land, or
  - on buildings that belong to Latrobe City Councilprovide evidence of approval or acceptance of the proposal from Latrobe City Council;
- A copy of the minutes and evidence of support from the community, of the Township Association's submitted priority project.

## Making the Payment

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

To complete payment you will be required to:

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

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

## Further information and assistance

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

**Phone:** 0428 661 071

**Email:** [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

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

**Phone:** 1300 367 700

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

**Phone:** 1300 367 700





# **Economic Development Sponsorship & Membership**

## Program Guidelines





## Economic Development Sponsorship & Membership

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## Economic Development Sponsorship & Membership

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### Program Overview

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

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

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

### Sponsorship Objectives

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

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

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

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

[Council Plan 2017 – 2021](#)

[Latrobe City Economic Development Fund](#)

### Important things to know before you start

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

## Economic Development Sponsorship & Membership

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

## Sponsorship Programs

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

## Economic Development Sponsorship & Membership

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

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

## Economic Development Sponsorship & Membership

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

## General Guidelines

### Who is eligible to apply?

To be eligible to apply, applicants must:

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

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

### Who is not eligible to apply?

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



## Economic Development Sponsorship & Membership

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### What will not be funded?

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

### Sponsorship Conditions

Successful applicants will be required to:

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



## Economic Development Sponsorship & Membership

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

### What is the process once your application is submitted?

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

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

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

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

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

## Economic Development Sponsorship & Membership

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### Supporting Documents

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

Mandatory:

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

### Auspice

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

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

### Acquittal

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

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

### Further information and assistance

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

Business Development Team

**Phone:** 1300 367 700

**Email:** [busdev@latrobe.vic.gov.au](mailto:busdev@latrobe.vic.gov.au)



Adopted 6 December 2018  
Updated 16 April 2020

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

### Purpose

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

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

### General Principles

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

### Key Responsibilities

TAMEAC is responsible for:

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



Adopted 6 December 2018  
Updated 16 April 2020

## Definition of a Major Event

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

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

## Process

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

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

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

## The following criteria will be considered during assessment:

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





Adopted 6 December 2018  
Updated 16 April 2020

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

**The following proposals will not be funded:**

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

**Acquittal, Acknowledgement and Recognition of Funding**

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

**Agenda Item: 16.2**

**Agenda Item: Traralgon Central Business District Safety Committee  
- Terms of Reference**

**Sponsor: General Manager, Community Health and Wellbeing**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council endorses the updated Terms of Reference of the Traralgon Central Business District Safety Committee.**

**Executive Summary:**

The Traralgon Central Business District Safety Committee (the Committee) Terms of Reference (ToR) was created in May 2016. In accordance with section 5.2 of the ToR, a review is required every three years and Council is required as per section 5.3 to endorse any changes.

The ToR were reviewed by the Committee during the 17 March 2020 Committee meeting and subsequent confirmation email on 20 May 2020.

The proposed changes to the ToR include:

- Change of Committee meeting frequency from Monthly to Quarterly.
- Change of meeting day to the 3<sup>rd</sup> Tuesday of the month.
- Take action to ensure gender equal representation on the committee in line with the Gender Equality Act 2020.
- Increasing members to have broader CBD business representation
- Extending invitations to business surrounding the Traralgon CBD area including Traralgon Post Office, Grey Street Primary School and Saint



Michaels Primary School.

**Background:**

The Committee is a formally appointed Advisory Committee of Latrobe City Council for the purposes of the *Local Government Act 1989*.

The Committee is established to:

- Create safe and secure environments for all Traralgon CBD users.
- To improve the perception of a safe environment in the Traralgon Central Business District.
- Reduce antisocial behaviour and street crime within identified hotspots and reduce the incidence and prevalence of damage to property.
- Promote Responsible Serving of Alcohol in the hospitality industry in the CBD, thus reducing alcohol related assaults, antisocial behaviour and other forms of crime in partnership with licensed traders.
- Develop a safe movement and dispersal methods to support late night users of the CBD to allow for increase in enjoyment of a safer environment and more reliable return home options. This will thereby reduce the potential for anti-social behaviour.
- Encourage the use and support of Crime Prevention Through Environmental Design principles to deal with day time and night time activities within the CBD, to encourage and support the use of a safer environment, with a particular focus on the hospitality precinct.

Membership of the committee includes representatives from Latrobe City Council, Victoria Police, local businesses and business groups and community representatives.

**Issues:**

*Strategy Implications*

The ongoing success of the Committee is aligned to the following Latrobe City Council Plan 2017-2021 objectives;

- Improve the liveability and connectedness of Latrobe City.
- Improve the amenity and accessibility of council services.
- Provide connected, engaged and safe community environment, which is improving the wellbeing of all citizens.

- Grow the civic pride of our municipality and solidify Latrobe City's image as a key Regional City.

*Communication*

The ToR were reviewed by the Committee during the 17 March 2020 Committee meeting and subsequent confirmation email on 20 May 2020.

*Financial Implications*

Nil

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Committee members become disengaged	2	Ensure that actions are shared between the committee members
The frequency of the meeting is not often enough	2	Effectively utilise meetings and members focussing on updates on allocated action items
<b>Legal/Regulatory Risk</b> Compliance with current Terms of Reference compromised if review and committee are not in place by due date.	3	Continue with current timelines to meet requirements, extend current committee members appointment to cover overlap if there is a delay.
<b>Reputational Risk</b> Reputational risk if Committee discontinued or lengthy delay in appointment of members.	3	Updated Committee ToR and report presented to Council to enable timely recruitment and appointment of members.

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

*Legal and Compliance*

Requirements applying to advisory committees which carry out limited functions (research, engagement, providing advice/feedback etc.) are not specifically applied under the Local Government Act 1989, but good governance practices necessitate

that their functions are kept under review, their terms of reference remain relevant and appropriate and that they act within these.

Most of the operating documents of the committees require that there be community representation or group representation on them. Community representatives are usually appointed following an Expression of Interest process.

*Community Implications*

The change of frequency and introduction of new committee representatives, representing a broader community base will increase the availability of new committee members to be able to attend.

*Environmental Implications*

No environmental implications have been identified as a result of this report.

*Consultation*

Consultation has been undertaken with the members of the Committee who have approved the changes.

*Other*

Nil

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

1 [↓](#). Traralgon CBD Safety Committee Terms Of Reference

## **16.2**

### **Traralgon Central Business District Safety Committee - Terms of Reference**

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# TRARALGON CENTRAL BUSINESS DISTRICT SAFETY COMMITTEE

*Terms of Reference*



May 2016  
Updated 2020





## CONTENTS:

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3. **Membership**
  - Composition of the Committee
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## 1. Establishment of the Committee

- 1.1. The Traralgon Central Business District (CBD) Safety Committee (hereinafter referred to as "the Committee"), is a formally appointed Advisory Committee of Latrobe City Council for the purposes of the *Local Government Act 1989*.
- 1.2. The membership of this Committee and these Terms of Reference will be adopted by resolution of Latrobe City Council at an Ordinary 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. Create safe and secure environments for all Traralgon CBD users.
  - 2.3.2. To improve the perception of a safe environment in the Traralgon Central Business District.
  - 2.3.3. Reduce antisocial behaviour and street crime within identified hotspots and reduce the incidence and prevalence of damage to property.
  - 2.3.4. Promote Responsible Serving of Alcohol in the hospitality industry in the CBD, thus reducing alcohol related assaults, antisocial behaviour and other forms of crime in partnership with licensed traders.
  - 2.3.5. Develop a safe movement and dispersal methods to support late night users of the CBD to allow for increase in enjoyment of a safer environment and more reliable return home options. This will thereby reduce the potential for anti-social behaviour.
  - 2.3.6. Encourage the use and support of Crime Prevention Through Environmental Design principles to deal with day time and night time activities within the CBD, to encourage and support the use of a safer environment, with a particular focus on the hospitality precinct.
- 2.4. The Committee will carry out the following in order to achieve the objectives set:



- 2.4.1. The Committee is to provide a consultative forum for all stakeholders that can effectively address the Safety, Security, Health and Wellbeing issues of the Traralgon Central Business District (CBD).
- 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 members, being:

- 3.1.1. Up to two Councillors.
- 3.1.2. A representative from each of the following sectors:
  - 3.1.2.1. Taxi Industry representative.
  - 3.1.2.2. Bus lines representative.
  - 3.1.2.3. Liquor Accord representative.
  - 3.1.2.4. Up to four late night venue representatives. (Not included within the quorum)
- 3.1.3. Victoria Police - Latrobe Local Area Commander or Delegate.
- 3.1.4. Victoria Police Crime Preventions Community Liaison Officer.
- 3.1.5. Traralgon Chamber of Commerce representative.
- 3.1.6. Traralgon Community Development Association Incorporated representative.
- 3.1.7. Stockland Plaza Traralgon representative.
- 3.1.8. Two business owners / Managers operating in the CBD
- 3.1.9. Up to Three Community representatives appointed via expression of interest process.
  - 3.1.9.1. Three Community members



- 3.1.9.2. 1 aged between 18- 24 years of age
- 3.1.9.3. 1 aged over 60
- 3.1.9.4. 1 other Community Member
- 3.1.10. Up to two Latrobe City Council Officers (no voting right).
  - 3.1.10.1. One of which will be the minute taker (no voting right).
- 3.1.11. The Committee must take necessary and proportionate action towards achieving gender equality as per Gender Equality Act 2020
- 3.1.12. Invitation to be extended once yearly to the following groups (not part of the quorum);
  - 3.1.12.1. Friends of the Courthouse
  - 3.1.12.2. Post Office
  - 3.1.12.3. Schools directly surrounding CBD

#### Length of appointment

- 3.2. Whilst a Committee 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 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 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 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. All Committee meetings and records are considered confidential and may be designated as confidential in accordance with Section 77 of the Act.
- 4.8. All recommendations, proposals and advice must be directed through the Chair.
- 4.9. Communication; Members of the Traralgon CBD Safety Committee will be sent electronic invitations to attend the quarterly meeting ten days prior to the 2nd Tuesday of the month. This invitation will include the minutes from the previous meeting.





- 4.10. Meeting Cancellation; if a quorum is not reached by the Thursday prior to the meeting, the meeting will be cancelled. Members of the committee will be notified on the following Tuesday of this cancellation.

#### Quorum

- 4.11. A quorum will be 6 voting members.
- 4.12. 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

- 4.13. 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

- 4.14. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.
- 4.15. 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).
- 4.16. 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.
- 4.17. The minutes shall be stored in the Latrobe City Council corporate filing system (currently ECM electronic document and records management system).
- 4.18. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.19. 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

- 4.20. 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.
- 4.21. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.22. 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 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.
- 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. The Committee must comply with the Assembly of Councillor provisions provided for in the Local Government Act 1989.
- 6.3. 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



<b>[Name] Advisory Committee</b>			
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.	Conflicts of Interest	All	
	<i>Members of the Committee are to declare any Conflicts of interest in matters listed on the agenda</i>		
4.	Matters arising from previous meeting	All	
	<i>Review of action progress from previous meetings</i>		
5.	Items for Consideration		
	<i>Matters being presented for discussion in accordance with the terms of reference</i>		
	•		
	•		
	•		
	•		
6.	General Business		
	•		
	•	All	
	•		



## Appendix 2: Minutes Template



<p><b>[Name] Advisory Committee Minutes</b></p> <p><b>Meeting Day, XX Month Year</b></p> <p><b>Time Commenced: 00:00am/pm Finish Time: 00:00am/pm</b></p> <p><b>Location: (include specific meeting room and address)</b></p> <p><b>Meeting Chair: &lt; Name &gt;</b></p>			
<p><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></p>			
No.	Item	Responsible Person	Timeframe
1.	<b>Present</b>		
2.	<b>Apologies</b>		
3.	<b>Conflicts of Interest Disclosures</b>		
	<p><i>Members of the Committee declare any Conflicts of interest 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>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p>&lt;Name&gt; ,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
<b>4.</b>	<b>Matters arising from previous meeting</b>		
	<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): • •		
<b>5.</b>	<b>Items for Consideration</b>		
	<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): •  3. Item Heading Action(s): •		





<p><b>[Name] Advisory Committee Minutes</b></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: &lt; Name &gt;</p>			
<p><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></p>			
No.	Item	Responsible Person	Timeframe
6.	<p><b>General Business</b></p> <p>List the item and action agreed and assign any follow up actions and expected timeframes</p> <p>1. Item Heading                      Action(s):                      •</p> <p>2. Item Heading                      Action(s):                      •</p>		
<p><b>Next Meeting:</b> &lt;Provide details of the next meeting date, time and location&gt;.</p>			



**Agenda Item: 16.3**

**Agenda Item: Community Safety Infrastructure Grants**

**Sponsor: General Manager, Community Health and Wellbeing**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council endorses the submission of the Moe Community Safety Lighting project to the Community Safety Infrastructure Grants program.**

**Executive Summary:**

The purpose of this report is to provide information on the Community Safety Infrastructure Grants and make recommendations on suitable projects for an application.

Applications to the fund close at 4.00pm on Friday 14 July 2020.

The Public Safety Infrastructure Fund grants are provided by the Department of Justice and Regulation as part of their suite of community safety grants. Grants are available for projects between \$25,000 and \$500,000. Council has previously received funding under this program for lighting and security upgrades as well as CCTV installation.

- The grants will support new infrastructure or the redevelopment of existing infrastructure based on the Crime Prevention Through Environmental Design Principles.
- Grant funds can only be used for infrastructure costs. All design, project management and evaluation costs are borne by Council.
- Projects must have a crime prevention focus and be strongly supported by local evidence.

In previous years applications to the Public Safety Infrastructure Fund (PSIF) are presented to Council for approval prior to submission.

Due to these tight timeframes, a briefing paper was presented to Council on

Monday 29 June Briefing for discussion and decision to be endorsed at the July Council Meeting.

In preparing a recommendation to Councillors, Officers reviewed previous unsuccessful endorsed submissions and the current Capital grants lists.

Through this process Officers have identified three lighting projects previously endorsed by Council that meet the guidelines for the grants program.

**Background:**

Due to the COVID-19 pandemic the Victorian Government has announced the Community Safety Infrastructure Grants program. Councils and community organisations can apply for grants between \$25,000 and \$500,000 to improve community safety, security and confidence in public places. Discussions with the Department of Justice and Community Safety have indicated that these grants are in lieu of the annual Public Safety Infrastructure Fund, Community Safety Fund and Graffiti Prevention grants.

The Public Safety Infrastructure Fund (PSIF) grants are provided by the Community Crime Prevention Unit of the Department of Justice and Regulation (DJR).

Grants of between \$25,000 and \$500,000 are available to councils to support projects that improve community safety, security and confidence in public places. Councils may submit more than one application up to a total of \$250,000. Grant applications are due by 14 July 2020.

The grants aim to support projects implementing Crime Prevention Through Environmental Design (CPTED) principles. The CPTED principles include natural surveillance, natural access control and natural territorial reinforcement. Natural surveillance increases the visibility of areas and aims to keep potential offenders under observation. Natural access control seeks to limit access to specific areas. Territorial reinforcement seeks to delineate public and private space to create a sense of ownership and to enable intruders to be more easily identified.

The program will fund new infrastructure, or the redevelopment of existing infrastructure, in public places. Examples of eligible projects include enhancing natural surveillance, encouraging increased use of public spaces, physical security such as lighting and fencing, and CCTV systems.

All projects must demonstrate a clear crime prevention need based on local information and evidence, such as crime statistics. DJR will also consider in the assessment of projects identified areas of high need and priorities emerging from Regional Crime Prevention Reference Groups.

Previous projects funded by the PSIF within Latrobe City

In 2012, installation of an additional seven CCTV cameras in Traralgon CBD and upgraded monitoring equipment at Traralgon Police Station.



In 2012, security upgrades to seven public sport and recreation sites that were identified as regularly vandalised, and broken into. The upgrades included the installation of motion sensor lighting, roller shutters, heavy duty fencing and replacement of wooden tables/benches with steel. The upgrades sites included:

- Moe Outdoor Pool
- Moe Botanical Gardens Public Toilets
- Morwell Town Common Public Toilets
- Traralgon, Bert Thompson Public Toilets
- Traralgon, Victory Park Sound Shell
- Traralgon Outdoor Pool
- Yallourn North, Coach Road Lookout

In 2011, lighting upgrades at Morwell East Residents Achievement (MERA) Park and the Churchill Underpass. MERA Park lighting was updated to P2 standard and the Churchill Underpass lighting was upgraded to P10 standard.

**Reasons for Proposed Resolution:**

The proposed projects have been identified as priorities in discussion with Victoria Police. As well as anecdotal evidence from the police and community members there are crime statistics data that identifies these areas as priorities. Council officers responsible for contributing to the maintenance of these facilities have also provided support information.

**Issues:**

Only one application is permitted per organisation. As the three projects are all located in Moe, Officers propose to submit include all individual projects approved by the Executive Team as a single 'Moe Community Safety Lighting' project.

The grant guidelines allow for up to 20 percent of the grant funds to be used for project management. Co-contributions are not mandatory but are encouraged. A budget allocation for \$8,000 is in the 20/21 budget for Community Safety Grant contributions that would be utilised for the application, further to this, officers will place a \$30,000 surplus budget bid to further contribute to the project and strengthen our application.

The identified projects are as follows:

<b>Project</b>	<b>Cost</b>	<b>Council endorsement</b>	<b>Notes</b>
Moe Rail Trail: 1.6km of lighting	\$300,000 (2018)	2 July 2018 Council Meeting PSIF application	Needs scope and costings to be

from Narracan Drive to Old Sale Road	costing)	(Subsequent PSIF application for this project was unsuccessful)	reviewed and updated.
Moe Botanical Gardens	\$17,021	2 October 2017 Council Meeting Play Space Master Plan	Solar lighting
Moe Apex Park	\$46,296	2 October 2017 Council Meeting Play Space Master Plan	Solar lighting

Once endorsed officers will prepare the application. A letter of support will be sought from Victoria Police and other relevant user groups and stakeholders.

*Strategy Implications*

The proposed project would meet the Council Plan objective of ‘provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.’

*Communication*

The proposed projects have been discussed with Victoria Police as required by the grant guidelines.

If successful in gaining the grant communication will take place with the community and identified stakeholders regarding the project and its implementation.

*Financial Implications*

If the grant application is unsuccessful or does fund all of the projects, there will be an opportunity to review priorities within the adopted budget to assess how these safety improvements might be addressed.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Service Delivery Risk</b> Project does not increase safety in area	3	Ensure intervention adheres to CPTED principles and addresses the identified need
<b>Safety Risk</b> Safety issues arising from identified projects not	3	Submit application for highest priority project

being addressed		
<b>Reputational Risk</b>		
Reputational risk from not applying for funding	4	Submit application

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

*Legal and Compliance*

No legal and compliance issues have been identified.

*Community Implications*

The recommendation aims to address the identified community safety issue in Moe. If successful in receiving the grant this will provide benefit to the community.

*Environmental Implications*

No environmental impacts have been identified.

*Consultation*

Council officers have consulted with Victoria Police regarding the identified projects. Council officers with a responsible for supporting the management and maintenance of these facilities have also provided input.

Community engagement will be undertaken with identified stakeholders and the broader community if Council is successful in receiving the grant.

*Other*

Nil

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

Nil

# **ORGANISATIONAL PERFORMANCE**

**17. ORGANISATIONAL PERFORMANCE**

**Agenda Item: 17.1**

**Agenda Item: Release of draft Governance Rules (including Election Period Policy) and draft Local Law for Public Consultation**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. approves the release of the draft Governance Rules including the draft Election Period Policy for public consultation for a four-week period, commencing Tuesday 07 July 2020 to Tuesday 04 August 2020;**
- 2. gives notice pursuant to sections 119 and 223 of the *Local Government Act 1989* of its intention to make a local law stating:**
  - a. the purpose and general purport of the proposed Local Law;**
  - b. that a copy of the proposed Local Law and explanatory document may be obtained from Council's offices; and**
  - c. that any person affected by the proposed Local Law may make a submission; and**
- 3. provides any person who makes a request to be heard the opportunity to appear at a Council meeting.**

**Executive Summary:**

The *Local Government Act 2020* (the 2020 Act) was passed in March 2020, with the various parts of the Act to commence over a timeline of several years.

Section 60 of the 2020 Act requires councils to develop, adopt and keep in force Governance Rules in relation to conduct of Council and Delegated Committee meetings, form and availability of meeting records, election of the Mayor and

Deputy Mayor, appointment of an Acting Mayor, an Election Period Policy, disclosure of conflicts of interest and any further matters set out in regulations.

Council officers have developed draft Governance Rules based on Council's Meeting Procedure Local Law No.1 and Meeting Policy, and incorporating some excerpts from model Rules provided by Local Government Victoria (LGV). The draft Rules prepared by Council officers are provided at Attachment 1.

The Governance Rules are designed to replace the corresponding parts of Local Law No.1 and the Meeting Policy.

Council's Election Period Policy has also been reviewed by Council officers as to amendments necessary to take into account commencement of relevant provisions of the 2020 Act. The draft Policy is provided at Attachment 2.

As the Governance Rules will not have the status of a subordinate instrument for the purposes of the *Interpretation of Legislation Act 1984* and so do not contain offence provisions for relevant breaches, a local law to sit alongside the Rules has also been prepared covering behavioural requirements for meetings, and Council's common seal requirements currently in Local Law No.1. The draft local law is provided at Attachment 3.

It is recommended to undertake a four-week public consultation process on Council's website, seeking comment on the draft Governance Rules, including the Election Period Policy. Public notice of the draft local law is required to comply with sections 119 and 223 of the *Local Government Act 1989*. Social media will also be suitably used to publicise the consultation activity.

### **Background:**

As part of the changes occasioned by the introduction of the *Local Government Act 2020*, by 1 September 2020 Council is required to have adopted Governance Rules on the following (section 60):

- a) the conduct of Council meetings;
- b) the conduct of meetings of delegated committees;
- c) the form and availability of meeting records;
- d) the election of the Mayor and the Deputy Mayor;
- da) the appointment of an Acting Mayor;
- e) an election period policy in accordance with section 69 of the Act;
- f) the procedures for the disclosure of a conflict of interest by a Councillor or a member of a delegated committee under section 130;



- g) the procedure for the disclosure of a conflict of interest by a Councillor under section 131;
- h) the disclosure of a conflict of interest by a member of Council staff when providing information in respect of a matter within the meaning of section 126(1);
- i) any other matters prescribed by the regulations (there are not currently any regulations).

The Rules are one of a number of governing documents the 2020 Act has introduced that are intended to reflect an overarching a set of governance principles contained at section 9 of the 2020 Act.

Currently, items (a) to (d) are topics covered in Council's Local Law No.1 and Council's Meeting Policy and which accordingly have been used to inform the draft Rules, with amendments to comply with the 2020 Act.

Council already has an Election Period Policy in place (matter (e)), however since its adoption the provisions of the 2020 Act relating to Council elections have commenced meaning a further update of that Policy is needed to ensure the Rules are compliant.

Amendments have been made to the Policy where appropriate regarding commencement of 2020 Act provisions and repeal of provisions of the *Local Government Act 1989* (the 1989 Act).

In relation to matters (f) to (h), the draft Rules include provisions from the LGV model Rules around avoiding conflicts of interest, but utilise the steps set out in the 1989 Act as to how disclosure can be made and recorded, with necessary amendments to reflect terminology of the 2020 Act.

Under the 2020 Act, the Governance Rules do not have the status of subordinate legislation. The main impact of this is that the Governance Rules cannot create offences for when the Rules are breached. A Local Law adopted to sit alongside the Governance Rules can serve this purpose, along with including common seal provisions currently contained in Local Law No.1.

While section 60 of the 2020 Act commenced on 1 May 2020, the Rules are required to be in place by 1 September 2020. It is a further requirement of the 2020 Act that Council follows a process of community engagement in developing the Rules. In this regard, Council is also required to adopt a formal Community Engagement Policy taking into account the Community Engagement Principles set out in the Act, but that policy is not mandated to be in place until 1 March 2021. Until 1 July 2021, local laws are still covered by the provisions of the 1989 Act rather than the 2020 Act. Those provisions still require public notice and the opportunity for public submissions.

On that basis, it is proposed that community engagement for the development of the Rules and the local law be undertaken through making the draft publicly available for comment and taking all feedback received into account, as well as the formal notice requirements of the 1989 Act regarding local laws.

**Issues:**

*Strategy Implications*

Adoption of the Rules and local law will achieve Objective 6 of the Council Plan - Ensure Council operates openly, transparently and responsibly. It will also best ensure compliance with the Act.

*Communication*

It is a requirement of the 2020 Act that Council follows a process of community engagement in developing the Rules, and a requirement of the 1989 Act that development of local laws include public notice and the opportunity for public submissions.

*Financial Implications*

Nil.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Failure to publicly consult on the Rules or local law may result in adoption of Rules or a local law that do not align with community expectations.</p>	1 (Rare)	Community consultation is to be undertaken and feedback considered.
<p><b>Legal/Regulatory Risk</b></p> <p>Failure to publicly consult on the Rules and local law may mean Council has not complied with the community engagement requirement for development of the Rules and the requirements of the 1989 Act for development of local laws</p>	1 (Rare)	Community consultation is to be undertaken and feedback considered.
<p><b>Legal/Regulatory Risk</b></p> <p>The Rules and local law are not ready for adoption</p>	3 (Possible)	Ensure community consultation is undertaken from early July, so that there is sufficient time for

by 31 August 2020		that process, consideration of feedback and final amendments to the Rules.
-------------------	--	--

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

### *Legal and Compliance*

Section 60 of the 2020 Act requires Council to develop, adopt and keep in force Governance Rules and subsection 60(7) requires development of those Rules to involve community engagement. Section 69 sets out the requirement for Council to include an Election Period Policy in the Governance Rules together with necessary inclusions for the Policy. Section 119 of the 1989 Act requires public notice and the opportunity for public submissions in development of local laws.

### *Community Implications*

A clear and consistent set of Governance Rules and accompanying local law will provide a strong framework for the operation of Council, which in turn promotes the trust of the municipal community and encourages community member engagement. These documents are also considered to be an integral part of how Council will achieve the overarching governance principles contained in section 9 of the Act.

### *Environmental Implications*

Nil.

### *Consultation*

It is recommended to commence a four week public consultation process on Council's website, seeking comment on the draft Governance Rules including Election Period Policy, and the draft local law. Social media will also be suitably used to publicise the consultation activity.

Officers are also to commence discussion of the Governance Rules, Election Period Policy and local law with the Senior Leaders Team. Should it be requested by Council, officers will also undertake further targeted internal consultation and education.

Officers have further been involved in a Gippsland Councils working group in relation to implementing the 2020 Act.

### *Other*

Nil.

