



# LATROBE CITY COUNCIL

## AGENDA FOR THE COUNCIL MEETING

**TO BE HELD VIA AUDIO-VISUAL LINK  
AT 6PM ON  
06 SEPTEMBER 2021**

**CM568**

***Please note:***

*Pursuant to s66(2)(b) and s66(2)(c), this 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 a Council Meeting via audio-visual link those present will be recorded or their image captured. When participating in the meeting, consent is automatically given for those participating to be recorded and have images captured.*

**TABLE OF CONTENTS**

<b>1. OPENING PRAYER.....</b>	<b>4</b>
<b>2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND .....</b>	<b>4</b>
<b>3. APOLOGIES AND LEAVE OF ABSENCE.....</b>	<b>4</b>
<b>4. DECLARATION OF INTERESTS .....</b>	<b>4</b>
<b>5. ADOPTION OF MINUTES .....</b>	<b>4</b>
<b>6. ACKNOWLEDGEMENTS.....</b>	<b>5</b>
<b>7. PUBLIC PARTICIPATION TIME .....</b>	<b>5</b>
<b>8. QUESTIONS ON NOTICE .....</b>	<b>6</b>
<b>9. NOTICES OF MOTION .....</b>	<b>11</b>
9.1 2021/14 Gippsland Employment Skills Training.....	11
9.2 2021/15 MAV Motion – Health Outcomes.....	12
9.3 2021/16 COVID-19 Testing Sites, Latrobe Valley.....	13
<b>10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION .....</b>	<b>15</b>
10.1 Petition seeking green waste disposal assistance to support preparation of properties prior to bushfire season .....	15
10.2 Resident Only Parking Zone - Henry Street Traralgon Parking Issues.....	29
10.3 South Ward Community Disaster Recovery Committee Terms Of Reference .....	35
<b>11. CORRESPONDENCE .....</b>	<b>46</b>
<b>12. PRESENTATION OF PETITIONS .....</b>	<b>48</b>
<b>13. CHIEF EXECUTIVE OFFICE .....</b>	<b>50</b>
13.1 TAFE Gippsland - Proposed Tree Removal .....	50
<b>14. ASSETS AND PRESENTATION .....</b>	<b>67</b>
14.1 Development of land with four dwellings on a lot and a four lot subdivision of land at 11 Hawker Street, Moe.....	67
14.2 Proposed Removal of Vegetation in George Street Moe.....	106
14.3 Phase 3 Local Road & Community Infrastructure Program .....	142

14.4	Submission on the Regulatory Impact Statement for draft Petroleum Regulations.....	190
14.5	Options for the Financial Contribution Requirement for the Parking Overlay .....	206
14.6	Policy Position on Social & Affordable Housing Applications.....	221
<b>15.</b>	<b>COMMUNITY HEALTH AND WELLBEING .....</b>	<b>228</b>
15.1	Tourism and Major Events Advisory Committee Recommendations August 2021 .....	228
<b>16.</b>	<b>ORGANISATIONAL PERFORMANCE .....</b>	<b>237</b>
16.1	Economic Development Sponsorship Grant application received from Latrobe City Business and Tourism Association.....	237
16.2	Authorisation of Councillors for Certification of the 2020/21 Financial Report and Performance Statement .....	253
<b>17.</b>	<b>URGENT BUSINESS.....</b>	<b>325</b>
<b>18.</b>	<b>MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION.....</b>	<b>327</b>

## **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 *Local Government Act 2020*, a Councillor may attend this Council Meeting remotely by electronic means of communication; and

Pursuant to section 395 of the *Local Government Act 2020* this 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 confirm the minutes of the Council Meeting held on 2 August 2021 and Unscheduled Council Meeting held on 16 August 2021.**

**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. QUESTIONS ON NOTICE

The following provides a response to questions that were taken on notice at the Council Meeting on 2 August 2021.

### Question

*In regard to the money given to Council almost two years ago for bushfire relief and to be utilised by the Community Recover Committee (CRC):*

- *Where is the money now?*
- *Who has control over the money?*
- *How much has been expended?*

*If it has been expended, why was the CRC's approval or opinion not sought?*

### Response

*Response provided at meeting:*

- The grant was provided to Council through the bushfire recovery process. It was to be used for staffing and recovery activities
- The grant proposal detailed the proposed expenditure
- The CRC assists Council to finalise details of expenditure
- There is money outstanding from the grant. An extension has been provided until the middle of next year.

*Further information:*

The Budgeree, Jumbuk and Yinnar Community Recovery Committee (CRC) was established in mid 2019 to support the community in recovery activities after the bushfire event in 2019 affected the Budgeree, Jumbuk and Yinnar areas. The CRC membership includes community members and support agencies and is administratively supported by Latrobe City Council staff. The committee members are involved in decision making which is represented in the Minutes of each meeting.

In December 2019, Latrobe City Council was allocated \$249,500 from the State Governments Community Relief Funding to support bushfire recovery activities in the Budgeree, Jumbuk and Yinnar South bushfire affected communities. The funding consisted of a staffing allocation of \$150,000 and \$99,500 to support community based projects through the Community Recovery Committee. The budget forecast table associated with the funding agreement is provided below.

Due to COVID related delays, there is still \$94,982 remaining unspent and an extension has been granted. The funding spent to date has been appropriately acquitted as required by the funding agreement and evidence has been provided to support the acquital. Council has also provided quarterly reporting to Emergency Management Victoria.

There has also been other funding received to support activities and items requested by

the CRC. These include funding from the Bendigo Bank to install a fire fighting water tank and funding through Gippsland Lifeline for a Community Arts recovery project in partnership with Baw Baw and Cardinia Shire Councils.

The Minutes of the CRC document the consultations undertaken in relation to the projects and funding allocation.

**Question**

How was the level of funding determined?

Where is the money?

Are there guidelines on how the money should be spent?

Who is responsible for spending the money?

How do the suggestions made by officers (eg website, guest speaker) benefit people who have experienced a bushfire? Why has the money not been expended within the South Ward after two years of receiving the funding?

**Response**

*Response provided at meeting:*

A briefing paper was provided to Councillors regarding the process of establishing the CRC and what expenditure has occurred.

- *How was the level of funding determined?*

At the community meeting held in May 2019 potential areas of interest to community members were collated and this information was then used in the Community Recovery Fund submission to the state government.

The principal of community based funding activity areas, that look to support short and longer community wellbeing were applied. Potential projects were developed, based on issues that arose during and after the fires (such as protecting private water supplies, personal emergency management planning), activity classes (eg Zumba, art classes) and social connection projects.

Estimated costs for such community based activities were provided to the state government noting that program areas and potential costs could be varied through submission back through Emergency Management Victoria if needed.

There have been other items identified during the course of the CRC, some of which are within the eligibility of the funding provided and others for which Council officers have sought additional funding. The table below is an extract from the Funding Agreement with the state government which identifies the budget and activity schedule.

- *Where is the money?*

Documentation regarding the funding is retained in the Latrobe City Council Finance System, and unspent funds are held in the bank to be released as required.

- *Are there guidelines on how the money should be spent?*

There are set eligibility criteria regarding the use of funds. The criteria includes: community led recovery and connections programs; community connection and network building events; preparedness and resilience; and resources and capabilities programs.

- *Who is responsible for spending the money?*

Expenditure is proposed by the CRC and accesses Council Officers to ensure any proposal aligns with the funding guidelines. Expenditure is subsequently approved by Council Officers in accordance with Council's purchasing policy and protocols.

- *How do the suggestions made by officers (eg website, guest speaker) benefit people who have experienced a bushfire? Why has the money not been expended within the South Ward after two years of receiving the funding?*

The funding is to support community recovery and resilience. There has been a consistent theme in the CRC about promoting the area for tourism and then assisting visitors to navigate the area. The review of the Yinnar & District website was considered to support this objective. The visitor economy is important to the area and supports social and economic recovery.

The funding criteria (set out above) does not include the funding of direct support services.

Applying the eligibility criteria has also meant that items identified by the CRC, such as a large water tank were unable to be funded through the Community Recovery Fund, however Council Officers have proactively and successfully sought other funding streams for the water tank.

To support the community however, Mental Health First Aid training was provided so that residents could identify individuals experiencing recovery challenges and refer to services in the area.



**BUDGET FORECAST TABLE**

Budget Forecast Table	Total	Yr 1 (2019-20)	Yr 2 (2020-21)
Activity Income - South East Victorian Fires - Recovery Support	Total \$ (excluding GST)	Total \$ (excluding GST)	Total \$ (excluding GST)
Funding from the Department	\$249,500	\$184,500	\$65,000
Activity Expenditure - South East Victorian Fires - Recovery Support	\$ (excluding GST)	\$ (excluding GST)	\$ (excluding GST)
<b>COMMUNITY LED RECOVERY AND CONNECTION PROGRAM</b>			
Communication, information and education activities to increase resilience - with local recovery initiatives in the area of: <ul style="list-style-type: none"> <li>private water supplies; rain water treatment; first flush diversion systems</li> <li>personal emergency management plans and community planning</li> </ul>	\$ 15,000	\$15,000	
<b>COMMUNITY CONNECTION AND NETWORK BUILDING EVENTS</b>			
Events that encourage men to access psycho-social support services including: <ul style="list-style-type: none"> <li>the purchase of tickets for two tables at the Lardner Park Big Men's BBQ event</li> <li>funding for an event at the golf club to encourage men to access psycho-social support services.</li> </ul>	\$ 2,500	\$2,500	
Community connection and network building events, specifically: <ul style="list-style-type: none"> <li>small business lunch and information session</li> <li>lunch and speakers to talk about recovery after major events</li> <li>social connection activities targeted at youth, mothers, children, seniors and men</li> <li>thank you BBQ for Blazead and local residents</li> <li>zumba and yoga sessions for women</li> <li>school holiday event pop-up park</li> </ul>	\$ 45,000	\$30,000	\$15,000
<b>PREPAREDNESS AND RESILIENCE</b>			
<ul style="list-style-type: none"> <li>Improvements to signage to promote local parks and tourism in the area</li> </ul>	\$ 10,000	\$10,000	
<ul style="list-style-type: none"> <li>Consultative activities with the CRC and wider community to inform EM planning for initiatives</li> </ul>	\$ 5,000	\$5,000	
<ul style="list-style-type: none"> <li>Hold an information / training sessions for small businesses on how they can identify persons that may require personal recovery support following a disaster (in collaboration with Windemere)</li> </ul>	\$ 2,000	\$2,000	
<ul style="list-style-type: none"> <li>Field day aimed at disconnected communities to communicate pre-season advice to better prepare individuals and communities</li> </ul>	\$ 15,000	\$15,000	
<ul style="list-style-type: none"> <li>Celebration event to recognise the contributions of small businesses and community groups in local recovery efforts</li> </ul>	\$ 5,000	\$5,000	
<b>RESOURCES AND CAPABILITY PROGRAM</b>			
<ul style="list-style-type: none"> <li>1x Community Development Officer to work with communities and support their recovery from emergencies</li> </ul>	\$150,000	\$100,000	\$50,000
<b>TOTAL</b>	<b>\$ (excluding GST)</b>	<b>\$ (excluding GST)</b>	<b>\$ (excluding GST)</b>
Total Activity Expenditure	\$249,500	\$184,500	\$65,000

# **NOTICES OF MOTION**

**9. NOTICES OF MOTION**

**9.1 2021/14 GIPPSLAND EMPLOYMENT SKILLS TRAINING**

**Cr Dale Harriman**

I, Cr Dale Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday 6 September 2021:

**That Council requests a report to be provided at an upcoming council meeting on options (including financial implications and potential funding sources) to assist Gippsland Employment Skills Training with ongoing rental costs and relocation costs that have been incurred since the end the tenancy of the Former Moe service Centre and Library.**

Signed  
Cr Dale Harriman  
30 August 2021

**Attachments**  
Nil

**9.2 2021/15 MAV MOTION – HEALTH OUTCOMES**

**Cr Tracie Lund**

I, Cr Tracie Lund, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday 6 September 2021:

**That Council endorses the following motion to be tabled at the Municipal Association of Victoria (MAV) State Council meeting on Friday 12 November 2021:**

**Strengthening the Victorian Planning Provisions to ensure positive health outcomes.**

***That the MAV advocate to the Victorian Government to strengthen the Victorian Planning Provisions to include a greater focus on health outcomes in the community by:***

- i. Amending Clause 71.02 to include health and wellbeing as a consideration for integrated decision making; and***
- ii. Linking Municipal Public Health and Wellbeing Plans to Planning Schemes.***

Signed  
Cr Tracie Lund  
30 August 2021

**Attachments**  
Nil

**9.3 2021/16 COVID-19 TESTING SITES, LATROBE VALLEY**

**Cr Kellie O'Callaghan**

I, Cr O'Callaghan, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday 6 September 2021:

**That Council:**

- 1. Requests immediate direction from the Minister for Health, the Hon. Martin Foley and the Department of Families, Fairness and Housing, regarding the provision of an ongoing and accessible COVID testing site in the Moe/Newborough area; and**
- 2. Writes to the Minister for Health, the Hon. Martin Foley and Department of Families, Fairness and Housing, seeking assistance to ensure access to a Latrobe Valley COVID testing site 7 days a week.**

Signed  
Cr O'Callaghan  
31 August 2021

**Attachments**  
Nil

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

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

**Agenda Item: 10.1**

**Agenda Item: Petition seeking green waste disposal assistance to support preparation of properties prior to bushfire season**

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

**Council Plan Objective: Improve the amenity and accessibility of Council services.**

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Refers consideration of the introduction of a 'no fee' green waste disposal period of 1 month prior to the annual fire season to 2022 – 2023 Annual Budget process; and**
- 2. Notifies the head petitioner regarding Council's response to the petition.**

**Executive Summary:**

Latrobe City Council (Council) has been presented with a petition (Attachment 1) containing 79 signatories, requesting a Green Waste Disposal Amnesty for Properties in Declared Bushfire Risk Areas.

Specifically, the petition requests that Council undertake the following action:

*"We ask that the Latrobe City Council investigate initiatives and provide assistance to those living in bushfire risk areas for the disposal of green waste. This can include providing a concession card / expanded voucher system and/or scheduled periods of amnesty on green waste disposal fees during certain periods throughout the year. Reviewing the current green waste disposal system could have the added benefits of promoting resource recovery and mitigating illegal dumping of green waste."*

To assist Council's consideration and response to the petition, this report provides the following information:

- Latrobe City bushfire risk profile;
- Overview of current Green Waste Services available to the community;
- Comparison of Green Waste Services with other Gippsland councils, including additional services to assist in the preparation of property ahead of the fire season; and
- Options and estimated costings should Green Waste Services be extended in response to the petition.

Council officers advise that a 'no-fee' green waste disposal period prior to the annual fire season is the preferred response to the petition and would align Latrobe City Council Green Waste Services with other Gippsland councils.

### **Background:**

Latrobe City Council received a petition (Attachment 1) containing 79 signatures requesting Green Waste Disposal Amnesty for Properties in Declared Bushfire Risk Areas.

The petition details in the covering letter the following:

*We, the undersigned wish to inform the Latrobe City Council (LCC) of our current concerns relating to the cost and logistics currently associated with the disposal of green waste generated from our properties.*

*There are currently no initiatives provided by LCC for residents in declared bushfire risk areas in general. In contrast, we are aware that other neighbouring councils have various programs providing cost amnesty for green waste disposal within their respective jurisdictions.*

*The volume of green waste generated in preparing our properties for bushfire season is considerable and costly. Moreover, it is an important activity we are encouraged to commit to all year round, not just on specific weekends or times.*

*Burning off as an alternative disposal mechanism is not only limited due to the timing of safe and conducive weather conditions and/or CFA declared bushfire periods, but also has inherent downsides to the broader community due to environmental smoke pollution affecting amenity and potential adverse health effects.*

*This is aside to the more serious concern of a burn off becoming uncontrolled.*

### **Actions**

*We ask that the Latrobe City Council investigate initiatives and provide assistance to those living in bushfire risk areas for the disposal of green waste. This can include providing a concession card / expanded voucher system and/or scheduled periods of amnesty on green waste disposal fees during certain periods throughout the year.*



*Reviewing the current green waste disposal system could have the added benefits of promoting resource recovery and mitigating illegal dumping of green waste.*

At the Council meeting held 7 June 2021, Council resolved:

*That Council:*

- 1. In accordance with the Governance Rules, resolves to refer the petition expressing support for a Green Waste Disposal Amnesty for Properties in Declared Bushfire Risk Areas to the General Manager Assets and Presentation for assessment and analysis;*
- 2. Requests a report be prepared for the next available Council meeting detailing (but not limited to) the implications, issues and options surrounding the matters raised in the petition; and*
- 3. Advises the head petitioner of this decision in relation to the petition.*

To assist Council's consideration of the petition, this report provides information regarding:

- Latrobe City bushfire risk profile;
- Current Green Waste Services;
- Benchmarking with neighbouring councils; and
- Changes anticipated as part of the Gippswide Kerbside collaborative procurement project – Organics Processing Tender.

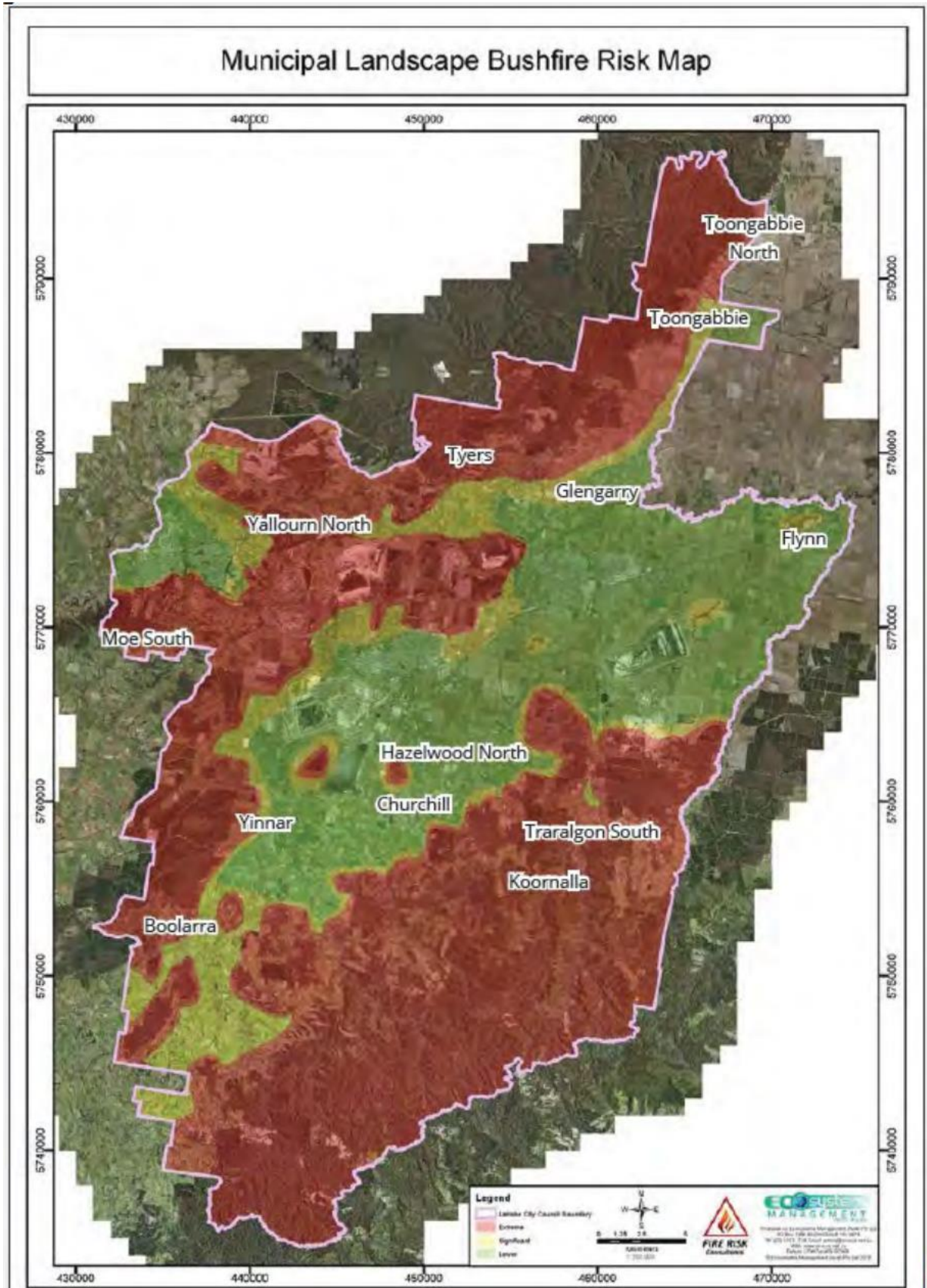
#### Latrobe City bushfire risk profile

Like many local government areas in Victoria, large areas of Latrobe City are prone to bushfire. High hazard areas include rural residential areas in the vicinity of the foothills of the Strzelecki Ranges and southern fall of the Alpine Ranges, where development could be exposed to long bushfire runs through high fuel hazard forest vegetation. Grassland fires and fires in bushland reserves and plantations also pose a risk to development across the municipality.

Council's primary tools to mitigate bushfire risk to the community are included within the Latrobe Planning Scheme, to ensure bushfire risk is considered in its assessment of land use and / or development proposals. Secondly, Latrobe City Council's annual activities including fuel reduction works (including roadside slashing, maintenance of fire break locations, annual fire prevention notices etc.).

The petition refers to properties located within Declared Bushfire Risk Areas. This is not a recognised classification, however may be considered to include locations within either a Bushfire Prone Area or Bushfire Management Overlay. Bushfire Prone Areas (BPA) applies to all land except urban areas of large towns and waterbodies within Latrobe City.

The Municipal Landscape Bushfire Risk Map is shown below. The red areas on the map are deemed to be areas of extreme fire risk, yellow areas are deemed to have a significant fire risk and green areas are deemed to have a lower fire risk.



Current Green Waste services available to the community:

Council's Waste Services (including green waste) are detailed within the Latrobe City Council Kerbside Collection Policy and are based on 'user pays' principle. This Policy was previously reviewed and endorsed by Council at the ordinary Council Meeting held 1 June 2020.

The processes of establishing levels of service, engaging contractors, developing business plans, setting fees and charges is consistent with the objectives of this Policy.

The policy provides the following directions relevant to this report:

- Properties that are eligible for Council's kerbside collection services receive:
  - 120 litre waste Mobile Garbage Bin (MGB),
  - 240 litre recycling MGB and;
  - 240 litre green waste MGB).
- An additional 240 litre green waste bin can be purchased by residents at a cost of \$50 for a full year period.
- Rural properties > 4 hectares in size, commercial and industrial properties are not required to have green waste bins, although they can elect to.
- Property owners are provided with two waste coupons that can be used for either hard waste or green waste coupons per year, permitting up to 2 cubic meters of material to be taken to either a transfer station or green waste disposal facilities in Moe, Morwell and Traralgon.
- The processing of green waste is provided under contract. The ability for residents to dispose of green waste directly is available seven days a week at the Morwell facility, and weekends at both Moe and Traralgon facilities.
- Waste services are funded by way of an annual 'garbage charge' which make up a component of the total property rates collected.

Current green waste disposal drop fees is shown in the below table:

Sedans and station wagons	\$12
Single axle trailers:	\$12 - height to 30cm 20 - heaped to 60cm \$28 - boxed height to 90cm
Tandem trailers	\$20 - height to 30cm \$28 - heaped to 60cm

Council has previously offered two weekends whereby a 'free' green waste drop-off service was available. This service was discontinued due to a range of operational and logistical issues.

This method posed several issues not only for residents, but also for the contractors managing the facilities, such as:

- Long waiting times due to the number of residents taking up the opportunity (maximum number of residents able to use the service was approximately 2,000 per weekend due to physical and time constraints);
- Traffic hazards caused by long lines of vehicles, disrupting normal facility operations (complaints were also received by local police regarding traffic);
- Commercial operators utilising the drop-off service for materials they have been paid to dispose of; and
- Contractors required to increase labour resources for these weekends at additional costs.

### Current Green Waste Services contract:

Latrobe City Council's current Green Waste/ Organics Processing contract will conclude at the end June 2022.

The Gippswide Kerbside collaborative procurement project is currently being undertaken on behalf of Gippsland councils. It is noted that changes are anticipated as part of the collaborative procurement process, including the release of an Organics Processing Tender during August 2021.

It is noted that the provision of Green Waste Service drop-off facilities was not able to be included within the tender scope, despite requests that this option be included.

Council officers were advised that this was due to Latrobe City being the only Council that does not provide green waste drop off services from Transfer Stations (due to the current processing contractor being located within Latrobe City) and that the inclusion of drop off facilities would therefore unfairly skew the market response and be anti-competitive.

Subject to Council's consideration and support to the awarding of a contract under the terms of the collaborative procurement process - organics tender, it is Council officer's intention to ensure arrangements are in place so that residents can continue to have access to green waste drop-off disposal facilities. A new contract for such service would not come into effect until 2022/23.

### Benchmarking with neighbouring councils

A summary of Wellington Shire, Baw Baw Shire, East Gippsland and South Gippsland Shire councils' *Green Waste Services* is provided below.

Wellington Shire Council:

- A fortnightly kerbside green waste collection is offered to residents with a 240 litre bin (Check).
- Residents can utilise a paid service to dispose of green waste at Transfer Stations.
- To assist the community with fire preparation efforts, Wellington Shire Council holds an annual '*no-fee green waste disposal*' (excluding commercial operators) service during November each year.

#### Baw Baw Shire Council:

- A fortnightly kerbside green waste collection is offered to residents with a 240 litre bin.
- Residents receive x1 free at call service, 2 cubic meter limit. This can be exchanged for 'tip voucher'.
- There are an additional two paid collection periods available at a cost of \$67.30 (\$33.00 for pensioners).
- Baw Baw Shire Council offer free green waste drop off days during November and December of up to 3 cubic meters to assist residents to prepare their properties for the fire season.

#### East Gippsland Shire Council:

- A fortnightly kerbside green waste collection is offered to residents with a 240 litre bin.
- Residents can dispose of green waste for 'no fee' at East Gippsland transfer stations.

#### South Gippsland Shire Council:

- A fortnightly kerbside green waste collection is offered to residents with a 240 litre bin.
- Residents are able to dispose of their green waste for free at any of Council's transfer stations during November and December to encourage residents to remove potential fire hazards on their properties.

It is noted that the councils that provide a 'no-fee' self-haul green waste disposal service, is subsidised within the municipal garbage charge.

Based on the above benchmarking, other Gippsland councils see on average between 5,000 and 7,000 transactions registered during the 'no fee' green waste disposal period, generating in the order 10,000 cubic meters of material.

#### Possible options / changes to Green Waste Services including resources:

Council officers have considered possible changes put forward within the petition, along with other options identified during benchmarking.

The below table provides a cost assessment of selected options.

Resource / cost estimates are based on current fee structures, the current 'user pays' principle set out by Council Policy.