### **Declaration of Interests:**

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

**Supporting Documents:**

Meeting Procedure Local Law No.1 2017

Council Meeting Policy

Local Government Act 2020

Local Government Act 1989

**Attachments**

- 1 [↓](#). Draft Governance Rules
- 2 [↓](#). Draft Election Period Policy
- 3 [↓](#). Draft Local Law No.1

## **17.1**

### **Release of draft Governance Rules (including Election Period Policy) and draft Local Law for Public Consultation**

<b>1</b>	<b>Draft Governance Rules.....</b>	<b>358</b>
<b>2</b>	<b>Draft Election Period Policy.....</b>	<b>406</b>
<b>3</b>	<b>Draft Local Law No.1 .....</b>	<b>438</b>



# Governance Rules

Version 1

Approval Date: [Click here to enter text.](#)

Review Date: [Click here to enter text.](#)





## Governance Rules

### DOCUMENT CONTROL

Responsible GM	Greg Drumm	
Division	Organisational Performance	
Last Updated (who & when)	Click here to enter text.	Click here to enter text.
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
References	<p style="text-align: center;"><i>Election Period Policy</i></p> <p style="text-align: center;"><i>Citizen Confidentiality and Privacy Policy</i></p> <p style="text-align: center;"><i>Civic, Ceremonial Functions and Honours Policy</i></p> <p style="text-align: center;"><i>Employee Code of Conduct</i></p> <p style="text-align: center;"><i>Local Government Act 2020</i></p> <p style="text-align: center;"><i>Local Government Act 1989</i></p> <p style="text-align: center;"><i>Planning and Environment Act 1987</i></p> <p style="text-align: center;"><i>Privacy and Data Protection Act 2014</i></p>	
Next Review Date	Click here to enter text.	
Published on website	Yes	
Document Reference No		



## Governance Rules

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# Governance Rules

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## 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, Delegated Committee meetings and Community Asset 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 71-72.
- 4.3 The Governance Rules are not intended to revoke Local Law No 1 – 2017 however insofar as there is any inconsistency between the Governance Rules and the Local Law, these Governance Rules shall prevail.





## Governance Rules

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### 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
Authorised Officer	means a member of Council staff who is authorised by Council or the Chief Executive Officer under delegation to carry out specific functions under these Governance Rules
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
Council	means Latrobe City Council
Council meeting	means a meeting of the Council convened in accordance with these Governance Rules and includes scheduled meetings and unscheduled meetings
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
Deputy Mayor	means the Deputy Mayor of Council and any person appointed by Council to act as Deputy Mayor
Disorder/Disorderly	means any disorderly conduct of a member of the gallery or a Councillor and includes: <ul style="list-style-type: none"> <li>• interjecting when another person is speaking, except, in the case of where a Councillor is raising</li> </ul>



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	<p>a Point of Order;</p> <ul style="list-style-type: none"> <li>• making comments that are defamatory, malicious, abusive or offensive;</li> <li>• 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</li> </ul> <p>engaging in any other conduct which prevents the orderly conduct of the meeting.</p>
Division	means a formal count and recording in the minutes of the meeting of those Councillors for and against a motion
Election Period	has the same meaning as in the <i>Local Government Act 2020</i>
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, a Delegated Committee or Community Asset Committee
Rescind	means to repeal or amend a resolution and 'rescinded'



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	includes 'amended'
Rule or Sub-Rule	means <i>Rule or Sub-Rule</i> 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



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### **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 a majority of the votes, that candidate is declared to have been elected;
  - 6.5.2. If no candidate receives a 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 a majority of the votes, he or she 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. If two or more candidates have an equality of votes and one of them has to be declared, the declaration will be determined by lot.



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- 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. If the lot is being conducted to determine which is a defeated candidate, 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). Where there are only 2 candidates remaining and the lot is being conducted to determine which candidate is to be duly elected, the word "Elected" must be written on one of the pieces of paper, and the Councillor who draws the paper with the word "Elected" written on it must be declared to have been duly elected.
- 6.5.6. The procedure provided for in this Rule also applies to the election of a temporary Chair.
- 6.6. 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.

If the vote is taken and 2 candidates each receive equal votes, a lot is used to determine which candidate is elected. In this instance, the word "Elected" is written on the paper and the person who draws that piece of paper is elected.



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### **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





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### 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.
- 9.3. An unscheduled Council meeting may be called by:
  - 9.3.1 Council resolution;
  - 9.3.2 Written notice by the Mayor or three Councillors. In addition to the requirements in the Act about the notice to be given for Council meetings, reasonable notice, including on the Council's website, must be given when Council has changed a meeting date, time or place.
- 9.5. 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.

##### 10. Agendas

- 10.1. 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 working days before the meeting.
- 10.2. 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.
- 10.3. The requirements to provide notice and an agenda under Sub-Rules 10.1 and 10.2 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.



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### Division 2 – Quorums

#### 11. Inability to gain a Quorum

If, after 30 minutes from the scheduled starting time of any Ordinary or Special Meeting, a quorum cannot be obtained:

- 11.1. those Councillors present; or
- 11.2. 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.

#### 12. Inability to maintain a Quorum

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

- 12.1. those Councillors present; or
- 12.2. 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.

#### 13. Inability to achieve or maintain a Quorum due to Conflicts of Interest of Councillors

- 13.1 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.
- 13.2 If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, Council will:
  - 13.2.1 Determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
  - 13.2.2 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.
- 13.3 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



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separated into component parts or prior decisions made, Council will delegate the decision to be made:

13.3.1 By the Chief Executive Officer; or

13.3.2 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.

13.4 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.

### **14. Adjourning or postponing a meeting**

14.1. Council may adjourn any meeting.

14.2. 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 or to a day that he or she considers appropriate.

14.3. 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.

14.4. 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.

14.5. 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.

14.6. The Chief Executive Officer must provide written notice of a meeting adjourned under Rules 11, 12 or 13 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**

#### **15. The Order of Business**

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.



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### **16. 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.

### **17. 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:

- 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.

### **Division 4 – Motions and Debate**

### **18. Councillors may propose Notices of Motion**

- 18.1. A Councillor may submit a notice of motion to the CEO for a matter to be listed on a meeting agenda.
- 18.2. 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.

### **19. Notice of motion**

- 19.1. A notice of motion must:
  - 19.1.1. be in writing;
  - 19.1.2. signed and dated by the Councillor proposing the notice of motion; and
  - 19.1.3. lodged with the Chief Executive Officer by 10:00 am five business days before the next scheduled Council meeting to allow inclusion in the agenda in accordance with Sub-Rule 10.1;
  - 19.1.4. a Councillor lodging a notice of motion in accordance with this Sub-Rule must also provide an outline of the proposed motion to all other Councillors by 5.00pm five business days before the next scheduled Council meeting.
- 19.2. The Chief Executive Officer must reject a notice of motion which:
  - 19.2.1. is vague;
  - 19.2.2. 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;
  - 19.2.3. is defamatory;





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- 19.2.4. may be prejudicial to any person or Council;
  - 19.2.5. is objectionable in language or nature;
  - 19.2.6. is outside the powers of Council;
  - 19.2.7. is a notice of motion submitted during the Election period; or
  - 19.2.8. is a matter subject to a Council decision making process which has commenced but is not yet complete.
- 19.3. If the Chief Executive Officer rejects a notice of motion under Sub-Rule 19.2, he or she will inform the Councillor who lodged the notice of motion of that rejection and the reasons for it. The Councillor will be provided with an opportunity to amend the proposed notice of motion provided that the Council meeting at which the notice of motion is to be considered is more than 24 hours from the time of rejection.
- 19.4. The Chief Executive Officer may reject and refer any notice of motion to the Council's operational service request process if it relates to a matter that he or she determines is more appropriately addressed that way.
- 19.5. Subject to Sub-Rule 19.6 a notice of motion must call for a Council report if the notice of motion:
- 19.5.1. substantially affects the level of Council services;
  - 19.5.2. commits the Council to expenditure in excess of \$5,000 and that has not been included in the adopted budget;
  - 19.5.3. establishes or amends a Council policy; or
  - 19.5.4. commits the Council to any contractual arrangement, as determined by the Chief Executive Officer.
- 19.6. 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.
- 19.7. 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.
- 19.8. The full text of any notice of motion accepted by the Chief Executive Officer must be included in the agenda.
- 19.9. 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.



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19.10. 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 19.9.

19.11. 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.

19.12. If a notice of motion is not moved at the meeting at which it is listed, it lapses.

### **20. Chair's Duty**

The Chair must not accept any motion or amendment which he or she considers to be:

20.1. defamatory;

20.2. objectionable in language or nature;

20.3. vague or unclear in intention;

20.4. outside the powers of Council;

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

20.6. an amendment that is contrary to Sub-Rule 23.3.

### **21. Motion Procedure**

The procedure for moving any motion is:

21.1. The mover must state the motion without speaking to it.

21.2. The motion must be seconded by a Councillor other than the mover.

21.3. The motion will lapse if it is not seconded.

21.4. If the motion is seconded, the Chair must ask: "Is the motion opposed?"

21.5. If the motion is not opposed the Chair must ask: "Does any Councillor wish to speak in favour of the motion?"

21.6. If no Councillor opposes the motion, or wishes to speak on the motion, the Chair must declare the motion carried.

21.7. If a Councillor opposes the motion, the Chair must ask the mover to address the Council on the motion.

21.8. The Chair must ask the seconder to address the Council on the motion who may reserve his or her address until later in debate.

21.9. 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.





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21.10. 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 prior to the motion being put to the vote.

21.11. To determine a motion before a meeting, the Chair will:

21.11.1. First call for those in favour of the motion;

21.11.2. Then those opposed to the motion; and

then declares the result to the meeting.

### **22. Right of Reply**

22.1. The mover of a motion, including an amendment, has a right of reply to matters raised during debate.

22.2. 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.

### **23. Moving an Amendment**

23.1. A motion which has been moved and seconded but not put to the vote may be amended.

23.2. An amendment may be proposed and seconded by any Councillor, except the mover or seconder of the motion.

23.3. A proposed amendment must:

23.3.1. be relevant to the subject of the motion;

23.3.2. not be in opposition to the motion; and

23.3.3. not contradict the form or substance of the motion.

23.4. If a proposed amendment is a simple alteration that:

23.4.1. adds a word or deletes a word from the motion; or

23.4.2. corrects an incorrect reference or typographical error –

the mover and seconder of the motion may agree to accept the changes in which case they will be incorporated into the motion without the need for the agreed changes to be recorded in the minutes of the meeting as an amendment.

23.5. If an amendment is more complex than that proposed under Sub-Rule 23.4, then the Chair will follow the process in Rule 24.

23.6. Any debate arising from an amendment to a motion must be confined to the terms of the amendment.

23.7. A motion to confirm a previous resolution of Council cannot be amended.



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### **24. How many Amendments may be Proposed**

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

### **25. 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.

### **26. An Amendment Once Carried**

- 26.1. If the amendment is carried:
  - 26.1.1. the motion as amended becomes the substantive motion before the meeting; and
  - 26.1.2. the mover and seconder of the amendment are deemed to be the mover and seconder of the amended motion before the meeting; and
  - 26.1.3. the amended motion can then be further amended.
- 26.2. If the amendment is not carried, the debate returns to the motion, or a further amendment may be proposed.

### **27. Withdrawal of Motions and Amendments**

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

### **28. 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.

### **29. Chair may Separate or Aggregate Motions and Amendments**

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

- 29.1. several parts; or
- 29.2. its aggregate form.

### **30. Foreshadowing Motions**

- 30.1. 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.
- 30.2. A foreshadowed motion must substantially relate to an item already listed on the agenda of the Ordinary Meeting, otherwise it can only be accepted by



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Council as urgent business and subject to the urgent business restrictions under Rule 17.

- 30.3. 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 or additional motion.
- 30.4. Upon a motion being foreshadowed, the Chair may request the Councillor who foreshadowed it to move that motion immediately or after the business currently before the meeting is disposed of provided that a foreshadowed motion cannot be moved whilst a motion or amendment is being considered by the meeting.
- 30.5. The minutes of the meeting do not have to record a foreshadowed motion until the foreshadowed motion is formally moved.

### **31. Motions and Amendments in Writing**

- 31.1. 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.
- 31.2. The Chair may defer a matter until a motion has been written, allowing the meeting to proceed uninterrupted.

### **32. 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.

### **33. Debate must be relevant to the Motion**

- 33.1. 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.
- 33.2. 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.
- 33.3. A speaker to whom a direction has been given under Sub-Rule 33.2 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.

### **34. 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.



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### 35. Speaking Times

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

- 35.1. 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 21: - 3 minutes;
- 35.2. any other Councillor – 3 minutes; and
- 35.3. the mover of a motion exercising a right of reply – 3 minutes.

### 36. Extension of Speaking Times

- 36.1. An extension of speaking time may be granted by resolution of Council 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.
- 36.2. A motion for an extension of speaking time cannot be accepted by the Chair if another speaker has commenced participation in the debate.

### 37. 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.

### 38. Right to Ask Questions

- 38.1. A Councillor may, at any time when no other Councillor is speaking, ask any question concerning or arising out of the motion or amendment before the Chair.
- 38.2. 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

### 39. Procedural Motions

- 39.1. Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chair.
- 39.2. Procedural motions require a seconder.
- 39.3. Procedural motions do not need to be recorded in the minutes of the meeting, unless requested by the Chair.
- 39.4. Notwithstanding any other provision in these Governance Rules, procedural motions must be dealt with in accordance with the following table:

**PROCEDURAL MOTIONS TABLE**

<b>Procedural Motion</b>	<b>Form</b>	<b>Mover and Seconder</b>	<b>When Motion Prohibited</b>	<b>Effect if Carried</b>	<b>Effect if Lost</b>	<b>Debate Permitted on Motion</b>
1. 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 a Chair; (b) When another Councillor is speaking	Motion and amendment is postponed to the stated time and/or date	Debate continues unaffected	Yes
2. The closure	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 in respect of which the closure is carried is put to the vote immediately without debate of this motion, subject to any Councillor exercising his or her right to ask any question concerning or arising out of the motion	Debate continues unaffected	No

## Division 6 – Rescission Motions

### 40. Notice of Rescission

40.1. A Councillor may propose a notice of rescission provided:

- 40.1.1. the resolution proposed to be rescinded has not been acted on; and
- 40.1.2. the notice of rescission is provided to the Chief Executive Officer setting out:
  - 40.1.2.1. the resolution to be rescinded; and
  - 40.1.2.2. the meeting and date when the resolution was made.

#### **Explanatory Note**

A notice of rescission is a form of notice of motion. Accordingly, all provisions in these Governance Rules regulating notices of motion equally apply to notices of rescission.

When the notice of rescission is before the meeting, it is like any other form of motion. It is referred to as a "rescission motion".

40.2. A resolution will be deemed to have been acted on if:

- 40.2.1. its contents or substance has been formally communicated to a person whose interests are materially affected by it; or
- 40.2.2. a statutory process or work has been commenced, so as to vest enforceable rights in or obligations on Council or any other person.

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

- 40.3.1. has not been acted on; and
- 40.3.2. is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with Rule 40.1,

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





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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 40.3 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.

### **41. When a rescission Motion is Lost**

- 41.1. 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.
- 41.2. 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 41.2 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.

### **42. 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.

### **43. 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.



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### Division 7 – Points of Order

#### 44. Chair to Decide

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

#### 45. Chair may Adjourn to Consider

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

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

#### 46. Dissent from Chair's Ruling

46.1. 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".

46.2. When a motion in accordance with this Rule is moved and seconded, the Chair must invite the mover to state the reasons for his or her dissent and the Chair may then reply.

46.3. The Chair must put the motion in the following form:

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

46.4. The Chair must remain in the Chair during the motion of dissent and he or she maintains their right to a second vote.

46.5. If the vote is in the negative, the meeting proceeds.

46.6. If the vote is in the affirmative, the Chair must reverse or vary (as the case may be) his or her previous ruling and proceed.

46.7. 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.

#### 47. Procedure for Point of Order

47.1. A Councillor raising a point of order must:

47.1.1. state the point of order; and

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



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47.2. 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.

### **48. Valid Points of Order**

A point of order may be raised in relation to:

- 48.1. a motion, which, under Rule 20, or a question which, under Rule 38, should not be accepted by the Chair;
- 48.2. a question of procedure; or
- 48.3. any act of disorder.

#### **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 – Divisions**

#### **49. Procedure for a Division**

- 49.1. Immediately after any motion or amendment is put to a vote and before the next item of business has commenced, a Councillor may call for a division.
- 49.2. No Councillor is prevented from changing his or her original vote when voting on the division.
- 49.3. When a division is called for, the Chair must:
  - 49.3.1. first call for a show of hands from those Councillors voting in favour of the motion, then call for a show of hands from those Councillors voting against the motion; and
  - 49.3.2. declare the result to the meeting.
- 49.4. The outcome of the vote on the division will determine Council's decision on the matter.

#### **50. No Discussion Once Declared**

- 50.1. 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:



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- 50.1.1. a Councillor requesting, before the next item of business is considered, that his or her opposition to a resolution be recorded in the minutes or a register maintained for that purpose; or
- 50.1.2. 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 50.1.2 would allow some discussion if, immediately after a resolution was made, a Councillor foreshadowed lodging a notice of rescission to rescind that resolution.

Equally, Rule 50.1.2 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.

Without a positive resolution – to the effect that a planning permit now be granted – the planning permit application will be left unresolved; hence the reference in Rule 50.1.2 to discussion about a positive motion where a resolution has just been rescinded.

### Division 9 – Minutes

#### 51. Confirmation of Minutes

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.

#### 52. Process for confirming the Minutes

- 52.1 If no Councillor indicates opposition to the minutes, the Chair must declare the minutes confirmed.
- 52.2 If a Councillor indicates opposition to the minutes he or she 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.
- 52.3 Once the minutes are confirmed the Chair of the meeting at which they are confirmed, must sign them.

#### 53. Content of the Minutes

- 53.1. The Chief Executive Officer must ensure that minutes of each Council meeting are kept and those minutes include:
  - 53.1.1. The date, place, time and nature of the meeting;



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- 53.1.2. The names of the Councillors present and the names of any Councillors who apologised in advance for their non-attendance;
- 53.1.3. The names of the members of Council staff present;
- 53.1.4. 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;
- 53.1.5. Arrivals and departures (including temporary departures) of Councillors during the course of the meeting;
- 53.1.6. Each motion and amendment moved (including motions and amendments that lapse for the want of a seconder);
- 53.1.7. The vote cast by each Councillor;
- 53.1.8. The vote cast by each Councillor upon a division;
- 53.1.9. The vote cast by any Councillor who has requested that his or her vote be recorded in the minutes;
- 53.1.10. Questions upon notice;
- 53.1.11. The failure of a quorum;
- 53.1.12. The date and time the meeting was commenced, adjourned, resumed and concluded;
- 53.1.13. Any adjournment of the meeting and the reasons for that adjournment; and
- 53.1.14. The time at which standing orders were suspended and resumed; and
- 53.1.15. 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.

### **54. Recording and broadcasting Meetings**

Except for a member of staff authorised by the Chief Executive Officer, a person must not record or broadcast, or 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).





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### Division 10 – Behaviour

#### 55. Public Addressing the Meeting

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. Chair May Remove

The Chair may order and cause the removal of any person, including a Councillor, who disrupts any meeting or fails to comply with a direction.

#### 57. Suspensions

Council may by resolution suspend from a portion of the meeting, or for the balance of the meeting, any Councillor whose actions have disrupted the business of Council at that meeting, and have impeded its orderly conduct.

#### 58. 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 gallery under Rule 56 of these Governance Rules or whom Council has suspended under Rule 57.

### Division 11 – Miscellaneous

#### 59. 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 12 – Suspension of Standing Orders

#### 60. Suspension of Standing Orders

60.1. 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 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.





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60.2. The suspension of standing orders should not be used purely to dispense with the processes and protocol of the governance of Council. An appropriate motion would be:

"That standing orders be suspended to enable discussion on....."

60.3. Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary. An appropriate motion would be:

"That standing orders be resumed."

### Division 13 – Public Engagement

#### 61. Community Participation

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.

#### 62. 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.

#### 63. Acknowledgments

63.1 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 an Ordinary Council Meeting. Where formal honours are applicable, the *Civic, Ceremonial Functions and Honours Policy* must be followed.

63.2 At a Council Meeting, the following may occur:

- 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;
- a presentation of a certificate or plaque; or
- a minute's silence recognising the passing of a person.

63.3 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*.

#### 64. Streaming Council Meetings



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- 64.1 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.
- 64.2 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.
- 64.3 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 may be retained for viewing by the public for up to 30 days, and then will be erased.

### **65. Behaviour Expectations in the Meeting for Visitors**

- 65.1 All present at a meeting are required to behave in accordance with the Governance Rules to allow the meeting to proceed without disruption.
- 65.2 Appropriate behaviour includes:
- Be quiet during proceedings;
  - Not create a nuisance within the meeting;
  - Be respectful of the protocols of the meeting;
  - Not harass those attending the meeting, including Councillors, officers and other visitors;
  - Not bring in any placards, posters or materials other than personal effects unless prior permission has been sought and granted from the Mayor/Chair;
  - Not display any physical violence or verbal abuse to anyone or anything within the meeting;
  - Not record meeting proceedings without the consent of the Mayor/Chair via photography, filming or audio unless consent has been given in accordance with Rule 54 of these Governance Rules.
  - Have mobile devices switched off or on silent.
- 65.3 Members of the public who do not behave appropriately will be warned, and if poor behaviour continues, will be required to leave in accordance with Rules 56 and 58 of these Governance Rules.

### **66. Petitions**

The community has the right to lobby Council, and can do so through petitioning.

#### **66.1 Requirements for a Valid Petition**

For a petition from the community to be accepted and presented to a Council meeting on its own merits, the following requirements must be met:

- A petition must be:



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- in the prescribed template format (attached to these Governance Rules at Appendix One);
  - addressed to Latrobe City Council;
  - refer to a matter on which Latrobe City Council has the power to act;
  - state the reasons for petitioning Latrobe City Council;
  - contain a request for action by Latrobe City Council;
  - be signed by at least ten people (must not be in pencil);
  - 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*).
- The terms of the petition must:
    - be placed at the top of every page;
    - not contain any alterations;
    - not exceed 250 words;
    - not be illegal and must not promote illegal acts; and
    - language must not be objectionable or inflammatory in nature.
  - 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.

### 66.2 Submitting your petition

66.2.1 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.

66.2.2 E-petitions can be forwarded in accordance with the criteria specified by Council for that facility.

### 66.3 Assessment of the petition

66.3.1 Once received, officers will provide written acknowledgement of receipt, and undertake an initial assessment against the criteria specified in this policy to ensure that it complies prior to being presented to the next available Council meeting.

66.3.2 Where the petition does not meet the specified criteria, the following will apply:

- If the subject matter relates to a current submission process (e.g. through the Act or the *Planning and Environment Act*



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1987), the petition will be considered as a submission/objection to that process;

- Any other matter it will be considered as general correspondence and not presented to Council

and the head petitioner or other nominated person notified accordingly.

### 66.4 Tabling at a Council meeting

A petition that meets the criteria will be listed for tabling at the next available Council meeting with the following information:

- The terms of the petition
- The number of signatures

### 66.5 No Discussion or Debate of Petition

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.

### 66.6 Follow up of Petition

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

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

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

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

## 67. Written Submissions

67.1 Council will invite submissions in accordance with its policies 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.

67.2 This policy does 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.

67.3 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.

## 68. Speaking at a Council meeting





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### 68.1 Requirements for a valid request to speak at a Council meeting

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

- 68.1.1 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);
- 68.1.2 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 Councils website;
- 68.1.3 The person requesting to speak must provide their name, address, contact number, who they represent (and must also provide written approval to do so) and the item they wish to speak on;
- 68.1.4 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);
- 68.1.5 The Mayor 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;
- 68.1.6 The person requesting to speak acknowledges that consent is automatically given to being recorded (if the meeting is to be streamed);
- 68.1.7 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;
- 68.1.8 Speaking at Council meeting opportunities is not to be used to present petitions, letters or ask questions (these can be done through alternative mechanisms available as outlined in this policy);
- 68.1.9 During a declared State of Emergency public participation at Council meetings may be undertaken via tele or video conferencing as determined by Council.

### 68.2 Procedural matters for managing speakers

The following procedural matters apply:

- 68.2.1 The order of speakers will be as follows:
  - Aligns with the order of reports on the agenda;
  - Then in order of receipt of the request to speak or as otherwise instructed by the Mayor/Chair.



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- 68.2.2 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.

### 68.3 Requirements for speaking at a Council meeting

The following requirements for addressing a Council meeting apply:

- 68.3.1 When addressing the meeting, persons are asked to address the meeting facing the Mayor/Chair at the microphone provided;
- 68.3.2 Speakers are requested to keep their address brief and to the main issues of concern;
- 68.3.3 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.
- 68.3.4 Councillors may ask questions of the speaker to clarify a point, however, no debate or commentary is to be provided at this time.

### 68.4 Protocol for addressing the meeting

The following protocol applies when addressing a Council meeting:

- 68.4.1 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.
- 68.4.1.1 All Councillors, other than the Mayor, must be addressed as Councillor (*name*).
- 68.4.1.2 All members of staff in attendance must be addressed as Mr or Ms (*name*) as appropriate or by their official title.

## 69. Public Question Time

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.

### 69.1 Requirements for a valid question

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

- 69.1.1 The person submitting the question must include their name, address and contact number;
- 69.1.2 A question must not exceed 50 words in length;





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- 69.1.3 A question must focus on an issue within Councils powers to act;
- 69.1.4 A question must not name, allude to, or focus on an individual
- 69.1.5 No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council meeting.
- 69.2 Questions that meet one of the following criteria will not be answered at a Council Meeting:
- 69.2.1 Repetitive or has already been answered (either previously by officers in writing or at a Council meeting);
- 69.2.2 Relates to a matter for which the meeting would normally be closed (section 66 of the Act);
- 69.2.3 Is prejudicial to the Council or any other person if answered;
- 69.2.4 Relates to the personal views or actions of an individual Councillor or Officer;
- 69.2.5 Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage;
- 69.2.6 Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature;
- 69.2.7 Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.
- 69.3 Submitting your question
- 69.3.1 Questions for consideration at a Council meeting can be submitted:
- electronically to [egovernance@latrobe.vic.gov.au](mailto:egovernance@latrobe.vic.gov.au);
  - via an online form available on Council's website; or
  - via a form available in Councils' customer service centres (attached to these Governance Rules at Appendix Two).
- 69.3.2 Questions must be received by midday on the day of the Council meeting. Any questions received after this deadline that meets the criteria will be held until the next scheduled Council meeting for response.
- 69.4 Response at a Council Meeting
- 69.4.1 The Mayor/Chair will ask the Chief Executive Officer to conduct the public question time session.
- 69.4.2 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.
- 69.4.3 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



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the details will be included in the minutes of the meeting and a copy distributed to the person to their nominated address.

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

69.4.5 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.

### 70 Privacy

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

70.2 Processes will comply with Council's *Citizen Confidentiality and Privacy Policy* where applicable.

70.3 As part of Council's operations, any document incorporated into a Council agenda must be made publically available, including any petitions which are tabled.

70.4 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.

70.5 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 making processes.



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Section	What personal information is published in the minutes and can be published in agenda papers	Further information accessible through other means
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.
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

##### 71 Delegated Committees

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

71.2 For the purpose of Sub-Rule 71.1:



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- 71.2.1 a Council Meeting is to be read as a reference to a Delegated Committee Meeting;
- 71.2.2 a Councillor is to be read as a reference to a Member of the Delegated Committee; and
- 71.2.3 a reference to the Mayor is to be read as a reference to the Chairperson of the Delegated Committee.
- 71.3 If Council establishes a Delegated Committee, Council may resolve that a provision of these Governance Rules do not apply to that Committee.

### **72 Community Asset Committees**

- 72.1 The Governance Rules may apply to any Community Asset Committee established by Council.
- 72.2 Council may resolve, in establishing a Community Asset Committee which chapters of the Governance Rules apply but as a minimum must include Division 9 (Minutes) of Part C.
- 72.3 A Community Asset Committee must report the minutes of all Committee Meetings to the next practicable Council meeting.
- 72.4 A Community Asset Committee must act in accordance with its adopted Charter, Instrument of Delegation and any Terms of Reference adopted by Council.