Option Summary	Resource / cost estimate	Pros / Cons
<p><b>OPTION 1: Expanded voucher system for properties located within a BMO.</b></p> <p>Properties located within BMO may be issued an additional <u>two</u> green waste vouchers - valid for the period leading up to the annual bushfire season.</p> <p>Each voucher would allow 1.5 cubic meters or 1 heaped – 6 x 4 trailer – valued at \$20.</p>	<p>Assuming 50% of total number of properties included within a BMO (i.e. 2500 properties) utilise the additional green waste coupons @ \$40 = \$100,000.</p> <p>Estimated increase to the Garbage Charge per rateable property (municipal wide) = \$2.85.</p> <p>OR</p> <p>Estimated increase to the Garbage Charge per rateable property within a BMO only = \$40</p>	<p>Pros:</p> <ul style="list-style-type: none"> <li>• Service can be targeted to properties located within a BMO.</li> <li>• Voucher process is currently in place and may be extended.</li> <li>• Cost of voucher system can be more accurately forecast (as opposed to Option 2).</li> <li>• The issuing of a unique rate notice to properties within a BMO may provide other information supporting community preparedness for bushfire.</li> </ul> <p>Cons:</p> <ul style="list-style-type: none"> <li>• Administrative task in issuing unique rate notice to properties within a BMO.</li> <li>• Additional service costs may be either added to general rates/ or limited to properties located in a BMO only.</li> <li>• Currently coupons are not available to rented properties and issued only to properties which receive a kerbside collection service.</li> </ul>

Option Summary	Resource / cost estimate	Pros / Cons
<p><b>OPTION 2:</b></p> <p><b>1 month amnesty period on green waste disposal fees prior to fire season (maximum total volume 3 cubic meters per property).</b></p> <p>This option would not be limited to properties located in a BMO.</p>	<p>Based on 3000 properties taking <u>two</u> loaded single axle trailers to a green waste facility for disposal @ \$40= \$120,000.</p> <p>Estimated increase to the Garbage Charge per rateable property (municipal wide)</p> <p>= \$3.42.</p>	<p>Pros:</p> <ul style="list-style-type: none"> <li>• Aligns Latrobe City Council Green Waste Services with other Gippsland Councils who offer 'no fee' green waste disposal periods.</li> <li>• Reduced administration of establishing additional coupon system.</li> <li>• Service available to renters and property owners municipal wide.</li> </ul> <p>Cons:</p> <ul style="list-style-type: none"> <li>• Additional green waste processing fees from contractor to facilitate service.</li> <li>• Increase to Garbage Charge.</li> <li>• It is likely that residents with no immediate bushfire risk (urban areas) will take advantage of the 'no fee' amnesty period.</li> </ul>
<p><b>OPTION 3:</b></p> <p><b>No change to service.</b></p> <p>Paid green waste disposal facilities continue to be made available to community based on a 'user pays' principle.</p>	<p>n/a</p>	<p>Pros:</p> <ul style="list-style-type: none"> <li>• No additional increase to garbage charge included within property rates.</li> <li>• Aligns with Council Policy directing that waste services are provided on a 'user pays' basis.</li> </ul> <p>Cons:</p> <ul style="list-style-type: none"> <li>• Community perception that Council is not assisting residents in their preparation of property for what is an increasing bushfire risk.</li> </ul>



An option for a green waste collection service is not provided as this is cost prohibitive and result in an unreasonable resource burden on customer service and administrative officer time. Furthermore, Green Waste Collection Services can be sourced at a reduced cost than what Council might otherwise reasonably provide.

Council officers advise that a 'no-fee' self-haul green waste disposal period prior to the annual fire season is the preferred option, and would align Latrobe City Council Green Waste Services with other Gippsland councils.

### **Issues:**

#### *Strategy Implications*

##### Council Plan

- Provide and promote environmentally sustainable waste management practices to attain best practice 'final storage quality'.
- Promote and implement waste management practices which attract investment and deliver economic development to Latrobe City.
- Delegate appropriately and make sound decisions having regard to legislative requirements, policies, professional advice, sound and thorough research and the views of the community.

#### *Health Implications*

The provision of Green Waste Services support community health and wellbeing by assisting in the presentation of and maintenance of property. The availability of Green Waste Disposal Services is also considered to assist the community in the preparation of property prior to the annual bushfire season.

#### *Communication*

The head petitioner has been advised that Council will consider its response to the petition at the Ordinary Council Meeting scheduled for 6 September 2021. Should Council wish to make changes to our Green Waste Services, it is expected that the following communications would be required:

- That Council seek the views of the broader community regarding proposed changes and detail increase in rate charges during the exhibition of the draft Annual Budget 2022/23;
- That changes would be communicated to the community via Social Media and print media;
- Information regarding the changes (if supported) would be detailed on the Latrobe City Council website; and
- Changes to the garbage charge required to fund the service would be outlined within property rate notices and reported within financial statements included within Council's Annual Report.

*Financial Implications*

In relation to providing additional services, the Kerbside Collection Policy acknowledges that a range of matters should be considered, including the consideration of financial impacts to Council and ratepayers.

In accordance with the existing Council Policy, green waste services are provided on a 'user pays' basis. Any concession or amnesty if not borne by the beneficiary of the service would be included as an additional cost to annual Garbage Charge listed within property rates.

Should Council consider that an increase to green waste service offerings is required, the opportunity to implement this change would not be until the preparation of the 2022/23 Annual Budget.

Should Council wish to introduce this change within the current financial year, this would require an allocation to be made from the Garbage Charge reserve, which sets aside funding primarily for the construction of future landfill cells, their rehabilitation and after care requirements.

Cost estimates for each Option are included within this report.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Service Delivery Risk</b></p> <p>That community Green Waste Services do not meet expectation.</p>	3	<p>The petition represents 74 residents. Prior to changes being implemented to Green Waste Services, the cost implications for rate payers would be included within the draft 2022/23 Annual Budget, to which members have the opportunity make submissions.</p>
<p><b>Financial Risk</b></p> <p>That changes in Green Waste Services increase cost to Council and ratepayers</p>	5	<p>Council's Green Waste Services are provided under a 'user pay's principle.' Any changes to services that result in an increase in costs would be added to the garbage charge included on property rates.</p>

Identified risk	Risk likelihood*	Controls to manage risk
<p><b>Reputational Risk</b></p> <p>That Latrobe City Council is perceived to not providing avenues of support to community to prepare properties for bushfire risk.</p>	4	<p>That the decision and reasoning of Council in relation to the petition be communicated to the head petitioner and shared with the broader community.</p>
<p><b>Strategic Risk</b></p> <p>Observed increase in the frequency and intensity bushfire events and risk to community.</p>	5	<p>Large parts of Latrobe City are considered to be in locations with moderate and extreme bushfire risk. Assisting community to better prepare property prior to the fire season through the provision of 'no fee' green waste disposal is considered to support collective efforts to reduce the risk of bushfire.</p>

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

### *Legal and Compliance*

Future Green Waste Service delivery models may change as part of the progression of the Gippswide Kerbside collaborative procurement project. This initiative is being facilitated by the Resource Recovery Group Gippsland in accordance with Memorandum of Understanding (MOU) agreed to by each Gippsland council.

### *Community Implications*

Each year the Emergency Management Team advise that they respond to requests from property owners leading up to the fire danger period (FDP) for free green waste disposal. These requests are received particularly from rural/urban interface properties that may not have had time to 'burn off' green waste ahead of the fire restriction period.

Landowners that receive a kerbside collection service receive coupons which can be used for free green waste disposal. The limitation however of the coupons is that they are not available to all residents (i.e. rental properties and properties that do not receive a kerbside collection service which are commonly located in rural areas).

### *Environmental Implications*

Large parts of Latrobe City are considered to be in locations with moderate and extreme bushfire risk. Access to Green Waste Services assists community in preparing for bushfire through the removal of fuel loads on private property.

*Consultation*

Subject to Council consideration and direction, Council's response to the head petitioner will be provided.

The ability to forecast likely take up of any service change would be better informed through a targeted engagement with affected properties.

*Other*

Advice from the current green waste processor who delivers this service on behalf of Council is that they would have capacity to administer a 1 month amnesty period for green waste disposal.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

1. Petition to Latrobe City Council seeking green waste disposal assistance to support preparation for bushfires (Published Separately)

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

**Agenda Item: 10.2**

**Agenda Item: Resident Only Parking Zone - Henry Street Traralgon  
Parking Issues**

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

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Notes the proposed costs and impacts of a proposed resident only parking restriction along Henry Street, Traralgon; and**
- 2. Does not implement a residential parking zone in Henry Street, Traralgon.**

**Executive Summary:**

- Council requested a report be presented detailing the cost and impacts of installing a resident only parking zone on Henry Street between Breed Street and Albert Street in Traralgon.
- The impacts could include:
  - A benefit to the perceived amenity of households within restriction area
  - Improved household and household visitor parking availability and access (less than 50-meter distance to access) for residents on Henry Street within the restriction area that have a permit;
  - Reduced household visitor access that do not have a permit;
  - Displacing car parking further into residential areas;
  - Reduction of publicly available car spaces accessible to the Traralgon CBD;
  - Increase in parking dissatisfaction of visitors that support commercial activity;
  - Increased pressure on parking at the Kath Teychenne centre; and

- Additional resident only parking zones where there is not a demonstrable warrant and a corresponding increase in administration and enforcement resources or reduction in existing levels of service.
- Council officers do not support a resident only parking zone in Henry Street because it is not warranted due to demonstrable parking stress under best practice parking management guidance, is unprecedented within the municipality, and has deleterious impacts for limited improvement to levels of service.
- The cost of implementation resident only parking restriction is estimated at \$1,000 in capital expenditure and limited impact to operational expenditure as the modest size of the proposed zone can be accommodated within existing resources.

**Background:**

At the 5 July 2021 Council meeting, Council carried the following motion:

*That Council requests a report be presented at a future Council meeting no later than 4 October 2021 detailing the cost and impacts of installing a resident only parking zone on Henry Street between Breed Street and Albert Street in Traralgon.*

There are eight properties which abut this section of road; one property is a private commercial business which has provision for five on-site parking spaces. One lot is vacant and the other six are residential properties, all having a minimum of two off-street parking spaces. There are ten on street parking spaces.

Council officers conducted a parking occupancy survey over eight weekdays between 9.00 am and 4.00 pm from 11 May 2021 with data captured 16 times to assess if each car was short or long-term parking. There were no pandemic related movement restrictions during the surveyed period.

The results were:

- An average of 32% overall weekday parking area occupancy
- Surveyed peak area occupancy of 60%
- Parking was always available within 50 meters of 1 and 3 Henry Street



**Figure 1 – Parking occupancy survey summary results by space**

Properties 1 and 3 Henry Street are yellow highlighted in Figure 1 above. Where a single car was parked in such a manner that it occupies two parking spaces, it was counted as two cars. In the space with 81% occupancy outside 3 Henry Street, it was observed that if cars were parked correctly so that they only occupied a single bay, it could potentially have decreased the occupancy of this space to be closer to 50%. Line marking of parking bays can be an effective treatment to improve the efficiency of these spaces.

On this analysis the parking occupancy rates within this section of Henry Street are not stressed (>85% occupancy) and do not warrant additional restrictions. Parking was always available within 50 meters of any property.

### **Implementation and costs of resident only parking restrictions**

Implementation of a resident only parking zone would require the following:

- Community consultation
- Resources to administer the issue and renewal of 6 permits to the households within zone
- Resources to enforce the resident permits, and
- Installation and maintenance of the associated infrastructure (e.g. signage).

Given the small catchment of the proposed parking restriction the capital costs are estimated at \$1,000 and operational costs can be accommodated within existing budget allocations.

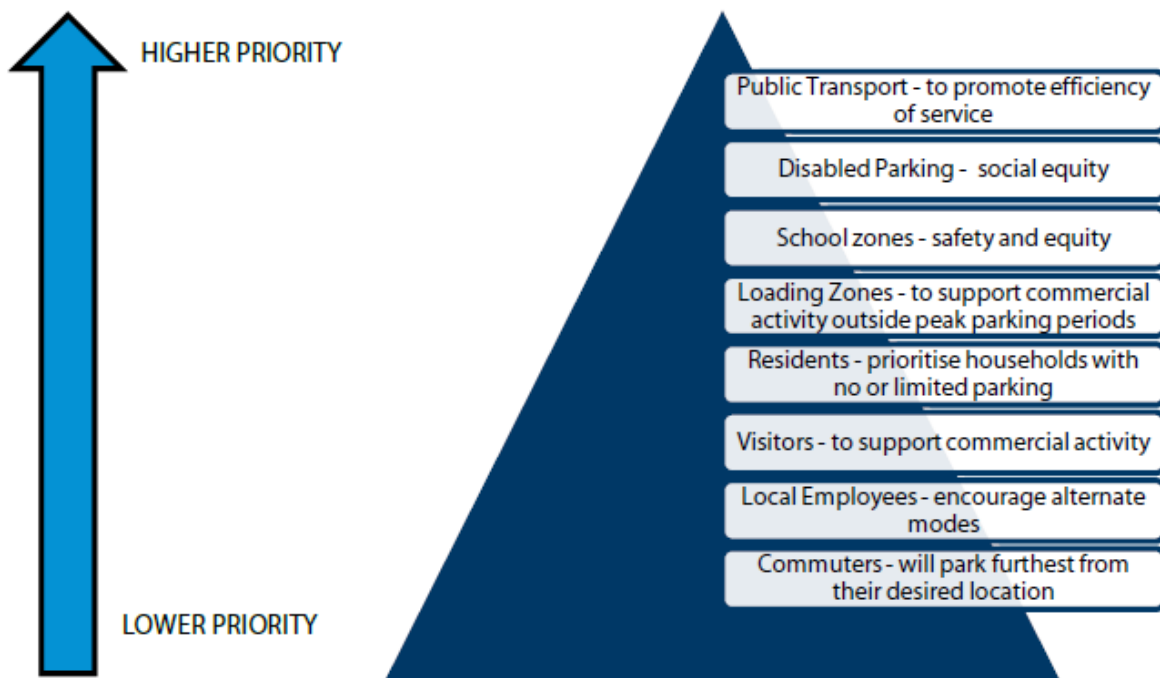
### **Impacts**

Resident only parking restrictions generally involve an allocation of one or two permits to a property that can be used by themselves or guests to park on-street within the restricted zone.

Deploying a resident only parking zone will increase the availability of on street parking to the residents abutting the zone. All properties within the proposed zone have provision for at least two off street parking spaces. Therefore, most of the tangible benefit is likely to flow to visitors to those homes while also increasing intangible perceptions of resident amenity by restricting general public access to those parks.

Parking was always available within 50 meters of 1 and 3 Henry Street which is an already excellent level of service and resident only restrictions can only improve this further by reducing the 50-meter distance to access a car park at the expense of disadvantaging the rest of the community.

The following Figure 2 is a hierarchy guideline for user group prioritisation provided in the 2016 Complementary Parking Measures Assessment. Protection of local resident amenity is recognised where there is no or limited off-street household parking available, and it is also prioritised above visitors to support commercial activity. However, given the provision of two off-street parking spaces per property it is not considered best practice to prioritise resident parking above supporting commercial activity – particularly where there is not demonstrated parking stress.



**Figure 2 – Kerbside user hierarchy guideline**

As publicly available parking is pushed further away from Breed Street it will increase parking dissatisfaction of the clients and customers of businesses in Breed Street that use these spaces which may have negative flow on effects to those businesses.

The utilisation of this parking area would drop below the surveyed 32% overall area occupancy with a resident only restriction. Which raises a question of equitable access to public roads and if the wider community interest is being served in



prohibiting access to park in this area when there is not a demonstrated parking stress. Given the proximity to the Traralgon CBD and the parking demand experienced throughout it, careful consideration of the community interest should be given to proposals that reduces the amount of available public parking.

Council officers already receive complaints from the users of the Kath Teychenne Centre at 11-12 Breed Street, regarding general public parking there and not utilising services from the centre. A reduction of nearby publicly available parking will increase pressure on parking at this centre.

Implementing a resident only parking zone does not decrease the demand for parking and could instead displace that demand further into residential areas. If the same parking demand were to be displaced to the next block on Henry Street the newly affected residents could request the same exclusive parking rights.

Furthermore, additional residential areas that border commercial areas, could also request similar parking zones based on perceived amenity and no demonstratable parking stress. As the area for parking compliance increases, so will the resources to administer and enforce the restrictions. Clear parameters are required to establish the warrants and eligibility for additional restrictions so that there can be consistent management of Council's parking network into the future.

**Issues:**

*Strategy Implications*

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2017-2021:

Latrobe 2026: The Community Vision for Latrobe Valley

Strategic Objectives – Built Environment

In 2026 Latrobe Valley benefits from a well-planned built environment that is complementary to its surroundings, and which provides for a connected and inclusive community.

Latrobe City Council Plan 2017-2021

Indicators

Objective 3: Improve the liveability and connectedness of Latrobe City<<Enter text>>

*Health Implications*

Displacing non-resident parking further away from Breed Street health services could disadvantage clients to those services with conditions that effect their mobility.

*Communication*

A consultation process with residents and nearby businesses would be required if any new restrictions are considered.

*Financial Implications*

Capital costs are estimated at \$1,000 and operational costs can be accommodated within existing budget allocations.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Reputational Risk</b> Business complaints about new parking restrictions	3	Consultation on proposed restrictions
<b>Strategic Risk</b> Additional requests for resident only parking	3	Clear parameter to assess the merit of future requests

*Legal and Compliance*

Nil

*Community Implications*

Residents in Henry Street would likely support the proposed restrictions, nearby businesses and the wider community may not.

*Environmental Implications*

Nil

*Consultation*

No consultation was required in the preparation of this report.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

Nil

**Agenda Item: 10.3**

**Agenda Item: South Ward Community Disaster Recovery Committee  
Terms Of Reference**

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

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

**Status: For Decision**

**Proposed Resolution:**

**That Council endorses the updated South Ward Community Disaster Recovery Committee Terms of Reference, as presented in Attachment 1 of this report.**

**Executive Summary:**

In June 2021 the Latrobe City Community was impacted by a severe weather event causing widespread damage from flood and storm.

The storm damage across the south ward area was significant and the devastation on the landscape, road network and individual properties was one of the biggest events that the Latrobe municipality has seen.

At the 2 August 2021 Council meeting the following motion was carried:

*That Council:*

- 1. Endorses the current Community Recovery Committee (CRC) located in the South Ward of Latrobe City (established following the Budgerie Yinnar South Jumbuck fires in 2019) as the new Community Disaster Recovery Committee (CDRC) with updated terms of reference to be developed, in consultation with the committee, to support recovery activities following any emergency or disaster in the South Ward including the recent flooding/storm disaster in that area; and*
- 2. Endorses Cr Melissa Ferguson as Council's representative on the new committee (as per the existing committee's request in writing to the Mayor and all Councillors dated the 18th of June, which clearly requests Cr Melissa Ferguson as the South Ward Councillor, be appointed as*

*Council's delegate to this committee).*

In addition, a second motion was also carried at 2 August Council Meeting 2021:

*That Council requests a report to the next Council Meeting in relation to the proposed new South Ward Community Disaster Recovery Committee (CDRC), following consultation with the committee, detailing terms of reference that reflects its new and ongoing work in the South Ward in relation to emergency/disaster recovery for council to consider, adjust if required, and Council's final endorsement to provide the committee clear guidance and direction for the future.*

This report is in response to the second motion and presents a draft South Ward Community Disaster Recovery Committee Terms of Reference for consideration by Council.

### **Background:**

Community-led recovery is a guiding principle underpinning the use of Community Recovery Committees.

The Victorian State Emergency Management Plan recognises that *successful recovery is community-led and community-centred, responsive and flexible, engaging with communities and supporting them to move forward. It is managed locally, closest to the community, and can be scaled up to deal with more widespread, complex issues and support needs.*

Following the Budgerie, Yinnar South, Jumbuck fires in 2019 a Community Recovery Committee (CRC) located in the South Ward of Latrobe City was established.

On 2 August 2021 following the recent storm and flood event Council endorsed the Budgerie, Yinnar South, Jumbuck Community Recovery Committee (CRC) as the new Community Disaster Recovery Committee (CDRC) and requested a Terms of Reference be developed in consultation with the committee, to support recovery activities.

At its meeting of the 18 August 2021, the Budgerie, Yinnar South, Jumbuck Community Recovery Committee (CRC) met and discussed the development of a Terms of Reference for the newly endorsed South Ward Community Disaster Recovery Committee as part of their meeting agenda. The Terms of Reference is based on the standard template for Community Recovery Committees with some additions.

The outcome of this meeting was endorsement of a draft Terms of Reference as provided at Attachment 1.

Subsequent to the endorsement of the draft Terms of Reference at the CRC meeting, Council officers suggested some other minor inclusions such as;

- clarity of the roles of key agencies
- a clause identifying that operation must be within the parameters of funding guidelines

These suggested inclusions have been communicated with the Chair and Deputy Chair who agreed to their inclusion, on the basis they helped to provide clarity and were not a material change.

**Issues:**

*Strategy Implications*

OBJECTIVE 5 Provide a connected, engaged and safe community environment, which is improving the well-being of all of Latrobe City citizens.

OBJECTIVE 6 Ensure council operates openly, transparently and responsibly

*Health Implications*

Some positive community mental health issues may be experienced should the recommendation be adopted as the Terms of reference will assist the community-led recovery.

*Communication*

Community engagement will be sought to support Community Recovery Committees in their drive for membership and development of a Recovery Action Plan.

Minutes of all meetings will be provided to Councillors after each meeting.

*Financial Implications*

No immediate financial implications as State funding is providing support in this area and Council in-kind support of officers time is funded as part of on-going budget provision.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Financial Risk</b> Absence of external funding	3 (Possible)	Advocacy by Committee and Council to appropriate funding bodies.

Identified risk	Risk likelihood*	Controls to manage risk
<b>Reputational Risk</b> Community stress if recovery processes are not supported	3 (Possible)	Establishing a partnership approach in supporting continued recovery support.
<b>Strategic Risk</b> Agency support	2 (Unlikely)	Work closely with agencies to facilitate mutual community beneficial outcomes.

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

#### *Legal and Compliance*

No legal implication identified at this point in time

#### *Community Implications*

Community impacted requiring support to recover and return to a normal and safe liveable lifestyle

#### *Environmental Implications*

Nil direct environmental impact identified in adoption of this Terms of Reference however activities of the South Ward CRC will have a positive outcome for the local environment.

#### *Consultation*

Community consultation already underway supported by Bushfire Recovery Victoria.

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

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

#### **Supporting Documents:**

Nil

#### **Attachments**

1. [South Ward Community Disaster Recovery Committee Terms of Reference September 2021](#)

## **10.3**

### **South Ward Community Disaster Recovery Committee Terms Of Reference**

- 1 South Ward Community Disaster Recovery Committee  
Terms of Reference September 2021 ..... 40**

**LATROBE CITY COUNCIL  
SOUTH WARD COMMUNITY DISASTER RECOVERY COMMITTEE**

**TERMS OF REFERENCE – DRAFT 1.4, 1/09/2021**

**1. Name**

The Committee shall be known as the South Ward Community Disaster Recovery Committee (“the CDRC”).

**2. General Overview of Roles and Responsibilities of Key Partners**

**Bushfire Recovery Victoria (BRV):**

1. To work directly with affected communities and all levels of government,
2. Provide funding support for the storm and flood impacted communities
3. Coordination of clean-up and recovery from the 2021 storms and floods

**Department of Families Fairness and Housing (DFFH):**

1. Provide a dedicated focus on the community wellbeing and the social recovery
2. Provide funding support for the 2019 Yinnar South Bushfire impacted communities
3. Supporting the focus on the recovery and growth of our diverse communities.

**Latrobe City Council (LCC):**

1. Provide support to implement community led Recovery initiatives
2. Support the South Ward Disaster Community Recovery Committee to operate within its Terms of Reference.
3. Oversee funding and procurement process in line with funding agreements and councils Procurement Policy

**Community Disaster Recovery Committee (CDRC):**

1. Identifying community needs and resource requirements as per South Ward Disaster Community Recovery Committee Terms of Reference
2. Support community activity and involvement
3. Strengthen, establish, maintain and promote community networks

**3. Principle, Purpose and Goals**

The guiding principle underpinning the use of Community Recovery Committees is that of community-led recovery. As stated in the Victorian State Emergency Management Plan, “*Successful recovery is community-led and community-centred, responsive and flexible, engaging with communities and supporting them to move forward. It is managed locally, closest to the community, and can be scaled up to deal with more widespread, complex issues and support needs.*”

The Committee has been established by Latrobe City Council (“the Council”) to act as the community organisation with responsibility for leading the recovery of the South Ward community following an emergency. The purpose of the CDRC is to lead community management of community recovery and re-building of affected communities.

The principal objectives of the CDRC are to undertake the following:



## 2

- Establish an agreed Recovery Action Plan (RAP), including priorities for the psycho-social, built, economic and natural environments;
- Monitor recovery progress and, with Latrobe City Council, RAP expenditure against budget in each priority environment (See Note 1 attached);
- Strengthen, establish, maintain and promote community networks;
- Support and coordinate volunteer, community, agency and government efforts through partnerships;
- Support community activity and involvement;
- Attract and optimise use of resources;
- Identify and source appropriate funding to deliver on the RAP;
- Reform, rebuild and re-establish community identity;
- Facilitate community cohesion, create a sense of hope and an agreed future vision.

**4. Membership**

Membership of the Committee will include the following:

- a) The Municipal Recovery Manager or representative;
- b) Up to two ward Councillors, including the South Ward Councillor;
- c) Two people representing the local Community Associations;
- d) Two members of the local CBEM/LEAP Committee where it exists;
- e) One or more representatives of each of the relevant recovery agencies;
- f) Up to eight community members impacted by the event, representative of South Ward localities/locality groupings. (See Note 2 attached).

Members will be appointed by the respective organisations listed or through community member volunteers appointed at a public meeting.

**5. Chairperson & Deputy Chairperson****5.1 Appointment**

The Chairperson and Deputy Chairperson are elected from among the members of the Committee at the first meeting following appointment.

Note: As the South Ward CRC is being built on the existing Budgeree, Jumbuk, Yinnar CRC the current Chair and Deputy Chair will remain in place to allow the committee to be established and then elections will take place in January 2022.

**5.2 Tenure**

The Chairperson and Deputy Chairperson shall serve for two years. In the event that either resigns before the end of their term, the Committee shall appoint another person to serve out the remainder of the term.

**5.3 Responsibilities**

The Chairperson shall chair meetings, be the spokesperson on behalf of the Committee and provide reports to the community and other bodies on the Committee's activities. The Deputy Chairperson shall deputise for the Chairperson in his/her absence.

**6. Administrative Support**

The work of the Committee shall be supported by an administrative officer appointed by Latrobe City Council who will be responsible for the daily administrative operations and functions of the CDRC, under the supervision of the Municipal Recovery Manager.

**7. Sub-Committees/Project Teams**

It is anticipated that the Committee will identify specific projects and activities for which it will be appropriate to establish Sub-Committees and Project Teams. Such bodies will provide a report on progress to the CDRC.

**8. Meetings****8.1 Frequency**

As a minimum, meetings should be held at least once a month to ensure the timely consideration of business.

**8.2 Venues**

The Committee shall meet at an appropriate location(s) in the South Ward.

**8.3 Notices, Agendas, Minutes**

There shall be an Agenda and Minutes for all meetings. Reasonable notice shall be given of meetings.

**8.4 Quorum**

The quorum for meetings shall be at least half plus one member.

**8.5 Attendance**

Attendance is open to all residents and land-owners within the local impacted community and guests by invitation. Neither will have any voting rights but will be encouraged to provide advice or information to the CDRC.

**9. Scope of Activities**

The Committee shall establish its own Agenda, accommodating matters as proposed by the Council and recovery agencies and taking into account input from residents.

The main activities undertaken to meet the purpose of the Committee as defined shall include the following:

- a) Identifying community needs and resource requirements.
- b) Development and implementation of the Recovery Action Plan (RAP). The RAP provides a mechanism through which the Council and other recovery agencies can identify and support the community's needs and aspirations.
- c) Facilitating and supporting two-way communication processes established between stakeholders.
- d) Providing recommendations and advocating on behalf of the community to appropriate recovery agencies, the Council and the regional and state recovery structures.
- e) Monitoring the overall progress of the recovery process.

- f) Liaising, consulting and negotiating, on behalf of the community with recovery agencies, government departments and the Council.
- g) Undertaking specific recovery activities as determined by the circumstances and the Committee.
- h) Operating within the parameters of funding guidelines

The aim of the RAP is to outline a wide range of projects and requirements, designed and prioritised by the community, in accordance with the responsibilities and activities outlined in the Recovery Sub Plan.

In developing the RAP, the Committee will consider other existing plans and priorities relevant to recovery such as current community plans, and the Council and state government strategies and plans. Once developed, it will be submitted to the Council and other key organisations and stakeholders with a role in supporting recovery.

The RAP is a flexible document that will require regular review and updating. The Committee will develop an agreed process by which the RAP is updated and amended to ensure its ongoing relevance to current and emergent community needs. This will also include a means of identifying and reporting on progress, completion of projects and other activities, and the removal of priorities deemed to be no longer relevant.

#### **10. Reporting**

The Committee shall report on its activities to the local Community Associations and to the community through local community newsletters and Web Sites.

The Committee will also report to other bodies as nominated by Latrobe City Council including State and local bodies established to assist recovery.