### **Division 2 – Election Period Policy**

#### **73 Council's Election Period Policy**

- 73.1 Council will have in place an Election Period Policy that:
  - 73.1.1 Governs decision making during a local government election period, including what may be considered at a Council meeting;
  - 73.1.2 Prohibits the use of Council resources for any election campaign purposes, including Federal, State or Council elections;
  - 73.1.3 Sets out the conditions for any community engagement required to be undertaken during an election period, including consultations and Civic events;
  - 73.1.4 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;
  - 73.1.5 Defines roles and responsibilities in relation to who is the spokesperson for Council during an election period;



## Governance Rules

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- 73.1.6 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.
- 73.2 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.
- 73.3 The Election Period Policy forms part of these Governance Rules.
- 73.4 Any outstanding Delegate's Reports may still be reported to a Meeting of Council during this period.
- 73.5 Council Committees shall resume meeting following the election and the appointment by the incoming Council of Councillors to each committee.

### **Division 3 – Conflict of Interest**

#### **74 Obligations with regard to Conflict of Interest**

- 74.1 Councillors, Members of Delegated Committees and Council staff are required to:
- 74.1.3 Avoid all situations which may give rise to conflicts of interest;
- 74.1.4 Identify any conflicts of interest; and
- 74.1.5 Disclose or declare all conflicts of interest.

#### **75 Councillors and Members of Delegated Committees**

- 75.1 May not participate in discussion or decision-making on a matter in which they have a conflict of interest.
- 75.2 All disclosures of conflicts of interest will be recorded in the minutes of a Council or Delegated Committee meeting.

#### **76 Procedure at a Council or Delegated Committee Meeting**

- 76.1 A Councillor or Member of a Delegated Committee who has a conflict of interest and is attending the Council or Delegated Committee meeting must make a full disclosure of that interest:
- 76.1.1 by either:
- (a) advising the meeting of the details required under Sub-Rules 76.1.2 and 76.1.3 at the time in the agenda for disclosures of conflicts of interest; or





## Governance Rules

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- (b) advising the Chief Executive Officer in writing of the details required under Sub-Rules 76.1.2 and 76.1.3 before the meeting; and
  - 76.1.2 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
  - 76.1.3 describing the nature of the interest; and
  - 76.1.4 if the Councillor or Member advised the Chief Executive Officer of the details under Sub-Rule 76.1.1(b), the Councillor or Member must make a disclosure of the class of interest only to the meeting immediately before the matter is considered at the meeting.
- 76.1 Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or Member of a Delegated Committee must indicate to the meeting the existence of the conflict of interest and leave the meeting.
- 76.2 A Councillor or Member of a Delegated Committee who discloses a conflict of interest and leaves a meeting must not communicate with any participants in the Meeting while the decision is being made.
- 76.3 The Chief Executive Officer must:
  - 76.4.1 keep written disclosures given to him or her under this Rule in a secure place for 3 years after the date the Councillor or Member of a Delegated Committee who made the disclosure ceases to be a Councillor or Member of a Committee; and
  - 76.4.2 destroy the written disclosure when the 3 year period referred to in Sub-Rule 76.4.1 has expired.
- 77 Procedure at other meetings organised, hosted or supported by Council**
  - 77.1 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.
  - 77.2 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.
  - 77.3 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.





## Governance Rules

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- 77.4 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.
- 77.5 The existence of a conflict of interest will be recorded in the minutes of the meeting.
- 77.6 If there are no minutes kept of the meeting, the conflict of interest will be recorded in a meeting record and provided to the Chief Executive Officer to be retained pursuant to Sub-Rule 76.4.
- 77.7 The meeting minutes or record will also record the duration of the discussion and whether the Councillor left the meeting.
- 77.8 Meeting records and reports will be presented to Council for noting and inclusion on the public record.

### **78 Council Staff**

- 78.1 Must act in accordance with the Employee Code of Conduct.
- 78.2 Must not exercise a delegation or make a decision on any matter where they have a conflict of interest.
- 78.3 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 80 and the Employee Code of Conduct.

### **79 Procedure for disclosures of conflicts of interest by Council Staff**

- 79.1 Council staff must disclose the existence of all conflicts of interest in writing and in the form determined by the Chief Executive Officer.
- 79.2 A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if:
- 79.2.1 The number and qualifications of other people providing advice regarding the same matter is equal or greater; or
  - 79.2.2 The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
  - 79.2.3 The staff member's General Manager determines that the conflict of interest has not influenced the advice provided; and
  - 79.2.4 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.



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### **Division 4 – Joint Council Meetings**

#### **80 Procedure for Joint Council Meetings**

- 80.1 Council may resolve to participate in a Joint Council meeting to consider:
  - 80.1.1 Collaborative projects;
  - 80.1.2 Collaborative procurement;
  - 80.1.3 Emergency Response.
- 80.2 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.
- 80.3 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
- 80.4 A majority of Councillors will be appointed to represent Council at a Joint Council meeting.
- 80.5 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.
- 80.6 A joint briefing arranged in accordance with Sub-Rule (5) may be held electronically.



## Governance Rules

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### 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.			



# Governance Rules

## Appendix Two: Public Question Time

### Council Meeting Public Question Time Form

Council invites questions from members of the community at its Ordinary Council Meetings. Questions must be received by midday on the day of the Ordinary Council Meeting. Any questions received after this deadline that meets the criteria specified in the Council Meeting Policy will be held until the next Ordinary Council Meeting for response. Please refer to the *Council Meetings Policy* for further information (an extract 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 Ordinary Council Meeting in accordance with the Council Meetings Policy. The personal information will be used solely by Council for that primary purpose or directly related purposes.*

*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





## Governance Rules

### Council Meeting Public Question Time Form

**Council Meeting Policy Extract** (please refer to the full policy for further information on public question time).

*Public question time is a section of the Agenda of an Ordinary 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.*

**4.8.1. Requirements for a valid question**

*For a question to be considered at an Ordinary Council Meeting, the following requirements must be met:*

- *The person submitting the question must include their name, address and contact number*
- *A question must not exceed 50 words in length*
- *A question must focus on an issue within Councils powers to act*
- *A question must not name, allude to, or focus on an individual*
- *No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council Meeting.*

*Questions that meet one of the following criteria will not be answered at a Council Meeting:*

- *Repetitive or has already been answered (either previously by officers in writing or at a Council Meeting)*
- *Relates to a matter for which the meeting would normally be closed (Section 89(2) of the Local Government Act 1989)*
- *Is prejudicial to the Council or any other person if answered*
- *Relates to the personal views or actions of an individual Councillor or Officer*
- *Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage*
- *Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature*
- *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 Policy:  Yes  No Date of Meeting question to be submitted to: .....

Notes:





## Election Period Policy

Approval Date: TBA  
Next Review Date: TBA





## Election Period Policy

### DOCUMENT CONTROL

Responsible GM	Greg Drumm	
Division	Organisational Performance	
Last Updated (who & when)	Manager Governance	2020
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	7 April 2020	Compliance to <i>Local Government Act 1989</i> Section 93B
Council	21 March 2016	Compliance to <i>Local Government Act 1989</i> Section 93B.
Council	10 February 2020	Update review date and organisational names
References	Refer to Section 8 and 9 of this policy	
Next Review Date	TBA	
Published on website	Yes	
Document Reference No	TBA	

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## Election Period Policy

### 1. Background

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

### 2. Objectives

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

### 3. Scope

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

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## Election Period Policy

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

## 4. Principles of Management

### 4.1. Council Decision Making

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

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## Election Period Policy

Council or a delegate of the Council.

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

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

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

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

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

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

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

#### 4.2. Material Published by Council

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

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## Election Period Policy

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

### 4.3. Public Consultation

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

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

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

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

### 4.4. Functions and Events

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

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

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

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

### 4.5. Use of Council Resources

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

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## Election Period Policy

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

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## Election Period Policy

- 4.7.1. Council's Media and Marketing team undertake the promotion of Council activities and initiatives. During the election period, this team's services must not be used in any way that might promote a Councillor or an election candidate.
- 4.7.2. Council publicity during the election period will be restricted to communicating normal Council activities and initiatives.
- 4.7.3. Media releases will minimise references to specific Councillors and will not identify any Councillor in a manner that could promote a Councillor as an election candidate. Where it is necessary to identify a spokesperson, the Chief Executive Officer or his or her delegate will be the default spokesperson.
- 4.7.4. Refer to Appendix Eight: Media Services Guidelines and Procedures for detailed requirements.

### 5. Accountability and Responsibility

- 5.1. In addition to any roles outlined in the appendix or above in section 5, the following accountabilities and responsibilities for this policy is outlined below.
- 5.2. Council
  - 5.2.1. Responsibility to ensure this Policy is consistent with Council's strategic direction and Council policies
  - 5.2.2. Responsibility for the decision to approve this Policy by Council Resolution
- 5.3. Councillor
  - 5.3.1. Responsibility to comply with this policy
- 5.4. Chief Executive Officer
  - 5.4.1. Overall responsibility for compliance with this policy
  - 5.4.2. Overall responsibility for enforcing accountability
  - 5.4.3. Overall responsibility for providing resources
  - 5.4.4. Overall responsibility for performance monitoring
  - 5.4.5. Responsible to ensure that members of Council staff are advised in regard to the application of the election period policy.
- 5.5. General Manager
  - 5.5.1. Responsibility for compliance with this policy

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## Election Period Policy

- 5.5.2. Responsibility for enforcing accountability
- 5.5.3. Responsibility for providing resources
- 5.5.4. Responsibility for performance monitoring
- 5.5.5. Responsible to ensure that members of Council staff are advised in regard to the application of the election period policy.
- 5.6. Manager
  - 5.6.1. Comply with this policy
  - 5.6.2. Develop internal frameworks and procedures in compliance with this policy (if applicable)
  - 5.6.3. Enforce responsibilities to achieve compliance with frameworks and procedures
  - 5.6.4. Provide appropriate resources for the execution of the frameworks and procedures
  - 5.6.5. Responsible to ensure that members of Council staff are advised in regard to the application of the election period policy.
- 5.7. Employees, Contractors, Volunteers and Council Committees
  - 5.7.1. Participate where required in the development of frameworks and procedures in compliance with this policy.
  - 5.7.2. Comply with this policy, frameworks and procedures that are developed to achieve compliance with this policy.

### 6. Evaluation and Review

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

### 7. Definitions

**Act** In the context of this policy, means the *Local Government Act 1989* or *Local Government Act 2020* as referenced.

**Council** Means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.

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## Election Period Policy

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

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## Election Period Policy

<b>Public Consultation</b>	Means a process that involves an invitation or invitations to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy, and includes discussion of that matter with the public.
<b>Publication</b>	Includes any means of publication including letters and information on Councils website, Facebook and Twitter.
<b>Publish</b>	Means publish by any means including by publication on the Internet.
<b>Significant Decision</b>	Means irrevocable decisions that: <ul style="list-style-type: none"> <li>• Commits the Council to substantial expenditure or significant actions; and</li> <li>• Will have a significant impact on the municipality or the community.</li> </ul>

### 8. Related Documents

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

### 9. Reference Resources

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

### 10. Appendices

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

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## Election Period Policy

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10.5. Use of Council Resources Guidelines and Procedures

10.6. Media Services Guidelines and Procedures

10.7. Access to Information Guidelines and Procedures

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## Election Period Policy

### Appendix Two: Council Decision Making Guidelines and Procedures

#### 1. Significant Decisions

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

#### 2. Scheduling Consideration of Significant Decisions

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

#### 3. Significant Decisions during Election Period

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

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

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## Election Period Policy

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

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## Election Period Policy

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

#### 4. Considerations for the Chief Executive Officer in giving Approval

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

#### 5. Agendas and Reports

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

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## Election Period Policy

### Appendix Three: Material published by Council Guidelines and Procedures

#### 1. Prohibited Material

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

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## Election Period Policy

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

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## Election Period Policy

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

### 5. Councillor Information

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

### 6. Annual Report

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

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

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

### 8. Latrobe City Council Websites

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

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## Election Period Policy

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

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

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

### 9. Social Media

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

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## Election Period Policy

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

### 10. Council Photographs

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

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## Election Period Policy

### Appendix Four: Public Consultation

#### 1. Prohibition

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

#### 2. Right to Postpone

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

#### 3. Statutory Consultation Processes

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

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## Election Period Policy

### 4. Approval for Public Consultations

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

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## Election Period Policy

### Appendix Five: Functions and Events Guidelines and Procedures

#### 1. Functions and Event Definition

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

#### 2. Public Events Staged by External Bodies

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

#### 3. Council Events and Functions

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

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## Election Period Policy

### 4. Speeches/Keynote Addresses

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

### 5. Recording of Attendance at External Meetings and Functions

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

### 6. Publication of Promotional Material

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

### 7. Council Employees

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

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## Election Period Policy

### Appendix Six: Use of Council Resources Guidelines and Procedures

#### 1. Council Resources

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

#### 2. Use of Council Equipment by Councillors

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

#### 3. Correspondence

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

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## Election Period Policy

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

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## Election Period Policy

### 10. Use of Council Buildings

- No election material or active campaigning is to be conducted at Council sponsored event or be displayed in any Council building.

### 11. Process

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

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## Election Period Policy

### Appendix Seven: Access to Information Guidelines and Procedures

#### 1. Candidates' Access to Information

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

#### 2. Information and Briefing Material

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

#### 3. Information Request Register

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

#### 4. Process for responding to an Information Request

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

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## Election Period Policy

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

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## Election Period Policy

### 10. Improper Use of Position

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

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## Election Period Policy

### Appendix Eight: Media Services Guidelines and Procedures

#### 1. Restriction on Services

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

#### 2. Media Advice

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

#### 3. Media Releases/Spokespersons

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

#### 4. Publicity Campaigns

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

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## Election Period Policy

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

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Latrobe City Council  
Local Law No. 1

Meeting Conduct Local Law 2020

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 Latrobe City Council Local Law No. 1 Meeting Conduct Local Law 2020 DRAFT
 

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## Part A: Introduction

### 1. Title

This is the Latrobe City Council Meeting Conduct Local Law which will be known as the "Meeting Conduct Local Law".

### 2. Objectives of this Local Law

The objectives of this Local Law are to:

- 2.1. regulate the use of the Council's Common Seal; and
- 2.2. prescribe penalties for failure to comply with the standards of conduct contained in the Governance Rules of Latrobe City Council.

### 3. Authorising Provision

This Local Law is made under sections 5 and 111 of the *Local Government Act 1989*.

### 4. Scope of the Local Law

This Local Law applies to all Council meetings, as well as to all meetings of Delegated Committees and Community Asset Committees appointed by the Council with all necessary modifications and adaptations, unless this Local Law says otherwise.

### 5. Period of Operation of the Local Law

This Local Law:

- 5.1. commences on the day following the day on which notice of the making of this Local Law is published in the Victoria Government Gazette, and operates throughout the municipal district; and
- 5.2. ends on the 10th anniversary of the day on which it commenced operation.

### 6. Revocation of Local Law No. 1 - 2017

On the commencement of this Local Law, the Meeting Procedure Local Law No.1 2017 is revoked.

### 7. Definitions and Notes

In this Local Law:

Act	means the <i>Local Government Act 2020</i> or <i>Local Government Act 1989</i> as referenced
Authorised Officer	means a member of Council staff who is authorised by Council or the Chief Executive Officer under delegation to carry out specific functions under this Local Law
Chamber	means any room where the Council holds a Council

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	meeting
Chair	means the Chairperson of a meeting and includes an acting, temporary and substitute Chairperson
Chief Executive Officer	means the Chief Executive Officer of Council
Common Seal	means the Common Seal of Council
Community Asset Committee	means a Community Asset Committee established by Council under section 65 of the <i>Local Government Act 2020</i>
Community Asset Committee meeting	means a meeting of a Community Asset Committee
Council	means Latrobe City Council
Council meeting	means a meeting of the Council convened in accordance with Council's Governance Rules and includes scheduled meetings and unscheduled meetings
Delegated Committee	means a Delegated Committee established by Council under section 63 of the <i>Local Government Act 2020</i>
Delegated Committee Meeting	means a meeting of a Delegated Committee
Disorderly conduct	means any disorderly conduct of a member of the gallery or a Councillor and includes: <ul style="list-style-type: none"> <li>• interjecting when another person is speaking, except, in the case of where a Councillor is raising a Point of Order;</li> <li>• making comments that are defamatory, malicious, abusive or offensive;</li> <li>• 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</li> <li>• engaging in any other conduct which prevents the orderly conduct of the meeting.</li> </ul>
Governance Rules	means the Governance Rules of Latrobe City Council as in force from time to time pursuant to section 60 of the <i>Local Government Act 2020</i>

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Penalty units

mean penalty units as prescribed in the *Sentencing Act 1992*



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Latrobe City Council Local Law No. 1 Meeting Conduct Local Law 2020 DRAFT

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## **Part B: Council's Common Seal**

Summary: The Common Seal is a formal legal means of evidencing the Council's "signature" on documents when required. The provisions in this Part are designed to protect the integrity of the Common Seal and describe when it may be affixed to a document.

### **8. Council's Common Seal**

- 8.1. The Chief Executive Officer must ensure the security of Council's Common Seal at all times.
- 8.2. The use of the Common Seal shall be in accordance with a specific decision of the Council.
- 8.3. The affixing of Council's Common Seal to any document must be attested to by the signature of the Chief Executive Officer or any other member of Council staff duly authorised by Council.
- 8.4. A person must not use the Common Seal or any device resembling the Common Seal without authority of Council under subclause 8.2.

**Penalty:** 10 penalty units

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Latrobe City Council Local Law No. 1 Meeting Conduct Local Law 2020 DRAFT

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## Part C: Meeting Conduct

**Summary:** This Part complements standards of conduct set out in the Governance Rules applying to meetings of Council, Delegated Committees and Community Asset Committees, and deals with offences for failure to comply with those standards.

### 9. Failure to Withdraw an Expression

- 9.1. It is an offence for a Councillor to fail to withdraw an expression considered by the Chair to be offensive or disorderly, and apologise when called on twice by the Chair to do so pursuant to a decision of the Chair on a point of order under Governance Rule 44 (*Chair to Decide*).

**Penalty:** 2 penalty units

### 10. Failure by Person who is not a Councillor to Leave the Chamber on Chair's Order

- 10.1. It is an offence for any person, not being a Councillor, who is guilty of any improper or disorderly conduct, to not leave the Chamber when ordered by the Chair to do so under Governance Rule 56 (*Chair May Remove*).

**Penalty:** 5 penalty units

### 11. Failure of Councillor to Leave Chamber on Chair's Order or Resolution of Council

- 11.1. It is an offence for a Councillor not to leave the Chamber:
- 11.1.1 when ordered by the Chair to do so under Governance Rule 56 (*Chair May Remove*); or
  - 11.1.2 when a resolution has been made by Council suspending the Councillor from a portion or the balance of the meeting under Governance Rule 57 (*Suspensions*).

**Penalty:** 5 penalty units

### 12. Failure to Comply with Lawful Direction of Chair

- 12.1. It is an offence for any person to fail to comply with a lawful direction of the Chair given pursuant to the Governance Rules in relation to the conduct of the meeting and the maintenance of order.

**Penalty:** 2 penalty units

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**13. Fraudulent Signing of Petition or Joint Letter**

- 13.1. It is an offence for any person to fraudulently sign a petition or joint letter which is presented to Council or has the intention of being presented to Council pursuant to Rule 66 (*Petitions*) or by any other method.

**Penalty:** 10 penalty units

**14. Recording and Broadcasting Meetings**

- 14.1. It is an offence for any person to record or broadcast any part of a meeting in any manner other than in accordance with Governance Rule 54 (*Recording and broadcasting Meetings*).

**Penalty:** 5 penalty units.

**Explanatory Note**

The penalty units shown are the maximum penalty which a Court can impose. It is always open to a Court to impose no penalty or a lesser penalty.

**If an offence has been committed, the person who committed the offence can be prosecuted in a Court.**

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**Certification**

This Local Law was made by resolution of Latrobe City Council on .

Date of public notice of the making of this Local Law in Latrobe Valley Express: .

Date of notice of the making of this Local Law in the Victoria Government Gazette: .

Date of sending this Local Law to the Minister: .

Date the Local Law came into force: .

The Common Seal of the Latrobe City Council     )  
was affixed this [day] day of [month] 2020     )  
in the presence of:     )

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Steven Piasente  
Chief Executive Officer

**Agenda Item: 17.2**

**Agenda Item: Release of Draft Public Transparency Policy for Public Consultation**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council approves the release of the draft Public Transparency Policy for public consultation for a four week period, commencing Tuesday 07 July 2020 to Tuesday 04 August 2020.**

**Executive Summary:**

The *Local Government Act 2020* (2020 Act) introduces a new requirement for Victorian councils to adopt and maintain a Public Transparency Policy (Policy) by 01 September 2020.

Council officers have developed a draft Policy, based on working groups with other Gippsland and Victorian councils and a suggested template document provided by Local Government Victoria (LGV). This is provided at Attachment A.

The body of the Policy is set out with details of how Council will apply the principles including decision making at Council Meetings, public notices, information on Councils website, information available on request, social media and publications.

The Policy specifically lists documents Council will make publicly available either proactively or by request.

It is recommended to commence a four week public consultation process on Council's website, seeking comment on the draft Policy. Social media will also be used to publicise the consultation activity.

**Background:**

The *Local Government Act 2020* (2020 Act) introduces a new requirement for Victorian councils to adopt and maintain a Public Transparency Policy (Policy) by 01 September 2020.

This is governed by Sections 57 and 58 of the 2020 Act which sets out expectations for the provision of information to the community and includes describing the ways in which information is made available and giving effect to the public transparency principles. The public transparency principles set out in the 2020 Act are:

- Council decision making processes must be transparent except when the Council is dealing with information that is confidential;
- Council information must be publicly available unless
  - the information is confidential; or
  - public availability of the information would be contrary to the public interest;
- Council information must be understandable and accessible to members of the municipal community; and
- Public awareness of the availability of Council information must be facilitated.

Council officers have been involved in working groups with other Gippsland and Victorian councils as well as participated in some of the implementation initiatives run by LGV. In this regard LGV has developed an explanation of the principles which is provided at Attachment B as well as distributed a suggested template document to councils which was used in the development of the draft Policy.

The draft Policy developed by Council officers is provided at Attachment A. It is recommended to commence a four week public consultation process on Council's website, seeking comment on the draft Policy.

The body of the Policy is set out with details of how Council will apply the principles including decision making at Council Meetings, public notices, information on Councils website, information available on request, social media and publications.

The Policy specifically lists documents Council will make publicly available either proactively or by request.

Some Council information may not be made publicly available. This will only occur if the information is confidential information or if its release would be contrary to the public interest or in compliance with the *Privacy and Data Protection Act 2014*.

The Policy is also not intended to replace applications for information under the *Freedom of Information Act* or requests for information subject to fees and applications under other legislation.

**Issues:**

*Strategy Implications*

Adoption of the Policy will achieve Objective 6 which is '*ensure Council operates openly, transparently and responsibly*'.



*Communication*

Council officers have been involved in working groups with other Gippsland and Victorian councils as well as participated in some of the implementation initiatives run by LGV.

Officers will have also begun to discuss the draft Policy with the Senior Leaders Team. Should Council wish to pursue the document for consultation officers will undertake further targeted internal consultation and education.

*Financial Implications*

Not applicable.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Failure to publicly consult on the Policy may result in community mistrust and the adoption of the Policy that does not align with actions of the Council.</p>	1 (Rare)	Ensure community consultation is undertaken.
<p><b>Legal/Regulatory Risk</b></p> <p>Failure to publicly consult on the Policy may mean Council is not strictly compliant with the 2020 Act or LGV expectations.</p>	1 (Rare)	Ensure community consultation is undertaken.
<p><b>Legal/Regulatory Risk</b></p> <p>Failure to progress public consultation at this stage may cause delays and Council will not achieve the 01 September 2020 deadline.</p>	3 (Possible)	Ensure community consultation is undertaken during July 2020.

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

*Legal and Compliance*

Council is required to adopt and maintain a Public Transparency Policy pursuant to Sections 57 and 58 of the 2020 Act. LGV have conveyed that community engagement should be used in the development of the Policy. In addition, this Policy is considered to be an integral part of how Council will achieve the *overarching governance principles* contained in section 9 of the Act.

*Community Implications*

LGV explain that openness, accountability and honesty are essential to build high levels of accountability and trust amongst citizens and enable fully informed engagement in the democratic process. Without transparency effective community engagement, planning, financial management and any number of other council responsibilities cannot be properly performed. This Policy is considered to be an integral part of how Council will achieve the *overarching governance principles* contained in section 9 of the Act.

*Environmental Implications*

Not applicable.

*Consultation*

LGV have conveyed that community engagement should be used in the development of the Policy. It is recommended to commence a four week public consultation process on Council's website, seeking comment on the draft Policy. Social media will also be suitably used to publicise the consultation activity.

Officers will have also begun to discuss the Policy with the Senior Leaders Team. Should Council wish to pursue the document for consultation officers will undertake further targeted internal consultation and education.

Officers have also been involved in a Gippsland Councils working group in relation to implementing the 2020 Act and state wide meetings reviewing the LGV's suggested policy.

*Other*

Not applicable.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Draft Public Transparency Policy
- 2 [↓](#). LGV Principles Public Transparency

## **17.2**

### **Consideration of Draft Public Transparency Policy for Public Consultation**

- |          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Draft Public Transparency Policy.....</b>    | <b>453</b> |
| <b>2</b> | <b>LGV Principles Public Transparency .....</b> | <b>460</b> |

## DRAFT

# PUBLIC TRANSPARENCY POLICY

### 1. PURPOSE

This policy fulfils Councils requirement to adopt and maintain a public transparency policy under section 57 of the *Local Government Act 2020* (the Act). This policy gives effect to the *Public Transparency Principles* outlined in section 58 of the Act.

### 2. OBJECTIVES

The objective of Council's Public Transparency Policy is to:

- Give effect to the public transparency principles contained in section 58 of the Act as follows:
  - Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
  - Council information must be publicly available unless
    - i. the information is confidential by virtue of this Act or any other Act; or
    - ii. public availability of the information would be contrary to the public interest;
  - Council information must be understandable and accessible to members of the municipal community;
  - public awareness of the availability of Council information must be facilitated;
- Describes the ways in which Council information is to be made publicly available; and
- Specify which Council information must be publicly available.

It is an integral part of how Council will achieve the *overarching governance principles* contained in section 9 of the Act.

### 3. SCOPE

This policy applies to Councillors and Council staff of the Council.

### 4. HOW WILL COUNCIL APPLY THE PRINCIPLES?

#### Decision Making at Council Meetings

- Will be undertaken in accordance with the Act and the Governance Rules including by way of public participation at Council Meetings.
- Will be conducted in an open and transparent forum, unless in accordance with the provisions in the Act and Governance Rules.

## Draft Public Transparency Policy

- Council will carefully consider and will minimise Confidential reports and only close meetings to the public in accordance with the *Local government Act 2020*.
- Will be informed through community engagement, in accordance with the Community Engagement Principles and the Community Engagement Policy as set out in section 55 and 56 of the Act.

*NB: Council is expected to adopt the first Community Engagement Policy before 01 March 2021.*

- Will be made fairly and on the merits, and where any person whose rights will be directly affected by a decision of the Council, that person will be entitled to communicate their views and have their interests considered.

**Public Notices**

- Council operates under various Acts, and other Acts also include specific public notice or consultation requirements for councils.
- These include, for example, notices about planning permits under the *Planning and Environment Act 1987* and notices of road discontinuance under the *Road Management Act 2004* prior to making a decision.
- These public notices will be found on our website from time to time.

**Publicly Available Information on Councils Website**

Council will make available as a minimum on its website the following:

- Overview of the organisation and services including the Executive Management Team and organisation structure;
- Public tender opportunities and recently awarded contracts (within three months);
- Career information including reasons why to work at Council and how to apply;
- Open Council Meeting Agendas and Minutes from 2008 onwards;
- Current Council Adopted Policies;
- A selection of Council adopted strategies;
- Governance Rules;
- Local Laws;
- Council adopted procedures that are required to be publicly available;
- The Councillor Code of Conduct;
- Register of Election campaign donations; and
- Corporate documents including Council Plan, Budget, Strategic Resources Plan and Annual Report.

Some of these documents may be available on display at Council's Libraries and Council's Service Centres.

**Information to be Provided on Request**

- Council adopted strategies not available on Councils website;
- Information provided as part of a previous public consultation process;



## Draft Public Transparency Policy

- Template assessment documents for grants, tenders and expressions of interest;
- Open Council Meeting Agendas and Minutes from prior to 2008 where available;
- Historical Council Adopted Policies, Local Laws and Council adopted procedures where available;
- Reporting from Committees to Council;
- Submissions made by Council;
- Audit and Risk Committee Performance Reporting;
- Terms of reference or charters for Committees;
- Register of gifts, benefits and hospitality offered to Councillors or Council Staff;
- Register of travel undertaken by Councillors or Council Staff;
- Register of Conflicts of Interest disclosed by Councillors or Council Staff;
- Registers of donations and grants made by Council;
- Register of leases and licences;
- Register of Delegations;
- Register of building permits;
- Register of all occupancy permits and temporary approvals and amendments;
- Register of Authorised officers;
- Summary of Personal Interests; and
- With respect to the *Planning & Environmental Act 1987* a register containing:
  - all applications for permits
  - all decisions and determinations relating to permits
  - all applications for certificates of compliance under part 4A of the Act
  - all decisions and determinations relating to those certificates of compliance
  - any decision made under section 97F of the Act of which the responsible authority is notified
  - under section 97G of the Act
  - any correction or amendment of which the responsible authority is notified under section 97K of the Act
  - prescribed information in respect of all applications referred to Council under sections 55 and 57C of the Act
  - A copy of each 173 agreement including indicating any amendments made.

**Social Media**

Council will use social media as a way to share, promote and highlight Council activities and operations.

**Publications**

## Draft Public Transparency Policy

Council publishes a range of newsletters, reports and handbooks for residents, businesses and visitors to council. You can download them from the website or call Council for a copy. Some of these publications are available at Council's Libraries and Service Centres.

### Your right to information

Information published on our website can be viewed or downloaded free-of-charge. Otherwise, you will be informed about any copying fees or charges should you request a hardcopy document be provided to you.

Section 4 should be read in conjunction with Section 7 below titled, 'Information Not Available'.

## 5. ACCESS TO INFORMATION

- Information will be made available in a suitable way including on the Council website, Council's Libraries and Council's Service Centres, or by request.
- Consideration will be given to accessibility and cultural requirements in accordance with the *Charter of Human Rights and Responsibilities Act 2006*.
- Consideration will be given to confidentiality in accordance with the *Act* and public interest test where appropriate.
- Council will respond to requests for information in alignment with the *Act* including the Public Transparency Principles, and this policy.

## 6. INFORMATION NOT AVAILABLE

Some Council information may not be made publicly available. This will only occur if the information is confidential information or if its release would be contrary to the public interest or in compliance with the *Privacy and Data Protection Act 2014*.

"Confidential information" is defined in section 3 of the *Local Government Act 2020*. It includes the types of information listed in the following table.

Type	Description
Council business information	Information that would prejudice the Council's position in commercial negotiations if prematurely released.
Security information	Information that is likely to endanger the security of Council property or the safety of any person if released.
Land use planning information	Information that is likely to encourage speculation in land values if prematurely released.
Law enforcement information	Information which would be reasonably likely to prejudice the investigation into an alleged breach of the law or the fair trial or hearing of any person if released.
Legal privileged information	Information to which legal professional privilege or client legal privilege applies.
Personal information	Information which would result in the unreasonable disclosure of information about any person or their personal affairs if

## Draft Public Transparency Policy

	released.
Private commercial information	Information provided by a business, commercial or financial undertaking that relates to trade secrets or that would unreasonably expose the business, commercial or financial undertaking to disadvantage if released.
Confidential meeting information	Records of a Council and delegated committee meetings that are closed to the public to consider confidential information
Internal arbitration information	Confidential information relating internal arbitration about an alleged breach of the councillor code of conduct.
Councillor Conduct Panel confidential information	Confidential information relating to a Councillor Conduct Panel matter
Confidential information under the 1989 Act	Information that was confidential information for the purposes of section 77 of the <i>Local Government Act 1989</i>

The Council may decide, in the interests of transparency, to release information to the public even though it is confidential under the Act. However, this will not happen if release is contrary to law or if releasing the information is likely to cause harm to any person or is not in the public interest to do so.

Where information is not confidential, and not already available, Council will apply the principles of a public interest test with consideration also of the resources required to respond to the request.

### Public Interest

Council is not required to make publicly available information if the release would be contrary to the public interest, in accordance with the *Local Government Act 2020*. When considering public interest, Council will apply the test that exists in the *Freedom of Information Act 1982*. Council may refuse to release information if it is satisfied that the harm to the community likely to be created by releasing the information will exceed the public benefit in it being released.

When considering possible harm from releasing information, the Council will only concern itself with harm to the community or members of the community. Potential harm to the Council will only be a factor if it would also damage the community, such as where it involves a loss of public funds or prevents the council from performing its functions.

Information that might be withheld because it is contrary to the public interest may include:

- internal working documents that have not been approved or submitted to Council, especially where their release may mislead the public;
- directions to Council staff regarding negotiations in contractual or civil liability matters, where release may damage the Council's capacity to negotiate the best outcome for the community,

## Draft Public Transparency Policy

- correspondence with members of the community, where release may inappropriately expose a person's private dealings.

## 7. RESPONSIBILITIES

Party/parties	Roles and responsibilities	Timelines
Council	Champion the commitment and principles for public transparency through leadership, modelling practice and decision-making.	Ongoing
Executive Team	Champion behaviours that foster transparency and drive the principles through policy, process and leadership. Monitor implementation of this policy.	Ongoing
Senior Leaders Team	Manage areas of responsibility to ensure public transparency, good governance and community engagement is consistent with this policy.	Ongoing
All Staff	Public transparency is the responsibility of all employees as appropriate to their role and function.  All staff respond to requests for information and facilitate provision of information in consultation with their manager and in alignment with the Policy.	Ongoing
Manager Governance	To monitor implementation of this policy and conduct periodic reviews to drive continuous improvement.	Ongoing
Relevant Business Unit Manager	To monitor implementation of this policy and conduct periodic reviews to drive continuous improvement.	Ongoing

## 8. HUMAN RIGHTS CHARTER

This policy has been reviewed against and complies with section 13 of the *Charter of Human Rights and Responsibilities Act 2006*, as this Policy aligns with and provides for the protection of an individual's right not to have their privacy unlawfully or arbitrarily interfered with. It is also in line with section 18 which recognises a person's right to participate in the conduct of public affairs.

## 9. NON-COMPLIANCE WITH THIS POLICY

If a member of the community wishes to question a decision about the release of information, this should be raised directly with the officer handling the matter in the first instance. If still not satisfied and would like to contest the decision, this can be reported to Councils Governance Team via email on [egovernance@latrobe.vic.gov.au](mailto:egovernance@latrobe.vic.gov.au) or via phone on 1300 367 700.

If not satisfied with Council's response, the concerns can be raised directly with the Victorian Ombudsman's office on (03) 9613 6222 or via the website – [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au).

## 10. OTHER WAYS TO ACCESS INFORMATION

## Draft Public Transparency Policy

The *Freedom of Information Act 1982* gives you right of access to documents that Council hold. Council is committed to, where possible, proactive and informal release of information in accordance with the Freedom of Information Professional Standards issued by the Victorian Information Commissioner. Read more at [www.ovic.vic.gov.au](http://www.ovic.vic.gov.au).

A list of available information is provided in the Part II Statement (Statement) published on Council's website in accordance the *Freedom of Information Act 1982*. This Statement requires government agencies and local councils to publish a number of statements designed to assist members of the public in accessing the information it holds.

Council is also required to make some information available for a specified fees and processes under other pieces of legislation. These are provided through processes outside of this policy.

If you can't find the information you require, call us directly so we may assist you.

## **11. MONITORING, EVALUATION AND REVIEW**

A four yearly review of this policy will be undertaken to ensure any changes required to strengthen or update the policy are made in a timely manner.

## **12. RELATED POLICIES & LEGISLATION**

Council's:

- Governance Rules
- Public Transparency Policy

*Charter of Human Rights and Responsibilities Act 2006*

*Freedom of Information Act 1982*

*Local Government Act 2020*

*Local Government Act 1989*

*Privacy and Data Protection Act 2014*

*Equal Opportunity Act 2010.*



## Local Government Act 2020 – Principles Public Transparency



**The *Local Government Act 2020* is a principles-based Act, removing unnecessary regulatory and legislative prescription.**

### Public transparency

Transparency is a fundamental tenet of democratic governance. Openness, accountability and honesty are essential to build high levels of accountability and trust amongst citizens and enable fully informed engagement in the democratic process. Without transparency effective community engagement, planning, financial management and any number of other council responsibilities cannot be properly performed.

One of the overarching principles of the new *Local Government Act 2020* (the Act) is that “the transparency of Council decisions, actions and information is to be ensured” (s. 9(2)(i)).

Various sections of the previous Act and regulations specified transparency and consultation requirements including about the timing and location of council meeting notices, council websites, and the information to be published on them, documents a council must make available for public inspection, amongst many other things. This will no longer be the case, councils must develop their own policies, in line with these underpinning principles.

The use of prescription as the basis for a council's disclosure and engagement with their community has significant disadvantages. It encourages a compliance approach where entities may consider that it is sufficient to tick legal boxes. Sometimes compliance-based rules can encourage an attitude of avoidance.

Under the previous Act certain matters were automatically considered confidential – this included

personnel information, contracts, and matters that might prejudice the council or any person. The new Act assumes, instead, that all matters must be public, except in very specific and limited circumstances. Detailed requirements included in the old Act are replaced as far as possible by high-level principles about transparency in decision making and community accountability.

While many of the matters that could be considered confidential under the old act will remain so under the new Act, this is now limited to matters that are either:

- confidential by virtue of the *Local Government Act 2020* or any other Act, or
- public availability of the information would be contrary to the public interest.

Councils should note that the public transparency principles, at section 58 of the Act, must be applied to all aspects of a council's operations and decision making. Of particular note is the circumstances in which a council meeting may be closed to the public, see section 66 Meetings to be open to the public unless specified circumstances apply.

It must also be noted that simply having council information available to the public will not meet the requirements of the Act. Council information must be understandable and accessible to members of a council's community and public awareness of the availability of this information must be facilitated.

Transparency and accountability will strengthen governance and accountability across the sector, so that the community can have confidence in the way their council works.

### What it means

The Act says that a council must adopt and maintain a public transparency policy. The policy must, amongst



## Local Government Act 2020 – Principles Public Transparency

other things, give effect to the public transparency principles listed at section 58 of the Act:

- Council decision making processes must be transparent except when the Council is dealing with information that is confidential by virtue of this Act or any other Act;
- Council information must be publicly available unless—
- the information is confidential by virtue of this Act or any other Act; or
- public availability of the information would be contrary to the public interest;
- Council information must be understandable and accessible to members of the municipal community;
- public awareness of the availability of Council information must be facilitated.

Additionally, council information must be understandable and accessible; community members must understand how they can access council information.

### Expectation

Councils should have regard to the principles underpinning Victoria's *Freedom of Information Act 1982*. This Act establishes a "general right of access to information... limited only by exceptions and exemptions necessary for the protection of essential public interests..." and "making available to the public information about the operation of agencies and, in particular, ensuring that rules and practices affecting member of the public in their dealings with agencies are readily available..." (s 3, *Freedom of Information Act 1982*, Government of Victoria).

When developing or applying a public transparency policy, councils must have regard for the other principles contained within the Act. For example, a community engagement should be used in the development of a council's public transparency policy; strategic planning should be undertaken with regard to public transparency.

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**Agenda Item: 17.3**

**Agenda Item: Potential Exchange of Land - Ellavale Estate (Eastern Extension), Traralgon East.**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Gives public notice of its intention to consider a proposal to exchange two parcels of Council land totalling 2946 square metres, being part of Reserve 1 Plan of Subdivision PS603057 and part of Reserve 2 Plan of Subdivision PS644123 for an equivalent area of land owned by Engloo Properties Pty Ltd, and invites written submissions on the proposal pursuant to Section 223 of the *Local Government Act 1989*;**
- 2. Considers at a future Council meeting any written submissions received regarding the potential exchange of land; and**
- 3. Resolves, if no written submissions are received regarding the potential exchange of land, that the Chief Executive Officer is authorised to sign and seal any documents necessary to facilitate the exchange of land.**

**Executive Summary:**

As part of the Council approved Ellavale East Development Plan, access to the next eight stages of this residential subdivision requires Council to commence the statutory process to undertake a potential exchange of land with the developer.

- The land exchange will provide two points of access off Ellavale Drive and is a requirement of Planning Permit 2018/101.
- On 01 July 2019 Council considered and endorsed the Ellavale East Development Plan ([Attachment 1](#)). By the 16 October 2019, Council officers issued the Planning Permit after investigating items within the adopted Council resolution.
- The two areas of Council land (1993 and 953 square metres) total 2946

square metres and are shown in black cross hatch on the Plan of Exchange (Attachment 2) and an equivalent area of the Developer's land proposed to be exchanged is shown red hatched on the Exchange Plan.

- The two parcels of Council land will become road reserves and the Developers land will be designated part of a Drainage Reserve.
- Council is empowered by Section 189 of the *Local Government Act 1989* to sell or exchange land.
- When exercising this power, Council is required to comply with section 223 of the *Local Government Act 1989* by giving public notice, inviting and considering any written submissions received, prior to determining whether to proceed with an exchange of land.
- Officers support commencing the statutory process for the exchange of land.

### **Background:**

The Council land proposed to be exchanged is currently part of:

- Reserve 1 Plan of Subdivision PS603057 – 1993 square metres, and
- Reserve 2 Plan of Subdivision PS644123 – 953 square metres.
- These two Council reserves are within a Public Purpose Recreation Zone. The Developer's land (2946 square metres) is presently within a General Residential Zone 3 and will be added to a proposed Drainage Reserve being created in stage 1 of the residential subdivision.
- The road network for the next eight stages of the Ellavale East Development requires a total five access points to the estate. These will be the extension of two rural roads, Mahoney Drive and Nicholi Drive from the east and two new roads from the west off Ellavale Drive. In addition, a further road to the south is proposed to be constructed at a later date once the South East Traralgon Precinct Structure Plan has been developed.
- Traffic, as part of the Ellavale East Development Plan, was a contentious issue including both the western access points. However, it was deemed that the proposed western access points are in the most appropriate location and the land exchange will facilitate this outcome.

### **Issues:**

#### *Strategy Implications*

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

*Communication*

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

*Financial Implications*

The administrative costs associated with the statutory process are minimal, being the cost of a notice in the Latrobe Valley Express inviting public comment on the potential exchange of land.

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

Both Council's and the Developer's land will be valued and, subject to the results of the independent valuation a cash contribution may be required from the Developer.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Legal/Regulatory Risk</b> Exchange of land is not registered by Land Use Victoria (Titles Office).	1 - Rare	Strict compliance with legislation
<b>Reputational Risk</b> Failure to commence the statutory process will prevent the Developer from complying with Planning Permit 2018/101	5 - Almost Certain	Commence the statutory process for the exchange land.

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

*Legal and Compliance*

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

- (a) ensure that public notice of the intention to do so is given at least 4 weeks prior to selling or exchanging the land; and
- (b) obtain from a person who holds qualifications or experience specified under section 13DA(2) of the *Valuation of Land Act 1960* a valuation of the land which is made not more than 6 months prior to the sale or exchange.

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

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

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

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

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

*Community Implications*

Noting that the areas of land identified to be exchanged are the same area and the proposed new roads provide connectivity to the broader Ellavale estate, the increase in the number of vehicles accessing Ellavale Drive may cause a community concern.

Ellavale Drive is considered a Collector Road (to be designated at the next road hierarchy review) within the broader residential estate and it was identified through the Ellavale East Development Plan process that Ellavale Drive should be upgraded due to existing capacity issues. As part of the 1 July 2019 Council Meeting resolution, future traffic improvement measures for Ellavale Drive were to be referred to future budget processes and a study has been undertaken regarding the McNairn Road/ Ellavale East intersection where a monetary contribution from the developer will be required as part of the permit to help fund the upgrade of this intersection.

*Environmental Implications*

There are no known environmental implications.

*Consultation*

Consultation will be undertaken if Council adopts report recommendation to commence the statutory exchange of land process, written submissions will be invited by:

1. A Public Notice published in the Latrobe Valley Express,
2. Details placed on the Latrobe City Council website,

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

*Other*

Nil

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Indicative Subdivision & Staging Plan
- 2 [↓](#). Plan of Exchange



## **17.3**

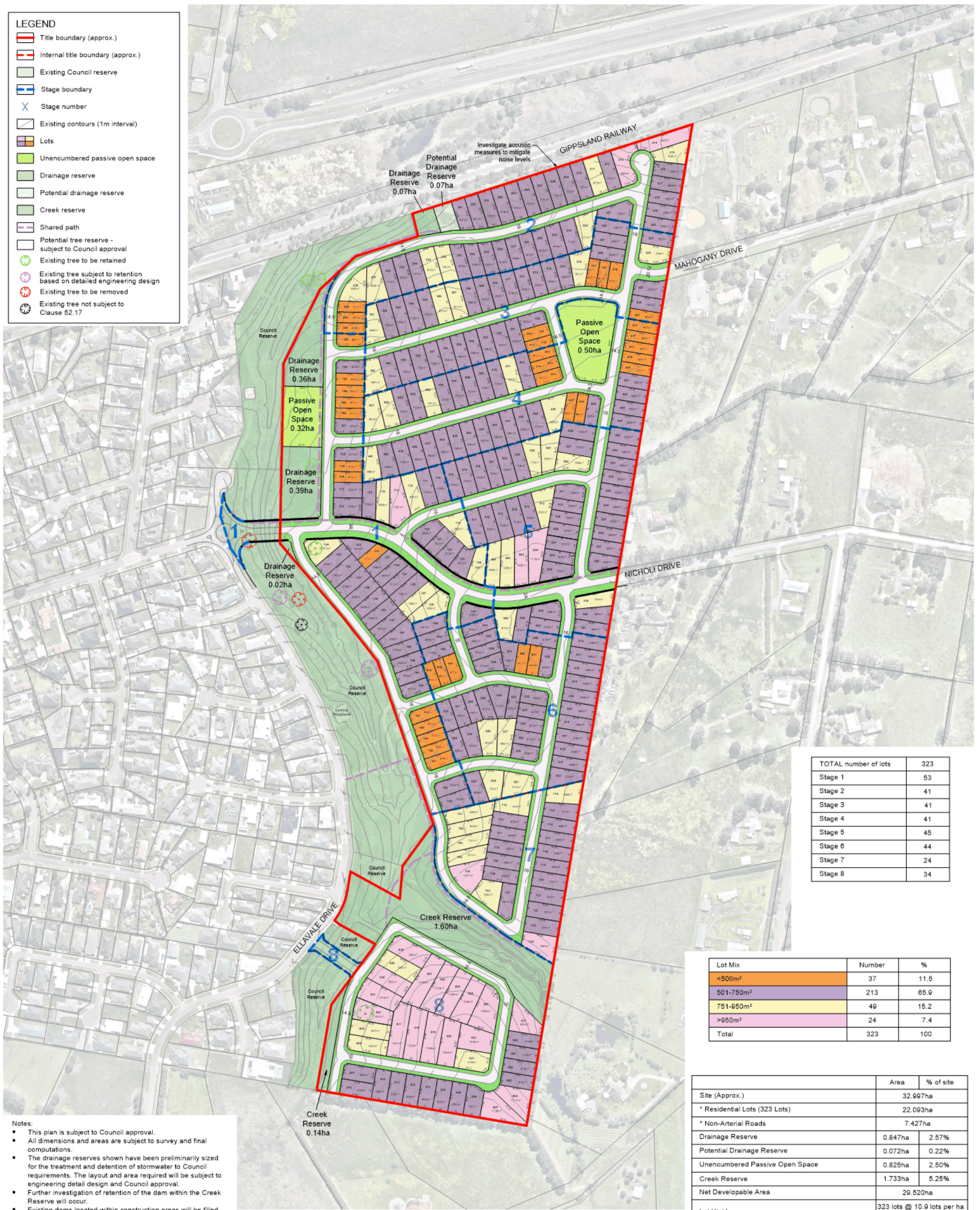
### **Potential Exchange of Land - Ellavale Estate (Eastern Extension), Traralgon East.**

- |          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Indicative Subdivision &amp; Staging Plan.....</b> | <b>468</b> |
| <b>2</b> | <b>Plan of Exchange.....</b>                          | <b>469</b> |



**LEGEND**

- Title boundary (approx.)
- Internal title boundary (approx.)
- Existing Council reserve
- Stage boundary
- Stage number
- Existing contours (1m interval)
- Lots
- Unencumbered passive open space
- Drainage reserve
- Potential drainage reserve
- Creek reserve
- Shared path
- Potential tree reserve - subject to Council approval
- Existing tree to be retained
- Existing tree subject to retention based on detailed engineering design
- Existing tree to be removed
- Existing tree not subject to Clause 52.17

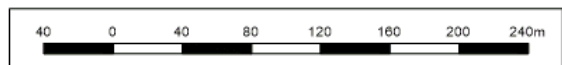


TOTAL number of lots	323
Stage 1	53
Stage 2	41
Stage 3	41
Stage 4	41
Stage 5	45
Stage 6	44
Stage 7	24
Stage 8	34

Lot Mix	Number	%
<500m <sup>2</sup>	37	11.5
501-750m <sup>2</sup>	213	65.9
751-950m <sup>2</sup>	49	15.2
>950m <sup>2</sup>	24	7.4
<b>Total</b>	<b>323</b>	<b>100</b>

	Area	% of site
Site (Approx.)	32.997ha	
* Residential Lots (323 Lots)	22.093ha	
* Non-Arterial Roads	7.427ha	
Drainage Reserve	0.847ha	2.57%
Potential Drainage Reserve	0.072ha	0.22%
Unencumbered Passive Open Space	0.825ha	2.50%
Creek Reserve	1.733ha	5.25%
<b>Net Developable Area</b>	<b>29.520ha</b>	
<b>Lot Yield</b>	<b>323 lots @ 10.9 lots per ha</b>	<b>Average lot size 884m<sup>2</sup></b>

\* Indicates inclusion in NDA



- Notes:**
- This plan is subject to Council approval.
  - All dimensions and areas are subject to survey and final computations.
  - The drainage reserves shown have been preliminarily sized for the treatment and detention of stormwater to Council requirements. The layout and area required will be subject to engineering detail design and Council approval.
  - Further investigation of retention of the dam within the Creek Reserve will occur.
  - Existing dams located within construction areas will be filled during construction.
  - Further investigation may be required for fire buffers, vegetation retention and removal, site access and egress, and aboriginal and cultural heritage.
  - All roads are 10m local access level 1 unless noted otherwise.
  - Allowance has been made for Public Open Space within this development.
  - Arc dimensions shown are length of arc (not chord).

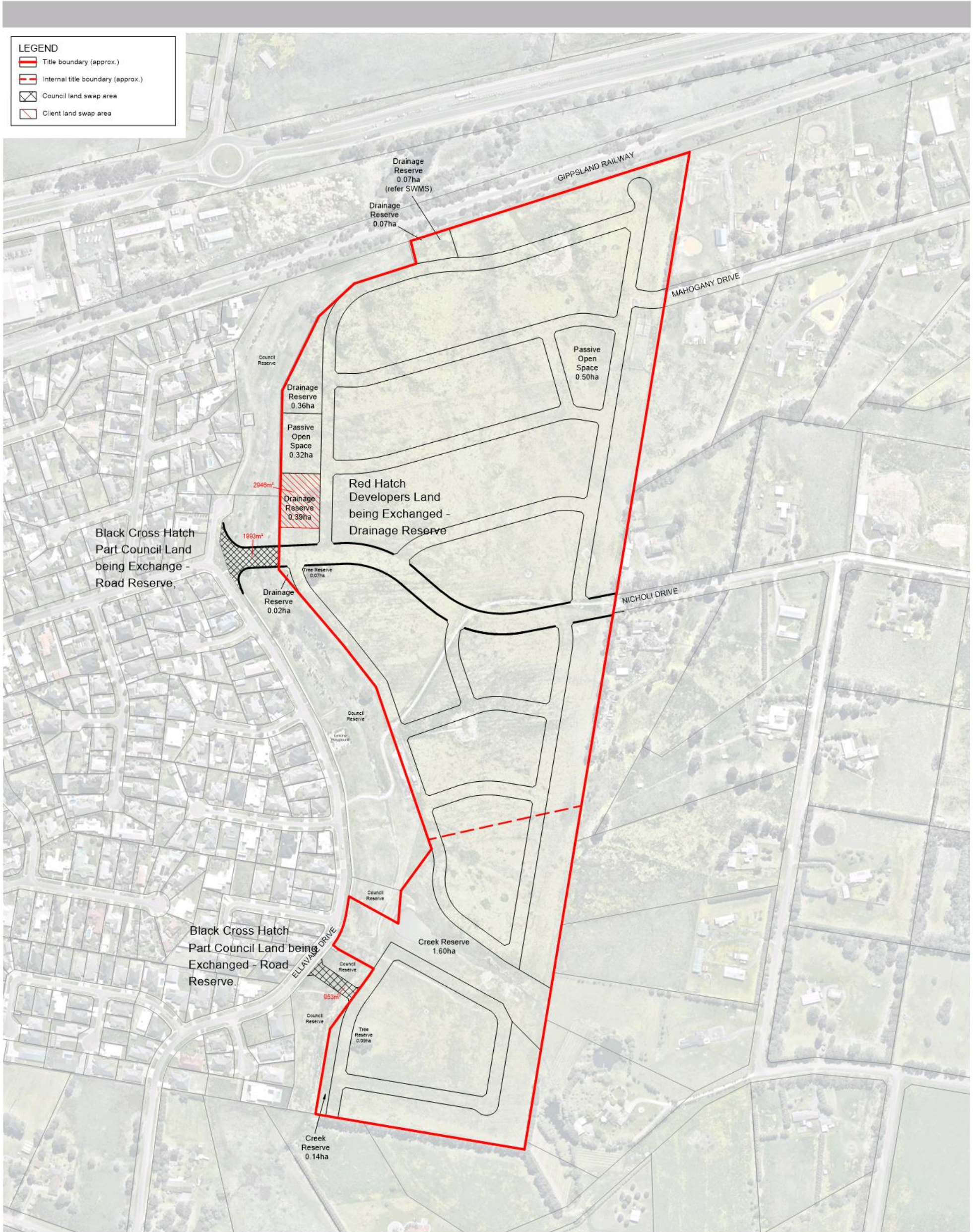
**Indicative Subdivision & Staging Plan - Council**  
 Ellavale Drive, Traralgon East  
 Englobo Properties Pty Ltd

**BW Beveridge Williams**  
 development & environment consultants  
 Melbourne ph : 03 9524 8888  
 www.beveridgewilliams.com.au

Version	Date	Description	Drafted	Approved	Version	Date	Description	Drafted	Approved
06A	24.06.19	Roads abutting reserves & staging amended	TG	AB	02	27.02.19	Amended as per Council comments	TG	AB
06B	25.06.19	Stage 1 reduced by 1 lot, shared path added	TG	AB	03	29.06.19	Shared paths added	TG	AB
06C	01.10.19	Plan updated	TG/KT	AB	04	15.10.19	Plan amended as requested by Council	TG	AB
06D	02.10.19	Plan updated	TG/KT	AB	05	05.04.19	Nichol Drive connection and trees amended	TG	AB
06E	03.10.19	Plan updated	TG/KT	AB	06	14.05.19	Nichol Drive connection amended	TG	AB

Date: 03.10.19  
 Version No: **06E**  
 Job No: 1600822  
 Scale (A1): 1:2000  
 (A3): 1:4000





<p>Plan of Exchange Ellavale Drive, Traralgon East Englobo Properties Pty Ltd</p>		<p><b>Beveridge Williams</b> development &amp; environment consultants</p> <p>Melbourne ph : 03 9524 8888 www.beveridgewilliams.com.au</p>		<p>Date: 30.01.20 Version No: 01 Job No: 1600822 Scale (A1): 1:2000 Scale (A3): 1:4000</p>						
01	30.01.20	Initial release	TG	Drafted	Approved	Version	Date	Description	Drafted	Approved

C:\USER\GUYT\DOCUMENTS\1600822 ELLA\ALE (EASTERN EXTENSION) TRARALGON\_LAN\00\CAD\1600822-UD-BA001.DWG



**Agenda Item: 17.4**

**Agenda Item: Latrobe City Trust - Trustee Appointment**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- (a) Notes the resignation of Ms Jenny Hammett as Trustee of the Latrobe City Trust and thanks her for her service; and**
- (b) Appoints Cr Middlemiss as a Trustee of the Latrobe City Trust from 07 July until 24 October 2020.**

**Executive Summary:**

The Trustees of the Trust are, under the terms of the Trust Deed, all appointed by Council.