#### **11. Budget**

The Committee will not have any responsibility for expenditure but will, in conjunction with Latrobe City Council, monitor RAP expenditure against budget. Funds for implementation of the RAP and other activities will be the subject of submissions to various bodies under the direction of the State government, Latrobe City Council, or other similar body. The CDRC will seek information and updates on organisations being funded for recovery activities with a preference for these to be local groups and organisations, unless the skills and capacity does not exist at the LGA level.

#### **12. Wind Up**

The Committee will ordinarily be wound up after two years, if not earlier, depending on the circumstances. At the end of the term, outstanding business will be transferred to an appropriate local legal entity such as a local government, Community Association and/or CBEM group.

#### **Note 1: CRC & Budget Monitoring**

The implementation of the Recovery Action Plan (RAP) is a primary responsibility of the CDRC. This responsibility can only be fulfilled if the CDRC also shares responsibility with LCC for monitoring RAP expenditure against budget.

## Note 2 Localities/locality groupings in South Ward

Taking account of the locality populations and geographical proximity, plus the special status of Budgeree, Jumbuk and Yinnar South wrt recovery from the 2019 Bushfire as well as the 2021 Storm/Flood, a possibly workable set of community representatives might be one each from:

Churchill (population 4783)

Boolarra (973)/ Darlimurla (30)/ Delburn (32)

Yinnar (907)

Yinnar South (691) – (current appointee of BJYS Bushfire CRC)

Jumbuk (31) - (current appointee of BJYS Bushfire CRC)

Jeeralang Junction (560) / Jeeralang (72)

Budgeree (147) / Grand Ridge (12)

Boolarra South (137) / Mirboo (290) - (Note: Mirboo East **only** in Latrobe City)

(Landcare Community Rep. (Current appointee is the Chair)

(Yinnar & District Community Assoc Rep. (Current appointee is the Deputy Chair)

This would involve appointing, via Locality meetings, in addition to the community members of the current BJYS CRC, six additional community members,

# **CORRESPONDENCE**

**11. CORRESPONDENCE**

Nil reports

# **PRESENTATION OF PETITIONS**

**12. PRESENTATION OF PETITIONS**

Nil reports



# **CHIEF EXECUTIVE OFFICE**

### **13. CHIEF EXECUTIVE OFFICE**

**Agenda Item: 13.1**

**Agenda Item: TAFE Gippsland - Proposed Tree Removal**

**Sponsor: Chief Executive Office**

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

**Status: For Decision**

#### **Proposed Resolution:**

#### **That Council:**

- 1. Authorises the Chief Executive Officer to negotiate and enter into a written agreement with TAFE Gippsland to:**
  - a) Remove six native trees, remove four non-native trees and decommission existing parkland infrastructure as identified in their proposal, as detailed in attachment 1, at their cost; and**
  - b) Provide a financial contribution towards the construction of new community facilities including barbeque and shelter, tables and chairs; and**
  - c) Consult with the Lions Club of Morwell and Rotary Club of Morwell in relation to the most appropriate location for the public facilities; and**
  - d) Identify a mutually agreeable location for the new community facilities, preferably on Council owned land outside of the Flood and Land Subject to Inundation Overlays; and**
  - e) Provide appropriate mature canopy tree landscaping within the vicinity of the car park at their cost.**
- 2. Requests TAFE Gippsland present to Council a master plan for the precinct that provides details including the following:**
  - a) The possible future expansion of the education facilities on the land.**
  - b) The extent of proposed future car parking to meet current and future demand.**
  - c) Indicative stages of development of the site.**

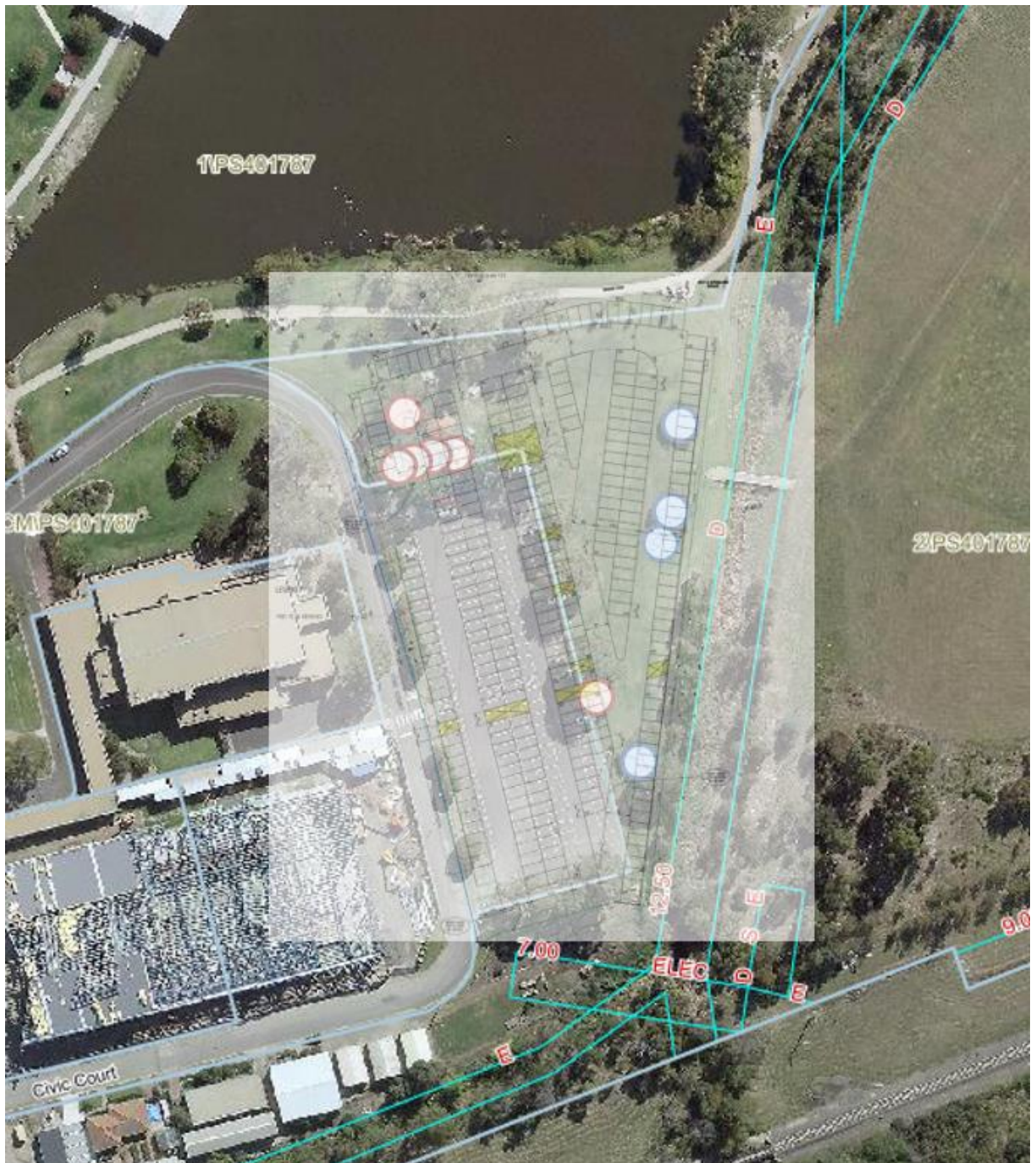
**Executive Summary:**

- TAFE Gippsland (TAFE) have contacted Council to seek consent to remove six native trees and four non-native trees to allow expansion of a car park. A copy of the plan of the trees to be removed is at Attachment 1.
- TAFE is undertaking an extensive building program at the site. In order to compensate Council for the loss of some of the existing car parking and to provide additional car parking to cater for the increased utilisation of the site and facilities the Eastern Car Park is proposed to be extended.
- The site is encumbered by a Section 173 Agreement (the Agreement) which requires TAFE to obtain Council's written consent prior to removal of trees (including native and non-native trees).
- Originally TAFE intended to remove 16 trees, however after consulting council staff it was agreed to reduce the number of trees to be removed to six native trees and four non-native trees. The redesign includes retention of trees within the car park footprint. TAFE advise the proposed project has been designed to minimise the impact on the existing native vegetation.
- TAFE have stated that it will replace the trees and will work with Council with respect to the species and location. Council officers are currently working through this matter with TAFE and recommend this can form part of the agreement set out in the officers' recommendation.
- The tree species proposed to be removed and retained are shown in the schedule at Attachment 2.
- The Department of Education and Training (DET) has an exemption from the Planning Scheme and is not required to obtain a Planning Permit for the removal of native vegetation. An application was initially made however was withdrawn on confirmation of the exemption applying.
- The Agreement doesn't set out any conditions that have to be satisfied before Council will provide consent, or any conditions that if satisfied require Council to consent. As there are no conditions, it can be inferred consent won't be unreasonably withheld.
- The Agreement does not require Council's consent to construct the car park itself, therefore should the tree removal not be consented to, an option for TAFE to progress a car park in this location would be to further modify the design to accommodate the trees in situ. This however may be not the most effective design.
- Council Officers recommend removal of the trees should a satisfactory agreement be made with respect to alternate planting and relocation of the picnic and park infrastructure. In particular, the agreement seeks a financial

contribution from TAFE to relocate the picnic and park infrastructure and offset the loss of this amenity as a result of the car park construction. The officer recommendation authorises the Chief Executive Officer to negotiate this agreement.

**Background:**

- The “Kernot Hall and Civic Gardens” precinct being Kernot Lake and Hall, surrounding grass area and former City of Morwell Municipal Offices/Council Chamber was subdivided by a Plan of Subdivision and registered on 31 May 1996. An aerial of the existing conditions is shown below. The car park is proposed to be extended to the north and east of the existing car park as indicated by the car park plan overlaid on the aerial of the site shown below. Indicative locations of the trees proposed to be removed are also shown (native in red, non-native in blue). Note this is not to scale.



- Council retained ownership of Kernot Hall and Lake and *The Minister Administering the Tertiary Education Act 1993* acquired the former City of Morwell Municipal Office/Council Chamber and the larger part of surrounding open grass area on either side of Bennett Creek.
- As stated above, a Section 173 Agreement was registered on the title that lists matters that require Councils written consent including removal of any trees. Council Meeting minutes from the period of time that the land sale occurred have been reviewed. It is not clear from the records the background or

reasoning of the Section 173 Agreement. It may be reasonable to assume that it was for aesthetic value given the proximity of the Civic Gardens.

- There is no guidance in the Section 173 Agreement around when consent should/must be provided, advice has been obtained which concluded that it that can be inferred consent won't be unreasonably withheld.
- TAFE have advised the extent of native vegetation removal represents approximately 0.256 hectares. The vegetation is not in an area mapped as an endangered Ecological Vegetation Class, sensitive wetland or coastal area. Removal of less than 0.5 hectares will not have a significant impact on any habitat for a rare or threatened species. This was summarised in the Native Vegetation Removal Report undertaken by TAFE to inform the now withdrawn planning application.
- TAFE have also advised approval has been obtained from the West Gippsland Catchment Authority (WGCMA) for strategic bushland restoration of part of Bennets Creek and Waterhole Creek catchments adjoining the TAFE site.
- The car park expansion project is going to impact on existing Lions Club of Morwell and Rotary Club of Morwell infrastructure, which Council officers are currently arranging to have replaced with new infrastructure. The new infrastructure will be installed in consultation with both clubs, but also in a location that is outside the Flood and Land Subject to Inundation overlays. Both the Lions Club and Rotary Club have been contacted to advise of the impact on the infrastructure, its replacement with new infrastructure, and to begin discussions about a suitable new location. Anecdotally, this infrastructure is well utilised by the community.

**Issues:**

*Strategy Implications*

TAFEs project overall seeks to meets Objective 2: Encourage improved education & training outcomes in Latrobe City.

*Health Implications*

Nil.

*Communication*

Councils City Assets Team, the Resource Recovery & Environment Team and the Statutory Planning Team have had extensive conversations with TAFE regarding both the removal of trees and the expansion of educational facilities.

*Financial Implications*

Costs associated with the potential removal of trees and construction of the additional car parking will be funded by TAFE.

Council costs will be Councils contribution to the construction of a new barbeque and shelter, tables and chairs.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Service Delivery Risk</b></p> <p>Inability for TAFE to construct the car park in the manner they prefer given the trees as a constraint.</p>	Unlikely	<p>There is no guidance in the Section 173 Agreement around when consent should/must be provided, and advice is that can be inferred consent won't be unreasonably withheld.</p> <p>TAFE have stated that it will replace the trees and will work with Council with respect to the species and location.</p>
<p><b>Reputational Risk</b></p> <p>Negative community sentiment as a result of tree removal.</p>	Possible	<p>TAFE have stated that it will replace the trees and will work with Council with respect to the species and location. The officer's recommendation also seeks a financial contribution from TAFE to relocate the picnic and park infrastructure and offset the loss of this amenity.</p>

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

*Legal and Compliance*

Legal opinion is that Council cannot unreasonably withhold approval of consent for the removal of subject trees.

### *Community Implications*

There may be negative community sentiment to the tree removal. Inadequate car parking at the site may also attract negative community commentary. It is officers opinion that replacement planting, relocation of the park infrastructure and retention of some vegetation will allay some community concerns while allowing for the expansion.

### *Environmental Implications*

TAFE have advised the extent of native vegetation removal represents approximately 0.256 hectares. The vegetation is not in an area mapped as an endangered Ecological Vegetation Class, sensitive wetland or coastal area. Removal of less than 0.5 hectares will not have a significant impact on any habitat for a rare or threatened species. TAFE have also advised approval has been obtained from the WGCMA for strategic bushland restoration of part of Bennet's Creek and Waterhole Creek catchments adjoining the TAFE site.

### *Consultation*

Consultation has occurred with TAFE, DET and Lions Club of Morwell and Rotary Club of Morwell on the specific project matters.

### *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 2020*.

### **Supporting Documents:**

Nil

### **Attachments**

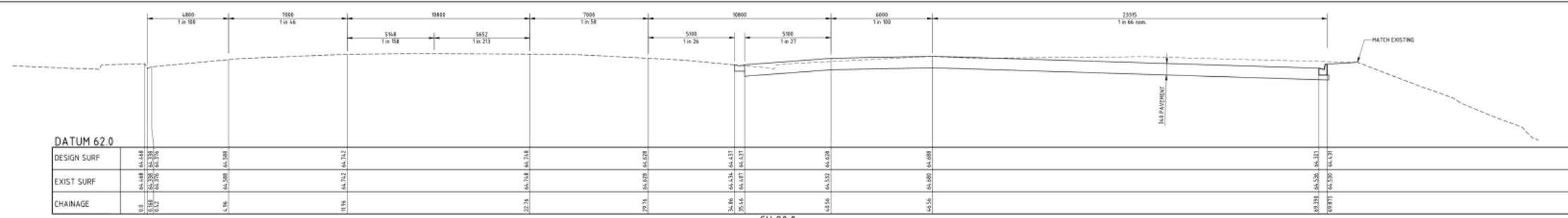
- 1   Proposed plan showing tree removal
- 2   Details of existing trees



# 13.1

## **TAFE Gippsland - Proposed Tree Removal**

- 1 Proposed plan showing tree removal ..... 58**
- 2 Details of existing trees ..... 59**



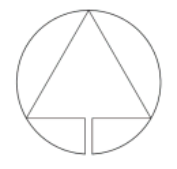
No.	REVISION	DATE	BY	DATE	ISSUED TO	COPIES	BY
1	TYPICAL SECTION ADDED	22/12/2021	LDM				
2	CARPARK LAYOUT AGREED	21/12/2021	LDM				
3	ISSUED TO CLIENT	20/12/2021	LDM				

**COPYRIGHT © 2021**  
 COPYRIGHT IN THIS DOCUMENT IS THE PROPERTY OF CHRIS O'BRIEN & COMPANY PTY LTD. AND MUST NOT BE REPRODUCED, COPIED, OR MADE AVAILABLE FOR USE BY ANY OTHER PARTY WITHOUT THE WRITTEN PERMISSION OF CHRIS O'BRIEN & COMPANY PTY LTD.




**CLIENT**  
**MORWELL TAFE**  
 (CLIENT: MORWELL TAFE)  
**CHRIS O'BRIEN & COMPANY PTY LTD**  
 CONSULTING CIVIL & STRUCTURAL ENGINEERS  
 All correspondence to: P.O. Box 18, Traralgon, Vic. 3844 Telephone: 03 5174 8811 Fax: 03 5174 8811




DATE	BY
2020	
2021	
2022	




**FUNCTIONAL LAYOUT PLAN**  
 PROJECT: **PROPOSED CARPARK AT CIVIC COURT, MORWELL**  
 SHEET No. **C1 OF 1**  
 PROJECT No. **2010208**






No.	Photos dated 10/05/2021	Species	Approx. DBH (cm)	Scattered or Patch	Status
1		<b>Native-</b> Eucalyptus camaldulensis	220	Patch No. 1	Retained
2		<b>Native-</b> Eucalyptus camaldulensis	220	Patch No. 1	Retained
3		<b>Native-</b> Eucalyptus botryoides (Southern Mahogan)	220	Patch No. 2	Proposed for removal

4		<p><b>Native-</b> Eucalyptus botryoides (Southern Mahogan)</p>	220	Patch No. 2	Retained
5		<p><b>Native-</b> Eucalyptus botryoides (Southern Mahogan)</p>	220	Patch No. 2	Proposed for removal
6		<p><b>Native-</b> Eucalyptus botryoides (Southern Mahogan)</p>	220	Patch No. 2	Proposed for removal

7		<p><b>Native-</b> Eucalyptus botryoides (Southern Mahogan)</p>	220	Patch No. 2	Proposed for removal
8		<p><b>Native-</b> Eucalyptus botryoides (Southern Mahogan)</p>	220	Patch No. 2	Proposed for removal
9		<p><b>Native-</b> Eucalyptus botryoides (Southern Mahogan)</p>	220	Patch No. 2	Retained

10		<p><b>Native-</b> Eucalyptus botryoides (Southern Mahogan)</p>	200	Patch No. 2	Retained
11		<p><b>Native-</b> Eucalyptus botryoides (Southern Mahogan)</p>	180	Patch No. 2	Retained
12		<p><b>Native-</b> Eucalyptus botryoides (Southern Mahogan)</p>	180	Scattered	Retained

<p><b>13</b></p>		<p><b>Native-</b> Eucalyptus maculata (spotted gum)</p>	<p>180</p>	<p>Scattered</p>	<p>Retained</p>
<p><b>14</b></p>		<p><b>Native-</b> Eucalyptus saligna (Sydney Blue Gum)</p>	<p>120</p>	<p>Scattered</p>	<p>Retained</p>
<p><b>15</b></p>		<p><b>Native-</b> Eucalyptus botryoides (Southern Mahogan)</p>	<p>180</p>	<p>Scattered</p>	<p>Proposed for removal</p>

16		<p><b>Native-</b> Eucalyptus melliodora (yellow box)</p>	180	Patch No. 3	Retained
17		<p><b>Non Native- (permit not applicable)</b> Melaleuca ericifolia</p>	120	Patch No. 3	To be removed
18		<p><b>Non Native- (permit not applicable)</b> Melaleuca (Paperbark)</p>	120	Scattered	To be removed



<p>19</p>		<p><b>Non Native- (permit not applicable)</b> Melaleuca ericifolia</p>	<p>200</p>		<p>To be removed</p>
<p>20</p>		<p><b>Non Native- (permit not applicable)</b> Melaleuca ericifolia</p>	<p>180</p>		<p>To be removed</p>

# **ASSETS AND PRESENTATION**

## **14. ASSETS AND PRESENTATION**

**Agenda Item: 14.1**

**Agenda Item: Development of land with four dwellings on a lot and a four lot subdivision of land at 11 Hawker Street, Moe**

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

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

**Status: For Decision**

### **Proposed Resolution:**

**That Council:**

**Issues a Notice of Decision to Grant a Permit, for the Development of land with four dwellings on a lot and a four lot subdivision of land at 11 Hawker Street, Moe (L52 PS 030002), with the following conditions:**

#### **Amended Plans Condition:**

- 1. Before the commencement of any works hereby permitted or prior to the certification of the plan of subdivision under the Subdivision Act 1988 (whichever is earlier), amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted but modified to show:
  - a) Notation indicating that the redundant vehicle crossing will be removed and kerb, channel and nature strip areas will be reinstated to Council's satisfaction.**
  - b) The notation "communication pit" on the plans amended to state "drainage junction pit".****

#### **Endorsed Plans Condition:**

- 2. The layout of the subdivision and the development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.**

#### **Standard Conditions:**

- 3. Once building works have commenced they must be completed to the**

satisfaction of the Responsible Authority.

4. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.
5. Upon completion of the works, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.

**Landscaping Conditions:**

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

**Section 173 Agreement Condition:**

8. Prior to the issue of Statement of Compliance under the Subdivision Act 1988, either:
  - a) Construction of the development approved under Planning Permit 2021/149 issued by Latrobe City Council must have substantially commenced; or
  - b) The operator of this permit must enter into an agreement with the Responsible Authority, made pursuant to Section 173 of the Planning and Environment Act 1987, to the effect that, without the written consent of the Responsible Authority:
    - i) Any buildings on the land must be constructed in accordance with the plans endorsed under Planning Permit 2021/149 issued by Latrobe City Council; and
    - c) Make application to the Registrar of Titles to register the Section 173 Agreement on the title to the land under Section 181 of the Act; and
    - d) Pay the reasonable costs of the preparation, review, and execution and registration of the Section 173 Agreement; and
    - e) Provide Council with a copy of the dealing number issued by the Titles Office; and
    - f) Once titles are issued, provide either:
      - i) a current title search; or
      - ii) a photocopy of the duplicate certificate of Title as evidence of Registration of the Section 173 Agreement on title.

**Construction Management Plan Condition:**

- 9. Prior to the commencement of works, a construction management plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. All construction activities must comply with the construction management plan to the satisfaction of the Responsible Authority. The plan must include:**
- a) The location and procedure for the storage of materials;**
  - b) hours of construction including the number of workers expected on the land at any one time;**
  - c) dust and litter management;**
  - d) car parking, access and traffic management for staff and working vehicles;**
  - e) measures to ensure the safe movement of vehicles and pedestrians on adjacent roads and pedestrian walkways during construction; and**
  - f) provision for temporary fencing.**

**Engineering Conditions:**

- 10. Before the commencement of any works hereby permitted or prior to the certification of the plan of subdivision under the Subdivision Act 1988 (whichever is earlier), a site drainage plan, including levels of the land and all hydraulic computations, must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and an electronic copy in PDF format must be provided. The drainage plan must be prepared in accordance with the requirements of Latrobe City Council's design guidelines and must provide for the following:**
- a) How the land including all existing and future buildings, open space and paved areas will be drained for a 20 % AEP storm event to the legal point of discharge.**
  - b) An underground pipe drainage system conveying stormwater discharge to the legal point of discharge.**
  - c) The provision of stormwater detention within the site and prior to the point of discharge into Latrobe City Council's drainage system. The stormwater detention system must be designed to ensure that stormwater discharges arising from the proposed development of the land are restricted to predevelopment flow rates. The rate of pre-development stormwater discharge shall be calculated using a coefficient of run-off of 0.4.**
  - d) No part of any above ground stormwater detention system is to be**

located within an easement unless approved in writing by the relevant authority.

11. The plan of subdivision submitted for certification under the Subdivision Act 1988 must show appropriate easements set aside for drainage purposes to the satisfaction of the Responsible Authority.
12. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
13. Before an Occupancy Permit is issued for the first completed of the new dwellings hereby permitted or prior to the issue of a Statement of Compliance for this subdivision under the Subdivision Act 1988 (whichever is earlier), the operator of this permit must complete the following works to the satisfaction of the Responsible Authority including all necessary permits being obtained and inspections undertaken:
  - a) All drainage systems must be constructed in accordance with the site drainage plan approved by the Responsible Authority.
  - b) Areas for vehicle access within the land must be constructed in accordance with plans endorsed by the Responsible Authority and be surfaced in accordance with the endorsed plans and drained in accordance with the approved site drainage plan.
  - c) The proposed new vehicle crossing must be constructed in accordance with the endorsed plans, at right angles to the road and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC 307.
  - d) The redundant vehicle crossing in Hawker Street must be removed and kerb and channel and grassed naturestrip reinstated.

**Public Open Space Contribution Condition:**

14. Prior to the issue of Statement of Compliance under the Subdivision Act 1988, the applicant or owner must pay to the Responsible Authority:
  - a) a sum equivalent to 5 per cent of the site value of all the land in the subdivision; and
  - b) any costs associated with valuation of the land including valuers fees.

The permit holder must make a request to Council to commence the process involved with this condition.

**Telecommunications Condition:**

- 15. The owner of the land must enter into an agreement with:**
- a) a telecommunications network or service provider for the provision of telecommunication services to each lot shown on the endorsed plan in accordance with the provider's requirements and relevant legislation at the time; and**
  - b) a suitably qualified person for the provision of fibre ready telecommunication facilities to each lot shown on the endorsed plan in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.**

**Before the issue of a Statement of Compliance for any stage of the subdivision under the Subdivision Act 1988, the owner of the land must provide written confirmation from:**

- a) a telecommunications network or service provider that all lots are connected to or are ready for connection to telecommunications services in accordance with the provider's requirements and relevant legislation at the time; and**
- b) a suitably qualified person that fibre ready telecommunication facilities have been provided in accordance with any industry specifications or any standards set by the Australian Communications and Media Authority, unless the applicant can demonstrate that the land is in an area where the National Broadband Network will not be provided by optical fibre.**

**SP AusNet Conditions:**

- 16. Enter into an agreement with AusNet Electricity Services Pty Ltd for the extension, upgrading or rearrangement of the electricity supply to lots on the plan of subdivision. A payment to cover the cost of such work will be required.**
- 17. Provide electricity easements internal and external to the subdivision in favour of AusNet Electricity Services Pty Ltd to service the lots on the plan of subdivision and/or abutting lands as required by AusNet Electricity Services Pty Ltd. The provision of reserves for electricity substations may also be required.**

**Gippsland Water Conditions:**

- 18. Prior to the commencement of any building works associated with the development, the owner/applicant must lodge an Application to Build Over Gippsland Waters Assets and/or Easements and have written approval by Gippsland Water for Unit 4 water tank. Please refer to**

**Gippsland Water Website:**

**<https://www.gippswater.com.au/developers/property-connections/build-overeasements>**

- 19. No construction or filling is permitted within 1.0 metre laterally of any Gippsland Water Asset (as per Section 148 Water Act 1989) unless prior written consent has been given by Gippsland Water.**
- 20. Install water services to the satisfaction of Gippsland Water. As Constructed details showing the location of the installed services are required to be submitted to Gippsland Water.**
- 21. Install sewer services to the satisfaction of Gippsland Water. As Constructed details showing the location of the installed services are required to be submitted to Gippsland Water.**
- 22. Existing sewer connection point to be capped at the main by a Gippsland Water accredited pipelayer. As Constructed details and a photo showing the termination of the sewer point are required to be submitted to Gippsland Water.**
- 23. An As Laid sanitary drainage plan showing the location of the sanitary drain(s) is required to be submitted by the plumber to CIS Services either by email to:  
  
plans@cis1.com.au or by fax (03) 9835 5515 and a copy to Gippsland Water by email to: [statplanning@gippswater.com.au](mailto:statplanning@gippswater.com.au)**
- 24. Create Reserves and/or Easements in favour of the Central Gippsland Region Water Corporation over all existing and proposed water and sewerage works located within the subdivision. Easements are to be for Pipeline or Ancillary Purposes.**
- 25. Any plan of subdivision of the subject land lodged for certification shall be referred to Gippsland Water under Section 8(1) of the Subdivision Act 1988.**
- 26. A Property Services quote request form must be completed and forwarded to our Property Connections Team to arrange a quote for the provision of water and/or sewer services to the development. Please refer to our website:  
<https://www.gippswater.com.au/developers/property-connections/connections>**
- 27. If the subdivision of the land is to be carried out prior to the occupancy of the dwellings approved under this permit, agreement for the provision of services must be made with Gippsland Water. (Agreements and or Restrictions allowing the development and subdivisions to be undertaken separately, including through the use of Section 173 Agreements and/or Notices of Restriction on the Plan of Subdivision, does not satisfy Gippsland Water servicing requirements. Provision for**



servicing of the lots and/or dwellings must be arranged with Gippsland Water Statutory Planning team at [statplanning@gippwater.com.au](mailto:statplanning@gippwater.com.au)).