One of the Trustees, Ms Jenny Hammett, has resigned as a Trustee. Council notes the resignation of Ms Hammett and thanks her for her service as Trustee since October 2015.

While there is no requirement to fill the current vacancy now or indeed at all, Council may do so by resolution.

**Background:**

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.

The Trust is currently managed by Trustees all appointed by Council. Until the current resignation, there were 5 Trustees. Having 5 Trustees has been constant since the Trust was settled, although no minimum or maximum number of Trustees is specified in the Trust Deed.

The Trust manages and invests the funds to generate income; and provides grants to individuals, trusts, corporations, funds, organisations and associations within the municipality. By doing this it supports a wide variety of activities for the promotion of sport, recreation, education, the environment and the arts across the municipality as well as and initiatives to foster the advancement and wellbeing of all citizens within the Latrobe community.

**Issues:**

*Strategy Implications*

Maintaining an effective Trust is one way to support local organisations and charities within Latrobe City through application funding and scholarships.

*Communication*

The website will be updated with relevant information in due course.

*Financial Implications*

There are no financial implications.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>The Trustees are not competent to administer the Trust.</p>	Rare	Council gives due consideration to the appointment of any potential Trustee relative to the requirements of the Trust and the candidate's qualifications and experience.

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

*Legal and Compliance*

The Deed of Trust provides the appropriate authority to Council to appoint Trustees however does not outline any particular process or criteria.

*Community Implications*

The Trust seeks the advancement and wellbeing of all citizens within the Latrobe community therefore the community will be interested to ensure suitable members are appointed to support this work.

*Environmental Implications*

None.

*Consultation*

Not applicable.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil.

**Attachments**

1 [↓](#). La Trobe Shire Trust Deed.



## **17.4**

### **Latrobe City Trust - Trustee Appointment**

- 1 La Trobe Shire Trust Deed..... 474**

**LA TROBE SHIRE TRUST**

**LORRAINE BARTLING, PENNY HOLLOWAY,  
GRAHAM GORDON, IAN ROUND &  
GLORIA AUCHTERLONIE**

*Trustees*

**- and -**

**LOY YANG POWER MANAGEMENT PTY. LTD.**

*Settlor*

MCDONOUGH & CO.  
SOLICITORS  
52 FRANKLIN STREET  
TRARALGON 3844  
TELEPHONE (03) 5176 1000 FACSIMILE (03) 5176 1020

**THIS DEED OF TRUST** is made the day mentioned in the Schedule hereto  
**BETWEEN**

The person named and described in the Schedule as the Settlor (hereinafter called "the Settlor") of the one part

**AND**

The person or persons named and described in the Schedule as the Trustees (hereinafter called "the Trustees") of the other part

Counterpart Settlement  
 Stamped with \$3.00  
 Trn: 648103 15-DEC-1999  
 Stamp Duty Victoria: PEUG  
 EL.

**WHEREAS**

The Settlor is desirous of making provision for the charitable or charitable benevolent purposes hereinafter described within the municipality as and in the manner hereinafter set out and the Settlor contemplates the transfer or possible transfer after the execution hereof to the Trustees of the settled sum referred to in the Schedule and the Trustees have consented to become the Trustees hereof upon the trusts and with and subject to the powers and provisions hereinafter expressed:

**NOW THIS DEED WITNESSETH:-**

1. In this Settlement the following terms where the context admits shall have the following meanings:
  - (1) "the Trustees" means the company or other person or persons named as such in the Schedule or other the sole Trustee or the Trustees for the time being of this settlement;
  - (2) "the Trust Fund" means the settled sum referred to in the Schedule all moneys investments and property paid or transferred to and accepted by the Trustees as additions to the Trust Fund, the accumulations of income hereinafter directed or empowered to be made, all additions and accretions to the Trust Fund and the investments and property from time to time representing the said money investments property accumulations additions and accretions or any part or parts thereof respectively;
  - (3) "the Vesting Day" means the day as the Trustees may determine with the consent of the the municipality in writing;
  - (4) "Accounting Period" means each period of twelve months ending on the Thirtieth day of June in each year provided that the period commencing on the date of execution hereof and ending on the Thirtieth day of June next shall be an Accounting Period;
  - (5) the singular shall mean and include the plural and vice versa and any gender shall mean and include all other genders;
  - (6) "the municipality" means the La Trobe Shire Council or its successor;
  - (7) "beneficiary" means any charitable purpose or charitable association as provided for herein.
  - (8) "set aside" in relation to a beneficiary includes place sums to the credit of such beneficiary in the books of the Trust Fund
2. The proper law of this Deed and of the trusts hereof shall be the law from time to time in force in the State of Victoria.

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3. The Settlor hereby declares that the Trustees shall and the Trustees hereby declare that they will henceforth stand possessed of the Trust Fund and of the income thereof upon the trusts and with and subject to the powers and provisions hereinafter expressed concerning the same.
4. The Trustees may make such distributions and allocations of the Trust Fund as they shall determine in accordance with this Deed from time to time to such charitable or charitable benevolent clubs, trusts, corporations, institutions, funds, bodies, organisations, associations whether incorporated or unincorporated, (herein after called "charitable associations") within the municipality and the Trustees may make distributions and allocations to persons within the said municipality for the purpose of achieving and obtaining charitable or charitable benevolent purposes (herein after called "charitable purposes") and without limiting the generality of the foregoing, the Trustees may make such distributions as they shall determine for the following purposes;
  - (1) the promotion and encouragement of sport, recreation and physical exercise of residents.
  - (2) the provision of scholarships and bursaries to students at education institutions schools or colleges within the municipality.
  - (3) the provision of scholarships and bursaries to the children of residents of the municipality.
  - (4) the provision of special education facilities and services within the municipality.
  - (5) the promotion and encouragement of the arts and culture within the said municipality.
  - (6) the relief of aged person, the infirm and disabled.
  - (7) the provision of health, education, welfare and community services and the provision and promotion of community welfare and health services, nursing facilities, hostels, nursing homes, accommodation facilities, recreation and rehabilitation facilities for children and families, young people, migrants, the aged, disadvantaged and disabled persons.
  - (8) the promotion and maintenance of the environment.
5.
  - (1) The Trustees may at any time prior to the expiration of any Accounting Period determine with respect to all or any part of the net income of the Trust Fund for that Accounting Period to pay apply or set aside the same for such charitable purposes as the Trustees may think fit or to accumulate the same;
  - (2) The following provisions shall apply to any determination made pursuant to sub-clause (1) of this Clause, namely:-
    - (a) the validity of any determination to accumulate income shall be conditional upon the law in force in relation to this Deed permitting the same at the date of that determination and shall (except as provided in the next succeeding paragraph) be irrevocable;

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- (b) if at the end of any Accounting Period the aggregate of the amounts of income in respect of which determinations shall have been made pursuant to sub-clause (1) of this clause shall exceed the net income of the Trust Fund for that Accounting Period then an amount equal to the excess shall be deducted from any income of that Accounting Period which the Trustees shall have determined to accumulate and only the balance (if any) of such income shall be accumulated; and if such net income shall be insufficient to satisfy determinations made for the purposes or objects referred to then to the extent of the deficiency the Trustees shall be deemed and taken to have applied the capital of the Trust Fund.
  - (c) a determination to pay apply or set aside any sum to or for any particular beneficiary may be effectually made and satisfied by placing such amount to the credit of such beneficiary in such manner as the Trustees shall think fit;
  - (d) in making any determination the Trustees may pay apply or set aside any amount to or in favour of one or more of the beneficiaries in such proportions and in such manner as they shall think fit.
  - (e) the Trustees shall have an absolute discretion as to the making of any determination and shall not be required to assign any reason therefore.
- (3) Any income which the Trustees shall accumulate shall be dealt with thenceforth as an accretion to the capital of the Trust Fund.
  - (4) Any amount set aside for any beneficiary shall not form part of the Trust Fund but shall be held upon separate trusts for such beneficiary, and the Trustees pending payment over thereof to or for the beneficiary are empowered hereby to invest or apply or deal with the same in such manner mutatis mutandis as they are empowered to do invest or apply or deal with the Trust Fund in accordance with the powers contained in Clause 6 hereof and to apply or pay the same in any way which they in their absolute discretion consider.
6. The Trustees shall in addition to the powers otherwise conferred upon Trustees by law have the following powers:-
- (1) to apply and invest all moneys at any time forming part of the Trust Fund in any such investments whether involving liabilities or not or upon personal credit or with or without security and upon such terms and conditions as the Trustees shall prudently think fit and to the intent that the Trustees shall have the same powers in all respects as if they were absolute owners beneficially entitled thereto including, without diminishing the generality of the foregoing, the subscription for the taking up on allotment and the purchase of any shares, stock, bonds, mortgages, debentures, obligations or securities in any part of the world and the purchase or acquisition of any real or personal property wheresoever situate and notwithstanding that the same not be income-producing or be of a wasting or speculative nature and to exercise all rights and privileges and perform all duties and obligations appertaining or incidental thereto;



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- (2) to make or purchase any such investments for cash or in consideration of any annuity or otherwise and upon such terms and conditions as the Trustees shall in their absolute discretion think fit (and they may make or purchase any such investment for a sum greater than the amount of the Trust Fund for the time being and they may agree to pay for any such investment wholly or in part from any future moneys which may come into their hands including dividends, profits, interest or other income paid or payable in respect of any such investments);
- (3) to advance and lend moneys to and to borrow and raise moneys from and to secure by mortgage or otherwise howsoever the payment of money to any persons, firms, companies, corporations or governmental or municipal bodies and upon such terms with or without security or interest as the Trustees shall deem fit, and a person lending moneys to the Trustees shall be entitled to its due repayment from the Trust Fund regardless of its actual or intended application and shall not be concerned to enquire as to any such application; and the Trustees are hereby expressly empowered to join with any company or natural person in executing any mortgage or other document for the purpose of securing the payment of money to the Trustees jointly with any company or natural person or for the purpose of securing the payment of money to any company or natural person and, in particular, to guarantee any debt or liability of any person incurred or to be incurred in favour of any other person and to charge the Trust Fund or any part thereof for the payment of or in respect of any such debt or liability;
- (4) to give any guarantee or guarantee and indemnity for payment of money or the performance of any contract, obligation or undertaking by any person, firm, company, corporation or association and to secure its obligations under any such guarantee or guarantee and indemnity by whatsoever over the whole or any part of the Trust Fund or any property comprised in the Trust Fund;
- (5) to vary or transpose any investments into or for any other or others of any nature whatsoever and to vary the terms of or property comprised in any security;
- (6) to hold, use, purchase, construct, demolish, maintain, repair, renovate, reconstruct, develop, improve, sell, transfer, convey, surrender, let, lease, exchange, take and grant options or rights or discharges or otherwise deal with any real or personal property and in particular with shares, debentures or securities of any company and with or without deferred, restricted, qualified or special rights relating thereto;
- (7) to purchase or acquire any rights of any description or policy or policies of insurance of whatsoever nature and at or subject to any premium or premiums whether single or payable periodically and with or subject to any options, rights, benefits, conditions, or provisions whatsoever and to pay out of the income or capital of the Trust Fund as the Trustees in their absolute discretion think fit all sums payable from time to time for premiums or otherwise for the effecting or maintenance of any policy or policies of insurance (whether owned by the Trustees or otherwise) or for the exercise or enjoyment of any option, right or benefit thereunder; and any surrender of any such policy or policies shall for all the purposes of this Deed be deemed to be a sale thereof;



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- (8) to pay out of the Trust Fund or the income thereof all costs, charges and expenses incidental to the setting up and management of the Trust Fund and to the exercise of any power, authority or discretion herein contained or in carrying out or performing the trusts hereof which may at any time be incurred and whether or not the Trustees shall be liable therefore including all taxes payable in respect of the Trust Fund costs in any way connected with the preparation and execution of this Deed and all moneys which may be required to be paid as settlement, gift, stamp or revenue duties in respect of the Trust Fund or any application thereof or any accretion or addition thereto or on this Deed;
- (9) with respect to any company in which the Trustees hold shares stocks or debentures or are otherwise interested or concerned to exercise all such powers and do all such acts matters and things as the Trustees could do if they were the beneficial owners of the shares stocks or debentures or were personally interested or concerned in the company;
- (10) to employ any person or in connection with anything required to be done pursuant to the provisions hereof including the receipt and payment of money and to decide the remuneration to be allowed and paid and the amount of all charges and expenses and to create or arrange any scheme of superannuation, retirement benefit or pension for the benefit of any person so employed;
- (11) to partition or agree to the partition of or to subdivide or agree to the subdivision of any land or other property which or any interest in which may for the time being be subject to the trusts hereof and to pay any moneys by way of equality of partition.
- (12) to establish, promote or acquire any company or companies or join in the promotion, establishment or acquisition of any company or companies;
- (13) to determine whether any real or personal property or any increase or decrease in amount, number or value of any property or holdings of property or any receipt or payments from for or in connection with any real or personal property shall be treated as and credited or debited to capital or to income and generally to determine all matters as to which any doubt, difficulty or question may arise under or in relation to the execution of the trusts and powers of this Deed; and every determination of the Trustees in relation to any matters aforesaid whether or not made upon a question formally or actually raised or implied in any of the acts or proceedings of the Trustees in relation to the Trust Fund shall bind all parties interested therein and shall not be objected to or questioned on any ground whatsoever;
- (14) to open any account or accounts with any bank or banks and to operate by and in all usual ways any such account or accounts;
- (15) to draw make and accept endorse discount execute and issue promissory notes bills of exchange and other negotiable or transferable instruments;
- (16) to give effectual receipts and discharges for any moneys received by or on behalf of the Trustees or otherwise relating to any of the acts, matters and things provided for in this Deed, and to receive property by gift inter vivos or by will or under any other

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- trusts or otherwise as an addition to the Trust Fund and to treat that property thenceforth in all respects as part of the Trust Fund;
- (17) to grant options in respect of any assets held subject to the trusts of this Deed to any person, firm or company;
  - (18) to become a director of any company in which moneys forming a part of the Trust Fund are invested, or to appoint any person to act as director of any such company, and to receive the remuneration attached to such office without accounting to the Trust therefore provided that the Trustees execute all proper declarations of trust for any shares held by them on behalf of the Trust and account to the Trust for all dividends and bonuses;
  - (19) to take such action as the Trustees shall think fit for the adequate protection of any part or parts of the Trust Fund and to do all such other things as may be incidental to the exercise of the powers and authorities conferred on the Trustees by this Deed;
  - (20) to take and act upon the opinion (given in writing) of an attorney at law or counsel practising in any country where the Trust Fund or any part thereof may for the time being be invested in relation to the interpretation or effect of this Deed or any other document or statute or as to the administration of the trusts hereof;
  - (21) in any conditions or circumstances which the Trustees think expedient to appoint, either in respect of the whole of the Trust Fund or any part thereof, new Trustees in any country in the world and to transfer, assign and make over the investments for the time being representing the Trust Fund or any part thereof to any such new Trustees upon similar trusts and subject to similar terms and conditions to those declared in this Deed and either subject to the control of the Trustees of this Deed or to the exclusion of such control; and the Trustees of this Deed shall be indemnified and held harmless against any loss which may arise from the exercise of this power;
  - (22) to permit any property being part of the Trust Fund to be held or registered in the name of any nominee of the Trustees and to deposit securities to the deeds and other documents belonging or related to the Trust Fund with any bank or to mix the Trust Fund or any part thereof with any other trust fund or the property of any other person;
  - (23) at any time or times by an irrevocable deed or deeds to appoint that the whole or any part of the Trust Fund shall thenceforth be held upon the trusts and with and subject to the powers and provisions of any other settlement for the benefit of all or any one or more of the beneficiaries and upon any such appointment being made the Trustees may transfer to the trustees or trustee for the time being of the said other settlement the property comprised in the said appointment and thereupon the trusts herein declared concerning such property shall cease and determine and the said property shall for all purposes be subject to the trusts powers and provisions contained in the said other settlement and be subject to and governed by the proper law of the said other settlement, whether such proper law shall be the proper law of this Deed or not;

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- (24) to exercise or concur in exercising all the foregoing powers and discretions contained in this Deed or otherwise by law conferred notwithstanding that the Trustees or any person being a Trustee or any person being a director or shareholder of a Trustee hereof (being a company) has or may have a direct or personal interest (whether as trustee of any other settlement or in his personal capacity or as a director or shareholder of any company or otherwise) in the mode or result of exercising such power or discretion or may benefit either directly or indirectly as a result of the exercise of any such power or discretion and notwithstanding that the Trustee for the time being is the sole Trustee;
- (25) to raise monies and conduct any fund raising activities and to receive and obtain any necessary approvals and permits for the purpose and promotion of any beneficiary herein;
- (26) to receive and accept any real or personal property from any corporation, trust, institution, club, body, organisation or association as an addition to the Trust Fund, and to accept such upon any terms or conditions as the Trustee may at their discretion agree to.
- (27) generally, to deal with the Trust Fund and to do all such acts and things in relation to the management, investment and administration of the Trust Fund as they could do if it were their own property and the generality of this sub-clause shall not be restricted by implication by the existence of the other sub-clauses of this clause.
7. The Trustees if more than one shall act jointly and may in writing delegate the exercise of all or any of the powers or discretionary authorities hereby conferred on the Trustees and may execute any power of attorney or other instrument necessary to effectuate such purpose.
8. Each of the Trustees may with the consent of the other or others appoint any person to be an alternate Trustee in his place but so that any such appointment shall have effect only during such period as such Trustee shall be absent from the place where the Trust Fund is being administered; and any such Trustee may by writing under his hand revoke or alter any such appointment.
9. Subject always to any express provision to the contrary herein contained every discretion vested in the Trustees shall be absolute and uncontrolled and every power vested in them shall be exercisable in their absolute and uncontrolled discretion without any obligation to consider competing claims of beneficiaries provided that notwithstanding anything contained in this Deed:-
- (1) the trustees may before exercising any discretion or power vested in them or making any determination hereunder consult the wishes of the the municipality or any consultative committee appointed by the municipality;
- (2) when exercising the powers contained in clauses 4 and 5 the trustees shall give due and adequate consideration to any request, recommendation or advice of the municipality or any consultative committee appointed by the municipality;

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- (3) any exercise of the powers contained in clauses 6(4), 6(18), 6(21), 6(22), 6(26), 8 and 17 hereof shall not be valid until the the municipality has consented thereto in writing;
  - (4) the municipality may at any time by instrument in writing declare that thenceforth the Trustees shall not be obliged to obtain its consent that as a condition precedent to the validity of the exercise of any power or powers.
10. The Trustees shall not be responsible for:-
  - (1) any loss or damage occasioned by the exercise of any discretion or power hereby or by law conferred on the Trustees or by any failure to exercise any such discretion or power; or
  - (2) any breach of duty or trust whatsoever unless it shall be proved to have been committed or omitted in personal conscious fraudulent bad faith by the Trustee charged to be so liable.
11. A sole Trustee hereof for the time being is hereby authorised notwithstanding that he is the sole Trustee to receive capital and other moneys and to give valid and effectual receipts therefore for all purposes (including the purposes of the Settled Land Act 1958 (Vic.) or any other statutory enactments).
12. Notwithstanding any other provision herein whatsoever, any Trustee who has not disposed of property to the Trustees otherwise than for full consideration and who is a solicitor or accountant of any firm of which such Trustee may be a member shall be entitled to make all usual and proper charges for both his professional services and other services not relating to his profession in the administration of the trusts hereof and for his time and trouble that he would have been entitled to make for those services time and trouble if not a Trustee.
13.
  - (a) The Trustees shall keep a complete and accurate record of all receipts and expenditures on account of the Trust Fund.
  - (b) Promptly after the close of each Accounting Period the Trustees shall prepare a written accounting report (prepared in accordance with normally accepted accounting procedures) for such period consisting of a balance sheet and statement of income and expenditure and a list of assets held at the close of such Accounting Period and a copy thereof shall be furnished to the municipality not less than fourteen days before the annual general meeting if any is to be held and if none is to be held before 31st October in each year.
  - (c) The accounting report shall include the names and addresses of all persons or firms having custody of all or any portion of the assets of the Trust Fund.
  - (d) The Trustees shall appoint an auditor and if the Trustees do not make a nomination the municipality may in its discretion if it thinks fit appoint an auditor to examine and ascertain the correctness of the accounts of the Trust Fund and of every company a majority of the shares in which are owned as part of the Trust Fund and of every trust a majority of the units or interest in which are owned as part of the Trust Fund and to report thereon to the Trustees and to the municipality.

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14. (1) The municipality shall be entitled by instrument in writing at any time and from time to time:-
- (a) to remove any Trustee hereof;
  - (b) to appoint any additional Trustee or Trustees;
  - (c) to appoint a new Trustee or Trustees in the place of any Trustee who resigns his Trusteeship or ceases to be a Trustee by operation of law.
- (2) Any Trustee and any person who may by succession becomes a Trustee may resign or renounce such position by notice in writing to the municipality and forthwith upon the giving of such notice the person giving the same shall for all purposes hereunder cease to be a Trustee provided that a sole surviving Trustee shall not resign until a new Trustee or new Trustees has been appointed in his place.
- (3) The office of a Trustee shall be ipso facto determined and vacated if such Trustee being an individual shall be found to be a lunatic or of unsound mind or if he shall become subject to the bankruptcy laws or if he shall remain out of the place in which this trust is for the time being administered for more than twelve months or if such Trustee being a company shall enter into liquidation whether compulsory or voluntary (not merely being a voluntary liquidation for the purposes of amalgamation or reconstruction).
- (4) A copy of all notices of changes of Trusteeship shall be endorsed on or attached to this Deed and every such notice shall be sufficient evidence to any person having dealings with the Trustees of this Deed as to the facts to which it relates.
- (5) Any person dealing with the Trustees may rely upon a copy of this Deed and of the notices endorsed thereon or attached thereto certified by the Trustees or a solicitor on their behalf before a Notary Public or before a barrister or solicitor to the same extent as he might rely on the original.
- (6) Any person becoming a Trustee of the Trust Fund may accept the account rendered and the property delivered to him by the continuing Trustee or his predecessors in office without being bound to enquire further as to the assets of the Trust Fund; and any person ceasing to be a Trustee hereof may be given a full and complete discharge by the municipality.
15. In the event of disagreement between the Trustees as to any matter affecting the Trust Fund or as to the exercise of or omission or abstention from exercising any of the Trustees' powers and discretions hereunder:-
- (1) the matter for decision shall be deferred to a vote of all the Trustees (either at a meeting of the Trustees or by post);
  - (2) in the event of there being a majority for or against the proposal the Trustees shall give effect to the wishes of such majority as though it were a decision by all the Trustees.
16. The exercise of a discretion or power conferred by this Deed upon the Trustees may, in the case of a Trustee which is a corporation or company, be evidenced by a memorandum of a resolution of its directors in writing signed by a majority of those directors.

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17. The Trustees for the time being may at any time and from time to time by deed revoke add to or vary all or any of the provisions of this Deed or the Schedule by any variation or revocation or addition made thereto from time to time and without limiting the generality of the foregoing provisions of this clause, may at any time and from time to time by the same or any other deed or deeds declare any new or other trusts or powers concerning the Trust Fund or any part or parts thereof, but so that any law against perpetuities is not thereby infringed and so that such new or other trusts powers discretions revocations additions or variations shall not affect the beneficial entitlement to any amount set aside for any beneficiary prior to the date of the variation alteration or addition and save as provided in this clause this Deed and the trusts thereof shall not be capable of being revoked added to or varied.
18. Without prejudice to any right under the general law of the Trustees to refuse disclosure of any document it is hereby declared that the Trustees shall not be bound to disclose to any person any of the following documents:-
- (1) any document disclosing any deliberations of the Trustees (or any of them) as to the manner in which the Trustees should exercise any power or any discretion conferred upon the Trustees by this Deed or disclosing the reasons for any particular exercise of any such power or any such discretion or the material upon which such reasons were or might have been based;
  - (2) any other document relating to the exercise or proposed exercise of any power or any discretion conferred on the Trustees by this Deed (not being legal advice obtained by the Trustees at the cost of the Trust estate).
19. The trusts of this Deed shall be known by the name thereof set forth in the Schedule.
20. (a) Provided the Trustee shall have acted in good faith:-
- (i) the Trustee shall be entitled to be indemnified out of the Trust Fund for all debts, damages, obligations or other liabilities incurred, arising or awarded by or against the Trustee in the execution of any power, duty, discretion, or authority hereunder and in respect of all action, claims, demands and costs whatsoever relating to, or concerning the Trust Fund; and
  - (ii) the Trustee shall be entitled to reimbursement from the Trust Fund for all monies expended and debts incurred in or about the administration of the Trust; and
  - (iii) the Trustee may apply the Trust Fund or any monies or property comprised therein as it may decide to satisfy the rights of reimbursement or indemnity to which it may hereunder or otherwise by law be entitled.
- (b) The rights to indemnity and reimbursement of the Trustee in respect of any manner whatsoever shall be limited to the property comprising the Trust Fund from time to time and, in particular, neither the Settlor nor any other person directly or indirectly benefiting from the Trust of this Deed nor the directors nor shareholders of any



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company being a Trustee nor any person disposing of property to the Trustee on the trusts hereof nor any person whosoever shall be personally liable in any way directly or indirectly to indemnify or reimburse the Trustee or any of them in respect of liability incurred by them.

**SIGNED SEALED AND DELIVERED** by )  
**LORRAINE BARTLING** )  
in the presence of: )

*L. Bartling*  
.....

*d. brady* : ..... Witness

**SIGNED SEALED AND DELIVERED** by )  
**PENNY HOLLOWAY** )  
in the presence of: )

*P. Holloway*  
.....

*d. brady* : ..... Witness

**SIGNED SEALED AND DELIVERED** by )  
**GRAHAM GORDON** )  
in the presence of: )

*G. Gordon*  
.....

*d. brady* : ..... Witness

**SIGNED SEALED AND DELIVERED** by )  
**IAN ROUND** )  
in the presence of: )

*I. Round*  
.....

*d. brady* : ..... Witness

**SIGNED SEALED AND DELIVERED** by )  
**GLORIA AUCHTERLONIE** )  
in the presence of: )

*G. Auchterlonie*  
.....

*d. brady* : ..... Witness

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**EXECUTED by LOY YANG POWER MANAGEMENT PTY LTD (ACN 077 985 758)**

by being signed by those persons who are authorised to sign for the company

*Ian G. Nethercott*.....Chief Executive

IAN G. NETHERCOTT.....Full Name

P.O. Box 1799..... Address

TRARALGON 3844.....

*M. Ryan*..... Secretary

M. RYAN..... Full Name

LOT 10 MARYVALE RD..... Address

MORWELL.....

**SCHEDULE**

**Date of Execution of this Deed:** The 22<sup>nd</sup> day of April 1998<sup>9</sup>

**Name of Trusts of this Deed:** La Trobe Shire Trust

**Settlor:** Loy Yang Power Management Pty. Ltd. ACN 077 985 758 having its registered office situated at Level 27, 459 Collins Street, Melbourne in the State of Victoria.

**Trustees:**

Cr Lorraine Bartling  
34-38 Kay Street  
Traralgon 3844

Ms Penny Holloway  
34-38 Kay Street  
Traralgon 3844

Mr Graham Gordon  
30-32 George Street  
Morwell 3840

Mr Ian Round  
19 Boulton Crescent  
TYERS 3844

Ms Gloria Auchterlonie  
3 Valerie Court  
Morwell 3840

**Settled Sum:** Five hundred dollars (\$500.00)

DATED:

**LOY YANG POWER LTD**

AND

**LORRAINE BARTLING, PENNY HOLLOWAY,  
GRAHAM GORDON, IAN ROUND and GLORIA  
AUCHTERLONIE**

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**LA TROBE SHIRE TRUST**

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McDonough & Co  
Solicitors  
52 Franklin Street  
TRARALGON VIC 3844

DX: 84411  
Tel: (03) 5176 1000  
Fax: (03) 5176 1020

Ref: PMcD:MC

F/T/LATROBE/CHARITY.V3

**Agenda Item: 17.5**

**Agenda Item: Authorisation of Council Officer under the Planning & Environment Act 1987**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council in exercising the powers conferred by Section 224 of the *Local Government Act 1989* and the other legislation referred to in the attached instrument of appointment and authorisation resolves that:**

- 1. Lucy Lane be appointed and authorised as set out in the instrument.**
- 2. The instrument comes into force immediately the common seal of Council is affixed to the instrument, and remains in force until Council determines to vary or revoke it.**
- 3. The instrument be sealed.**

**Executive Summary:**

This report seeks to authorise Lucy Lane, Senior Strategic Planner, under section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989*.

Council utilises Instruments of Appointment and Authorisation to identify specific officer's incumbent in roles and, in turn, appoint the officers to be authorised officers for the administration and enforcement of legislation under applicable Acts.

By authorising Lucy Lane, Senior Strategic Planner, the officer will be able to perform her duties with respect to the statutory planning powers and functions of the Council.

**Background:**

This report seeks to authorise Lucy Lane under section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989*.

Council utilises Instruments of Appointment and Authorisation to identify specific officers incumbent in roles and, in turn, appoint the officers to be authorised officers for the administration and enforcement of legislation under applicable Acts.

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

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

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

Section 232 of the *Local Government Act 1989* provides for the following:

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

Section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989* specifically state that the appointment of an authorised officer must come from the responsible authority being Council.



**Issues:**

*Strategy Implications*

Instruments of Appointment and Authorisation facilitate the statutory operations of Council and ensure that Council fulfils its obligations including Council Plan objective:

*'to ensure Council operates openly, transparently and responsibly'*.

*Communication*

Not Applicable.

*Financial Implications*

There are no financial or resource implications. However, if Council decides not to authorise the nominated officer, it will impede their ability to fully execute their duties.

*Risk Analysis*

If an officer is not authorised by Council, the officer will be unable to adequately perform their duties. Further implications to this are as follows:

- Delays in processing decisions on planning applications.
- Development and subdivision projects within the Latrobe City Council having time delays.
- Risk that developers will become frustrated with delays and appeal to the Victorian Civil and Administrative Tribunal.
- Planning officers that do not have the appropriate authorisation and delegation are unable to determine planning applications.
- A court or tribunal can declare any planning permit issued by the unauthorised officer invalid.

Appointments of authorised officers are also a risk management practice in that it clearly identifies which officer can act on a particular authorisation.

*Legal & Compliance*

Section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989* specifically state that the appointment of an authorised officer must come from the responsible authority being Council.

By authorising the nominated officer, they will be able to perform and fulfil their role as described in their position description.

*Community Implications*

No Community impact.

*Environmental Implications*

No environmental impact.

*Consultation*

There is no engagement required as part of this process.

**Supporting Documents:**

Nil.

**Declaration of Interests:**

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

**Attachments**

1 [↓](#). S11A Instrument of Appointment & Authorisation - Lucy Lane

## **17.5**

### **Authorisation of Council Officer under the Planning & Environment Act 1987**

- 1 S11A Instrument of Appointment & Authorisation - Lucy  
Lane ..... 494**

Maddocks Delegations and Authorisations

*S11. Instrument of Appointment and Authorisation*



**Latrobe City Council**

**Instrument of Appointment and Authorisation**

**July 2020**

**Authorised Officer: Lucy Lane**

## Instrument of Appointment and Authorisation

In this instrument "officer" means -

**Lucy Lane**

**By this instrument of appointment and authorisation Latrobe City Council -**

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### **PART A**

1. under section 224 of *the Local Government Act 1989* - appoints the officer to be an authorised officer for the administration and enforcement of -

*the Local Government Act 1989*  
*the Local Government Act 2020*  
*the Sex Work Act 1994*  
*the Environment Protection Act 1970*

the regulations made under each of those Acts

the local laws made under the *Local Government Act 1989* or the *Local Government Act 2020*

and any other Act, regulation or local law which relates to the functions and powers of the Council.

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### **PART B**

2. under section 3(1) of the *Sex Work Act 1994* - appoints the officer to be an authorised officer of the responsible authority for the purposes of enforcing Parts 4 and 5 of that Act.
- 

### **PART C**

3. under -

section 232 of the *Local Government Act 1989*  
section 313 of the *Local Government Act 2020*

authorises the officer generally to institute proceedings and represent Council in proceedings for offences against the Acts, Regulations and local laws described in this instrument.

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**It is declared that this Instrument -**

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked;
- (c) that any authority or appointment to the officer referred to in this Instrument is automatically revoked upon that officer ceasing employment with the Council.

This instrument is made by the Chief Executive Officer, Latrobe City Council in the exercise of his authority to act on Council's behalf, which includes the authority conferred by resolution of Council made on 04 June 2020.

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**Steven Piasente**  
**Chief Executive Officer**  
**Latrobe City Council**

Date: ---/---/---



**Agenda Item: 17.6**

**Agenda Item: Presentation of the Audit and Risk Committee Minutes  
- 12 March 2020**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Information**

**Proposed Resolution:**

**That Council receives and notes the attached Audit and Risk Committee Minutes for the 04 June 2020 meeting.**

**Executive Summary:**

The Audit and Risk Committee (Committee) is a statutory advisory committee of the Council. The Committee held its last meeting on 04 June 2020. It is a requirement of the *Audit and Risk Committee Charter* that the minutes are then subsequently tabled at an upcoming Council meeting. A number of motions were made at the meeting (as summarised in this report and set out in full in the attached minutes).

**Background:**

At the meeting held on 04 June 2020, the Committee resolved the following:

<b>Item</b>	<b>Motion</b>
<b>Confirmation of Minutes</b>	That the minutes of the Audit and Risk Committee meeting held on 12 March 2020 be confirmed and ratified as true and correct.
<b>COVID-19 Response Update</b>	That the Audit and Risk Committee receive and note this report.
<b>Status of Actions Arising Report</b>	That the Audit and Risk Committee receives and notes the Status of Actions Arising Report.

<b>Item</b>	<b>Motion</b>
<b>Data Governance Review Audit - Update</b>	That the Audit and Risk Committee notes the update in relation to the Data Governance Review audit and its outstanding actions.
<b>Internal Audit Program 2020/21</b>	That the Audit and Risk Committee approves the first audits for the Internal Audit Program for 2020/21 to be Financial Planning, Developer Contributions Framework and Processes, Council Governance and Project Management/Governance (Capital Projects).
<b>2019/20 Internal Audit Plan Status Update</b>	That the Audit and Risk Committee receives and notes the Internal Audit Plan Status report.
<b>VAGO, Ombudsman and IBAC Reports</b>	That the Audit and Risk Committee: <ul style="list-style-type: none"> <li>a) receives and notes this report into VAGO, Victorian Ombudsman, IBAC, Inspectorate and other reports; and</li> <li>b) notes review of relevant reports will be included in the work plan for 2020.</li> </ul>
<b>Internal Audit Recommendations Status Report</b>	That the Audit and Risk Committee receive and notes this report.
<b>Quarter 3 2019/20 People and Workcover Reports</b>	That the Audit and Risk Committee note the Quarterly People and WorkCover Reports for Q3 of the 2019/20 financial year.
<b>Quarter 3 2019/20 Performance Report Summary</b>	That the Audit and Risk Committee note the Quarterly Performance Summary Reports for Q3 2019-20.
<b>Quarterly Finance Report - March 2020</b>	That the Audit and Risk Committee receives and notes the Quarterly Finance Report for the period ended 31 March 2020, prepared in accordance with the requirements of the <i>Local Government Act 1989</i> .
<b>Implementation of New Accounting Standards</b>	That the Audit and Risk Committee note and endorse this report.

<b>Item</b>	<b>Motion</b>
<b>Insurance Claims History Report 2020</b>	That the Audit and Risk Committee notes and receives the report on the claim history of Council's main Insurance Policies.
<b>Quarterly Risk Management Report</b>	That the Audit and Risk Committee notes and receives the Risk Management Quarterly Report from Risk team.
<b>Local Government Act 2020 - Audit and Risk Committee</b>	That the Audit and Risk Committee receive and note this report.

The full minutes are attached to this report.

**Issues:**

*Strategy Implications*

The Audit and Risk Committee provides advice to ensure that Council operates openly, transparently and responsibly.

*Communication*

The provision and circulation of the minutes to Council provides reassurance and awareness as a communication loop back to Council as part of good governance practices.

*Financial Implications*

The Audit and Risk Committee is managed through existing budget provisions. Recommendations and actions arising from the meeting are considered by management within the constraints of budget requirements.

*Risk Analysis*

The Audit and Risk Committee provides advice into the management of risk in the organisation.

*Legal and Compliance*

A number of reports tabled at each meeting of the Audit and Risk Committee relate to legal or compliance related matters. In addition, a report is tabled for the committee to consider any reports that have been published by the Victorian Ombudsman, Victorian Auditor-Generals Office, Inspectorate or the Independent Broad-based Anti-corruption Commission to ensure that practices within Council are compliant with current expectations of the public sector.

*Community Implications*

There are no known community implications.

*Environmental Implications*

There are no known environmental implications.

*Consultation*

There is no engagement required as part of this process.

*Other*

There are no other known issues identified.

**Declaration of Interests:**

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

**Supporting Documents:**

**Attachments**

1 [↓](#). Audit & Risk Committee Meeting Minutes - 04 June 2020

## **17.6**

### **Presentation of the Audit and Risk Committee Minutes - 12 March 2020**

- 1    Audit & Risk Committee Meeting Minutes - 04 June 2020 ..... 502**



## Audit and Risk Committee Meeting Minutes - 4 June 2020

*I hereby designate that all matters marked as confidential listed for consideration by, presented to and/or discussed in this meeting, including the attached documents, will remain confidential for the reasons specified, unless subsequently resolved otherwise by Council that the information is not confidential.*

**Steve Piasente, Chief Executive Officer**

**04 June 2020**

### Via Audi Visual Link

Meeting commenced at 10.00 AM

#### Attendance

##### Members:

- Bev Excell (Chair)
- Joanne Booth
- Terry Richards
- Cr Darrell White OAM
- Cr Alan McFarlane

##### In Attendance:

- Steve Piasente (CEO)
- Greg Drumm (General Manager Organisational Performance)
- Larry Sengstock (General Manager Assets and Presentation)
- Gail Gatt (General Manager Regional City Growth and Investment)
- Suzanne Miller (General Manager Community Health and Wellbeing)
- Matthew Rogers (Manager Finance)
- Justin Brook (DMG Financial) (until 11:02 am)
- Kapil Kukreja (HLB Mann Judd)
- Hanna Steevens (Manager Governance)
- Sonika Sharma (Coordinator Risk)





## Audit and Risk Committee Meeting Minutes - 4 June 2020

### IN CAMERA MEETING

THE AUDIT AND RISK COMMITTEE MET IN CAMERA FROM 10:00 AM TO 10:48 AM, AND AT TIMES CONSULTED THE CHIEF EXECUTIVE OFFICER FOR AN UPDATE ON VARIOUS MATTERS.

#### 1. OPENING AND WELCOME

The Chairperson opened the meeting and welcomed all present.

#### 2. APOLOGIES

Nil.

#### 3. DECLARATIONS OF INTEREST

Nil.

#### 4. PROBITY QUESTIONS

The Audit and Risk Committee Chair asked if the CEO was aware of any legislative non-compliance issues, any fraud incidents that have occurred or if there were any strategic risks been triggered since the last Audit and Risk Committee meeting.

The CEO responded no.

The Audit and Risk Committee Chair asked the Councillors:

- a. If there was any matter arising from the Council meetings that needed to be brought to the attention of the Committee
- b. If there was any feedback or direction required from Council relating to the Audit Committee members.

The Councillors responded no.

The Audit and Risk Committee Chair then asked the auditor representatives if they were satisfied that their work had not been impeded.

The auditor representatives responded no.

#### 5. CONFIRMATION OF MINUTES

##### RECOMMENDATION

That the minutes of the Audit and Risk Committee meeting held on 12 March 2020 be confirmed and ratified as true and correct.

##### OUTCOME/ACTIONS ARISING:



## Audit and Risk Committee Meeting Minutes - 4 June 2020

1. Nil.

### 6. ITEMS REFERRED BY THE COMMITTEE TO THIS MEETING FOR CONSIDERATION

#### 6.1 COVID-19 Response Update

##### RECOMMENDATION

That the Audit and Risk Committee receive and note this report.

##### OUTCOME/ACTIONS ARISING:

1. Manager Governance to revisit Councils response to monitoring controls during the COVID-19 outbreak. NSW's Independent Commission Against Corruption paper – 'Managing corrupt conduct during the COVID-19 outbreak' to be used to provide advice. Update to be provided to the Committee at the September 2020 meeting.
2. Manager Governance to circulate NSW's Independent Commission Against Corruption paper – 'Managing corrupt conduct during the COVID-19 outbreak' to Committee by 10 June 2020.

### 7. STATUS OF ACTIONS ARISING

#### 7.1 Status of Actions Arising Report

##### RECOMMENDATION

That the Audit and Risk Committee receives and notes the Status of Actions Arising Report.

##### OUTCOME/ACTIONS ARISING:

1. Manager Governance to rephrase action 471 and 473 to be clearer it is now part of 499 by September 2020 meeting.
2. Manager Finance to retain 459 until September 2020 and provide suitable update.
3. Governance to mark 460 as complete by September 2020 meeting.

### 8. EXTERNAL AUDIT

There are no External Audit reports tabled for this meeting.



## Audit and Risk Committee Meeting Minutes - 4 June 2020

### 9. INTERNAL AUDIT

#### 9.1 Data Governance Review Audit - Update

##### RECOMMENDATION

That the Audit and Risk Committee notes the update in relation to the Data Governance Review audit and its outstanding actions.

##### OUTCOME/ACTIONS ARISING:

1. Nil.

#### 9.2 Internal Audit Program 2020/21

##### RECOMMENDATION

That the Audit and Risk Committee approves the first audits for the Internal Audit Program for 2020/21 to be Financial Planning, Developer Contributions Framework and Processes, Council Governance and Project management/governance (capital projects).

##### OUTCOME/ACTIONS ARISING:

1. Manager Governance and HLB Mann Judd in consultation with Executive to prepare a rolling three year audit plan and assurance plan for presentation at September 2020 meeting.
2. Manager Governance to provide HLB Mann Judd with a written instruction of requirements and deliverables to be achieved before the September 2020 by 12 June 2020.
3. Where possible scopes for the first audits on 2020/21 to be provided to the committee out of session by the Manager Governance.
4. Manager Governance to arrange for September meeting agenda papers to be provided a week early.

##### Note:

HLB Mann Judd commenced a three year contract in 2016. This was due to expire in December 2019. The contract contains the option for three x 12 month (one year) extensions. The contract was extended in 2019 and now expires on 18 December 2020.

There are two x 12 month (one year) extensions remaining under the contract terms.



## Audit and Risk Committee Meeting Minutes - 4 June 2020

### 9.3 2019/20 Internal Audit Plan Status Update

#### RECOMMENDATION

That the Audit and Risk Committee receives and notes the Internal Audit Plan Status report.

#### OUTCOME/ACTIONS ARISING:

1. GM A&P and GM Org P to immediately request relevant officers to complete completion of Asset Management and Privacy Audit management responses by 19 June 2020.
2. Governance to ensure the meeting invite for September 2020 meeting is until 2pm on that day.

### 10. MONITORING

#### 10.1 VAGO, Ombudsman and IBAC Reports

#### RECOMMENDATION

That the Audit and Risk Committee:

- a) receives and notes this report into VAGO, Victorian Ombudsman, IBAC, Inspectorate and other reports; and
- b) notes review of relevant reports will be included in the work plan for 2020.

#### OUTCOME/ACTIONS ARISING:

1. Manager Governance to arrange a discussion in June/July 2020 with Senior Compliance Officer and Bev Excell to improve this system.
2. Manager Governance to reschedule Yarriambiack review before September 2020 meeting.

#### 10.2 Internal Audit Recommendations Status Report

#### RECOMMENDATION

That the Audit and Risk Committee receive and notes this report.

#### OUTCOME/ACTIONS ARISING:

1. Manager Governance to review summary sheet numbers with body of report and account for any changes before September 2020 meeting.



## Audit and Risk Committee Meeting Minutes - 4 June 2020

2. Manager Governance to include additional instructions at actions arising #499 that seeking further colour coding on overdue and completed actions as well as date extensions.
3. GM A&P to provide an out of session update by 30 June 2020 on the last action of the Land Fill Management Audit.
4. Manager Governance to ensure all action owners included in reporting by September 2020 meeting.
5. Executive Team to remind teams to progress audit actions and provide regular updates as part of the Sycle monthly reporting.

### 11. PERFORMANCE REPORTING

#### 11.1 Quarter 3 2019/20 People and Workcover Reports

##### RECOMMENDATION

That the Audit and Risk Committee note the Quarterly People and WorkCover Reports for Q3 of the 2019/20 financial year.

##### OUTCOME/ACTIONS ARISING:

1. Planning and Business Intelligence Advisor to increase font size and improve readability of performance reports by September 2020 meeting.

#### 11.2 Quarter 3 2019/20 Performance Report Summary

##### RECOMMENDATION

That the Audit and Risk Committee note the Quarterly Performance Summary Reports for Q3 2019-20.

##### OUTCOME/ACTIONS ARISING:

1. GM CHW to provide an update at September 2020 meeting on the Mayoral Taskforce to prevent family violence Major Initiative.



## Audit and Risk Committee Meeting Minutes - 4 June 2020

### 12. FINANCE

#### 12.1 Quarterly Finance Report - March 2020

**RECOMMENDATION**

That the Audit and Risk Committee receives and notes the Quarterly Finance Report for the period ended 31 March 2020, prepared in accordance with the requirements of the *Local Government Act 1989*.

**OUTCOME/ACTIONS ARISING:**

1. Manager Finance to circulate the Interim Management Letter to the Committee out of session by 15 July 2020.

#### 12.2 Implementation of New Accounting Standards

**RECOMMENDATION**

That the Audit and Risk Committee note and endorse this report.

**OUTCOME/ACTIONS ARISING:**

1. Nil.

### 13. RISK

#### 13.1 Insurance Claims History Report 2020

**RECOMMENDATION**

That the Audit and Risk Committee notes and receives the report on the claim history of Council's main Insurance Policies.

**OUTCOME/ACTIONS ARISING:**

1. Nil.

#### 13.2 Quarterly Risk Management Report

**RECOMMENDATION**

That the Audit and Risk Committee notes and receives the Risk Management Quarterly Report from Risk team.





## Audit and Risk Committee Meeting Minutes - 4 June 2020

### OUTCOME/ACTIONS ARISING:

1. Nil.

### 14. REPORTING REQUIREMENTS

There are no Reporting Requirements reports tabled for this meeting.

### 15. GENERAL BUSINESS

#### 15.1 Local Government Act 2020 - Audit and Risk Committee

### RECOMMENDATION

That the Audit and Risk Committee receive and note this report.

### OUTCOME/ACTIONS ARISING:

1. Nil.

### Next Meeting Date

The next Audit and Risk Committee meeting is to be held on Thursday 03 September 2020.

**Meeting Closed at 12:18pm.**

**Agenda Item: 17.7**

**Agenda Item: Service Review Prioritisation 2020/21**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council endorses the following service reviews for 2020/21:**

- 1. Library Services**
- 2. Property and Rates**
- 3. Building Maintenance**

**Executive Summary:**

- Through an internal audit, it was identified that Latrobe City Council should implement a service review program to provide a comprehensive and detailed analysis of each service. This is to determine the most efficient operating model and/or service level requirements to meet community needs and expectations whilst remaining within Council's financial operating environment.
- A service review schedule is required to be endorsed by Council for the 2020/21 financial year.
- The following service reviews have been recommended for the 2020/21 financial year:
  - Library Services
  - Property and Rates
  - Building Maintenance

**Background:**

The Service Planning and Review Framework defines a service review as “undertaking a comprehensive and detailed analysis of a service to determine the most efficient operating model and/or service level requirements to meet future community needs, whilst remaining within Council’s financial operating environment”. Service reviews may identify cost savings/efficiency gains by altering the method of delivering the service or via the variation of service levels or revenue streams.

In the 2019/20 financial year, Council resolved to undertake the following service reviews:

- Open Space Maintenance
- School Crossing Supervision
- Procurement and Fleet

The service review for School Crossing Supervision was presented to Council at the 2 March 2020 Council Meeting. The remaining service reviews have been completed and an update will be provided where relevant to Council in an additional report.

It is important to develop future years’ service review program given the large number of Council services. Prioritisation of these service reviews is important as it allows Council to strategically align reviews with internal and external factors aim towards all services being reviewed at least once every four years.

The Business Intelligence team aim to conduct three service reviews in the 2020/21 financial year. The primary purpose of a service review is to address three critical questions:

- a. What is the most efficient and cost effective option for delivering the required service in line with community expectations?
- b. Is it possible to vary the current service level?
- c. Are there options to increase revenue streams within the service?

Prioritisation for future years’ service reviews has been undertaken and the following services were identified as potential reviews for the 2020/21 financial year:

- Library Services
- Property and Rates
- Building Maintenance

The attached document titled *Service Review Prioritisation 2020/21* contains further details regarding the services identified as priorities for review.

**Issues:**

*Strategy Implications*

Undertaking service reviews is prudent to ensuring Council operates responsibly and remains financially sustainable.

*Communication*

Community consultation as part of service reviews will occur dependent upon the size, nature and potential impact of the review. Any major recommendations developed during a service review will be presented back to Council and an opportunity for further engagement with key stakeholders would be made available if required.

*Financial Implications*

There are no financial implications as part of this proposal. Service reviews will be undertaken using existing Council resources.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Service Delivery Risk</b> Service reviews are not completed by end of 2020/21 financial year.	2 (Unlikely)	Adequate internal resources have been provided.

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

*Legal and Compliance*

There are no legal implications associated with this report.

*Community Implications*

There are no community implications associated with this report. Community engagement may occur during the service review process or as a result of a recommendation as an outcome of a service review.

*Environmental Implications*

There are no environmental implications associated with this report.

*Consultation*

A report was presented to the Executive Team at the Executive Team Meeting held 10 June 2020 and to Council at the Council Briefing held 22 June 2020.

*Other*

N/A

**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:**

*Service Review Prioritisation 2020/21*

**Attachments**

1 [↓](#). Service Review Prioritisation 2020/21

## **17.7**

### **Service Review Prioritisation 2020/21**

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***Service Review Prioritisation***

**SERVICE REVIEW PRIORITISATION 2020/21**



**Service Review Prioritisation**

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## Service Review Prioritisation

### 1. BACKGROUND

The Service Planning and Review Framework endorsed by the Executive Team on 9 October 2018 defines a service review as “undertaking a comprehensive and detailed analysis of a service to determine the most efficient operating model and/or service level requirements to meet future community needs, whilst remaining within Council’s financial operating environment.”

Service reviews may identify cost savings and improve efficiency by altering the method of delivering the service or via the variation of service levels or revenue streams.

#### 1.1 2019/20 Service Reviews

In the current financial year, Council resolved to undertake the following service reviews:

- Local Laws - School Crossings
- Procurement and Fleet
- Open Space Maintenance

#### 1.2 Future Service Review Prioritisation & Schedule

The prioritisation of service reviews is required to strategically align reviews with internal and external impacts to ensure that reviews are undertaken at an optimal time and to assist with the aspiration to review all services once every four years.

The Business Intelligence team aims to conduct three service reviews in the 2020/21 financial year. The primary purpose of a service review is to address three critical questions:

1. What is the most efficient and cost effective option for delivering the required service in line with community expectations?
2. Is it possible to vary the current service level?
3. Are there options to increase revenue streams within the service?

### 2. SERVICE REVIEW PRIORITISATION 2020/21

Services are categorised as mandatory services, critical support to mandatory services or discretionary services as per the service mandate found in the Service Catalogue, listed below;

- **Mandatory service:** A service that performs functions that are prescribed by legislation, regulation or binding agreements and are the delegated responsibility of Council.
- **Critical support to mandatory service:** A service that performs an essential and indispensable support function for mandatory services, i.e. delivery of the mandatory service would be compromised without these services.



### Service Review Prioritisation

- Discretionary service: A service that Council is not legally bound to perform and does not perform an essential support function for mandatory services.

Prioritisation for future years' service reviews has been undertaken and the following services were identified as potential reviews for the 2020/21 financial year:

- Libraries
- Property and Rates
- Building Maintenance

The size and complexity of the services selected to be reviewed has been taken into account when developing the proposed program.