**Permit Expiry Condition:**

**28. This permit as it relates to development will expire if one of the following circumstances applies:**

- a) The development is not started within two (2) years of the date of this permit; or**
- b) The development is not completed within four (4) years of the date of this permit.**

**This permit as it relates to subdivision will expire if one of the following circumstances applies:**

- a) the plan of subdivision is not certified within two (2) years of the date of this permit; or**
- b) the registration of the subdivision is not completed within five (5) years of certification.**

**The Responsible Authority may extend the time if a request is made in writing in accordance with Section 69 of the *Planning and Environment Act 1987***

**Executive Summary:**

The applicant is seeking to develop a residential allotment at 11 Hawker Street, Moe with four dwellings on a lot and a four lot subdivision of land. The subject site encompasses an area of 887 m<sup>2</sup> and is located in the Residential Growth Zone – Schedule 3 and is not affected by any overlays.

Following advertising of the application 41 objections were received to the application with Council Planning Officers providing a response to the concerns raised resulting in five objections been withdrawn. In the interim a further ten objections were received, and additional submissions were made by objectors. At the time of writing this report there were 46 outstanding objections which raised the following concerns:

- The proposed development does not provide for sufficient car parking and creates a traffic and safety issue within the street.
- The proposal is an overdevelopment of the site.
- The proposal does not meet the requirements for building height, street setbacks, secluded private open space and does not respect the existing character of the area.

- The proposal has not been sited and designed to ensure that the performance of existing rooftop solar energy systems on adjoining lots are not unreasonably reduced.

Having considered the proposal against the relevant provisions of the Latrobe Planning Scheme (the Scheme) and the objections submitted, it is considered that the proposal is generally consistent with the relevant objectives and decision guidelines of the Scheme and *Live Work Latrobe*.

The proposal is also considered to be consistent with the existing and preferred neighbourhood character and satisfies the objectives of the relevant standards of Clauses 55 and 56 of the Scheme.

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

## **Background:**

### **Summary**

Land:	11 Hawker Street, Moe, known as Lot 52 on Plan of Subdivision 030002
Proponent:	Latrobe Valley Drafting
Zoning:	Residential Growth Zone – Schedule 3
Overlay:	None

A Planning Permit is required to subdivide land in accordance with Clause 32.07-3 and for the construction of two or more dwellings on a lot in the Residential Growth Zone in accordance with Clause 32.07-5.

### **Proposal**

The application is for the development of four dwellings on a lot and a four lot subdivision of land at 11 Hawker Street, Moe.

Proposed lot 1 will be 227m<sup>2</sup> and will contain dwelling 1 which is setback 3 metres from the front boundary of the site. The single storey dwelling is to be of brick veneer and fibre cement construction with a colorbond sheet roofing. The proposed dwelling will contain 2 bedrooms and will have an attached single car garage. A secluded private open space area of approximately 34m<sup>2</sup> is to be provided for the residents of this dwelling with an overall private open space area of approximately 97m<sup>2</sup>.

Proposed lot 2 will be 123m<sup>2</sup> and will contain dwelling 2 which is located to the south of dwelling 1 and will contain 2 bedrooms. The double storey dwelling will also be of brick veneer and fibre cement construction and will have an attached single car garage. A secluded private open space area of approximately 29m<sup>2</sup> is to be provided for the residents of this dwelling with an overall private open space area of approximately 52.5m<sup>2</sup>.

Proposed lot 3 will be 123m<sup>2</sup> and will contain dwelling 3 which is located to the south of dwelling 2 and will contain 2 bedrooms. The double storey dwelling will also be of brick veneer and fibre cement construction and will have an attached single car garage. A secluded private open space area of approximately 29m<sup>2</sup> is to be provided for the residents of this dwelling with an overall private open space area of approximately 51.5m<sup>2</sup>.

Proposed lot 4 will be 234m<sup>2</sup> and will contain dwelling 4 is located to the south of proposed dwelling 3 and will contain 3 bedrooms. The double storey dwelling will also be of brick veneer and fibre cement construction and will have an attached double car garage. A secluded private open space area of approximately 96m<sup>2</sup> is to be provided for the residents of this dwelling with an overall private open space area of approximately 126.4m<sup>2</sup>.

All the proposed dwellings will be accessed via a shared internal accessway with a minimum trafficable width of 3 m and a crossover provided to Hawker Street. The shared accessway is contained within the proposed common property which will cover an area of 180m<sup>2</sup>.

A landscape plan has also been prepared to accompany the proposed development. The design aims to help soften the proposed development and will include the provision of two indigenous canopy trees within the front setback as well as a variety of indigenous shrubs and grasses throughout the development site.

A copy of the development plans and site plan can be viewed in Attachment 1 of this report.

***Subject Land:***

The subject site is located at 11 Hawker Street, Moe and is more formally described as Lot 52 on Plan of Subdivision 30002. The site is slightly irregular in shape and has a total area of 887 m<sup>2</sup>. The site is relatively flat and contains an existing single storey weatherboard dwelling as well as several outbuildings. The subject land is mostly clear of existing vegetation and the nearest designated waterway is located approximately 754 m south-east of the property. There is an existing Gippsland Water sewer asset that traverses the subject land from north to south near the rear of the lot. It is noted that Gippsland Water has consented to the proposal subject to the inclusion of appropriate conditions.

The subject land is located within an existing and well-established residential area of Moe. The surrounding and nearby properties are predominantly comprised of lots containing single dwellings and outbuildings with single crossovers and numerous developments of units evident throughout the neighbourhood. Concrete footpaths and kerb channelling are also present in the area.

***Surrounding Land Use:***

North: Single storey dwelling and units in the RGZ3

South: Single storey units in the RGZ3

East: Single storey dwelling in the RGZ3

West: Single storey units in the RGZ3

A site context plan showing the location of the development can be viewed in Attachment 2 of this report.

### **Reasons for Proposed Resolution:**

The proposal is considered to be:

- Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Residential Growth Zone – Schedule 3;
- Consistent with the car parking requirements at Clause 52.06 of the Scheme;
- Consistent with the objectives of the relevant standards of ResCode specified at Clause 55 of the Scheme;
- Consistent with Clause 65 (Decision Guidelines); and
- The objections received have been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered and relevant permit conditions addressing these issues will be required.

### **Issues:**

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

The proposed development of the land is considered to align with Strategy 9 of the Council Plan 2017-2021 which seeks to *“implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City”*. It is considered that the development of the subject site with four dwellings and a four lot subdivision will facilitate appropriate urban growth.

#### ***Health Implications***

There are no adverse community health implications that would result should the proposed development be approved.

## **Communication**

### **Notification:**

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

At the time of writing this report there were 46 objections to the application with the large majority of the objections take the form of a single format objection.

A copy of the objections can be viewed at Attachment 3 of this report, a copy of Council's response to those objections can be viewed at Attachment 4 of this report.

The following issues were raised in the objections:

- The proposed development does not provide for sufficient car parking and creates a traffic and safety issue within the street.

Comment:

Clause 52.06 of the Latrobe Planning Scheme sets out the car parking requirements for dwellings. Table 1 to Clause 52.06-5 details that 1 car parking space is required for each two-bedroom dwelling and 2 car parking spaces are required for each three or more bedroom dwelling.

Proposed dwellings 1, 2 and 3 are all two-bedroom dwellings, each of which have been provided with a single car garage of appropriate dimensions. Furthermore, proposed dwelling 4 is a three-bedroom dwelling which has been provided with a double car garage of appropriate dimensions. As a result, the proposed development meets that car parking requirements set out in Clause 52.06 of the planning scheme.

Additionally, the proposal including the provision of the new crossover and access to the proposed dwellings has been considered by Council's Engineering team who have not raised any concerns regarding traffic or safety issues for residents entering and exiting the site.

- The proposal is an overdevelopment of the site.

Comment:

The subject land is zoned Residential Growth Zone – Schedule 3 (RGZ3) which has the purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide housing at increased densities in buildings up to and including four storey buildings.*

The Moe-Newborough Housing Framework Plan identifies the subject land as being within a *Substantial Change* area, which seeks to *‘to maximise opportunities for increased residential yield and integrated development’* and *‘encourage(s) the development of smaller housing types, particularly one and two bedroom dwellings’*. The site is located on land that is identified for higher density housing and is considered to be appropriate when having regard to its surrounding context, as it is within close proximity to existing local shops at Lanford Street and Fowler Street, local parks and public transport services. Additionally, given the size and orientation of the subject land, the proposal to develop the land with one single storey dwelling and three double storey dwellings is considered to align the purpose of the zone as well as the relevant policies.

The proposal is considered to be consistent with the Live Work Latrobe ‘Housing Strategy’ and the Latrobe Planning Scheme as it increases the housing density in a well-established area of Moe.

- The proposal does not meet the requirements for building height, street setbacks, secluded private open space and does not respect the existing character of the area.

Comment:

Clause 55 of the Latrobe Planning Scheme sets out standards and objectives in relation to building height, setbacks and character. Further to this, Schedule 3 to the Residential Growth Zone also contains variations to the standards in Clause 55.

### Character

The local policy for land within a ‘substantial change’ area (clause 16.01-1L) applies to the subject land and encourages multi-level residential development in the form of low scale apartments, townhouses, shop tops and units. The proposal seeks to develop land within an existing and well-established area of Moe with four new dwellings (1 single storey and 3 double storey). The proposal has also been assessed against the relevant Latrobe City Urban Design Guidelines (UDG) and is found to be consistent with the site coverage and permeability, street setback and presentation, vehicle access and garages, side setbacks and walls on boundaries, private open space and garden area and landscape requirements. Additionally, it is noted that there are numerous existing unit developments within the area.

Please see Attachment 5 for a map of existing multi-unit development within the area.

### Street setback

Standard B6 states that the required street setback in the RGZ3 is 3 m, as specified in the Schedule to the Zone. The proposed development has a street setback of approx. 3.03 m, which meets this requirement. It is noted that the porch for proposed dwelling 1 encroaches into this setback. However, the encroachment is less than 2.5 metres and will have a height of less than 3.6 m which is an allowable encroachment under the RGZ3.

### Secluded Private Open Space

Each proposed dwelling has been provided with its own secluded private open space of the requisite dimensions located at the side and/or rear of the dwellings with access to northern and eastern light.

### Building height

The proposal includes the development of four new dwellings with a maximum height of 6.6 metres which is well under the maximum building height of 13.5 metres specified in the schedule to the zone.

- The proposed double storey dwellings will impact on the solar access (i.e. solar panels) of adjoining properties.

#### Comment:

The proposal included the provision of overshadowing diagrams that detailed the overshadowing of the proposed development at 9 am, 12 pm and 3 pm as required by the Planning Scheme. Based on these diagrams, the proposal is not considered to adversely impact on the solar access of adjoining properties.

- The proposal has not been sited and designed to ensure that the performance of existing rooftop solar energy systems on adjoining lots are not unreasonably reduced.

#### Comment:

Planning Scheme Amendment VC149 introduced provisions into all Planning Schemes that require new developments to consider their impact on any existing solar energy facility mounted on the roof of an adjoining dwelling. The dwelling to the east of the subject has solar panels mounted on the outbuilding which abuts the property boundary. Concerns have been raised that the proposed development would impact the existing system. The applicant submitted three videos showing overshadowing on the solar panels on September 22<sup>nd</sup>, December 22<sup>nd</sup> and June 22<sup>nd</sup>, which show that on:

- September 22<sup>nd</sup> the shadow line does not cross the panels until after 4.00pm;
- June 22<sup>nd</sup> the shadow line does not cross the panels until after 3.30pm; and
- December 22<sup>nd</sup> the shadow line does not cross the panels until after 5.30pm.

Planning Practice Note 88 sets out matters that Council must consider in determining whether the impact of a proposed development is unreasonable. The proposal has been assessed against the criteria outlined in this practice note and consideration has been given to relevant VCAT cases and it is considered that while there is an impact, the impact is not of a scale to be considered unreasonable.

**External Referrals:**

The application was referred under Section 55 of the Act to Gippsland Water, SP AusNet and APA Group. Gippsland Water and SP Ausnet had no objection to the granting of a permit subject to the inclusion of relevant conditions on any permit issued. It is noted that a referral response from APA Group has not been received to date.

**Internal Referrals:**

The application was referred internally to Council's Engineering team. The Engineering team provided conditional consent to the granting of a Planning Permit.

**Financial Implications**

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). It is considered likely that this application will be appealed to VCAT. The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 7 business days with an additional two days required to attend and present at the appeal, totalling 9 business days.

This equates to a financial cost in the order of \$4,000. This cost would be far greater if a consultant is required to attend on Council's behalf and would likely be in excess of \$10,000.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Supporting an application which has received 45 submissions which raise concerns including neighbourhood character, over-development, traffic and safety, rescode non-compliance, amenity, etc.</p>	3 - Possible	The proposal has been considered against the Latrobe Planning Scheme and it is considered to be consistent with the relevant provisions.
<p><b>Reputational Risk &amp; Financial Risk</b></p> <p>Not supporting the application and the applicant seeking review of the decision at VCAT.</p>	3 - Possible	To manage and limit the potential risk the recommendation has been considered against the Planning Policy Framework and Municipal Planning Strategy.



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

## **Legal and Compliance**

### **Latrobe Planning Scheme**

The Planning Policy Framework (PPF) and Local Planning Policy Framework (LPPF) have been considered as part of the assessment of this application.

The following clauses are relevant to the consideration of this application.

#### ***Planning Policy Framework***

- Clause 02.03-5 – Built Environment and Heritage
- Clause 02.03-6 – Housing
- Clause 11.01-1S – Settlement
- Clause 15.01-1S – Urban Design
- Clause 15.01-1L – Urban Design
- Clause 15.01-2S – Building Design
- Clause 15.01-3S – Subdivision Design
- Clause 15.01-3L – Subdivision Design
- Clause 15.01-5S – Neighbourhood Character
- Clause 15.01-5L – Neighbourhood Character
- Clause 15.02-1S – Energy and Resource Efficiency
- Clause 15.02-1L – Energy and Resource Efficiency
- Clause 16.01-1S – Housing Supply
- Clause 16.01-1L – Housing Supply
- Clause 16.01-2S – Housing Affordability

#### ***Zoning***

The subject site is currently located within the General Residential Zone, Schedule 3. The purpose and decision guidelines of the zone have been considered as part of the assessment of the application. The proposed development is considered to be consistent with the intent of the General Residential 3 zoning.

#### ***Overlay***

No overlays apply to the subject land.

***Particular Provisions***

- Clause 52.06 – Car Parking
- Clause 53.01 – Public Open Space Contribution and Subdivision
- Clause 55 – Two or More Dwellings on a Lot
- Clause 56 – Residential Subdivision

***Decision Guidelines (Clause 65):***

Clause 65.01 and 65.02 sets out the decision guidelines to be considered before deciding on any application. Following an assessment against the relevant decision guidelines, the proposal is considered to be generally consistent with the relevant decision guidelines.

***Incorporated Documents (Clause 72.04):***

The incorporated documents that relate to the consideration of this application are:

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

The application is considered to be consistent with the provisions of these documents.

***Strategic direction of the State and Local Planning Policy Frameworks:***

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

Considering the proximity of the subject site to community services and infrastructure whilst factoring in the size of the allotment and the scale and design of the development proposed, the proposal is considered to be generally consistent with the strategies and objectives of the relevant clauses listed under the Planning Policy Framework.

The subject site is located within an established and built up residential area of Moe with easy access to community services and infrastructure. The proposal provides for a combination of single and double storey development on a generally flat site. The design, built form and bulk of the proposed development are respectful of the existing and preferred neighbourhood character. Furthermore, any perceived bulk of the proposed development is further alleviated by the front dwelling being of single storey design.

The Housing Strategy developed as part of Amendment *Live Work Latrobe* (C105) categorised the subject land as a '*Substantial Change*' area as it would allow for housing growth and diversity at increased densities in an area that would maximise

access to existing services, transport and infrastructure. The proposal seeks to develop land within an existing and well-established area of Moe with four new dwellings (1 single storey and 3 double storey). It is considered that this level and type of development is supported in substantial change areas.

The proposal has been assessed against the Latrobe City Urban Design Guidelines (UDG), which guides the design of new residential development and includes guidance for development within 'Substantial Change Areas'. The proposal is found to be consistent with the site coverage and permeability, street setback and presentation, vehicle access and garages, side setbacks and walls on boundaries, private open space and garden area and landscape requirements.

Furthermore, it is noted that the application was referred to all relevant internal and external referral authorities who have provided consent subject to the inclusion of appropriate conditions.

***'Purpose' and 'Decision Guidelines' of the Residential Growth Zone – Schedule 3:***

The subject site is located within the Residential Growth Zone – Schedule 3. The purpose and decision guidelines of the zone have been considered as part of the assessment of the application. The proposal is considered to be generally consistent with the Zone 'Purpose' and the 'Decision Guidelines' of Clause 32.07-13 (with appropriate conditions).

The Residential Growth Zone seeks *'to provide housing at increased densities in buildings up to and including four storey buildings'* whilst also seeking to *'to encourage a diversity of housing types in locations offering good access to services and transport including activity centres and town centres'*. It is considered that the subject site is a walkable distance to the main activity centre of Moe. Additionally, the site is located in close proximity to public transport, educational facilities, public open space and employment opportunities.

The setbacks, height, single crossover and combination of single and double storey construction proposed are consistent with the zone purpose, the variations in the schedule, the objectives and standards of Clause 55 of the Scheme as well as the policy direction for development within this area. It is noted that whilst there are no existing double storey development within the immediate area this type of development is part of the design objectives for the Residential Growth Zone – Schedule 3 (Morwell and Moe Transit City).

***Particular Provisions:***

- Clause 52.06 Car Parking:

Clause 52.06 of the Latrobe Planning Scheme sets out the car parking requirements for dwellings. Table 1 to Clause 52.06-5 details that 1 car parking space is required for each two-bedroom dwelling and 2 car parking spaces are required for each three or more bedroom dwelling.

Proposed dwellings 1, 2 and 3 are all two-bedroom dwellings, each of which have been provided with a single car garage of appropriate dimensions. Furthermore, proposed dwelling 4 is a three-bedroom dwelling which has been provided with a double car garage of appropriate dimensions. As a result, the proposed development meets that car parking requirements set out in Clause 52.06 of the planning scheme.

- Clause 53.01 Public Open Space Contribution and Subdivision:

A public open space contribution of 5 % is required for infill residential subdivision, which would be a condition of any permit issued.

- Clause 55 Two or More Dwellings on a Lot:

A detailed assessment of the proposal against the objectives and relevant standards of Clause 55 have been considered as part of the assessment of the application. The proposal is considered to be generally consistent with the objectives of the relevant standards of Clause 55 as well as the variations contained within Schedule 3 to the Residential Growth Zone.

- Clause 56 Residential Subdivision:

The objectives and standards of Clause 56 have been considered through the Clause 55 assessment of the proposed development.

***Clause 65 (Decision Guidelines):***

Clause 65.01 and 65.02 sets out the decision guidelines to be considered before deciding on an application or plan or an application to subdivide land. Following an assessment against the relevant decision guidelines, the proposal is considered to be consistent with the following decision guidelines:

- The Planning Policy Framework and Municipal Planning Strategy
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision
- The orderly planning of the area.
- The effect on the amenity of the area
- The proximity of the land to any public land.
- The suitability of the land for subdivision.
- The existing use and possible future development of the land and nearby land.
- The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.
- The density of the proposed development.

- The area and dimensions of each lot in the subdivision.
- The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots.
- The design and siting of buildings having regard to safety and the risk of spread of fire.
- The provision of off-street parking.
- The availability and provision of utility services, including water, sewerage, drainage, electricity and gas.

**Other**

Council has the following options in regard to this application:

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

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

**Declaration of Interests:**

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



**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#).  Attachment 1 - Development Plans & Site Plans
- 2 [↓](#).  Attachment 2 - Site Context Plans
3. Attachment 3 - Copy of Objections (Published Separately)

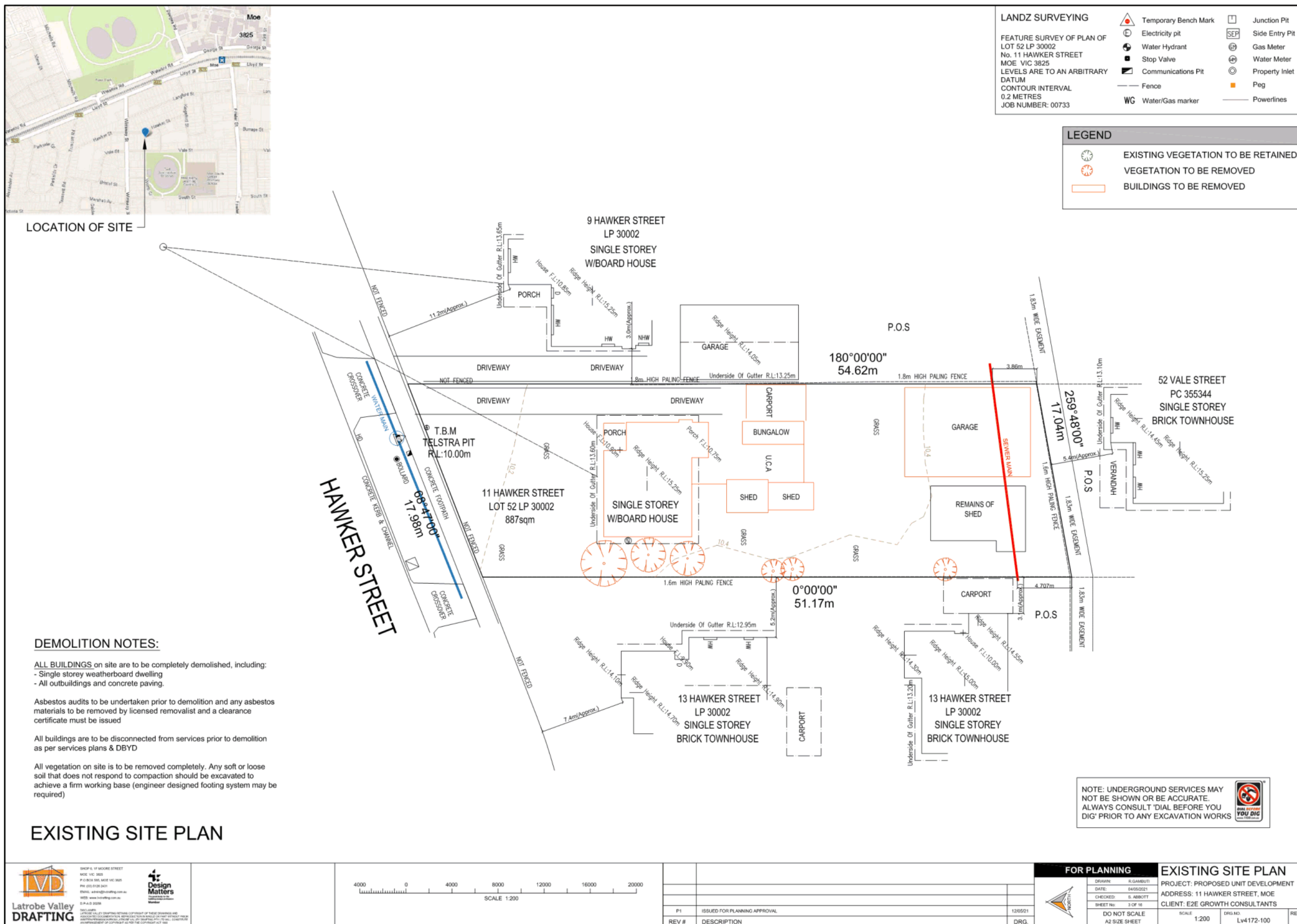
This attachment is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information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

- 4 [↓](#).  Attachment 4 - Response to Objections
- 5 [↓](#).  Attachment 6 - Map Showing Existing Multi-unit development within the area

## **14.1**

### **Development of land with four dwellings on a lot and a four lot subdivision of land at 11 Hawker Street, Moe**

<b>1</b>	<b>Attachment 1 - Development Plans &amp; Site Plans .....</b>	<b>87</b>
<b>2</b>	<b>Attachment 2 - Site Context Plans .....</b>	<b>100</b>
<b>4</b>	<b>Attachment 4 - Response to Objections .....</b>	<b>102</b>
<b>5</b>	<b>Attachment 6 - Map Showing Existing Multi-unit development within the area.....</b>	<b>105</b>



**DEVELOPMENT SUMMARY**

**STREET SETBACK:**  
3.0 METRES  
**SITE AREA = 887m<sup>2</sup>**  
TOTAL SITE COVERAGE: 379.87m<sup>2</sup> 43%

<b>SITE AREA UNIT 1:</b>	227m <sup>2</sup>
BUILDING AREA:	130.20m <sup>2</sup>
PROPOSED SITE COVERAGE:	57%
<b>SITE AREA UNIT 2:</b>	123m <sup>2</sup>
GROUND BUILDING AREA:	70.55m <sup>2</sup>
PROPOSED SITE COVERAGE:	57%
<b>SITE AREA UNIT 3:</b>	123m <sup>2</sup>
GROUND BUILDING AREA:	71.55m <sup>2</sup>
PROPOSED SITE COVERAGE:	58%
<b>SITE AREA UNIT 4:</b>	234m <sup>2</sup>
BUILDING AREA:	107.57m <sup>2</sup>
PROPOSED SITE COVERAGE:	46%
<b>COMMON AREA:</b>	180m <sup>2</sup>

**CONCRETE COVERAGE:**  
UNIT 1 = 11.50m<sup>2</sup> UNIT 2 = 8.15m<sup>2</sup>  
UNIT 3 = 8.30m<sup>2</sup> UNIT 4 = 12.00m<sup>2</sup>  
COMMON AREA = 140m<sup>2</sup>

**PERMEABILITY**  
TOTAL SITE PERMEABILITY: 312.45m<sup>2</sup> 44%

<b>SITE AREA UNIT 1:</b>	227m <sup>2</sup>
PERMEABILITY AREA:	95.51m <sup>2</sup>
PERMEABLE SITE COVERAGE:	42%
<b>SITE AREA UNIT 2:</b>	123m <sup>2</sup>
PERMEABILITY AREA:	48.78m <sup>2</sup>
PERMEABLE SITE COVERAGE:	39.66%
<b>SITE AREA UNIT 3:</b>	123m <sup>2</sup>
PERMEABILITY AREA:	47.77m <sup>2</sup>
PERMEABLE SITE COVERAGE:	38.8%
<b>SITE AREA UNIT 4:</b>	234m <sup>2</sup>
PERMEABILITY AREA:	120.39m <sup>2</sup>
PERMEABLE SITE COVERAGE:	51.45%

**GARDEN AREA**

TOTAL SITE AREA: 887m<sup>2</sup>  
ABOVE 650m<sup>2</sup> REQUIRES 35%  
887 x 35 / 100 = 310.45m<sup>2</sup> REQUIRED  
TOTAL SITE GARDEN AREA = 311.38m<sup>2</sup>  
35.1% COMPLIES

**PRIVATE OPEN SPACE**

<b>UNIT 1:</b>	POS: 96.80m <sup>2</sup>	SPOS: 34m <sup>2</sup>
<b>UNIT 2:</b>	POS: 52.45m <sup>2</sup>	SPOS: 29m <sup>2</sup>
<b>UNIT 3:</b>	POS: 51.45m <sup>2</sup>	SPOS: 29m <sup>2</sup>
<b>UNIT 4:</b>	POS: 126.43m <sup>2</sup>	SPOS: 95m <sup>2</sup>

SECLUDED PRIVATE OPEN SPACE  
AREAS WITH A MINIMUM OF 3m  
WIDTH >25m<sup>2</sup>

**WATER TANKS**

SOLAR HOT WATER SYSTEM TO BE INSTALLED, OR A MIN. 2000LT RAINWATER TANK TO BE INSTALLED IN SUCH A WAY TO RECEIVE A MIN. 50m<sup>2</sup> OF ROOF AREA. TANKS TO BE PROVIDED WITH AN AUTOMATIC OR MANUAL INTERCHANGE DEVICE TO PROVIDE A CONTINUAL SUPPLY OF WATER FOR SANITARY FLUSHING OR UPGRADED AS PER ENGINEER'S DRAINAGE DESIGN.  
EXAMPLE TANK:



LENGTH: 2000mm  
WIDTH: 620mm  
HEIGHT: 2170mm

**LANDZ SURVEYING**

FEATURE SURVEY OF PLAN OF LOT 52 LP 30002 No. 11 HAWKER STREET MOE VIC 3825 LEVELS ARE TO AN ARBITRARY DATUM CONTOUR INTERVAL 0.2 METRES JOB NUMBER: 00733

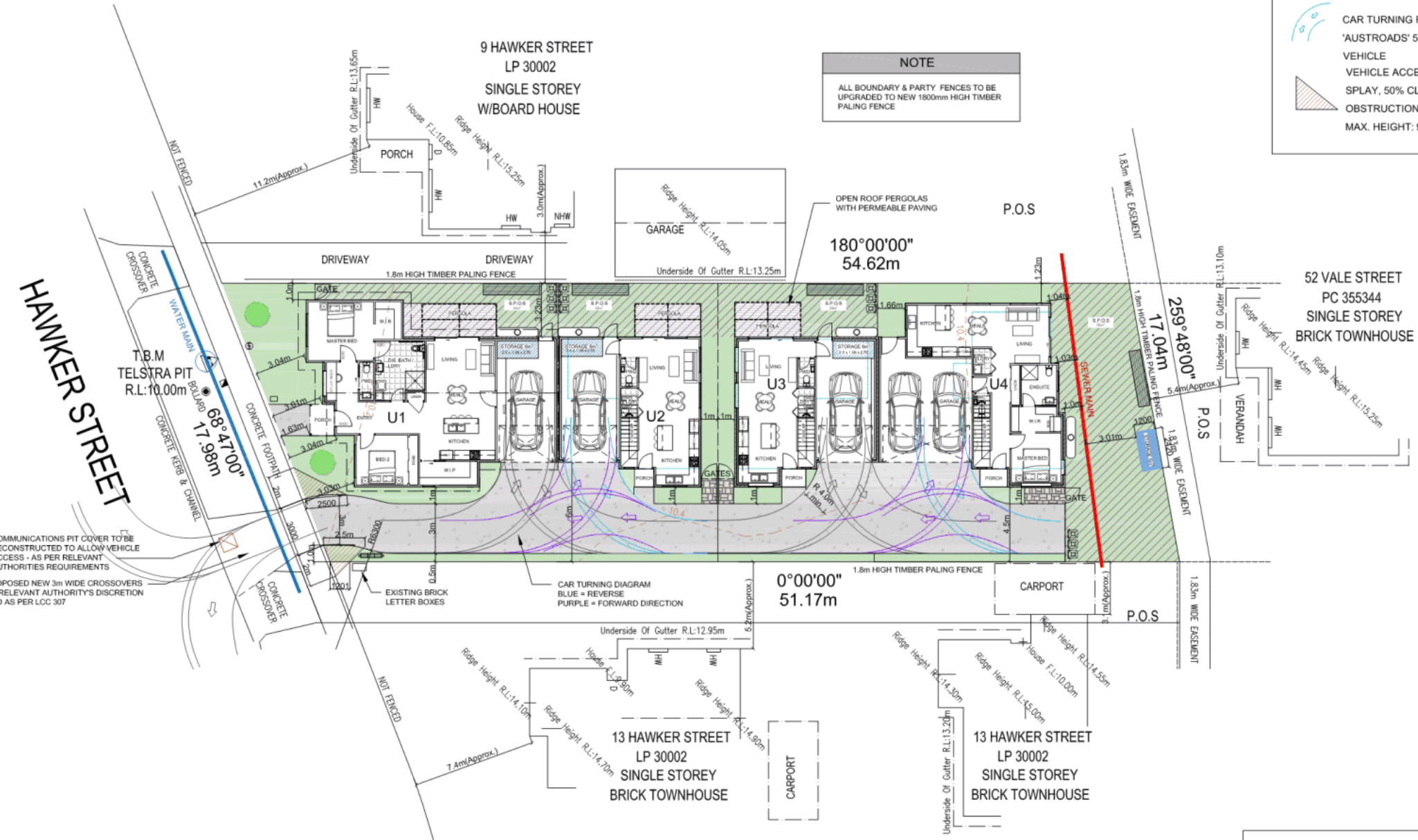
- Temporary Bench Mark
- Electricity pit
- Water Hydrant
- Stop Valve
- Communications Pit
- Fence
- Water/Gas marker
- Junction Pit
- Side Entry Pit
- Gas Meter
- Water Meter
- Property Inlet
- Peg
- Powerlines

**LEGEND**

- PROPOSED DWELLING
- POS/SPOS
- PERMEABLE PAVING ON SAND BASE
- CONCRETE DRIVEWAY
- GARDEN SHED/STORAGE MIN. 6m<sup>3</sup>
- TIMBER PALING FENCE
- CLOTHES LINE
- WATER TANK & SERVICES
- PROPOSED CANOPY TREE (at least 2m high when planted)
- EXISTING VEGETATION
- BIN LOCATION
- MULTI-UNIT LETTERBOX UNIT
- SECLUDED PRIVATE OPEN SPACE
- S.P.O.S.
- CAR TURNING RADIUS AS PER 'AUSTRADS' 5.2m PASSENGER VEHICLE
- VEHICLE ACCESSWAY CORNER SPLAY, 50% CLEAR OF VISUAL OBSTRUCTIONS, VEGETATION MAX. HEIGHT: 900mm

**NOTE**  
FINISH SURFACE AND FLOOR LEVELS TO BE CONFIRMED BY DRAINAGE ENGINEER

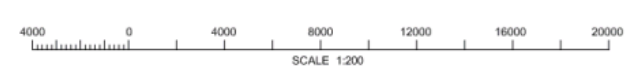
**NOTE**  
ALL BOUNDARY & PARTY FENCES TO BE UPGRADED TO NEW 1800mm HIGH TIMBER PALING FENCE



**PROPOSED SITE PLAN  
GROUND FLOOR**

**LVD** Latrobe Valley Drafting  
SHOP 6, 17 MOORE STREET  
MOE VIC 3825  
P.O. BOX 988, MOE VIC 3825  
PH: 051 4128 2411  
EMAIL: info@latrobedrafting.com.au  
WEB: www.latrobedrafting.com.au  
D.P.A. 23626

**Design Matters**  
CONSULTANTS



REV #	DESCRIPTION	DATE
P2	ISSUED FOR PLANNING APPROVAL	15/06/2021
P1	ISSUED FOR PLANNING APPROVAL	12/05/21

**FOR PLANNING**

PROJECT: PROPOSED UNIT DEVELOPMENT  
ADDRESS: 11 HAWKER STREET, MOE  
CLIENT: E2E GROWTH CONSULTANTS

SCALE: 1:200  
DRG NO: Lv4172-004a  
REV: P2



DEVELOPMENT SUMMARY

Table with 2 columns: Description and Value. Includes STREET SETBACK (3.0 METRES), SITE AREA (887m2), and breakdown by unit (1-4).

Table with 2 columns: Description and Value. Includes CONCRETE COVERAGE for each unit and common area.

PERMEABILITY

Table with 2 columns: Description and Value. Includes PERMEABILITY AREA and PERMEABLE SITE COVERAGE for each unit.

Table with 2 columns: Description and Value. Includes GARDEN AREA and compliance information.

Table with 2 columns: Description and Value. Includes PRIVATE OPEN SPACE for each unit.

SECLUDED PRIVATE OPEN SPACE AREAS WITH A MINIMUM OF 3m WIDTH >25m2

WATER TANKS section with text describing solar hot water system requirements and an example tank image.

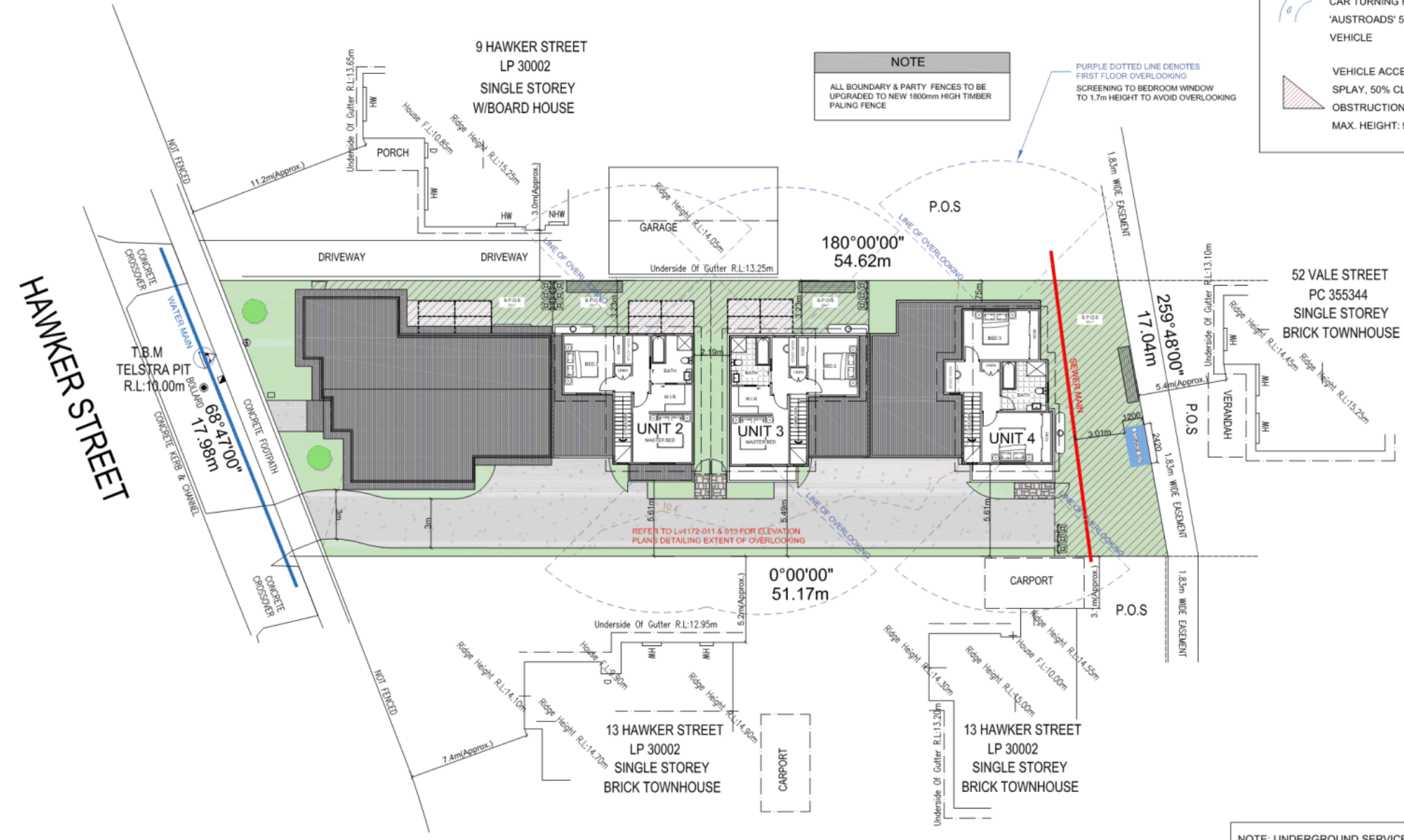
LANDZ SURVEYING section with symbols for Temporary Bench Mark, Electricity pit, Water Hydrant, etc.

LEGEND section with symbols for PROPOSED DWELLING, PERMEABLE PAVING, CONCRETE DRIVEWAY, etc.

NOTE: FINISH SURFACE AND FLOOR LEVELS TO BE CONFIRMED BY DRAINAGE ENGINEER

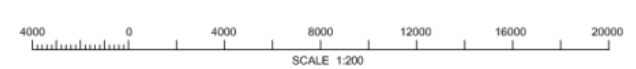
NOTE: ALL BOUNDARY & PARTY FENCES TO BE UPGRADED TO NEW 1800mm HIGH TIMBER PALING FENCE

PURPLE DOTTED LINE DENOTES FIRST FLOOR OVERLOOKING SCREENING TO BEDROOM WINDOW TO 1.7m HEIGHT TO AVOID OVERLOOKING



PROPOSED SITE PLAN FIRST FLOOR

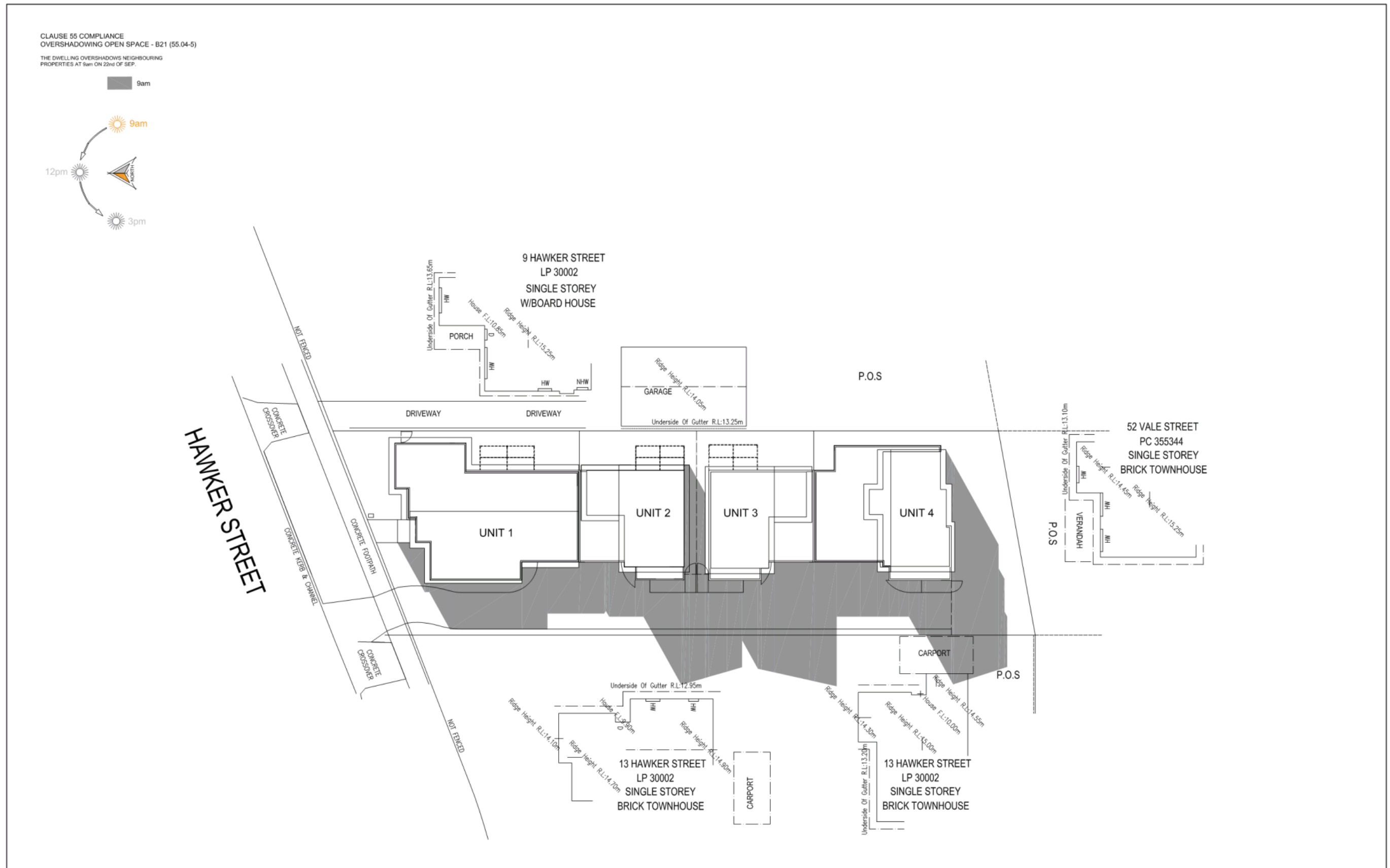
Logos for LVD Drafting and Design Matters.



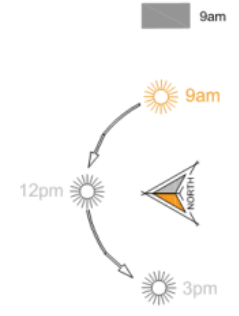
Revision table with columns: REV #, DESCRIPTION, DATE.

FOR PLANNING and SITE PLAN (1st FLOOR) information including project details, scale, and revision numbers.

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

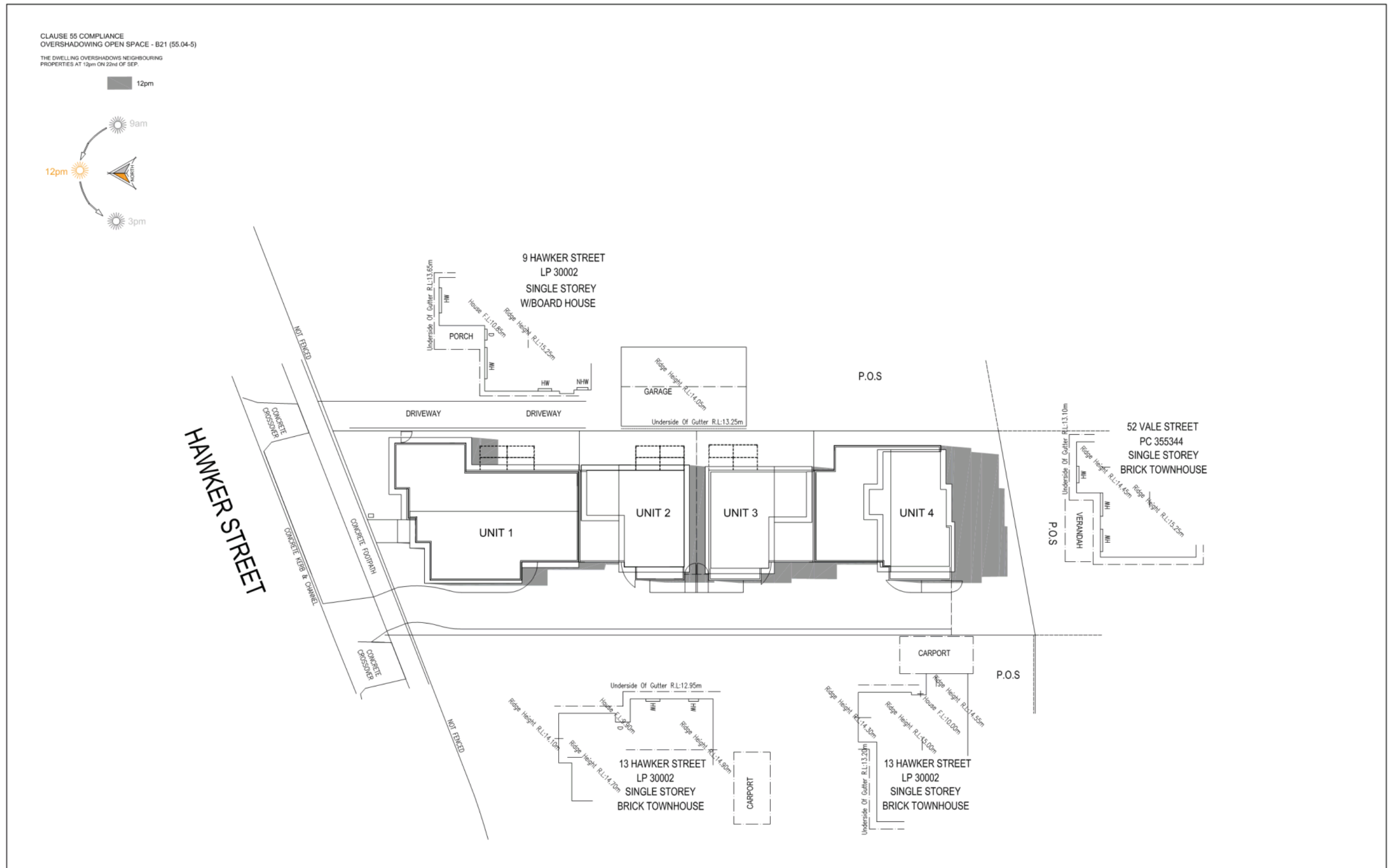


CLAUSE 55 COMPLIANCE  
OVERSHADOWING OPEN SPACE - B21 (55.04-5)  
THE DWELLING OVERSHADOWS NEIGHBOURING PROPERTIES AT 9am ON 22nd OF SEP.

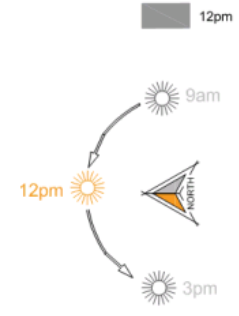


OVERSHADOWING PLAN - 9am

<p>Latrobe Valley DRAFTING</p> <p>SHOP 6, 17 MOORE STREET MOE VIC 3620 P: 03 5326 8888 M: 03 5326 3525 F: 03 5326 2431 EMAIL: info@lvdrafting.com.au WEB: www.lvdrafting.com.au D.P.A. 03620</p>	<p>Design Matters</p>	<p>SCALE 1:200</p>	<p><b>FOR PLANNING</b></p>		<p><b>OVERSHADOWING PLAN</b></p>											
			<table border="1"> <tr> <th>REV #</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> <tr> <td>P2</td> <td>ISSUED FOR PLANNING APPROVAL</td> <td>15/06/2021</td> </tr> <tr> <td>P1</td> <td>ISSUED FOR PLANNING APPROVAL</td> <td>12/05/21</td> </tr> </table>	REV #		DESCRIPTION	DATE	P2	ISSUED FOR PLANNING APPROVAL	15/06/2021	P1	ISSUED FOR PLANNING APPROVAL	12/05/21	<table border="1"> <tr> <td>PROJECT:</td> <td>PROPOSED UNIT DEVELOPMENT</td> </tr> <tr> <td>ADDRESS:</td> <td>11 HAWKER STREET, MOE</td> </tr> <tr> <td>CLIENT:</td> <td>E2E GROWTH CONSULTANTS</td> </tr> </table>	PROJECT:	PROPOSED UNIT DEVELOPMENT
REV #	DESCRIPTION	DATE														
P2	ISSUED FOR PLANNING APPROVAL	15/06/2021														
P1	ISSUED FOR PLANNING APPROVAL	12/05/21														
PROJECT:	PROPOSED UNIT DEVELOPMENT															
ADDRESS:	11 HAWKER STREET, MOE															
CLIENT:	E2E GROWTH CONSULTANTS															

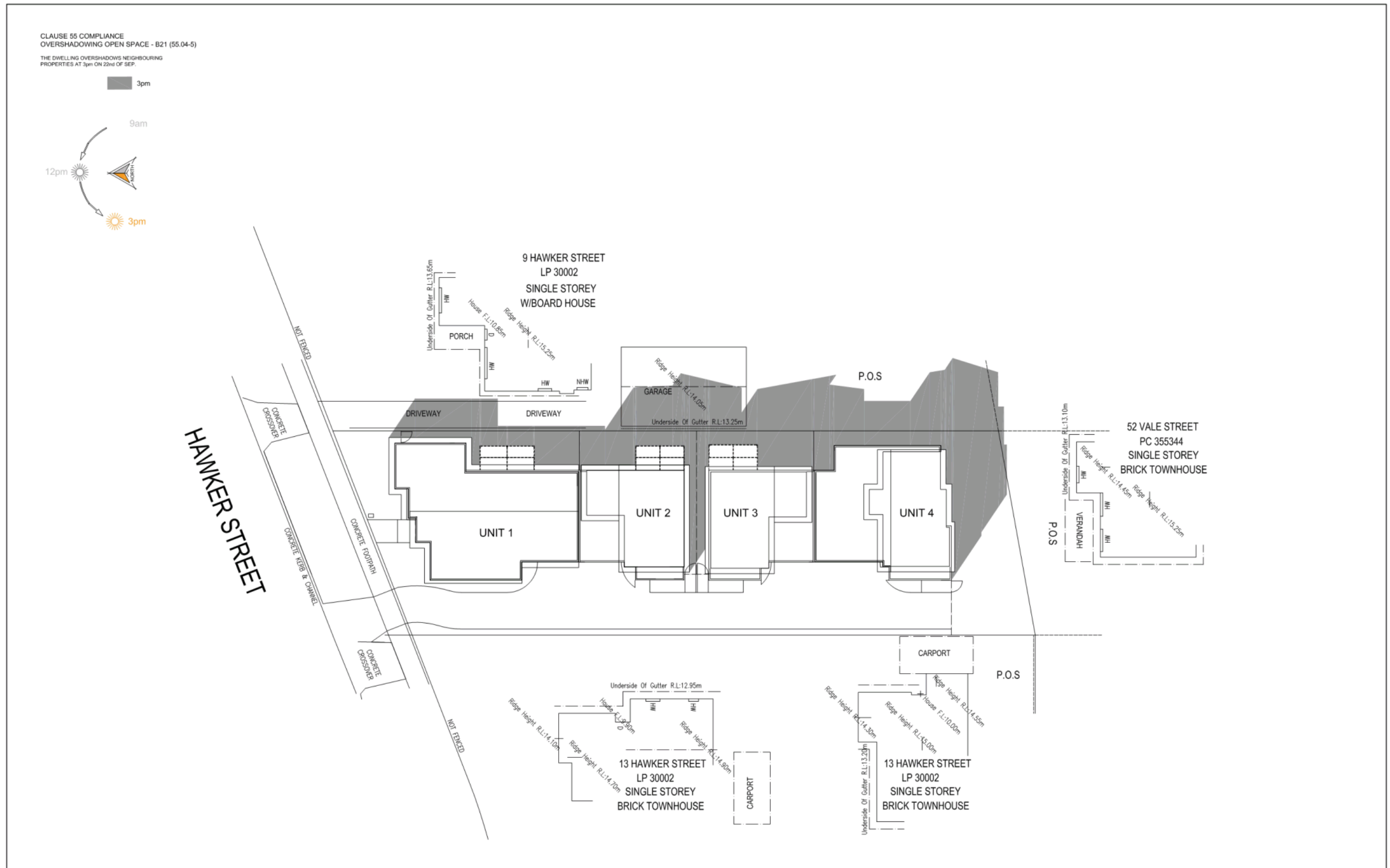


CLAUSE 55 COMPLIANCE  
OVERSHADOWING OPEN SPACE - B21 (55.04-5)  
THE DWELLING OVERSHADOWS NEIGHBOURING  
PROPERTIES AT 12pm ON 22nd OF SEP.