	Library Services	Property and Rates	Building Maintenance
<b>Service Mandate</b>	Mandatory Service	Mandatory Service	Critical Support to Mandatory Service
<b>Significance of Community Impact</b>	High	Moderate	High
<b>Cost to Council</b>	High	Moderate	High
<b>Ability to meet criteria of \$ savings</b>	Yes	Yes	Yes
<b>Potential alternative delivery model?</b>	Yes	Yes	Yes
<b>Varied service level alternative?</b>	Yes	Yes	Yes
<b>Potential to increase revenue stream</b>	No	Yes	No

The financial data in this report has been sourced from Finance and based on the Draft 20/21 budget figures, which may be subject to minor changes. The service profiles and additional information have been taken from the 2018/19 Latrobe City Council Service Catalogue, this document is scheduled to be updated and reproduced upon approval of the 2020/21 budget.

## 2.1 Library Services

*Mandatory Service – 25.56 FTE – Net cost \$2,575,040*

Library Services are responsible for the operation of libraries to provide equitable access to resources, programs and services that encourage recreational use, lifelong learning and literacy and numeracy development. A condition of state government funding provided to Council is the provision of library services, including the free loan of books, story time sessions and other activities.

During the 2019/20 financial year, the Business Intelligence team conducted a “deep-dive” into Library Service based on the recommendations of the November 2019 VAGO Audit Report titled



## Service Review Prioritisation

*Council Libraries.* The recommended improvement actions identified during this exercise and best practice example documentation produced by leading Councils and the State Government as a result of the audit will feed directly into this review.

Latrobe City Council has historically scored poorly when benchmarked against other Councils LGPRF data, this review will aim to provide an in-depth analysis of this data and provide options for improvement.

### 2.2 Property and Rates

*Mandatory Service – 5.7 FTE – Net cost \$596,670*

This service is responsible for providing ratepayers with rates notices, land information certificates, the maintenance of the property database (including valuations), generating charges and managing the collection of rates revenue.

A review of the Property and Rates service is currently expected to have a medium sized scope. This service has been identified for review as it is a service that has not been reviewed in the past as part of the Service Review Program and it includes an aspect of income generation for Latrobe City Council.

### 2.3 Building Maintenance

*Critical support to mandatory service – 6 FTE – Net Cost \$3,155,990*

The Building Maintenance service provides ongoing maintenance to Latrobe City Council buildings, Latrobe City owned street lighting, aquatic facilities, clocks and footbridges and other public amenity infrastructure.

A review of Building Maintenance is expected to be complex due to the links to departmental budgets and the required in-depth process review to determine the true cost of service.

## 3. SERVICE REVIEW PRIORITISATION – FUTURE YEARS

The Latrobe City Service Catalogue is currently undergoing redevelopment and will be released after budget approval, analysis for future years prioritisation will be undertaken at this time.

It is important to note that Performance and Innovation will recommend that service reviews are conducted for Leisure and Performing Arts 12-24 months after the opening of the Gippsland Regional Aquatic Centre and the Latrobe Creative Precinct.

A Council report to present the proposed service review program will be required prior to the start of the 2021/22 financial year.

**Agenda Item: 17.8**

**Agenda Item: Update to Councillor Code of Conduct - Confidential Information**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Adopts the Councillor Code of Conduct with an effective date of 7 July 2020;**
- 2. Notes that with the adoption of this Code, any previous version is now revoked;**
- 3. Requests a copy of the final formatted Code be provided to all Councillors; and**
- 4. Makes this Code available on Council's website and available for inspection at all Council Service Centres.**

**Executive Summary:**

This report deals with proposed changes to the Councillor Code of Conduct in relation to confidential information.

Due to the commencement of relevant parts of the *Local Government Act 2020* (the 2020 Act), the definition of confidential information and its application have changed as of 1 May 2020 from what was contained in the *Local Government Act 1989* (the 1989 Act).

The Councillor Code of Conduct was updated on 1 June 2020 to include a power of the Chief Executive Officer to designate information as *confidential information* under the Code. This power had been useful to Council – and councils generally – as an expedient way to bring clarity to which information being considered by Council was *confidential information*.

A further review of the *confidential information* provisions in the 2020 Act means



that the Code should be revised again in this area to ensure retention of the current approach of Council to *confidential information* which has served Council well in allowing full and open discussion.

In order to ensure an up to date and effective Councillor Code of Conduct is maintained, the clarification of what constitutes *confidential information* under the Code, which will in some respects be broader than the definition of confidential information under the 2020 Act, is proposed.

At any time that a new Councillor Code of Conduct is adopted, all Councillors must sign a declaration in the presence of the Chief Executive Officer that they will abide by that Code.

### **Background:**

Among the various changes to local government operation being progressively brought in by the 2020 Act is the definition of confidential information.

The Code was amended by Council on 1 June 2020 but as part of the move to the 2020 Act, further amendments dealing with confidential information are also recommended.

The new amendments make it clear that *confidential information* under the Code may include information that is not considered to be *confidential information* under the 2020 Act. The definition of *confidential information* under the new Act appears in some important respects more narrow than the definition of *confidential information* under the 1989 Act and in any event the new wording in the definition brings some uncertainty until further guidance is available. Council recognises that in some situations not clearly recognised by the 2020 Act treating information, including discussion, as confidential is the best means to ensure that Councillors are able to consider the matter fully. Not being able to do so may impact on the quality of decision-making.

The proposed changes are clarification of what constitutes *confidential information* under the Code, which may in some aspects be broader than the definition of confidential information under the 2020 Act.

Councillors are also requested to make a written declaration stating that they will abide by the Code. The declaration is to be witnessed by the CEO.

### **Issues:**

#### *Strategy Implications*

Maintaining an up to date Councillor Code of Conduct assists Council in meeting Objective 6 of the Council Plan – Ensure Council operates openly, transparently and responsibly. It is also advisable for ensuring compliance with the parts of the *Local Government Act 1989* and the *Local Government Act 2020* currently in force.

*Communication*

Internal communications will occur with appropriate Council officers in relation to provision of information going forward.

*Financial Implications*

Nil.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>The quality of decision-making is impacted as Councillors are concerned information or discussion will not be <i>confidential information</i>.</p>	5: Almost Certain	By adopting the updated Code, Council will be clear about the information that is <i>confidential information</i> .
<p><b>Legal/Regulatory Risk</b></p> <p>Councillors are unclear about what constitutes confidential information.</p>	3: Possible	By adopting the updated Code, Council will be clear about the information that is <i>confidential information</i> .

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

*Legal and Compliance*

While an updated Councillor Code of Conduct does not need to be adopted in the immediate future, being required within 4 months of the next Council election, the updating of the parts of the Code dealing with confidential information to reference the 2020 Act would make the Code more appropriate and effective.

*Community Implications*

Nil.

*Environmental Implications*

Nil.

*Consultation*

No engagement. The 1989 Act currently remains the applicable legislation regarding the Councillor Code of Conduct. There is no requirement in the 1989 Act for community consultation on the Councillor Code of Conduct.

The updated Code will be made available on Council's website and available for inspection at Council offices if adopted.

*Other*

Not applicable.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

1 [↓](#). Councillor Code of Conduct

## **17.8**

### **Update to Councillor Code of Conduct - Confidential Information**

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# Councillor Code of Conduct

Version: June 2020

Approval Date: 6 July 2020  
Review Date: November 2020

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## Latrobe City Council – Councillor Code of Conduct

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## Latrobe City Council – Councillor Code of Conduct

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### 1. Introduction

As Councillors, we are committed to working in the best interests of the people within our municipality and to discharging our responsibilities to the best of our skill and judgment.

### 2. Purpose of the Councillor Code Of Conduct

- 2.1. Councils are required to perform the functions and exercise the powers conferred by or under the *Local Government Act 1989 (the Act)*, the *Local Government Act 2020* as its provisions commence, and any other legislation for the peace, order and good government of their municipal districts. Good governance is fundamental to a Council being able to perform its functions. Good governance relies on good working relations between Councillors.
- 2.2. The purpose of this Code is to:
  - 2.2.1. set out the standards of conduct expected of Councillors;;
  - 2.2.2. endeavour to foster good working relations between Councillors to enable Councillors to work constructively together in the best interests of the local community; and
  - 2.2.3. mandate councillor conduct so as to build public confidence in the integrity of local government.

### 3. Councillor Conduct Principles

As Councillors, we agree to comply with the Councillor Conduct Principles specified in sections 76B and 76BA of the Act.

- 3.1. In carrying out our role as Councillors, we will:
  - 3.1.1. act with integrity;
  - 3.1.2. impartially exercise our responsibilities in the interests of the local community; and
  - 3.1.3. not improperly seek to confer an advantage or disadvantage on any person.
- 3.2. In addition, each Councillor will:
  - 3.2.1. avoid conflicts between our public duties as a Councillor and our personal interests and obligations;
  - 3.2.2. act honestly and avoid statements (whether oral or in writing) or actions that will or are likely to mislead or deceive a person;
  - 3.2.3. treat all persons with respect and have due regard to the opinions, beliefs, rights and responsibilities of other Councillors, Council officers and other persons;

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## Latrobe City Council – Councillor Code of Conduct

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- 3.2.4. exercise reasonable care and diligence and submit ourselves to the lawful scrutiny that is appropriate to our office;
- 3.2.5. endeavour to ensure that public resources are used prudently and solely in the public interest;
- 3.2.6. act lawfully and in accordance with the trust placed in us as elected representatives; and
- 3.2.7. support and promote these principles by leadership and example and act in a way that secures and preserves public confidence in the office of Councillor.

### 4. Council decision making

- 4.1. We are committed to making all decisions impartially and in the best interests of the whole community and acknowledge that effective decision-making is vital to the democratic process and an essential component of good governance. Accordingly:
  - 4.1.1. We will actively and openly participate in the decision-making process, striving to be informed to achieve the best outcome for the community;
  - 4.1.2. We will respect the views of the individual in the debate. However, we also accept that decisions are based on a majority vote; and
  - 4.1.3. We accept that no Councillor can direct another Councillor on how to vote on any decision.

### 5. Confidential information

- 5.1. We will comply with our obligations in relation to confidential information under section 125 of the *Local Government Act 2020* and recognise that this obligation extends to ensuring the safekeeping of confidential information.
- 5.2. We will also not intentionally or recklessly disclose information that is defined as *confidential information* under this Code (even where such information is not considered to be confidential information under the *Local Government Act 2020*) and will ensure the safekeeping of such *confidential information*.
- 5.3. *Confidential Information* under this Code includes:
  - 5.3.1. All discussions during a meeting of an advisory committee of the Council if at least one Councillor is present or a planned or scheduled meeting of at least half of the Councillors and one member of Council staff which considers matters that are or are intended to be the subject of a decision of Council or subject to the exercise of a function, duty or power of Council that has been delegated to a person or committee, including Councillor briefing sessions;

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## Latrobe City Council – Councillor Code of Conduct

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- 5.3.2. All discussions between Councillors if one or more Councillors designates the discussion to be confidential;
  - 5.3.3. All correspondence between Councillors designated “confidential”; and
  - 5.3.4. All information (which may include any document and discussion related thereto) that is designated as *confidential information* by the Chief Executive Officer.
- 5.4. We agree to maintain confidentiality in relation to any alleged contravention of this Code dealt with through the Internal Resolution Procedure outlined in the Appendix.
- 5.5. Information that is *confidential information* under the Local Government Act 2020 or this Code will cease to be *confidential information* only when:
- 5.4.1 Council passes a resolution that the information is not confidential; or
  - 5.4.2 the circumstances set out in s125(3) of the *Local Government Act 2020* apply or otherwise as permitted by law.

### 6. Access to and use of council information

- 6.1. We will treat Council information appropriately, by:
- 6.1.1. Not using information gained by virtue of our position as a Councillor for any purpose other than to exercise our role as a Councillor;
  - 6.1.2. Respecting the Council’s policies in relation to public comments and communications with the media;
  - 6.1.3. Not releasing information deemed ‘confidential information’ in accordance with section 125 of the *Local Government Act 2020* or part 5 of this Code; and
  - 6.1.4. Recognising the requirements of the *Privacy and Data Collection Act 2014* regarding the access, use and release of personal information.
- 6.2. We acknowledge that all requests made by Councillors for briefings from Council officers or access to information on council files should be registered and reported. This obligation does not apply to requests for clarification / explanation of items on a forthcoming Council agenda.

### 7. Use of Council Resources

- 7.1. Council resources are to be used effectively and economically by ensuring:
- 7.1.1. We maintain adequate security over Council property, facilities and resources provided to us;
  - 7.1.2. We do not use Council resources, including services of Council staff, for private purposes, unless legally or properly authorised to do so, and ensure payments are made where appropriate; and

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## **Latrobe City Council – Councillor Code of Conduct**

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7.1.3. We do not use public funds or resources in a manner that is improper or unauthorised.

### **8. Candidature of Councillors at State or Federal Elections**

8.1. As Councillors, we will comply with the following if intending on standing for a State or Federal Election:

- 8.1.1. A Councillor who becomes an endorsed candidate of a registered political party or publicly expresses an intention to run as an independent candidate for a state or federal election (a Prospective Candidate), must provide written advice to the CEO, as soon as practicable, who must then advise all councillors.
- 8.1.2. A Councillor who is a Prospective Candidate, must declare his/her intended candidacy at a meeting of the Council as soon as practicable after notifying the CEO pursuant to 8.1.1.
- 8.1.3. A Councillor who nominates as a candidate for a state or federal election (a Nominated Candidate), must apply for leave of absence from the Council and this leave of absence must commence no later than the date of their nomination as a candidate with the relevant electoral commission for the election (Nomination Date) and conclude no earlier than the close of voting for the election. During this period, a Councillor who is on a leave of absence must not attend meetings of the Council or otherwise act as a Councillor.
- 8.1.4. Any Councillor / staff relationship protocol which the Council has in place in respect of the caretaker period prior to a Council election, must be observed by a Nominated Candidate and this must apply from their Nomination Date until the close of voting for the election.
- 8.1.5. Council, upon receiving an application for a leave of absence from a councillor who is a Nominated Candidate or who intends to become a Nominated Candidate, must not unreasonably refuse that application.
- 8.1.6. A Councillor who is a Prospective Candidate or a Nominated Candidate, must take care to differentiate between his/her role as a state or federal election candidate and role as a Councillor when making public comment.
- 8.1.7. A Councillor who is a Prospective Candidate or a Nominated Candidate, must not use Council resources, including Council equipment and facilities in relation to his/her candidacy.
- 8.1.8. A Councillor who is a Prospective Candidate or a Nominated Candidate, must not use Council activities, including committee meetings and Council-related external activities in relation to his/her candidacy.

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## **Latrobe City Council – Councillor Code of Conduct**

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8.1.9. A Councillor who is a Prospective Candidate or a Nominated Candidate, must not attend any Council meeting, even as a member of the gallery, whilst on a leave of absence.

### **9. Relationships with Staff**

9.1. As Councillors we will work as part of the Council team with the Chief Executive Officer (CEO) and other members of staff. There should be mutual respect and understanding between Councillors and officers in relation to our respective roles, functions and responsibilities.

9.2. Our role is one of advocacy and leadership rather than management and administration. The CEO is responsible for all staff matters.

9.3. As Councillors, we are aware of the requirements of section 76E of the Act and must not seek to improperly direct members of Council staff in the exercise of their duties. It is appropriate to notify either the relevant General Manager or Manager when specific issues or particular functions are required to be undertaken.

### **10. Communication and Media**

10.1. We will endeavour to ensure that the messages communicated through the media are clear and consistent, and positively portray the Council as a decisive and responsible governing body.

10.2. The Mayor will provide official comment to the media on behalf of Council.

10.3. The Mayor may nominate a Councillor to make official comment on behalf of the Council, where appropriate.

10.4. The CEO is the official spokesperson for all operational matters pertaining to Council as an organisation including:

10.4.1. Staffing and structure of the organisation; and

10.4.2. Corporate issues relating to service provision or the day-to-day business of Council.

10.5. The CEO may nominate a Council officer spokesperson if appropriate.

10.6. As Councillors, we are entitled to express independent views through the media, however we will make it clear that any unofficial comment is a personal view, and does not represent the position of the Council as a whole.

### **11. Conflict of Interest Procedures**

11.1. We will comply with all the provisions of the Act in regard to conflicts of interest.

11.2. In addition to the requirements of the Act:

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## **Latrobe City Council – Councillor Code of Conduct**

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- 11.2.1. We will give early consideration to each matter to be considered by the Council, any special committee to which we belong, or assembly of Councillors, to ascertain if we have a conflict of interest;
- 11.2.2. We recognise that Council officers may be able to assist with accessing and providing resources in relation to potential conflicts of interest, however the legal onus to determine whether a conflict of interest exists rests entirely with each individual Councillor; and
- 11.2.3. If we cannot confidently say that we do not have a conflict of interest, we will declare a conflict of interest and comply with the relevant requirements as if we had a conflict of interest and notify, as soon as possible, the Mayor or the Committee Chair, depending on whether the matter is to be considered by the Council, a special committee, or an assembly of Councillors, as well as the CEO.

### **12. Internal Resolution Procedure**

- 12.1. We agree to follow the Internal Resolution Procedure contained in the Appendix in the event of a dispute arising which concerns an alleged contravention of this Code and we will use the Dispute Management Resolution Checklist, being a document incorporated by reference into this Code, to assist with that process.
- 12.2. All Councillors agree to participate in the three phase Internal Resolution Procedure outlined in the Appendix .

### **13. Roles within Council**

We recognise that being clear about the different roles and functions of Councillors and Council staff will assist us in achieving good governance.

#### **13.1. Mayor**

The functions of the Mayor include:

- providing guidance to Councillors about what is expected of a Councillor including in relation to the statutory role of a Councillor, and the observation of the Councillor conduct principles and this Code by Councillors;
- acting as the principal spokesperson for Council;
- supporting good working relations between Councillors; and
- carrying out the civic and ceremonial duties of the office of Mayor.

The Mayor is the leader of Latrobe City Council and as such should be the leader of all Councillors. The Mayor has a key role to help all Councillors participate and work together in the interests of the Latrobe City Council's community.

In fostering good governance, the most important roles of the Mayor are:

- to chair the Council meetings in a way which encourages the participation and involvement by all Councillors;



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## Latrobe City Council – Councillor Code of Conduct

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- to encourage Councillors to treat each other with respect and courtesy;
- to model the type of behaviour which Latrobe City Council expects of all Councillors;
- to provide leadership in demonstrating and achieving good governance;
- to work with the CEO in providing leadership to the entire organisation;
- to be the public spokesperson in support of Council decisions;
- to liaise with all Councillors with a view to facilitating the capacity of Councillors to work together and to identify any possible issues or problems which may require assistance in resolution;
- to be the leader of all Councillors and not to align themselves with any particular group of Councillors;
- to meet with organisations and people on behalf of Council;
- to represent Council's position at meetings;
- to use best endeavours to invite other Councillors to such meetings; and
- to keep Councillors informed of matters discussed at meetings such as those outlined in the Councillor Bulletin newsletter.

### 13.2. Deputy Mayor

Council has a Deputy Mayor in order to enhance the leadership provided by the Mayor and also to ensure that Latrobe City Council can be represented by its political leadership wherever this is necessary or desirable. The Deputy Mayor should also assist the Mayor to facilitate the spirit of cooperation and inclusion between Councillors.

The appointment of a Deputy Mayor shall only apply when Council has elected to appoint a Councillor to the role of Deputy Mayor.

The Deputy Mayor is part of the leadership group and as such should participate in the meetings between the Mayor and the CEO.

The most important roles of the Deputy Mayor are:

- to deputise for the Mayor as required when the issue or function relates to the entire municipality (when the issue or function is more ward based, the Mayor may nominate the ward Councillor to be their representative);
- to liaise with all Councillors with a view to facilitating the capacity of Councillors to work together and to identify any possible issues or problems which may require assistance in resolution; and
- to model leadership and good governance behaviour internally and externally.

### 13.3. Councillors

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The role of a Councillor is:

- to participate in the decision-making of Council;
- to represent the local community in that decision-making; and
- to contribute to the strategic direction of the Council through the development and review of key strategic documents of Council, including the Council Plan.

In performing the role of a Councillor, a Councillor must:

- consider the diversity of interests and needs of the local community;
- observe principles of good governance and act with integrity;
- ensure transparency and accountability;
- abide by the confidentiality requirements of the *Local Government Act 2020*;
- provide civic leadership in relation to the exercise of the various functions and responsibilities of the Council under the Act and other Acts;
- participate in the responsible allocation of the resources of Council through the annual budget;
- avoid conflicts of interest;
- ensure that we do not misuse our position:
  - to gain or attempt to gain, directly or indirectly, an advantage for themselves or for another person;
  - to cause, or attempt to cause, detriment to the Council or another person; and
- facilitate effective communication between Council and the community.

The role of a Councillor does not include the performance of any functions that are specified as statutory functions of the CEO.

Councillors must not represent or speak on behalf of Council or another Councillor without written authorisation to do so.

### **13.4. Chief Executive Officer**

A key role of the CEO is to foster a culture of democratic governance within the organisation.

The CEO should support this process by:

- ensuring the provision of the best possible advice to Council,
- recognising that one of the highest priorities of the position is governance and devoting time to managing relationships and facilitating the decision-making processes;

## **Latrobe City Council – Councillor Code of Conduct**

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- modelling and leading the organisation in the culture of democratic governance;
- ensuring that the organisation understands its role in democratic governance and providing appropriate training;
- ensuring that all Councillors are treated with the courtesy and respect arising from their position;
- facilitating good communication between the officers and Councillors through appropriate strategies including the weekly Bulletin;
- not aligning themselves with any particular group of Councillors; and
- encouraging all parties to treat each other with courtesy and respect.

### **13.5. Latrobe City Officers**

The role of the administration is to implement Council's goals, strategies and services and to support democratic governance through its support of and advice to Council.

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Council officers also play other roles at times. This includes assisting Councillors with particular ward issues and providing Councillors with advice and information in accordance with Council's Councillor Requests and Interactions Policy.

### 14. Relationships

Good governance and a successful Code of Conduct at Latrobe City Council is based on good relationships between the different parts of the organisation.

#### 14.1. Mayor / Councillors

A good relationship between the Mayor and Councillors will assist all in working together to deliver the community plan and Latrobe 2026 vision. It will also increase the public credibility of the Latrobe City Council. Councillors understand that:

- the Mayor is the leader of the Council and this role should be respected by all Councillors;
- the Mayor should facilitate an inclusive approach to decision-making and involvement in Council activities in general;
- the Mayor is responsible for Councillors' training and development and should work with the CEO to ensure that Councillors receive necessary training opportunities; and
- the Mayor is a source of assistance for Councillors and also has the responsibility for facilitating resolution of any disputes between Councillors.

#### 14.2. Councillors / Councillors

Councillors need each other to achieve their individual and collective goals. Good relationships between Councillors assist in achieving a successful Council, a pleasant working environment and a Council with public credibility. Councillors recognise that:

- Councillors should have good working relationships in order to succeed individually and collectively;
- while they may have different views, Councillors should treat each other with respect and courtesy;
- disagreements, if they must be aired, should be expressed in a way that causes no detriment to individual Councillors or the Council as a whole; and
- Councillors should not undermine each other, either within the organisation or in public.

In accordance with Council's Social Media Policy, Councillors shall:

- Ensure that any information about Council, Councillors or the organisation is accurate and factual; and

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## Latrobe City Council – Councillor Code of Conduct

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- Ensure no disparaging remarks are made about Council, Councillors, or the organisation.

### 14.3. Mayor / CEO

This important relationship assists in the smooth running of the organisation through good communication and anticipation of issues. It should be outward looking – that is, focused on how the elected representatives and the organisation can be supported to best achieve the organisations goals. We understand that:

- the Mayor and CEO should work closely together and put energy into achieving a good working relationship;
- the relationship between the Mayor and CEO should be characterised by consistency, openness and good communication - each has the responsibility to keep the other informed about important and relevant issues and good communication ensures that an understanding develops about what is important and relevant;
- the Mayor and the CEO need to understand that each has different roles and authorities - while the Mayor is the leader of Latrobe City Council, this position has no specific authority, unlike the CEO who has particular authorities under the *Local Government Act 1989* and the relationship between the Mayor and the CEO should be sensitive to this issue;
- the relationship between the Mayor and the CEO should aim to facilitate involvement and inclusion amongst the Councillors and the organisation - it does not seek to concentrate power in the relationship;
- to facilitate inclusion and information sharing, the Mayor and CEO will publish a list of key meetings attended in the previous week in the weekly Bulletin; and
- the Mayor and the CEO recognise the importance of consistent communication and, to support this, should have fixed weekly meetings which also involve the Deputy Mayor.

### 14.4. Councillors / CEO

Good relationships between Councillors and the CEO assist good governance and support this Code. The CEO is often able to assist Councillors in addressing constituent issues. Similarly Councillors can keep the CEO informed about issues which may require additional resources. Good relationships between the CEO and Councillors can develop the relationship between Councillors and officers.

The CEO is also accountable to Councillors when they sit as Council. Councillors sitting as Council, are also responsible for performance management of the CEO.

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## Latrobe City Council – Councillor Code of Conduct

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It is recognised that:

- performance management of the CEO is important to the organisation achieving its goals and setting the goals for the CEO is as important as assessing whether they have been achieved;
- Councillors should commit themselves to spending the necessary time to set the goals as well as assessing their achievement;
- the relationship between Councillors and CEO is based on a good understanding of each other's roles;
- Councillors understand that the CEO can be a source of advice and support and that good communication between Councillors and the CEO can assist the CEO's role; and
- all Councillors have an interest in the selection and performance of the CEO and will ensure that any sub-committees charged with responsibilities in these areas will be broadly representative of the whole Council.

### 14.5. Councillors / Officers

Relationships between Councillors and Council staff should be based on:

- a mutual understanding and respect for each others' roles;
- a preparedness to identify, discuss and resolve issues and problems if they arise;
- on the part of the officers, a respect for and commitment to democratic governance and the primacy of Council in the organisational structure; and
- on the part of Councillors, an understanding that the officers carry, in addition to their normal bureaucratic role, an additional workload, which at other levels of government, is shared with electorate officers and researchers. This means that:
  - Councillor requests have implications both for workload and potential "politicisation" of officers and Councillors bear this in mind when requesting information and/or assistance from officers; and
  - Officers understand that they are the only direct resource Councillors have when they require information or assistance and should keep this in mind when they are approached.
- On occasions where Councillors wish to express any concerns regarding officer conduct or performance, these concerns shall be expressed directly to the CEO.



**Latrobe City Council – Councillor Code of Conduct**

**Councillor Declarations**

I, Cr Dan Clancey, Mayor, declare that I have read, understand and will abide by the Councillor Code of Conduct 2020, in accordance with section 76C of the *Local Government Act 1989*.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness Chief Executive Officer Steven Piasente

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I, Cr Alan McFarlane, Deputy Mayor, declare that I have read, understand and will abide by the Councillor Code of Conduct 2020, in accordance with section 76C of the *Local Government Act 1989*.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness Chief Executive Officer Steven Piasente

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Latrobe City Council – Councillor Code of Conduct**

I, CrKellie O’Callaghan, declare that I have read, understand and will abide by the Councillor Code of Conduct 2020, in accordance with section 76C of the *Local Government Act 1989*.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness Chief Executive Officer Steven Piasente

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I, Cr Graeme Middlemiss, declare that I have read, understand and will abide by the Councillor Code of Conduct 2020, in accordance with section 76C of the *Local Government Act 1989*.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness Chief Executive Officer Steven Piasente

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Latrobe City Council – Councillor Code of Conduct**

I, Cr Sharon Gibson, declare that I have read, understand and will abide by the Councillor Code of Conduct 2020, in accordance with section 76C of the *Local Government Act 1989*.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness Chief Executive Officer Steven Piasente

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I, Cr Dale Harriman, declare that I have read, understand and will abide by the Councillor Code of Conduct 2020, in accordance with section 76C of the *Local Government Act 1989*.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness Chief Executive Officer Steven Piasente

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Latrobe City Council – Councillor Code of Conduct**

I, Cr Darren Howe, declare that I have read, understand and will abide by the Councillor Code of Conduct 2020, in accordance with section 76C of the *Local Government Act 1989*.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness Chief Executive Officer Steven Piasente

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I, Cr Bradley Law, declare that I have read, understand and will abide by the Councillor Code of Conduct 2020, in accordance with section 76C of the *Local Government Act 1989*.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness Chief Executive Officer Steven Piasente

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Latrobe City Council – Councillor Code of Conduct**

I, Cr Darrell White, declare that I have read, understand and will abide by the Councillor Code of Conduct 2020, in accordance with section 76Cof the *Local Government Act 1989*.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Witness Chief Executive Officer Steven Piasente

Signature \_\_\_\_\_ Date: \_\_\_\_\_

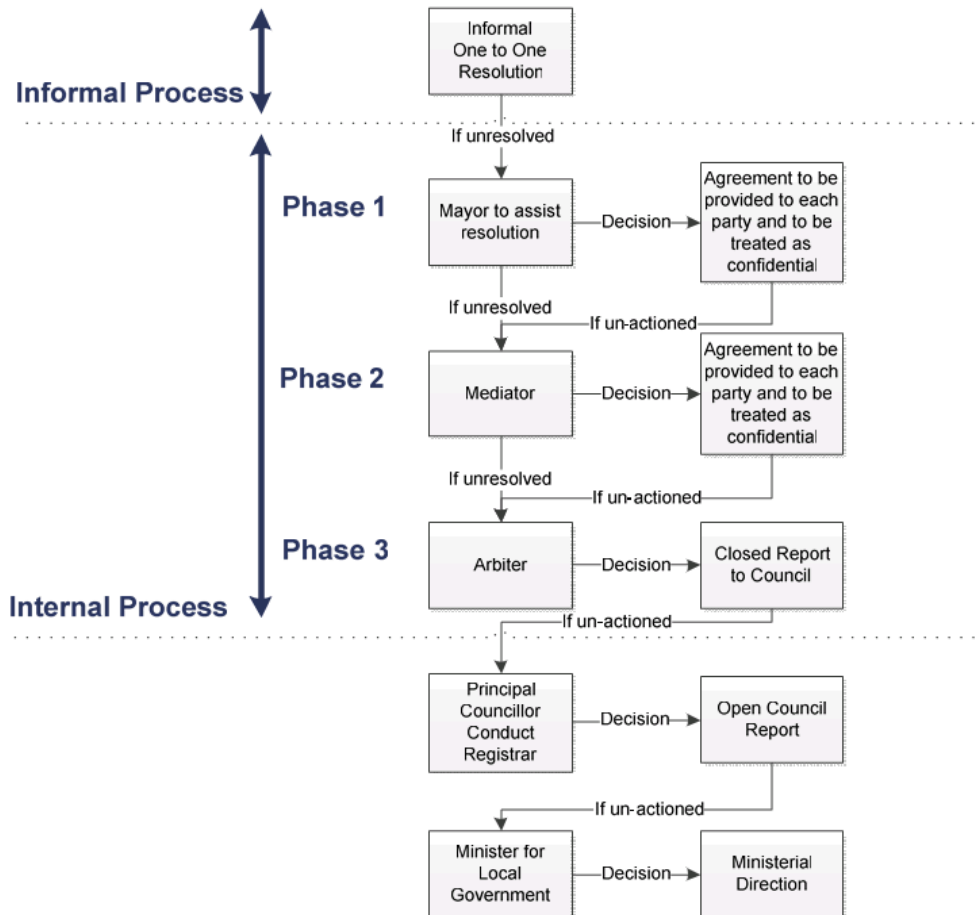
**APPENDIX 1: Internal Resolution Procedure**

Before commencing the formal internal resolution procedure outlined below, the Councillors who are parties to an alleged contravention of this Code will endeavour to resolve the matter informally in a courteous and respectful manner, recognising that they have been elected to represent the best interests of the community.

The Council’s three phase dispute resolution process involves:

- direct negotiation between the parties in dispute with the Mayor in attendance to provide guidance;
- external mediation by an independent mediator engaged by the CEO; and
- an internal resolution procedure involving an independent arbiter.

**Dispute Resolution Process Flowchart**





**Phase 1 – Direct negotiation**

Where Councillors who are in dispute have not been able to resolve the dispute between them, either (or both) party (parties) may request the Mayor to convene a meeting of the parties.

A dispute referred for direct negotiation may relate to:

- an interpersonal conflict between Councillors where the conflict is or is likely to affect the operations of the Council; or
- an alleged contravention of the Councillor Code of Conduct.

The party requesting the direct negotiation meeting is to provide the Mayor with the name of the other Councillor and the details of the dispute in writing. The written request is to indicate that it is for a “direct negotiation” dispute resolution process.

Where the request relates to an alleged contravention of the Councillor Code of Conduct, the request must:

- specify the name of the Councillor alleged to have contravened the Code;
- specify the provision(s) of the Code that is alleged to have been contravened;
- include evidence in support of the allegation;
- name the Councillor appointed to be their representative where the request is made by a group of Councillors; and
- be signed and dated by the requestor or the requestor’s representative.

The requestor is to notify the other party of the request and provide him or her with a copy of the written request either at the same time as it is provided to the Mayor or as soon as practicable thereafter.

The Mayor is to ascertain whether or not the other party is prepared to attend a “direct negotiation” meeting.

If the other party is not prepared to attend a meeting, the Mayor is to advise the requestor forthwith. No further action is required of the Mayor.

If the other party declines to participate in a meeting, this does not constitute a contravention of this Councillor Code of Conduct.

If the other party consents to a meeting, the Mayor is to convene a meeting of the parties at the earliest available opportunity. Unless one or both parties are unavailable, this should be within 5 working days of receiving the consent of the other party.

The Mayor may present the parties with guidelines, in advance of the meeting or at the meeting, to help facilitate the meeting.

The role of the Mayor at the meeting is to provide guidance to Councillors about what is expected of a Councillor including in relation to the role of a Councillor under section 65 of the Act, and the observation of the councillor conduct principles and the Councillor Code of Conduct.

The Mayor is to document any agreement reached at the meeting and the parties are required to sign the agreement. Copies of the agreement are to be provided to both parties and are to be treated as confidential.

Where one party does not comply with the agreement, the other party has recourse to external mediation or the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties. Where the dispute remains unresolved, either or both of the parties have recourse to external mediation or the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

Where the Mayor is a party to the dispute, the request is to be made to the Deputy Mayor (if any) or the immediate past Mayor. The Deputy Mayor or the immediate past Mayor will perform the functions ascribed to the Mayor.

#### **Phase 2 – External mediation**

A Councillor or a group of Councillors may make an application for a dispute to be referred for external mediation whether or not the dispute has been the subject of an application for “direct negotiation”.

An application made for a dispute to be referred for external mediation may relate to:

- an interpersonal conflict between Councillors where the conflict is or is likely to affect the operations of the Council; or
- an alleged contravention of the Councillor Code of Conduct.

The applicant is to submit a written application to the Principal Conduct Officer setting out the name of the Councillor and the details of the dispute. The application is to indicate that the application is for an “external mediation”.

Where the application relates to an alleged contravention of the Councillor Code of Conduct, the application must:

- specify the name of the Councillor alleged to have contravened the Code;
- specify the provision(s) of the Code that is alleged to have been contravened;
- include evidence in support of the allegation;
- name the Councillor appointed to be their representative where the application is made by a group of Councillors; and

- be signed and dated by the applicant or the applicant's representative.

The applicant is to notify the other party of the request and provide him or her with a copy of the application either at the same time that it is submitted to the Principal Conduct Officer or as soon as practical thereafter.

The Principal Conduct Officer is to ascertain (in writing) whether or not the other party is prepared to attend an "external mediation". If the other party declines to participate in an external mediation, he or she is to provide their reasons for doing so in writing to the Principal Conduct Officer. These reasons may be taken into account if the matter is, subsequently, the subject of an application for a Councillor Conduct Panel.

When the other party declines to participate in an external mediation, this does not constitute a contravention of this Councillor Code of Conduct.

If the other party agrees to participate in an external mediation, the Principal Conduct Officer is to advise the applicant, the Mayor and CEO forthwith.

The CEO is to engage the services of an external mediator to conduct the mediation at the earliest practicable opportunity.

The mediator is to document any agreement reached at the meeting and both parties are required to sign the agreement. Copies of the agreement are to be provided to both parties and are to be treated as confidential.

Where one party does not comply with the agreement, the other party has recourse to the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

If the parties cannot resolve the dispute at the meeting, a further meeting may be convened with the consent of both parties. Where the dispute remains unresolved, the applicant has recourse to the internal resolution procedure where the matter relates to an alleged contravention of the Councillor Code of Conduct.

### **Phase 3 - Internal resolution procedure - Arbiter**

An application cannot be made for an internal resolution procedure during the election period for a general election. Any internal resolution procedure that is in progress is to be suspended during the election period for a general election.

If the respondent to an application for an internal resolution procedure is not returned to office as a Councillor in the election, the application lapses. If the respondent is returned to office in the election, the application may resume if:

- the application was made by the Council and the Council so resolves; or
- the application were made by a group of Councillors and any one (or more) of those Councillors who has been returned to office wishes to proceed with the application; or
- the applicant (individual Councillor) is returned to office and wishes to proceed with the application.

A councillor or a group of Councillors may make an application alleging that a Councillor has contravened this Councillor Code of Conduct. The application must:

- specify the name of the Councillor alleged to have contravened the Code;
- specify the provision(s) of the Code that is alleged to have been contravened;
- include evidence in support of the allegation;
- name the Councillor appointed to be their representative where the application is made by a group of Councillors; and
- be signed and dated by the applicant or the applicant's representative.

The application must be submitted to the Council's Principal Conduct Officer.

An applicant may withdraw an application for an internal resolution procedure. Once an application has been withdrawn, the same or a similar application relating to the same instance in relation to the respondent Councillor cannot be resubmitted by the applicant.

On receiving an application, the Principal Conduct Officer will:

- advise the Mayor and CEO of the application without undue delay;
- provide a copy of the application to the Councillor who is the subject of the allegation at the earliest practical opportunity but not later than two working days from receipt of the application;
- identify an arbiter to hear the application;
- obtain from the arbiter written advice that they have no conflict of interest in relation to the Councillors involved;
- notify the parties of the name of the proposed arbiter and provide them with the opportunity (2 working days) to object to the person proposed to be the arbiter;
- consider the grounds of any objection and appoint the proposed arbiter or identify another arbiter;
- provide a copy of the application to the arbiter as soon as practicable after the opportunity for the parties to object to an arbiter has expired;
- after consultation with the arbiter, advise the applicant and the respondent of the time and place for the hearing; and
- attend the hearing(s) and assist the arbiter in the administration of the process

In identifying an arbiter to hear the application, the Principal Conduct Officer must select an arbiter who is suitably independent and able to carry out the role of arbiter fairly.

The role of the arbiter is to:

- consider applications alleging a contravention of the Councillor Code of Conduct by a Councillor;
- make findings in relation to any application alleging a contravention of the Councillor Code of Conduct which the arbiter must give to the Council;
- give a written statement of reasons supporting the findings to the Council at the same time as it gives its findings to the Council;
- recommend an appropriate sanction or sanctions where the arbiter has found that a Councillor has contravened the Councillor Code of Conduct.

In considering an application alleging a contravention of the Councillor Code of Conduct, an arbiter will:

- in consultation with the Principal Conduct Officer, fix a time and place to hear the application;
- authorise the Principal Conduct Officer to formally notify the applicant and the respondent of the time and place of the hearing;
- hold as many meetings as he or she considers necessary to properly consider the application. The arbiter may hold a directions hearing;
- have discretion to conduct the hearings as he or she deems fit while ensuring that the hearings are conducted with as little formality and technicality as due and proper consideration of the application allows;
- ensure that the parties to and affected by an application are given an opportunity to be heard by the arbiter;
- consider an application by an applicant or a respondent to have legal representation at the hearing to ensure that the hearing is conducted fairly and may, in his or her absolute discretion, grant the application or deny the application;
- ensure that the rules of natural justice are observed and applied in the hearing of the application; and
- ensure that the hearings are closed to the public.

Where an application to have legal representation is granted by an arbiter, the costs of the applicant's and/or the respondent's legal representation are to be borne by the applicant or the respondent in their entirety.

An arbiter:

- may find that a Councillor who is a respondent to an internal resolution procedure application has not contravened the Code;
- may find that a Councillor who is a respondent to an internal resolution procedure has contravened the Code;

- will suspend consideration of an internal resolution procedure during the election period for a general election.

The arbiter is to give a copy of his or her findings and the statement of reasons to the Council, the applicant and the respondent. At the same time, the arbiter provides the findings and statement of reasons, he or she shall, where a Councillor has been found to have contravened the Code, recommend an appropriate sanction or sanctions for the contravention for consideration by the Council.

A copy of the arbiter's findings, statement of reasons and any recommended sanctions is to be submitted to the next ordinary meeting of the Council for its consideration.

If an arbiter has found that a contravention of the Code has occurred, the Council may, after considering the arbiter's findings, statement of reasons and recommendation on sanctions, give any or all of the following written directions to the Councillor:

- direct the Councillor to make an apology in a form or manner specified by the Council;
- direct the Councillor to not attend up to, but not exceeding, 2 meetings of the Council (in respect of the next scheduled meetings of the Council);
- direct that, for a period of up to, but not exceeding, 2 months on a date specified by the Council the Councillor:
  - be removed from any position where the Councillor represents the Council; and
  - to not chair or attend any advisory committee or special committee meeting or an assembly of Councillors or any other meeting specified in the direction.

A Councillor who does not participate in the internal resolution procedure may be guilty of misconduct. The Act provides that misconduct by a Councillor means any of the following:

- failure by a Councillor to comply with the Council's internal resolution procedure; or
- failure by a Councillor to comply with a written direction given by the Council under section 81AB; or
- repeated contravention of any of the Councillor conduct principles.

**Allegations of misconduct are heard on application by a Councillor Conduct Panel.**



**Agenda Item: 17.9**

**Agenda Item: Tabling of 'Assembly of Councillors' Records**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Information**

**Proposed Resolution:**

**That Council receives and notes the Assembly of Councillors records tabled for the period 25 March 2020 to 25 May 2020.**

**Executive Summary:**

The following Assembly of Councillor records have been submitted for tabling since the last ordinary Council meeting:

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
25 March 2020	Road and Place Name Advisory Committee	<b>Councillors</b> Cr McFarlane Cr Clancey  <b>Officers</b> Greg Drumm Larry Sengstock Clint Hong	No	Nil
21 April 2020	Traralgon Sports Stadium Project Reference Group	<b>Councillors</b> Cr Harriman Cr Howe Cr Clancey  <b>Officers</b> Larry Sengstock Brian Feltham Luke McGrath Nathan Robinson	No	Nil

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
12 May 2020	Australia Day Advisory Committee	<b>Councillors</b> Cr White OAM Cr Howe  <b>Officers</b> Peter Stewart Wendy Hrynyszyn	No	Nil
14 May 2020	Early Years Reference Committee	<b>Councillors</b> Cr O'Callaghan  <b>Officers</b> Kate Kerlake	No	Nil
18 May 2020	Animal Welfare Advisory Committee	<b>Councillors</b> Cr O'Callaghan Cr Gibson  <b>Officers</b> Suzanne Miller Ronda Bruerton	No	Nil
18 May 2020	Councillor Briefing	<b>Councillors</b> Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson  <b>Officers</b> Steven Piasente Gail Gatt Larry Sengstock Suzanne Miller Greg Drumm	No	Yes – Cr White Cr Law

<b>Date</b>	<b>Assembly Details</b>	<b>In Attendance</b>	<b>Confidential</b>	<b>Declarations of Interest</b>
19 May 2020	Gippsland Regional Aquatic Centre Project Reference Group	<b>Councillors</b> Cr Harriman Cr O'Callaghan Cr Howe  <b>Officers</b> Larry Sengstock Luke McGrath Tania Eleftheriou	No	Nil
25 May 2020	Councillor Briefing	<b>Councillors</b> Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson  <b>Officers</b> Steven Piasente Gail Gatt Larry Sengstock Suzanne Miller Greg Drumm Hanna Steevens	No	Nil

**Declaration of Interests:**

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

**Reasons for Proposed Resolution:**

The attached *Assembly of Councillors* records have been submitted for tabling.

Section 80(A)2 of the *Local Government Act 1989* states 'The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as is practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting'.

- 1 [↓](#). Road and Place Naming Advisory Committee
- 2 [↓](#). Traralgon Sports Stadium Project Reference Group
  - 3 [↓](#). Australia Day Advisory Committee
  - 4 [↓](#). Early Years Reference Committee
  - 5 [↓](#). Animal Welfare Advisory Committee
  - 6 [↓](#). Councillor Briefing
- 7 [↓](#). Gippsland Regional Aquatic Centre Project Reference Group
  - 8 [↓](#). Councillor Briefing

## **17.9**

### **Tabling of 'Assembly of Councillors' Records**

<b>1</b>	<b>Road and Place Naming Advisory Committee .....</b>	<b>556</b>
<b>2</b>	<b>Traralgon Sports Stadium Project Reference Group.....</b>	<b>557</b>
<b>3</b>	<b>Australia Day Advisory Committee .....</b>	<b>558</b>
<b>4</b>	<b>Early Years Reference Committee .....</b>	<b>560</b>
<b>5</b>	<b>Animal Welfare Advisory Committee .....</b>	<b>561</b>
<b>6</b>	<b>Councillor Briefing .....</b>	<b>563</b>
<b>7</b>	<b>Gippsland Regional Aquatic Centre Project Reference Group.....</b>	<b>565</b>
<b>8</b>	<b>Councillor Briefing .....</b>	<b>566</b>



### Assembly of Councillors Record

<b>Assembly details:</b>	Road and Place Naming Advisory Committee Meeting
<b>Date:</b>	Wednesday, 25 March 2020
<b>Time:</b>	4.10 pm - 4.43 pm
<b>Assembly Location:</b>	Executive Meeting Room

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Greg Drumm General Manager Organisational Performance, Larry Sengstock General Manager Assets and Presentation, Clint Hong Manager Creative Venues, Events and Tourism		
<b>Matters discussed:</b>	Latrobe Creative Precinct naming approach Sports venues naming approach		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Greg Drumm, GM Organisational Performance

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)





### Assembly of Councillors Record

This form must be completed by the attending Council officer and returned to the Governance Team for processing as soon as possible.

<b>Assembly details:</b>	Traralgon Sports Stadium Project Reference Group
<b>Date:</b>	Tuesday 21 April 2020
<b>Time:</b>	5.30 pm
<b>Assembly Location:</b>	GoToMeeting

#### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr Alan McFarlane	<input type="checkbox"/> Cr Graeme Middlemiss	<input type="checkbox"/> Cr Darrell White
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Dale Harriman	<input type="checkbox"/> Cr Kellie O'Callaghan	<input checked="" type="checkbox"/> Cr Darren Howe
	<input checked="" type="checkbox"/> Cr Dan Clancey	<input type="checkbox"/> Cr Bradley Law	<input type="checkbox"/> Cr Sharon Gibson
<b>Officer/s:</b>	Larry Sengstock, Brian Feltham, Luke McGrath, Nathan Robinson		
<b>Matters discussed:</b>	1. Stadium Project Status 2. Catterick Crescent Pavilion and Wicket 3. Programmign and Activation		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	No

**Record Completed by:** Nathan Robinson



### Assembly of Councillors Record

<b>Assembly details:</b>	Australia Day Advisory Committee Meeting
<b>Date:</b>	12 May 2020
<b>Time:</b>	5.00 pm
<b>Assembly Location:</b>	Zoom Meeting

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Peter Stewart, Coordinator Events & Tourism Wendy Hrynyszyn, Senior Events Officer		
<b>Matters discussed:</b>	<p>Matters arising from previous meeting.</p> <p>Review of 2019 Australia Day Program - Reports</p> <p>Councillor Feedback re 2020 Australia Day Program</p> <p>Proposed additions to Civic Reception Program to include Senior Citizen of the year (one off due to COVID-19)</p> <p>2021 Schedule of Activities/nomination form approval</p> <p>australia Day budget approval</p> <p>EOI - Australia Day Advisory Committee members open 6 August</p>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 2020</i>?</b></p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No



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**Record Completed by:** Wendy Hrynyszyn

*(Please use the **Quick Add Profile** when registering this form on ECM)*





### Assembly of Councillors Record

<b>Assembly details:</b>	Early Years Reference Committee
<b>Date:</b>	Thursday 14 May 2020
<b>Time:</b>	2.00pm
<b>Assembly Location:</b>	GO TO Meeting: Virtual

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Kate Kerslake, Manager Family Services		
<b>Matters discussed:</b>	An update on Early Years sector in Latrobe City in the current environment.		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 2020</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Carole Ayres, EA Community Health & Wellbeing

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



### Assembly of Councillors Record

<b>Assembly details:</b>	Animal Welfare Advisory Committee
<b>Date:</b>	18 May 2020
<b>Time:</b>	3 pm
<b>Assembly Location:</b>	Various - GoTo Meeting

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Suzanne Miller and Ronda Bruerton		
<b>Matters discussed:</b>	Update on Morwell Pound Redevelopment Project Emerging matters: Recent increase in dog attacks Owner behaviour Off-lead challenges Information from any organisation that is relevant to the committee's discussions Domestic Animal Management Plan (DAMP) 20/21 review		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 2020</i>?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	



**Record Completed by:** Ronda Bruerton Manager Safe Communities  
*(Please use the **Quick Add Profile** when registering this form on ECM)*







### Assembly of Councillors Record

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	18 May 2020
<b>Time:</b>	5.00pm to 10.40pm
<b>Assembly Location:</b>	Via audio-visual link

#### In Attendance

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
	<b>Officer/s:</b>		
Steven Piasente From 6.10pm Gail Gatt, Larry Sengstock, Suzanne Miller and Greg Drumm			
<b>Matters discussed:</b>	Declaration of Interests Future Presentations Mayor's Update Chief Executive Officer's Update Major Project Reference Group Update Business And Community Support Package Update Proposed Planning Scheme Amendment - Planning Policy Framework Translation Notice Of An Application For A Planning Permit For The Use And Development Of Land For A Solar Energy Facility At The Corner Of Frasers Lane And Traralgon Maffra Road, Glengarry North Latrobe City Strategy For Advocacy 2020 Latrobe City State And Federal Budget Submissions Amendments To Kerbside Waste Collection Services - Exemptions And Additions Policy Request To Join The Call For A Federal Royal Commission Into Gambling Harm Yallambee Traralgon Village For The Aged Inc - Request To Remove A Restrictive Covenant Councillor Code Of Conduct - Confidential Information Review Of The Instrument Of Delegation To The Chief Executive Officer		



	Latrobe City Trust - Community Member Appointments Changes To Destination Gippsland Ltd Consitution And Board Membership Capital Works Status - 2019/20 Third Quarter Living Well Latrobe Health And Wellbeing Plan Year One Action Plan Report 18/19 2017-2021 Council Plan Annual Review Outstanding Issues Strategic Issues For Future Briefings
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**Are any of the matters discussed, considered confidential under the *Local Government Act 2020*?**

Yes                       No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr White	yes
Cr Law	yes

**Record Completed by:** Greg Drumm, GM Organisational Performance  
 (Please use the **Quick Add Profile No - 563** when registering this form on ECM)





### Assembly of Councillors Record

<b>Assembly details:</b>	Gippsland Regional Aquatic Centre Project Reference Group
<b>Date:</b>	19 May 2020
<b>Time:</b>	4.25 pm
<b>Assembly Location:</b>	Video Conference

#### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Harriman 4.19pm - 4.50pm	<input checked="" type="checkbox"/> Cr O'Callaghan 4.18pm - 4.50pm	<input checked="" type="checkbox"/> Cr Howe 4.10pm - 4.50pm
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Larry Sengstock, Luke McGrath, Tania Eleftheriou		
<b>Matters discussed:</b>	Project Manager update GRAC operation		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 2020</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Tania Eleftheriou, Project Officer Major Recreation Projects  
(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



### Assembly of Councillors Record

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	25 May 2020
<b>Time:</b>	5pm to 9.57pm
<b>Assembly Location:</b>	Via audio-visual link

#### In Attendance

<b>Councillors:</b>	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Steven Piasente From 6.00pm Gail Gatt, Larry Sengstock, Suzanne Miller, Greg Drumm and Hanna Steevens		
<b>Matters discussed:</b>	<p>Future Presentations</p> <p>Upcoming Council Meeting</p> <p>Notice of Motion Requests</p> <p>Points of Clarification</p> <p>Alternate Motion Requests</p> <p>Mayor's Update</p> <p>Chief Executive Officer's Update</p> <p>Industrial 2 Zone Land In Latrobe City</p> <p>Australia Day 2020 Review And Options</p> <p>Latrobe City Energy Basketball - Community Sponsorship Support 2019/20</p> <p>Latrobe City Trust - Appointment Of A Councillor To A Vacant Position</p> <p>Latrobe Creative Precinct Transition Plan</p> <p>Business Case For Victrack Related Carpark In Moe</p> <p>Local Government Act 2020</p> <p>Outstanding Issues</p> <p>Strategic Issues For Future Briefings</p>		



Are any of the matters discussed, considered confidential under the *Local Government Act 2020*?

Yes                       No

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Hanna Steevens, Manager Governance

*(Please use the **Quick Add Profile** when registering this form on ECM)*



# **URGENT BUSINESS**



**18. URGENT BUSINESS**

Business may be admitted to this meeting as urgent business in accordance with clause 19 of the *Meeting Procedure Local Law 2017*, by resolution of Council and only then if it:

1. Relates to or arises out of a matter which has arisen since distribution of the agenda; and
2. Cannot reasonably or conveniently be deferred until the next Ordinary Meeting.

**MEETING CLOSED TO  
THE PUBLIC TO  
CONSIDER  
CONFIDENTIAL  
INFORMATION**

**19. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION**

The information in this section was declared to be confidential information under section 77 of the Local Government Act 1989 and as a result, this information is also confidential information under the Local Government Act 2020.

For the avoidance of doubt, section 66 of the *Local Government Act 2020* (which came into effect on 01 May 2020) also enables the Council to close the meeting to the public to consider confidential information as this term is defined under the *Local Government Act 2020*.

**RECOMMENDATION**

**That Council closes this Ordinary Meeting of Council to the public to consider confidential information on the following grounds:**

**(a) the information to be considered has been declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020; and**

**(b) pursuant to section 66 of the *Local Government Act 2020* on the following grounds:**

**19.1 Gipps Aero Lease**

**Agenda item 19.1 *Gipps Aero Lease* is designated as confidential under section (g) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—**

**(i) relates to trade secrets; or**

**(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage**

**Releasing this information publicly and/or prematurely may prejudice the undertaking of this process.**

**19.2 LCC-646 Resealing of Municipal Roads in Latrobe City**

**Agenda item 19.2 *LCC-646 Resealing of Municipal Roads in Latrobe City* is designated as confidential under section (g) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—**

**(i) relates to trade secrets; or**

**(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage**

**Releasing this information publicly and/or prematurely may  
prejudice the undertaking of this process.**