OVERSHADOWING PLAN - 12pm

<p>Latrobe Valley DRAFTING</p>	<p>Design Matters</p>	<p>SCALE 1:200</p>	<p><b>FOR PLANNING</b></p>			<p><b>OVERSHADOWING PLAN</b></p>	
			<p>SHOP 6, 17 MOORE STREET MOE VIC 3620 P.O. BOX 988, MOE VIC 3620 PH: 051 4128 2411 EMAIL: info@lvdrafting.com.au WEB: www.lvdrafting.com.au D.P.A. 03628</p>	<p>PROJECT: PROPOSED UNIT DEVELOPMENT ADDRESS: 11 HAWKER STREET, MOE CLIENT: E2E GROWTH CONSULTANTS</p>		<p>DATE: 15/06/2021</p>	<p>DATE: 12/05/21</p>
<p>REV # DESCRIPTION</p>		<p>DATE</p>		<p>DO NOT SCALE A2 SIZE SHEET</p>		<p>SCALE: 1:200</p>	
<p>P2 ISSUED FOR PLANNING APPROVAL</p>		<p>15/06/2021</p>		<p>DO NOT SCALE A2 SIZE SHEET</p>		<p>SCALE: 1:200</p>	
<p>P1 ISSUED FOR PLANNING APPROVAL</p>		<p>12/05/21</p>		<p>DO NOT SCALE A2 SIZE SHEET</p>		<p>SCALE: 1:200</p>	

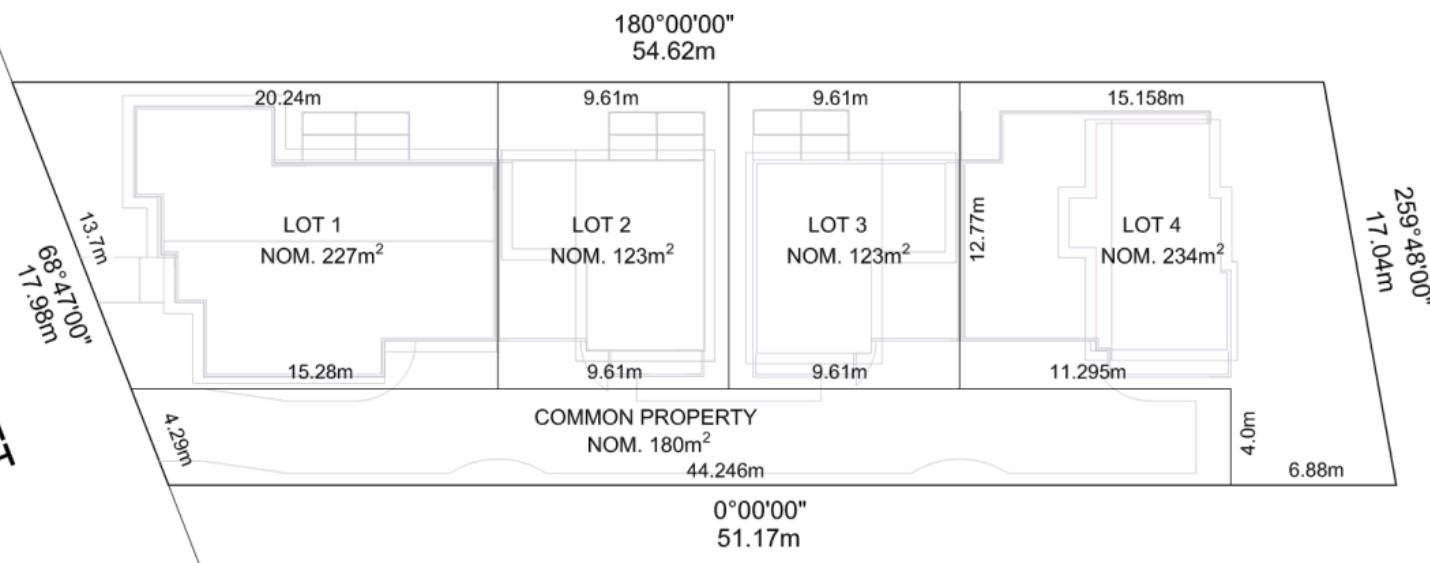


OVERSHADOWING PLAN - 3pm

<p><b>Latrobe Valley DRAFTING</b></p> <p>SHOP 6, 17 MOORE STREET MOE VIC 3620 P: 03 5066 9888 MOE VIC 3620 PH: 051 4128 2411 EMAIL: info@lvdrafting.com.au WEB: www.lvdrafting.com.au D.P.A. 03620</p>	<p><b>Design Matters</b></p> <p>CONSULTANTS</p>	<p>4000 0 4000 8000 12000 16000 20000</p> <p>SCALE 1:200</p>	<p><b>FOR PLANNING</b></p>		<p><b>OVERSHADOWING PLAN</b></p> <p>PROJECT: PROPOSED UNIT DEVELOPMENT ADDRESS: 11 HAWKER STREET, MOE CLIENT: E2E GROWTH CONSULTANTS</p>																
			<table border="1"> <tr> <th>REV #</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> <tr> <td>P2</td> <td>ISSUED FOR PLANNING APPROVAL</td> <td>15/06/2021</td> </tr> <tr> <td>P1</td> <td>ISSUED FOR PLANNING APPROVAL</td> <td>12/05/21</td> </tr> </table>	REV #		DESCRIPTION	DATE	P2	ISSUED FOR PLANNING APPROVAL	15/06/2021	P1	ISSUED FOR PLANNING APPROVAL	12/05/21	<table border="1"> <tr> <td>DATE</td> <td>15/06/2021</td> </tr> <tr> <td>CHECKED</td> <td>S. ABBOTT</td> </tr> <tr> <td>DRAWN</td> <td>R. GAMBELL</td> </tr> <tr> <td>DATE</td> <td>06/05/2021</td> </tr> <tr> <td>SHEET No.</td> <td>8 of 10</td> </tr> </table>	DATE	15/06/2021	CHECKED	S. ABBOTT	DRAWN	R. GAMBELL	DATE
REV #	DESCRIPTION	DATE																			
P2	ISSUED FOR PLANNING APPROVAL	15/06/2021																			
P1	ISSUED FOR PLANNING APPROVAL	12/05/21																			
DATE	15/06/2021																				
CHECKED	S. ABBOTT																				
DRAWN	R. GAMBELL																				
DATE	06/05/2021																				
SHEET No.	8 of 10																				


**NOTE**  
TITLE BOUNDARIES TO BE CONFIRMED  
BY A LICENCED SURVEYOR

HAWKER STREET



LOT SIZES	
LOT 1	NOM. 227m <sup>2</sup>
LOT 2	NOM. 123m <sup>2</sup>
LOT 3	NOM. 123m <sup>2</sup>
LOT 4	NOM. 234m <sup>2</sup>
COMMON AREA	NOM. 180m <sup>2</sup>
<b>TOTAL</b>	<b>887m<sup>2</sup></b>

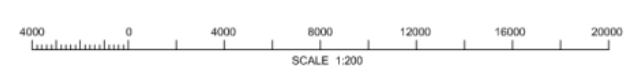
NOTE: UNDERGROUND SERVICES MAY NOT BE SHOWN OR BE ACCURATE. ALWAYS CONSULT 'DIAL BEFORE YOU DIG' PRIOR TO ANY EXCAVATION WORKS



**LVD**  
Latrobe Valley DRAFTING

SHOP 6, 17 MOORE STREET  
MOE VIC 3668  
P.O. BOX 986, MOE VIC 3668  
PH: 051 812 2421  
EMAIL: admin@latrobedrafting.com.au  
WEB: www.latrobedrafting.com.au  
S.P.A. 0 2036

**Design Matters**  
CONSULTANTS



REV #	DESCRIPTION	DATE
P1	ISSUED FOR PLANNING APPROVAL	12/05/21

**FOR PLANNING**

PROJECT: PROPOSED UNIT DEVELOPMENT  
ADDRESS: 11 HAWKER STREET, MOE  
CLIENT: E2E GROWTH CONSULTANTS

SCALE: 1:200

DRG. NO. Lv4172-006

REV. P1


**LIGHTING**

OUTDOOR BOLLARD STYLE LIGHTING & FLOODLIGHT STYLE LIGHTING TO COMMON AREAS




**FENCING**

ALL PROPOSED FENCES ARE TO BE 1800mm HIGH TIMBER PALING FENCING - SIMILAR TO SHOWN



FENCE EXTENSIONS REQUIRED TO DOTTED GREEN AREA - SIMILAR TO SHOWN



**STANDARD B13 LANDSCAPING**

REQUIREMENT: ONE CANOPY TREE PER 25 SQUARE METRES WITHIN THE FRONT SETBACK GARDEN AREA

FRONT SETBACK GARDEN AREA: 55m<sup>2</sup>

TREES REQUIRED: 2.2 TREES

PROPOSED TREES ON SITE: 4 TREES

EXISTING TREES: 0 TREES

**SITE ANALYSIS**

SITE TOTAL AREA: 887m<sup>2</sup>

TOTAL SITE COVERAGE: 379.87m<sup>2</sup>

CONCRETE AREA: 179.95m<sup>2</sup>

PERMEABLE AREA: 367.13m<sup>2</sup>

**WATER TANKS**

SOLAR HOT WATER SYSTEM TO BE INSTALLED, OR A MIN. 2000L RAINWATER TANK TO BE INSTALLED IN SUCH A WAY TO RECEIVE A MIN. 50m<sup>2</sup> OF ROOF AREA. TANKS TO BE PROVIDED WITH AN AUTOMATIC OR MANUAL INTERCHANGE DEVICE TO PROVIDE A CONTINUAL SUPPLY OF WATER FOR SANITARY FLUSHING OR UPGRADED AS PER ENGINEER'S DRAINAGE DESIGN. EXAMPLE TANK:

LENGTH: 2000mm  
WIDTH: 620mm  
HEIGHT: 2170mm



**GARDEN AREA**

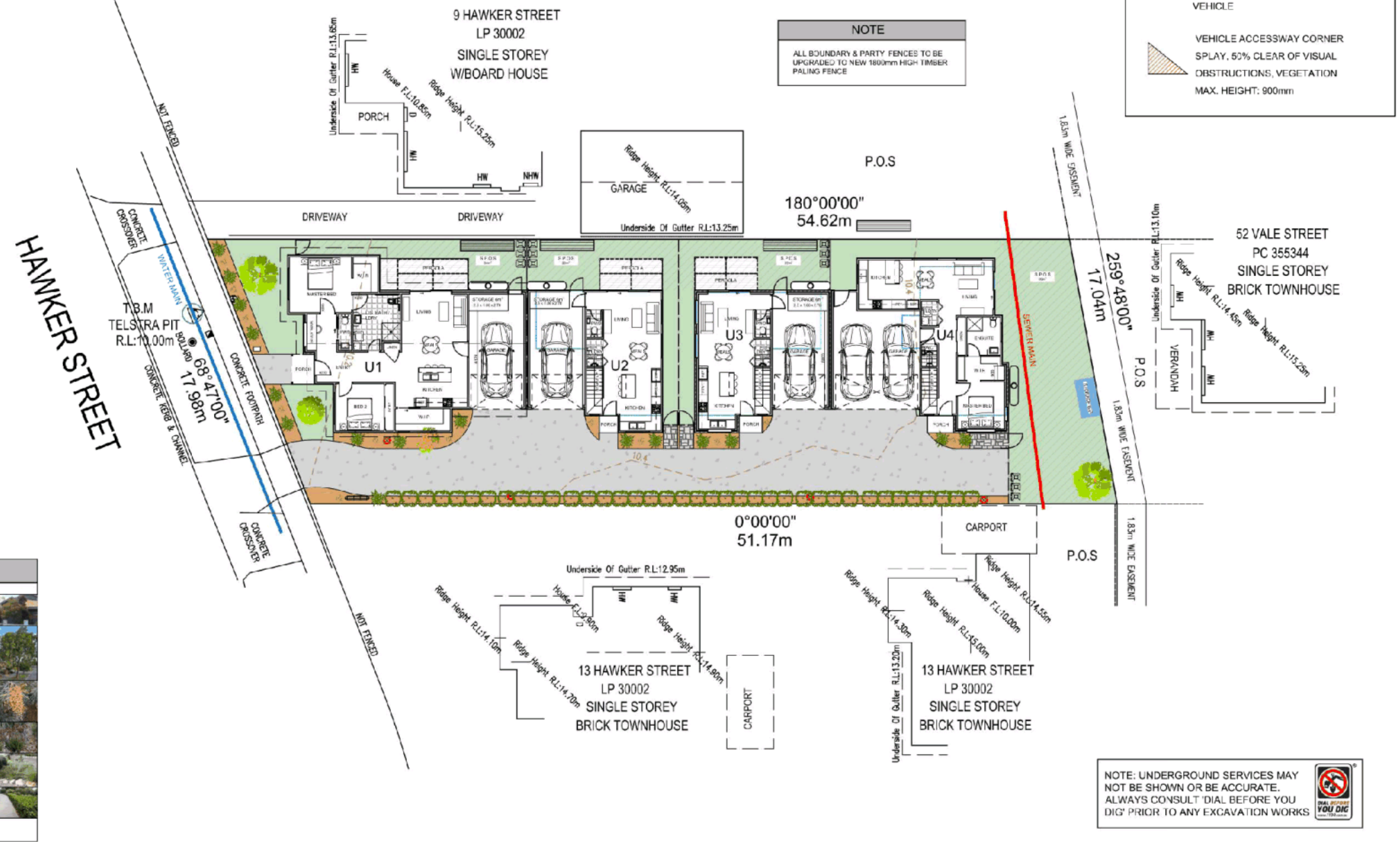
TOTAL GARDEN AREA: 327.13m<sup>2</sup> (MIN 35%)

NOM. 37%

**PLANT SCHEDULE**

BOTANICAL NAME	COMMON NAME	INSTALLATION SIZE	MATURE SIZE	QUANTITY
INDIGENOUS CANOPY TREE <i>Corymbia tofaleia</i>	Summer Red Flowering Gum	1.5m	4-6m(H) x 3m(W)	1
INDIGENOUS CANOPY TREE <i>Acacia implexa</i>	Lightwood	2m	8m(H) x 7m(W)	2
INDIGENOUS SHRUB <i>Grewia Superb</i>	Grewia Superb	35mm	1.1-1.5m(H) x 1-1.5m(W)	3
INDIGENOUS SHRUB <i>Kangaroo Paw</i>	Kangaroo Paw	6" pot	0.5m(H) x 0.5m(W)	12
INDIGENOUS GRASS <i>Lomaxia Australis</i>	Mid Reed	8" pot	0.5m(H) x 0.6m(W)	15
INDIGENOUS SHRUB <i>Allym Midge</i>	Allym Midge	140mm OR 200mm	0.5m-1m(H) x 0.5m-1m(W)	33

\*for similar if cannot be sourced or is not appropriate for location.



**NOTE**

FINISH SURFACE AND FLOOR LEVELS TO BE CONFIRMED BY DRAINAGE ENGINEER


**NOTE**

ALL BOUNDARY & PARTY FENCES TO BE UPGRADED TO NEW 1800mm HIGH TIMBER PALING FENCE

**LEGEND**

- PROPOSED DWELLING
- POS/SPOS
- PERMEABLE PAVING ON SAND BASE
- CONCRETE DRIVEWAY
- GARDEN SHED/STORAGE MIN. 6m<sup>2</sup>
- TIMBER PALING FENCE
- CLOTHES LINE
- WATER TANK & SERVICES
- PROPOSED CANOPY TREE
- EXISTING VEGETATION
- BIN LOCATION
- MULTI-UNIT LETTERBOX UNIT
- SECLUDED PRIVATE OPEN SPACE
- CAR TURNING RADII AS PER 'AUSTRROADS' 5.2m PASSENGER VEHICLE
- VEHICLE ACCESSWAY CORNER SPLAY, 50% CLEAR OF VISUAL OBSTRUCTIONS, VEGETATION MAX. HEIGHT: 900mm

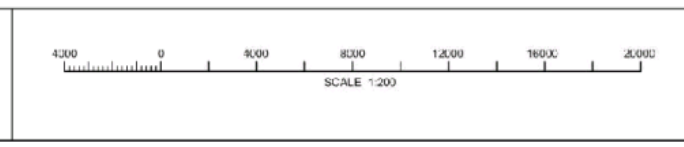
NOTE: UNDERGROUND SERVICES MAY NOT BE SHOWN OR BE ACCURATE. ALWAYS CONSULT 'DIAL BEFORE YOU DIG' PRIOR TO ANY EXCAVATION WORKS



**LVD** Latrobe Valley Drafting

**Design Matters**

5-10/14, 111 BROADWAY, MOE VIC 3620  
TEL: 03 5211 2211  
FAX: 03 5211 2211  
WWW.LATROBEVALLEYDRAFTING.COM.AU  
ABN: 56 109 092 000 33  
CPA 2/2008



REV #	DESCRIPTION	DATE
P2	ISSUED FOR PLANNING APPROVAL	15/06/2021
P1	ISSUED FOR PLANNING APPROVAL	2/05/21

**FOR PLANNING**

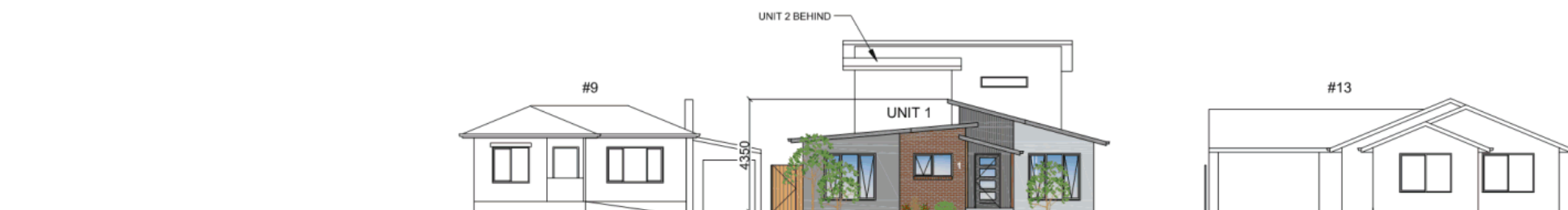
DESIGNER: R. GARDNER  
DATE: 15/06/2021  
CHECKED: S. ARBOTT  
SHEET NO: 30 OF 41

**LANDSCAPING PLAN**

PROJECT: PROPOSED UNIT DEVELOPMENT  
ADDRESS: 11 HAWKER STREET, MOE  
CLIENT: E2E GROWTH CONSULTANTS

DO NOT SCALE  
A2 SIZE SHEET

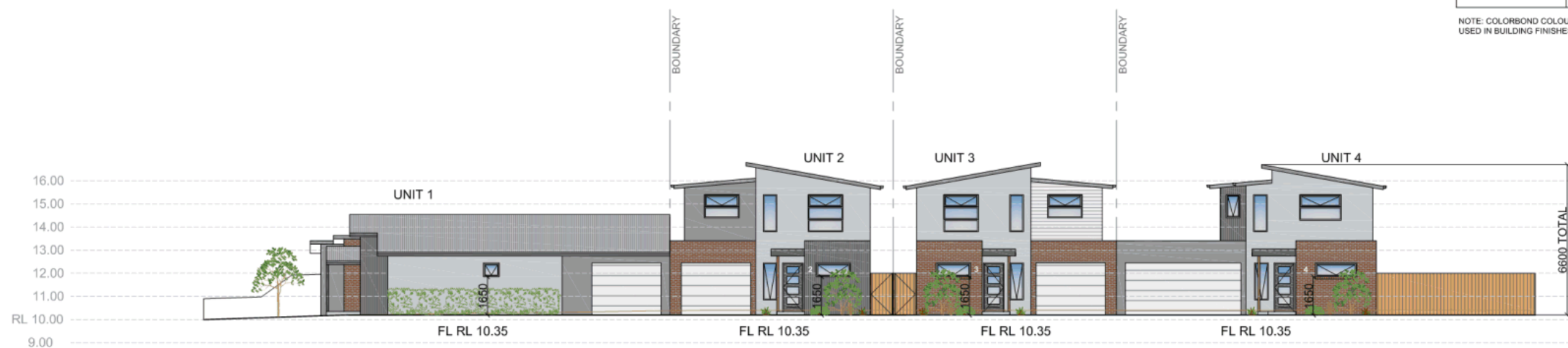
SCALE: 1:200  
DRG NO: Lv4172-007  
REV: P2



PROPOSED HAWKER STREET ELEVATION (NORTH ELEVATION)

COLOUR & MATERIAL LEGEND	
ITEM	MATERIAL/COLOUR
ROOF, GUTTERS, DOWNPIPES	CORRUGATED SHEET METAL ROOFING COLOUR: COLORBOND 'SHALE GREY'
PANEL LIFT DOOR	COLOUR: COLORBOND 'SURFMIST'
BRICK	BRICK VENEER COLOUR: RED-BROWN WITH LIGHT MORTAR
ARCHITECTURAL CLADDING	FIBRE CEMENT CLADDING 'INNOVA NULINE' WEATHERBOARDS COLOUR: 'SURFMIST'
ARCHITECTURAL CLADDING	FIBRE CEMENT CLADDING 'INNOVA DURAGROOVE VERTICAL' COLOUR: 'BASALT' OR SIMILAR
ARCHITECTURAL CLADDING	FIBRE CEMENT CLADDING 'INNOVA DURACOM' COLOUR: 'SURFMIST & WALLABY'
FASCIA/TRIM	COLORBOND/METAL COLOUR: COLORBOND 'WALLABY'
WINDOWS	ALUMINIUM COLOUR: BLACK

NOTE: COLORBOND COLOURS HAVE BEEN USED FOR EASY REFERENCE. COLOURS USED IN BUILDING FINISHES ARE TO BE SIMILAR COLOURS TO THOSE SPECIFIED.



PROPOSED SITE INTERNAL VIEW (WEST ELEVATION)



PROPOSED REAR VIEW (EAST ELEVATION)

LINE OF OVERLOOKING FROM OPEN SPACE INTO P.O.S. (BLOCKED BY FENCE)

**LVD**  
Latrobe Valley DRAFTING

SHOP 6, 17 MOORE STREET  
MOE VIC 3658  
P.O. BOX 586, MOE VIC 3658  
PH: 051 812 2421  
EMAIL: admin@latrobedrafting.com.au  
WEB: www.latrobedrafting.com.au  
S.P.A. 0 2026

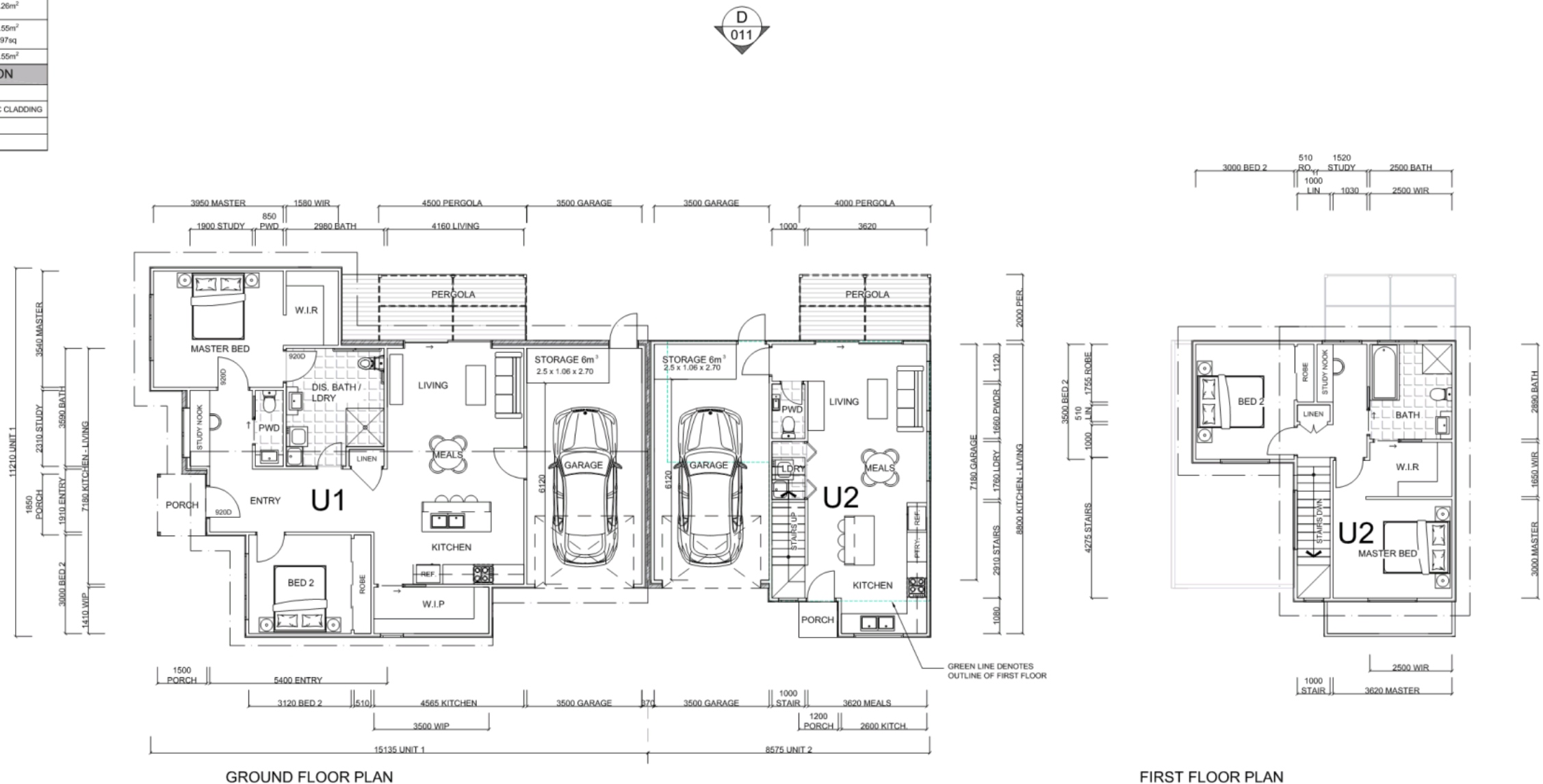
**Design Matters**  
CONSULTANTS

DECLARATION  
I/WE (THE DRAFTER) HEREBY CERTIFY THAT I/WE (THE DRAFTER) ARE A REGISTERED PROFESSIONAL DRAFTER AND I/WE (THE DRAFTER) HAVE THE NECESSARY SKILLS AND EXPERIENCE TO COMPLETE THE WORK SHOWN ON THESE PLANS AND I/WE (THE DRAFTER) ACCEPT FULL RESPONSIBILITY FOR THE ACCURACY AND COMPLETION OF THE WORK SHOWN ON THESE PLANS.

REV #	DESCRIPTION	DATE
P1	ISSUED FOR PLANNING APPROVAL	12/05/21

FOR PLANNING		SITE ELEVATIONS	
DRAWN: N. GAMBETT	PROJECT: PROPOSED UNIT DEVELOPMENT	SCALE: 1:150	DRG. NO. Lv4172-009
DATE: 12/05/21	ADDRESS: 11 HAWKER STREET, MOE		
CHECKED: S. ABBOTT	CLIENT: E2E GROWTH CONSULTANTS		
SHEET NO: 12 OF 18			
DO NOT SCALE			
A2 SIZE SHEET			

UNIT 1 AREA ANALYSIS	
LIVING AREA	99.77m <sup>2</sup>
GARAGE / STORAGE	27.66m <sup>2</sup>
PORCH	2.77m <sup>2</sup>
TOTAL AREA	130.20m <sup>2</sup>
TOTAL SQ	14.00sq
UNIT 2 AREA ANALYSIS	
GROUND LIVING AREA	41.63m <sup>2</sup>
1st FLOOR LIVING AREA	50.00m <sup>2</sup>
GARAGE	27.66m <sup>2</sup>
PORCH	1.26m <sup>2</sup>
TOTAL AREA	120.55m <sup>2</sup>
TOTAL SQ	12.97sq
UNIT 2 FOOTPRINT	70.55m <sup>2</sup>
TYPICAL CONSTRUCTION	
FRAME:	90mm THICKNESS
CLADDING:	BRICK VENEER / BGC CLADDING
EAVES:	450mm EAVES U.N.O
DOORS:	2040x820 U.N.O



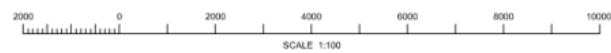
GROUND FLOOR PLAN

FIRST FLOOR PLAN

**DIMENSIONS**  
 DIMENSIONS SHOWN TO FRAME AND/OR BRICKWORK, NOT LININGS. LININGS OMITTED FOR CLARITY. ENSURE TO ADD LINING THICKNESS WHEN DESIGNING CABINETS/JOINERY.

**Latrobe Valley DRAFTING**  
 SHOP 6, 17 MOORE STREET  
 MOE VIC 3658  
 P.O. BOX 986, MOE VIC 3658  
 PH: 052 9126 2421  
 EMAIL: admin@latrobedrafting.com.au  
 WEB: www.latrobedrafting.com.au  
 S.P.A.# 2028

**Design Matters**  
 CONSULTANTS



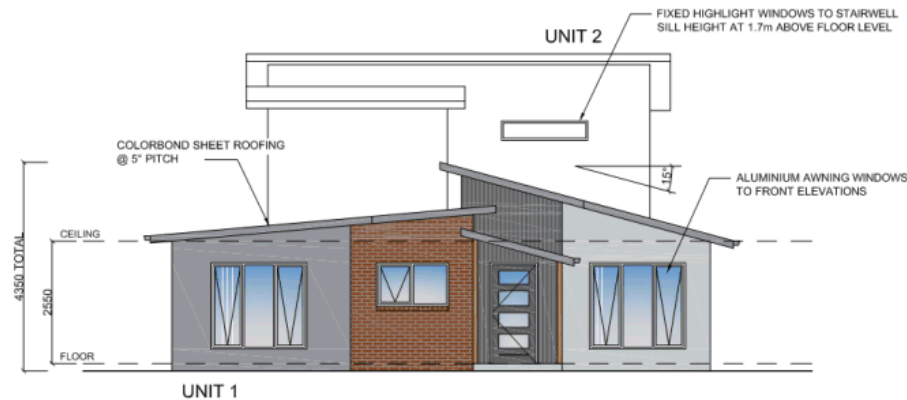
REV #	DESCRIPTION	DATE
P1	ISSUED FOR PLANNING APPROVAL	12/05/21

**FOR PLANNING**

PROJECT: PROPOSED UNIT DEVELOPMENT  
 ADDRESS: 11 HAWKER STREET, MOE  
 CLIENT: E2E GROWTH CONSULTANTS

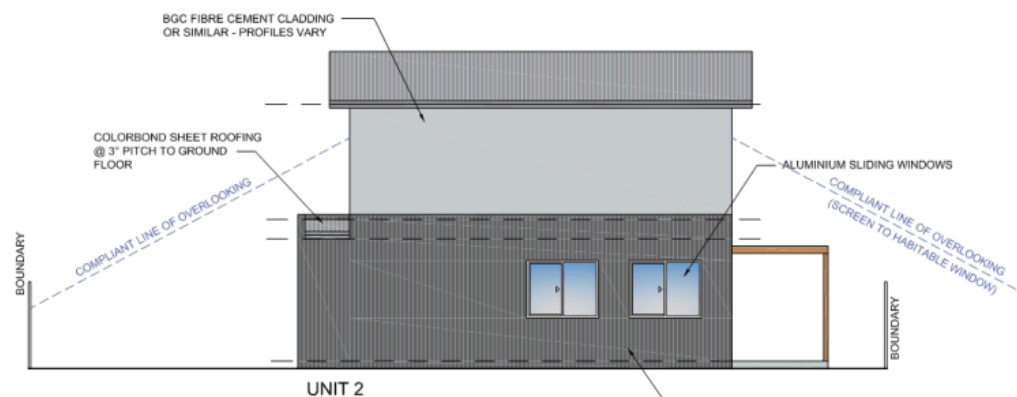
SCALE: 1:100  
 DRS. NO: Lv4172-010  
 REV: P1





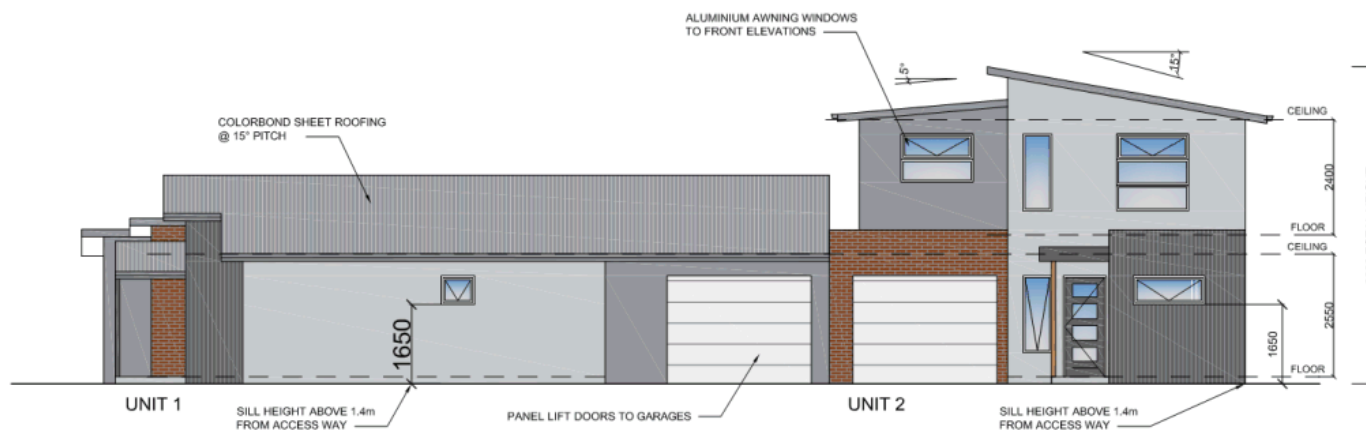
NORTH ELEVATION

A  
010



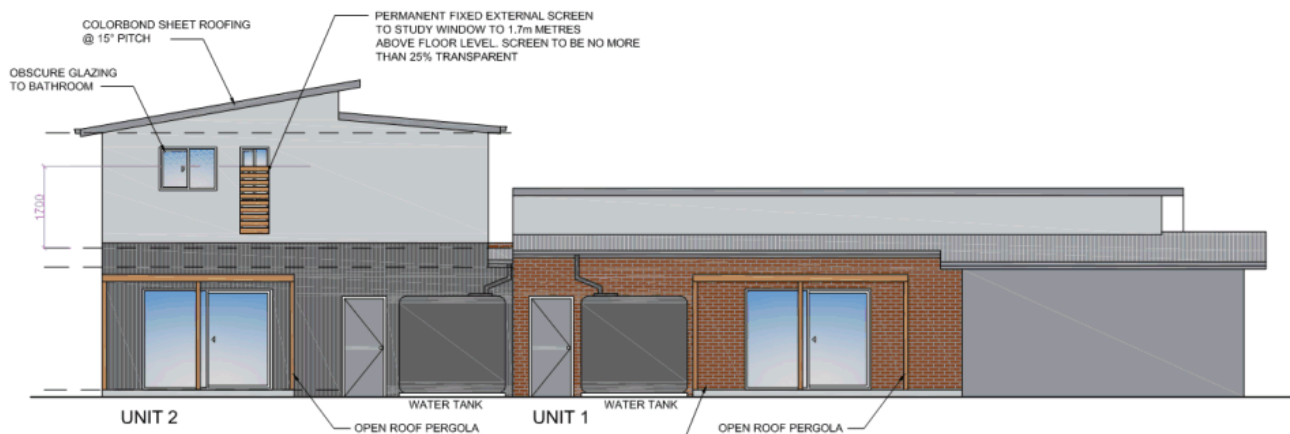
SOUTH ELEVATION

C  
010



WEST ELEVATION

B  
010



EAST ELEVATION

D  
010

**NOTE**  
SITE LEVELS NOT SHOWN ON ALL ELEVATIONS, REFER TO SITE PLAN AND SITE ELEVATIONS

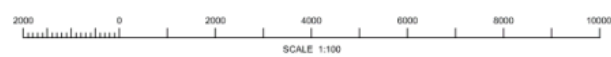
COLOUR & MATERIAL LEGEND	
ITEM	MATERIAL/COLOUR
ROOF, GUTTERS, DOWNPIPES	CORRUGATED SHEET METAL ROOFING COLOUR: COLORBOND 'SHALE GREY'
PANEL LIFT DOOR	COLOUR: COLORBOND 'SURFMIST'
BRICK	BRICK VENEER COLOUR: RED/BROWN WITH LIGHT MORTAR
ARCHITECTURAL CLADDING	FIBRE CEMENT CLADDING 'INNOVA DURAGROOVE VERTICAL' COLOUR: 'BASALT' OR SIMILAR
ARCHITECTURAL CLADDING	FIBRE CEMENT CLADDING 'INNOVA DURACOM' COLOUR: 'SURFMIST & WALLABY'
FASCIA/TRIM	COLORBOND/METAL COLOUR: COLORBOND 'WALLABY'
WINDOWS	ALUMINIUM COLOUR: BLACK

NOTE: COLORBOND COLOURS HAVE BEEN USED FOR EASY REFERENCE. COLOURS USED IN BUILDING FINISHES ARE TO BE SIMILAR COLOURS TO THOSE SPECIFIED.



SHOP 6, 17 MOORE STREET  
MOE VIC 3668  
P 03 5086 9868 M 03 5086 9868  
FAX 03 5086 2421  
EMAIL: admin@latrobedrafting.com.au  
WEB: www.latrobedrafting.com.au  
S.P.A.# 20208

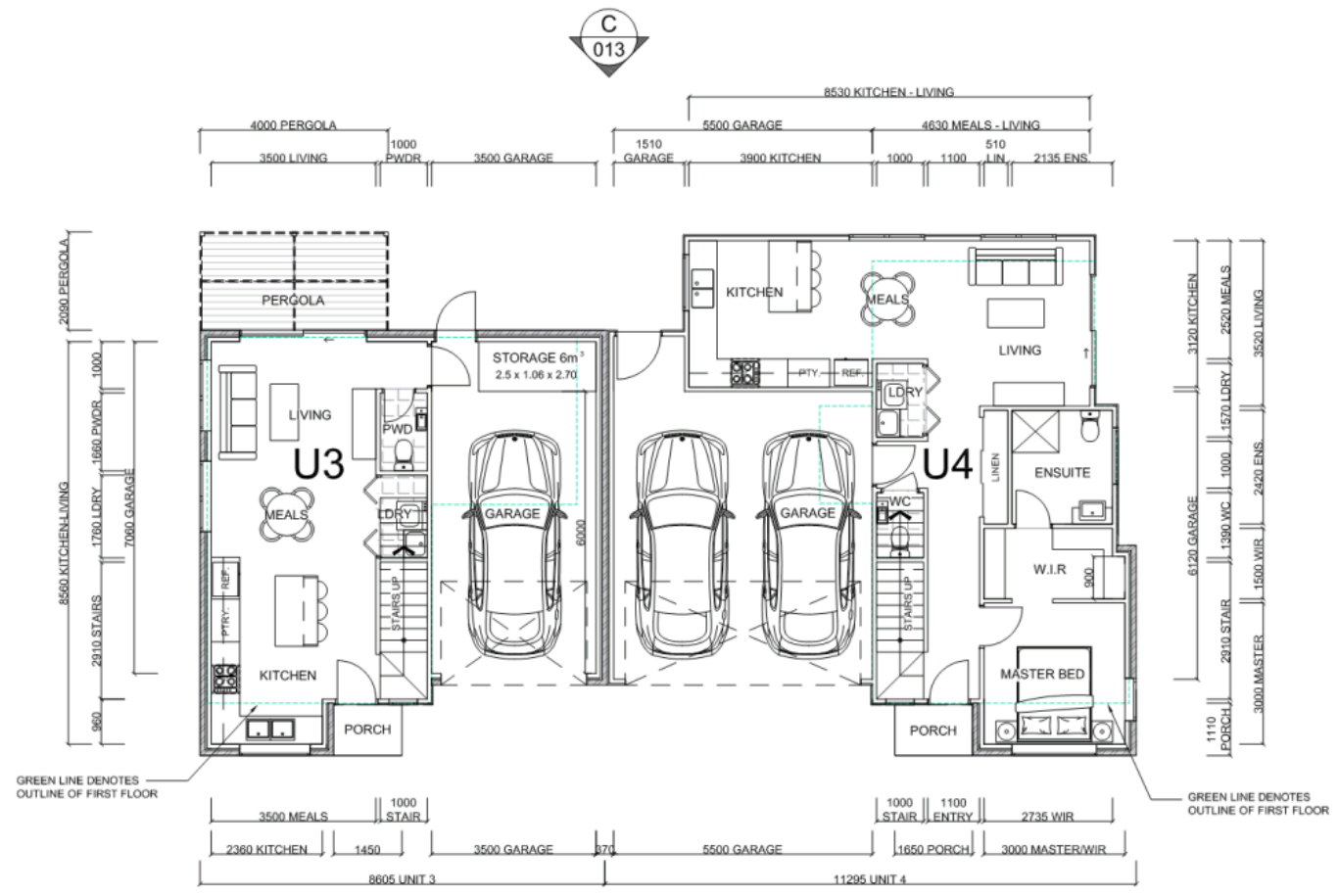
**Design Matters**  
CONSULTANTS



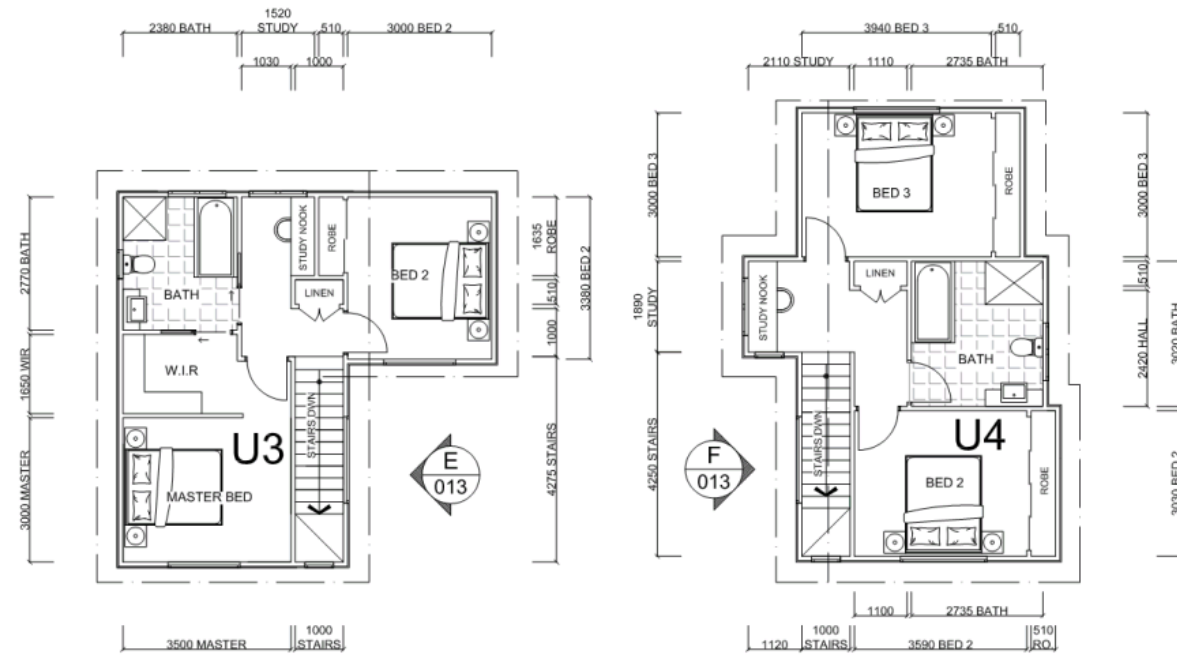
REV #	DESCRIPTION	DATE
P1	ISSUED FOR PLANNING APPROVAL	12/05/21

FOR PLANNING		UNIT 1 & 2 ELEVATIONS	
DRAWN: KS	DATE: 12/05/2021	PROJECT: PROPOSED UNIT DEVELOPMENT	
CHECKED: S. ABBOTT	SHEET No: 14 OF 18	ADDRESS: 11 HAWKER STREET, MOE	
DO NOT SCALE	SCALE: 1:100	CLIENT: E2E GROWTH CONSULTANTS	
A2 SIZE SHEET	SCALE: 1:100	DRG NO: Lv4172-011	REV: P1

UNIT 3 AREA ANALYSIS	
GROUND LIVING AREA	42.17m <sup>2</sup>
1st FLOOR LIVING AREA	49.05m <sup>2</sup>
GARAGE	27.78m <sup>2</sup>
PORCH	1.60m <sup>2</sup>
TOTAL AREA	120.60m <sup>2</sup>
TOTAL SQ	12.98sq
UNIT 3 FOOTPRINT	71.55m <sup>2</sup>
UNIT 4 AREA ANALYSIS	
GROUND LIVING AREA	68.29m <sup>2</sup>
1st FLOOR LIVING AREA	50.58m <sup>2</sup>
GARAGE	37.45m <sup>2</sup>
PORCH	1.83m <sup>2</sup>
TOTAL AREA	158.15m <sup>2</sup>
TOTAL SQ	17.02sq
UNIT 4 FOOTPRINT	107.57m <sup>2</sup>
TYPICAL CONSTRUCTION	
FRAME:	90mm THICKNESS
CLADDING:	BRICK VENEER / BGC CLADDING
EAVES:	450mm EAVES U.N.O
DOORS:	2040x820 U.N.O



GROUND FLOOR PLAN

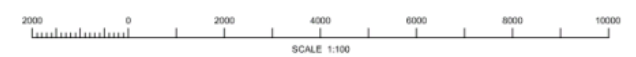


FIRST FLOOR PLAN

**LVD**  
Latrobe Valley DRAFTING

SHOP 6, 17 MOORE STREET  
MOE VIC 3663  
P.O. BOX 986, MOE VIC 3668  
PH: 052 9126 2421  
EMAIL: admin@lvdrafting.com.au  
WEB: www.lvdrafting.com.au  
S.P.A.# 2026

**Design Matters**  
CONSULTANTS



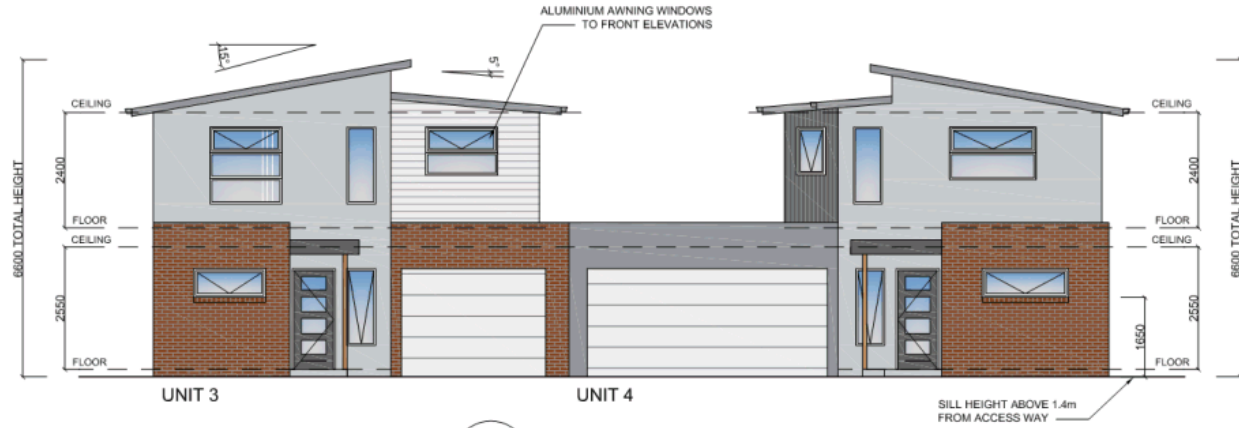
REV #	DESCRIPTION	DATE
P1	ISSUED FOR PLANNING APPROVAL	12/05/21

**FOR PLANNING**

PROJECT: PROPOSED UNIT DEVELOPMENT  
ADDRESS: 11 HAWKER STREET, MOE  
CLIENT: E2E GROWTH CONSULTANTS

SCALE: 1:100  
DRG. NO: Lv4172-012  
REV: P1

**NOTE**  
SITE LEVELS NOT SHOWN ON ALL ELEVATIONS. REFER TO SITE PLAN AND SITE ELEVATIONS



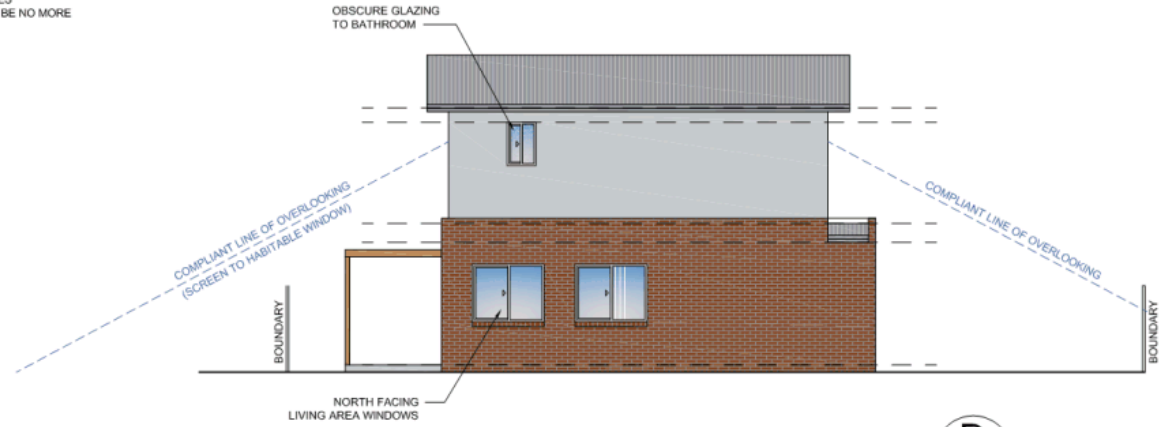
WEST ELEVATION **A**  
012



SOUTH ELEVATION **B**  
012

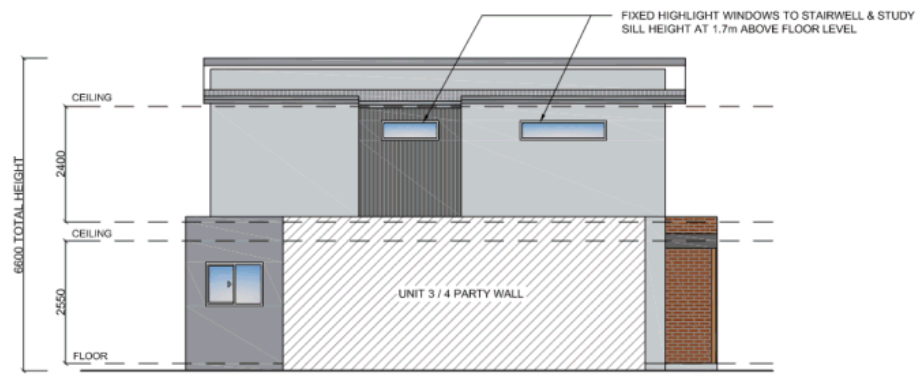
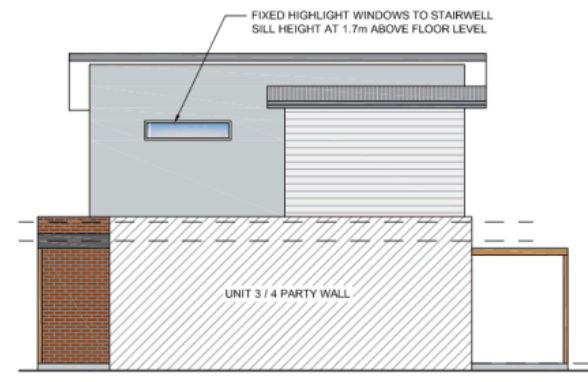


EAST ELEVATION **C**  
012



NORTH ELEVATION **D**  
012

COLOUR & MATERIAL LEGEND	
ITEM	MATERIAL/COLOUR
ROOF, GUTTERS, DOWNPIPES	CORRUGATED SHEET METAL ROOFING COLOUR: COLORBOND 'SHALE GREY'
PANEL LIFT DOOR	COLOUR: COLORBOND 'SURFMIST'
BRICK	BRICK VENEER COLOUR: RED/BROWN WITH LIGHT MORTAR
ARCHITECTURAL CLADDING	FIBRE CEMENT CLADDING 'INNOVA NULINE' WEATHERBOARDS COLOUR: 'SURFMIST'
ARCHITECTURAL CLADDING	FIBRE CEMENT CLADDING 'INNOVA DURAGROOVE VERTICAL' COLOUR: 'BASALT' OR SIMILAR
ARCHITECTURAL CLADDING	FIBRE CEMENT CLADDING 'INNOVA DURACOM' COLOUR: 'SURFMIST & WALLABY'
FASCIA/TRIM	COLORBOND/METAL COLOUR: COLORBOND 'WALLABY'
WINDOWS	ALUMINIUM COLOUR: BLACK



ELEVATION **E**  
012

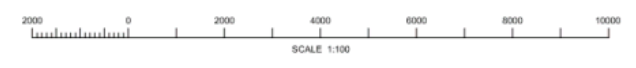
ELEVATION **F**  
012

NOTE: COLORBOND COLOURS HAVE BEEN USED FOR EASY REFERENCE. COLOURS USED IN BUILDING FINISHES ARE TO BE SIMILAR COLOURS TO THOSE SPECIFIED.

**LVD**  
Latrobe Valley DRAFTING

SHOP 6, 17 MOORE STREET  
MOE VIC 3668  
P.O. BOX 986, MOE VIC 3668  
PH: 051 8128 2021  
EMAIL: admin@lvdrafting.com.au  
WEB: www.lvdrafting.com.au  
S.P.A.# 20208

**Design Matters**  
CONSULTANTS



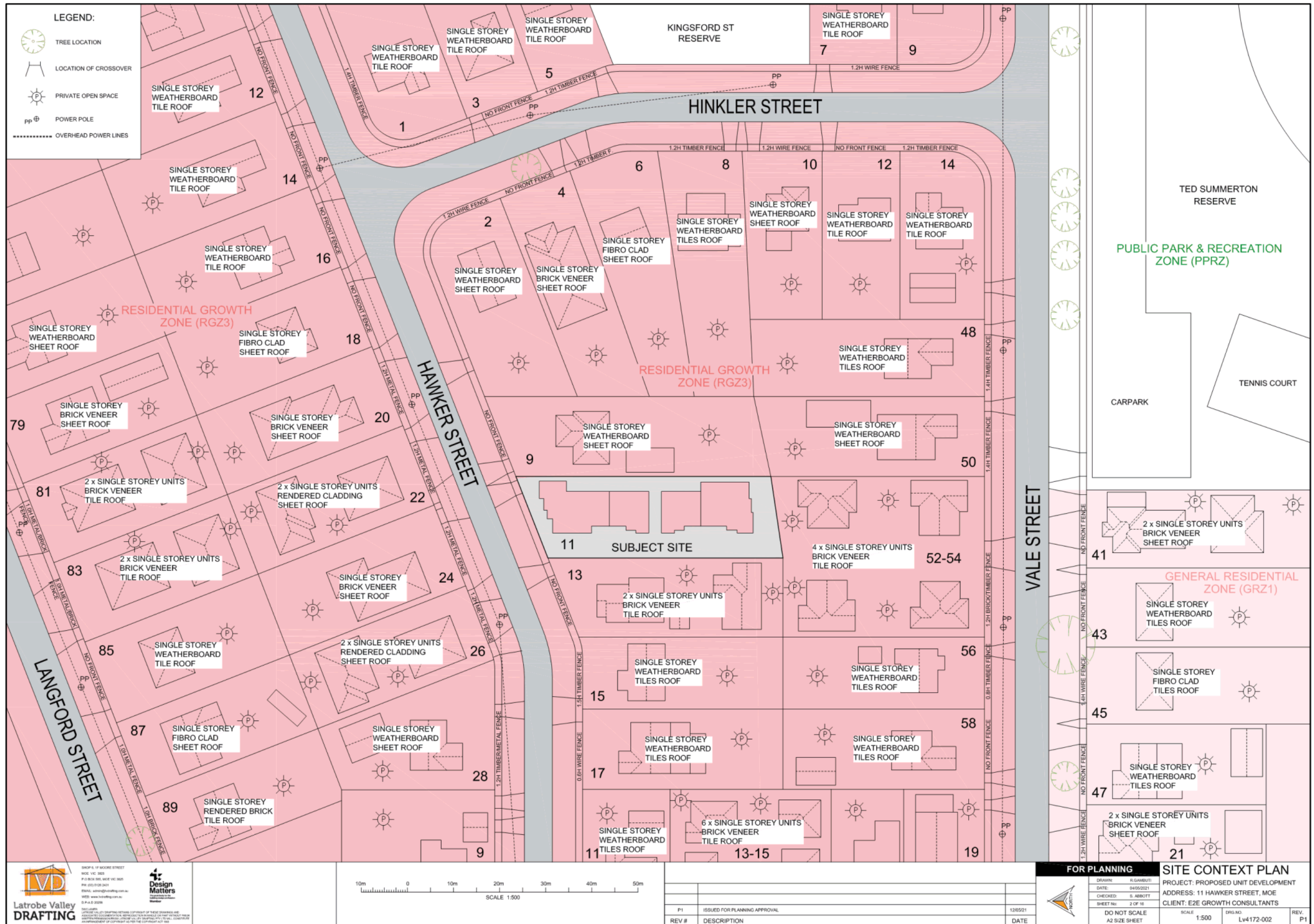
REV #	DESCRIPTION	DATE
P1	ISSUED FOR PLANNING APPROVAL	12/05/21

**FOR PLANNING**

PROJECT: PROPOSED UNIT DEVELOPMENT  
ADDRESS: 11 HAWKER STREET, MOE  
CLIENT: E2E GROWTH CONSULTANTS

SCALE: 1:100      DRG. NO.: Lv4172-013      REV. P1

DO NOT SCALE  
A2 SIZE SHEET







Latrobe City ABN 92 472 314 133  
Phone 1300 367 700  
TTY (NRS) 133 677

PO Box 264 Morwell 3840  
Email [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au)  
[www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
AUSDOC DX2 17733 Morwell

Ref: 2021/149

30 July 2021

Dear

**APPLICATION NO:** 2021/149  
**PROPOSAL:** DEVELOPMENT OF LAND WITH FOUR DWELLINGS ON A LOT AND A FOUR LOT SUBDIVISION OF LAND  
**PROPERTY:** 11 HAWKER STREET, MOE  
**DESCRIPTION:** L 52 LP 30002

I refer to your objection received concerning the above proposal. Please find a response to all objections below to assist in addressing concerns raised regarding the proposal.

**Concern:** *The proposed development does not provide for sufficient car parking and creates a traffic and safety issue within the street.*

**Response:** Please be advised that Clause 52.06 of the Latrobe Planning Scheme sets out the car parking requirements for dwellings. Table 1 to Clause 52.06-5 details that 1 car parking space is required for each two-bedroom dwelling and 2 car parking spaces are required for each three or more bedroom dwelling.

Proposed dwellings 1, 2 and 3 are all two-bedroom dwellings, each of which have been provided with a single car garage of appropriate dimensions. Furthermore, proposed dwelling 4 is a three-bedroom dwelling which has been provided with a double car garage of appropriate dimensions. As a result, the proposed development meets that car parking requirements set out in Clause 52.06 of the planning scheme.

Additionally, the proposal including the provision of the new crossover and access to the proposed dwellings has been considered by Council's Engineering team who have not raised any concerns regarding traffic or safety issues for residents entering and exiting the site.

**Concern:** *The proposal is an overdevelopment of the site.*

**Response:** Please be advised that the subject land is zoned Residential Growth Zone – Schedule 3 (RGZ3) which has a purpose:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide housing at increased densities in buildings up to and including four storey buildings.*

Furthermore, the subject land is identified as being within a 'substantial change' area on the Moe-Newborough Housing Framework Plan. Development within substantial change areas 'encourage multi-level residential development in the form of low scale apartments, townhouses, shop tops and units'.

Given the size and orientation of the subject land, the proposal to develop the land with one single storey dwelling and three double storey dwellings is considered to align the purpose of the zone as well as the relevant policies.

**Concern: *The proposal does not meet the requirements for building height, street setbacks, secluded private open space and does not respect the existing character of the area.***

**Response:** Please be advised that Clause 55 of the Latrobe Planning Scheme sets out standards and objectives in relation to building height, setbacks and character. Further to this, Schedule 3 to the Residential Growth Zone also contains variations to the standards in Clause 55.

#### Character

The local policy for land within a 'substantial change' area (clause 16.01-1L) applies to the subject land and encourages multi-level residential development in the form of low scale apartments, townhouses, shop tops and units. The proposal seeks to develop land within an existing and well-established area of Moe with 4 new dwellings (1 single storey and 3 double storey). It is considered that this level and type of development is supported in substantial change areas.

#### Street setback

Standard B6 states that the required street setback in the RGZ3 is 3 m, as specified in the Schedule to the Zone. The proposed development has a street setback of approx. 3.03 m, which meets this requirement. Furthermore, it is noted that the porch for proposed dwelling 1 encroaches into this setback. However, the encroachment is less than 2.5 metres and will have a height of less than 3.6 m and therefore meets the requirement.

#### Secluded Private Open Space

Each proposed dwelling has been provided with its own secluded private open space of the requisite dimensions located at the side and/or rear of the dwellings with access to northern and eastern light.

#### Building height

The proposal includes the development of four new dwellings with a maximum height of 6.6 metres which is well under the maximum building height of 13.5 metres specified in the schedule to the zone.

Also attached for your completion and return by **Friday 13 August 2021** is a response to advise whether your objection is withdrawn or upheld.

If you require any further information in relation to this matter, please call Siobhan Matthews on 03 5128 5787.

Yours faithfully



Siobhan Matthews  
**Statutory Planner**

Enc.





**Agenda Item: 14.2**

**Agenda Item: Proposed Removal of Vegetation in George Street Moe**

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

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

**Status: For Decision**

**Proposed Resolution:**

**That Council approves the removal of trees as identified in Attachment 3 of this report to facilitate construction of a formal car park in George Street Moe.**

**Executive Summary:**

This report seeks a decision from Council regarding the proposed removal of 11 trees and shrub directly on, and in close proximity to the proposed construction of a car park in George Street Moe.

The car park construction will be delivered by Latrobe City Council on behalf of the State Government under the Regional Car Park Fund (RCPF) Program.

The RCPF is a program that arose from a 2019 State Government election commitment to fund construction of up to 900 car spaces across Latrobe City, nominally Traralgon (500), Morwell (300) and Moe (100).

Following Council endorsement at the 7 June 2021 Ordinary Council Meeting, Latrobe City Council has entered into a funding agreement with the State Government to deliver four car parks across Latrobe City, which includes construction of Site 1 – George Street Moe (Lot 93).

The proposed car park construction involves extending the footprint of the current site in order to meet the nominal car spaces of 100 under the State Government commitment.

With the proposed footprint extended West of the current site, an independent arborist report encompassing assessment of 16 trees has been completed, with two additional trees assessed by Council's Environmental Sustainability Officer, as the scope of the project exceeded the original 16 trees.

Consideration has been given to retaining as much vegetation as possible and the design has been able to work around retaining eight Crepe Myrtle along the footpath of the current car park. The current design identifies the need to remove eleven trees in order to meet the State Government's required yield of 100 car parks for this site.

Five of the eleven trees earmarked for removal are Crimson Bottlebrush, that whilst native, are not indigenous to Victoria and have been assessed as low significance. Latrobe City Council can offset these native trees if removed.

The advice provided by Latrobe City Council's Planning Team and Council's Environmental Sustainability officer is that all trees are planted landscape and exotic species and could be removed under an exemption to the *Clause 52.17 (Native Vegetation) of the Planning and Environment Act*. A planning permit is not required for the removal of these trees due to this exemption.

Following removal of the trees and completion of the car park, landscaping will be carried out with suitable vegetation where required.

### **Background:**

The Regional Car Park Fund (RCPF) is a program that arose from an election promise in 2019 to provide car parking spaces in Gippsland and Ballarat. The program seeks to fund construction of up to 900 car spaces across Latrobe City, nominally Traralgon (500), Morwell (300) and Moe (100).

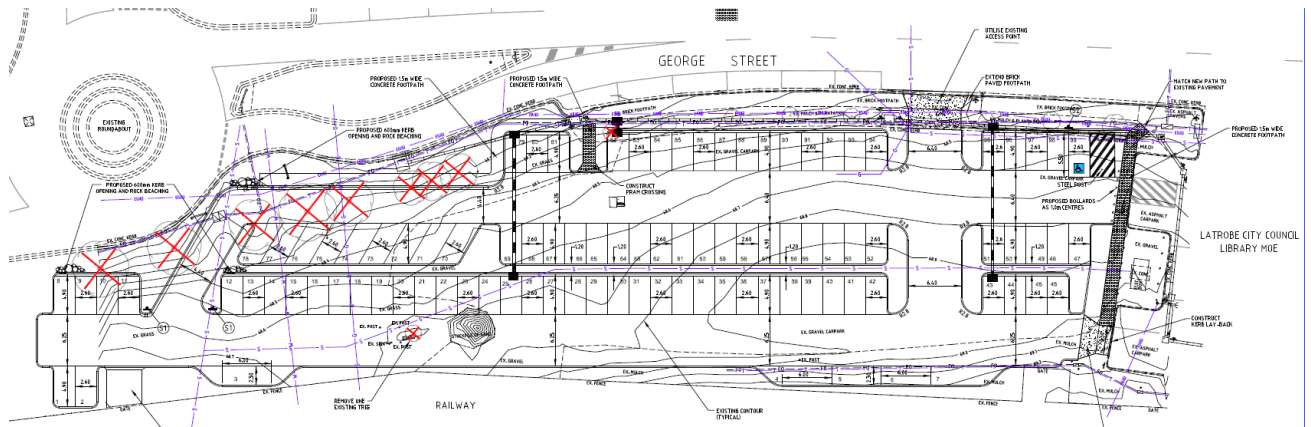
Regional Development Victoria led a consultation process with Council officers, stakeholders and the community which has led to the identification of eight potential sites for construction.

At the 7 June 2021 Ordinary Council Meeting, Council endorsed entering into a funding agreement with the State Government to deliver construction of four car parks within the municipality. One of those sites identified for delivery is Site 1 George Street Moe (Lot 93).

In order to meet the State Government's required yield of 100 car spaces, the current gravel carpark and site footprint needs to be expanded. With the expansion of the car park, a number of trees have subsequently been earmarked for removal.

The preliminary design as shown in Figure 1 below, identifies the expanded car park scope and location of the trees earmarked for removal, of which eight are directly located on the expanded site. Removal of the two most western trees is prudent given their significantly close proximity to the proposed car park and subsequent impact to root zones. It is unlikely that works could be carried out whilst guaranteeing zero impact on the future health of the trees if they were to remain. There is also a significant risk of roots invading the area and damaging the future pavement.

Figure 1 – Car Park Preliminary Design



As part of the site selection and design works, an independent arborist report (Attachment 1) was completed to ascertain the species and status of the trees in question. The report, encompassing assessment of 16 trees has been completed, whilst two trees additional have also been assessed by Latrobe City Council's Environmental Sustainability Officer, as the scope of the project exceeded the original 16 trees.

The report identifies that five of the eleven trees earmarked for removal are Crimson Bottlebrush, that whilst native are not indigenous to Victoria and have been assessed as of low significance. The following is a quote on trees 8-16 from the arborist report (Attachment 1) *"Whilst they would require a longer period of time to re-establish new plantings to similar size, their value is not considered high enough to warrant restrictions within the proposed design"*. The remaining five trees are made up of non-native exotics including Cotoneaster and Purple Leaf Plumb.

Consideration has been given to the retention of as much vegetation as possible and the design incorporates retention of eight Crepe Myrtle trees along the George Street footpath area.

The advice provided by Latrobe City Council's Planning Team and Council's Environmental Sustainability officer is that all trees are planted landscape and exotic species and could be removed under an exemption to the *Clause 52.17 (Native Vegetation) of the Planning and Environment Act*. A planning permit is not required for the removal of these trees due to this exemption. Offsets can be purchased in lieu of the removal of the native vegetation identified and that process will be carried out pending future decision.

Following removal of the trees and completion of the car park, landscaping will be carried out with suitable vegetation where required.

## Issues:

### **Strategy Implications**

This report is consistent with Council Plan Strategic Objective 3: Improve the liveability and connectedness of Latrobe City.

### **Communication**

Regional Development Victoria and Latrobe City Council led the site selection consultation process with neighbouring businesses and community groups.

Communication regarding tree removal with the community will be in accordance with Latrobe City Council's Tree Maintenance Notification Policy.

The following is the pertinent excerpt from the Tree Maintenance Notification Policy:

#### **Category 3 – Significant Tree Works**

Pre-planned removals for inappropriate, hazardous / public safety

*Unless a specific Council resolution is made to the contrary:*

- *Notification by letter to be distributed to affected persons at least four weeks prior to commencement of works explaining the details of the proposed works -*
  1. *Street trees – residents within the block*
  2. *Recreation reserve trees – user groups through the City's recreation unit and residents in close proximity to the trees*
  3. *Parks – residents in close proximity to the trees*
- *Notification in the Councillor bulletin at least four weeks prior to commencement of works*

It should also be noted that as part of the re-engagement plan with businesses and community groups consulted during the site selection phase, tree removal and landscaping will also be discussed.

### **Financial Implications**

Removal of the trees will be financed using budget funded by the State Government.

### **Risk Analysis**

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Service Delivery Risk</b></p> <p>Inability to construct the car park</p> <p>Damage to trees and/or car park during and after construction</p>	<p>Unlikely</p> <p>Possible if not removed</p>	<p>Brief Councillor's and community around removal of trees. Cr's have been provided with an email update regarding RCPF and proposed tree removal.</p> <p>Letter box drop to surrounding businesses, residents and community groups in alignment with Council's Tree</p>

Identified risk	Risk likelihood*	Controls to manage risk
		<p>Maintenance Notification Policy.</p> <p>Assessment of trees.</p> <p>Removal of eleven trees identified.</p>
<p><b>Occupational Health and Safety Risk</b></p> <p>Tree falls on car or road</p>	<p>Unlikely</p>	<p>Removal of eleven trees identified.</p>
<p><b>Reputational Risk</b></p> <p>Receive poor feedback regarding removal of trees</p>	<p>Possible</p>	<p>Brief Councillors and community.</p> <p>Cr's have been provided with an email update previously regarding RCPF and proposed tree removal.</p> <p>Letter box drop to surrounding businesses, residents and community groups in alignment with Council's Tree Maintenance Notification Policy.</p> <p>Offset removal of native vegetation and provide landscaping around area when complete.</p>
<p><b>Legal/Regulatory Risk</b></p> <p>Inappropriate removal of the trees</p>	<p>Unlikely</p>	<p>Planning advice sought which advises the vegetation can be removed under an exemption, provided offsets are provided for the native vegetation removed</p>

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

### **Community Implications**

Negative community feedback on the removal of trees. As per risk analysis above.

### **Environmental Implications**

Removal of five native Crimson Bottlebrush trees. Offsets will be required, and that process will commence following endorsement of a future Council report. Additional and suitable landscaping will be installed in lieu of the removal of these trees upon completion of the car park construction works.

### **Consultation**

Regional Development Victoria with Latrobe City Council led the site selection consultation process with neighbouring businesses and community groups.

As mentioned above, communication regarding tree removal with the community will be in accordance with Latrobe City Council's Tree Maintenance Notification Policy.

### **Category 3 – Significant Tree Works**

*Pre-planned removals for inappropriate, hazardous / public safety*

*Unless a specific Council resolution is made to the contrary:*

- *Notification by letter to be distributed to affected persons at least four weeks prior to commencement of works explaining the details of the proposed works -*
  4. *Street trees – residents within the block*
  5. *Recreation reserve trees – user groups through the City's recreation unit and residents in close proximity to the trees*
  6. *Parks – residents in close proximity to the trees*
- *Notification in the Councillor bulletin at least four weeks prior to commencement of works*

Officers are also re-engaging with key community groups in Moe that were involved previously, of which tree removal will be discussed in a project update. Ward Councillor's will be sent an invitation to attend a session.




### **Declaration of Interests:**

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

### **Supporting Documents:**

Nil

### **Attachments**

- 1↓.  Attachment 1 - Independent Arboricultural Report
- 2↓.  Attachment 2 - Preliminary Car Park Design
- 3↓.  Attachment 3 - Trees Identified for Removal

## **14.2**

### **Proposed Removal of Vegetation in George Street Moe**

- 1 Attachment 1 - Independent Arboricultural Report ..... 113**
- 2 Attachment 2 - Preliminary Car Park Design..... 140**
- 3 Attachment 3 - Trees Identified for Removal..... 141**





## **PRELIMINARY TREE ASSESSMENT & DEVELOPMENT IMPACT REPORT**

LATROBE CITY COUNCIL REGIONAL CAR PARK PROJECT

**SITE No. 1 – GEORGE STREET, MOE**

**PREPARED FOR:** SANTOSH BHUJBAL *LATROBE CITY COUNCIL*

**PREPARED BY:** DROUIN TREE SERVICES

**CONSULTING ARBORIST:** MATHEW SORENSON *Dip Arb*

**DATE:** 02/10/2020

**REPORT No.** 20085

**VERSION 1.1**

Email: [mathew@drouintreeservices.com.au](mailto:mathew@drouintreeservices.com.au)

**TABLE OF CONTENTS**

<b>1. Introduction</b>	<b>3</b>
1.1 Background	3
1.2 Objectives	3
1.3 Methodology	3
1.4 Statutory Controls	4
1.5 Site Location	4
1.6 Assessment Area	4
<b>2. Tree Survey</b>	<b>5</b>
2.1 Tree Locations	5
2.2 Tree Data	6
2.3 Photographs	7
<b>3. Retention Value</b>	<b>9</b>
3.1 Introduction	9
<b>4. Observations &amp; Discussion</b>	<b>10</b>
<b>5. Tree Protection Zones</b>	<b>11</b>
5.1 Introduction	11
5.2 Definitions	11
5.3 Minor Encroachment	12
5.4 Major Encroachment	12
5.5 Establishment of TPZ	12
5.6 TPZ/SRZ Dimensions	13
<b>6. Development Impact Assessment</b>	<b>14</b>
6.1 Tree Protection Plan	14
6.2 Impact Summary	15
6.3 Design Proposal	15
6.4 Design Considerations	15
<b>7. Report Summary</b>	<b>16</b>
7.1 Report Summary	16
<b>8. References</b>	<b>17</b>
<b>Appendix A Tree Descriptors</b>	<b>18</b>
<b>Appendix B Tree Protection Guidelines</b>	<b>23</b>
<b>Appendix C Assumptions &amp; Limitations</b>	<b>27</b>

Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

**Document Control**

Report Version	Date	Details
V.1	02/10/2020	Preliminary tree survey & development impact assessment

**1. INTRODUCTION****1.1 BACKGROUND**

- 1.1.1 A new car park is proposed to be developed at George Street, Moe, 20m east of the intersection of Saviges Road.
- 1.1.2 This report has been commissioned to assess all nominated trees within the proposed development area, and peripheral trees on adjoining land.

**1.2 OBJECTIVES**

- 1.2.1 Assess all nominated trees providing information on species, origin, age, dimensions, condition, useful life expectancy (ULE), significance and retention value.
- 1.2.2 Identify trees that require removal to facilitate the proposed design.
- 1.2.3 Assess the impact on retained trees from the proposed development.
- 1.2.4 Recommend strategies to minimise the impact from the proposed development on retained trees.

**1.3 METHODOLOGY**

- 1.3.1 A site assessment was performed by Mathew Sorenson on 22/09/2020. Assessment of the tree population was performed using a visual, ground-based inspection method.
- 1.3.2 Trees were assessed individually and assigned an identification number ranging from **1 – 16**.
- 1.3.3 Only tree roots visible from above ground level (surface roots) were assessed. Detailed inspections of tree root systems using root zone exploratory methods were not performed.
- 1.3.4 Diameter at Breast Height (DBH) and Diameter at Base (DAB) were recorded, as per Australian Standards (AS 4970 – 2009), using a diameter tape. Where access to the stem(s) of trees was unachievable (due to dense understory vegetation, dense low branch structure, undesirable form or private property), DBH & DAB were generously estimated.
- 1.3.5 Height and canopy spread were measured from the ground using a rangefinder and recorded to the nearest meter. Canopy spread was observed on the widest axis.
- 1.3.6 The trees were further assessed on age, health, structure, useful life expectancy (ULE), significance and retention value. These assessments were limited to visual observations from the ground only and based on the consulting arborist's knowledge and experience, using the descriptors provided in Appendix A – Tree Descriptors, pages 18 – 22.
- 1.3.7 Tree protection zones (TPZ) and structural root zones (SRZ) were calculated as per Australian Standards – Protection of trees on development sites (AS 4970-2009).

## 1.4 STATUTORY CONTROLS

- 1.4.1 The subject site is covered by the **Latrobe City Council**.
- 1.4.2 The land is included in a Public Use Zone - Transport (**PUZ4**)
- 1.4.3 Pursuant to Clause 52.17 of the Victorian Planning Provisions, the removal of native vegetation (defined as plants indigenous to Victoria) within the subject property and adjoining road reserve may be subject to permit requirements. The Department of Environment, Land, Water & Planning (DELWP) defines *Native Vegetation* as 'Plants Indigenous to Victoria'. Plants not naturally occurring within Victoria but native to Australia, are not considered when preparing an application to remove native vegetation.

## 1.5 SITE LOCATION



Figure 1.1. Site location Map (Landchecker)

## 1.6 ASSESSMENT AREA



Figure 1.2. Aerial Map (Landchecker) with assessment area

Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

## 2. TREE SURVEY

### 2.1 TREE LOCATIONS



Figure 2.1. Aerial Map (Landchecker) with numbered tree locations

Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

## 2.2 TREE DATA

ID	Botanical Name	Common Name	Origin	Age	DBH (cm)	H x S (m)	Health	Structure	ULE (yrs)	Significance	R.V	Location
1	<i>Lagerstroemia indica</i>	Crepe Myrtle	Exotic	Semi-Mature	20*	3x3	Good	Good	30+	Low	Low	Boundary of site
2	<i>Lagerstroemia indica</i>	Crepe Myrtle	Exotic	Semi-Mature	20*	3x3	Good	Good	30+	Low	Low	Boundary of site
3	<i>Lagerstroemia indica</i>	Crepe Myrtle	Exotic	Semi-Mature	15*	3x2	Good	Fair	30+	Low	Low	Boundary of site
4	<i>Lagerstroemia indica</i>	Crepe Myrtle	Exotic	Young	10*	2x1	Good	Good	30+	Low	Low	Boundary of site
5	<i>Lagerstroemia indica</i>	Crepe Myrtle	Exotic	Young	10*	2x1	Good	Fair	30+	Low	Low	Boundary of site
6	<i>Lagerstroemia indica</i>	Crepe Myrtle	Exotic	Young	10*	2x1	Good	Fair	30+	Low	Low	Boundary of site
7	<i>Lagerstroemia indica</i>	Crepe Myrtle	Exotic	Young	10*	2x1	Good	Fair	30+	Low	Low	Boundary of site
8	<i>Callistemon citrinus</i>	Crimson Bottlebrush	Native	Semi-Mature	30*	3x4	Fair	Fair	20-30	Low	Low	Boundary of site
9	<i>Callistemon citrinus</i>	Crimson Bottlebrush	Native	Semi-Mature	30*	3x4	Fair	Fair	20-30	Low	Low	Boundary of site
10	<i>Callistemon citrinus</i>	Crimson Bottlebrush	Native	Semi-Mature	30*	3x4	Fair	Fair	20-30	Low	Low	Boundary of site
11	<i>Callistemon citrinus</i>	Crimson Bottlebrush	Native	Semi-Mature	30*	3x4	Fair	Fair	20-30	Low	Low	Boundary of site
12	<i>Callistemon citrinus</i>	Crimson Bottlebrush	Native	Semi-Mature	30*	3x3	Fair	Fair	20-30	Low	Low	Boundary of site
13	<i>Cotoneaster sp.</i>	Cotoneaster	Exotic	Mature	39*	4x5	Fair	Fair	5-10	Low	Low	Boundary of site
14	<i>Prunus cerasifera</i>	Purple Leaf Plum	Exotic	Mature	49*	5x6	Fair	Fair	10-20	Low	Low	Boundary of site
15	<i>Cotoneaster sp.</i>	Cotoneaster	Exotic	Mature	39*	4x5	Fair	Fair	5-10	Low	Low	Boundary of site
16	<i>Cotoneaster sp.</i>	Cotoneaster	Exotic	Senescent	30*	2x3	Poor	Poor	0-5	Low	Low	Within the site

Table 2.2 Recorded Tree Data

\*Combined DBH shown for multi-stemmed trees

Refer to Appendix A pages 18 – 22 for tree descriptors

DBH = Diameter at Breast Height

H x S = Height x Spread

ULE = Useful Life Expectancy

R.V = Retention Value

2.3 PHOTOGRAPHS



Figure 2.3. Tree 1



Figure 2.4. Tree 2



Figure 2.5. Tree 3



Figure 2.6. Tree 4



Figure 2.7. Tree 5



Figure 2.8. Tree 6



Figure 2.9. Tree 7



Figure 2.10. Trees 11, 10, 9 & 8



Figure 2.11. Trees 14, 13 & 12

**PHOTOGRAPHS (CONTINUED)**



**Figure 2.12.** *Tree 14*



**Figure 2.13.** *Tree 15*



**Figure 2.14.** *Tree 16*



**Figure 2.15.** *Site viewed from the eastern boundary*



**Figure 2.16.** *Base of tree 1 with existing concrete curb*



**Figure 2.17.** *Trees 1 – 3 along the northern boundary of the proposed development area*



Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

### 3. RETENTION VALUE

#### 3.1 INTRODUCTION

- 3.1.1 All trees have been allocated a retention value (see table 3.1). The retention value of each tree is a recommendation of the level of suitability within the future development.
- 3.1.2 Many factors influence the retention value of a tree, with useful life expectancy (ULE) and significance being two major influencing factors.
- 3.1.3 A colour has been assigned to each retention value category and can be used as a quick reference aid on the associated tree location map.

Retention Value	Colour Code	Description	Tree ID
High	Yellow	Highest retention score, Tree is of High Significance. <b>Retain.</b>	N/A
Medium	Blue	Tree is suitable for retention and has a reasonable ULE. <b>Retain if possible.</b>	N/A
Low	Green	<i>Consider tree for removal. If site cannot accommodate tree requirements removal is recommended. <b>Consider for removal.</b></i>	1 – 16
Poor	Red	<i>Tree is unsuitable for retention, due to poor health and/or structure, weed classification, hazardous or other reasons. <b>Remove.</b></i>	N/A
<p><i>Adjoining trees will generally require protection. Unless the relevant tree owner/manager grants permission for its removal; <b>Protect Tree.</b> Note statutory/planning controls also still apply.</i></p>			

**Table 3.1.** Retention Value

#### 4. OBSERVATIONS & DISCUSSION

- 4.1.1 No significant topographic features are present within the assessment area with the land more or less flat. No natural or altered watercourses were observed within 20m of the assessment area.
- 4.1.2 The assessment area is currently being used as a car park. The surface material within the site is predominantly crushed rock.
- 4.1.3 Trees **1 – 7** are a row of planted ornamental trees, *Lagerstroemia indica*, Crepe Myrtle, growing along the northern boundary of the proposed car park. A stump of a recently cut tree, of the same species, is present between trees **4 & 5**. If construction activities are excluded from the garden bed containing trees **1 – 7**, then it is likely that these trees will remain viable during and post development.
- 4.1.4 Trees **8 – 15** are situated along the northern boundary of the proposed car park area. These trees form dense clumps, with their canopies and rootzone likely to extend into the proposed development area. If pruning is carried out in accordance with AS 4373-2007 (Pruning of Amenity Trees) and sensitive construction methods are used trees **8 – 15** may remain viable during the development process.
- 4.1.5 Tree **16** is the only tree within the proposed development footprint. This tree is in poor condition and is of very low value.
- 4.1.6 No trees within the development footprint or peripheral trees along the site boundary are subject to permit conditions pursuant to clause 52.17 of the Victorian Planning Provisions. No additional statutory controls that apply to the site that restrict the pruning or removal of trees **1 – 16**.
- 4.1.7 Trees **1 – 16** have a low retention value and are of low significance. Trees **1 – 7** would be quickly replaced post development (if required) by re-planting using advanced nursery stock. Although the loss of trees **8 – 16** would require a longer period of time to re-establish new plantings to a similar size, their value is not considered high enough to warrant restrictions within the proposed design.

## 5. TREE PROTECTION ZONES

### 5.1 INTRODUCTION

- 5.1.1 Retained trees will require protection during the development phase. This can be achieved by establishing tree protection zones.
- 5.1.2 Trees on adjoining properties and nature-strips will also require protection during the development phase. All portions of the TPZ of an off-site tree within the subject property will require establishment.

### 5.2 DEFINITIONS

#### Tree Protection Zone (TPZ)

- 5.2.1 The TPZ is the area around the tree (both above and below ground) where all forms of construction activities (including excavation, fill and machine use) are excluded. The purpose of the TPZ is to protect the tree during the development process, allowing the tree to access the required resources in which it needs to remain viable.
- 5.2.2 The basic TPZ without alterations is simply a circle around the tree where the radius is measured from the centre of the stem at ground level. The radius of the TPZ is calculated for each tree by multiplying its DBH by 12 (TPZ = DBH x 12). Note: the minimum size of a TPZ is 2m and the maximum is 15m.

#### Structural Root Zone (SRZ)

- 5.2.3 The SRZ is an area calculated to determine the requirements of maintaining a trees stability. The SRZ is an area smaller in size than the TPZ and alone will not fulfil the requirements to maintain the viability of a tree. The true area occupied by the structural roots of a tree are influenced by many factors and may differ from the indicative SRZ. A thorough root investigation will provide much more accurate and detailed information and location on the extent of structural roots.

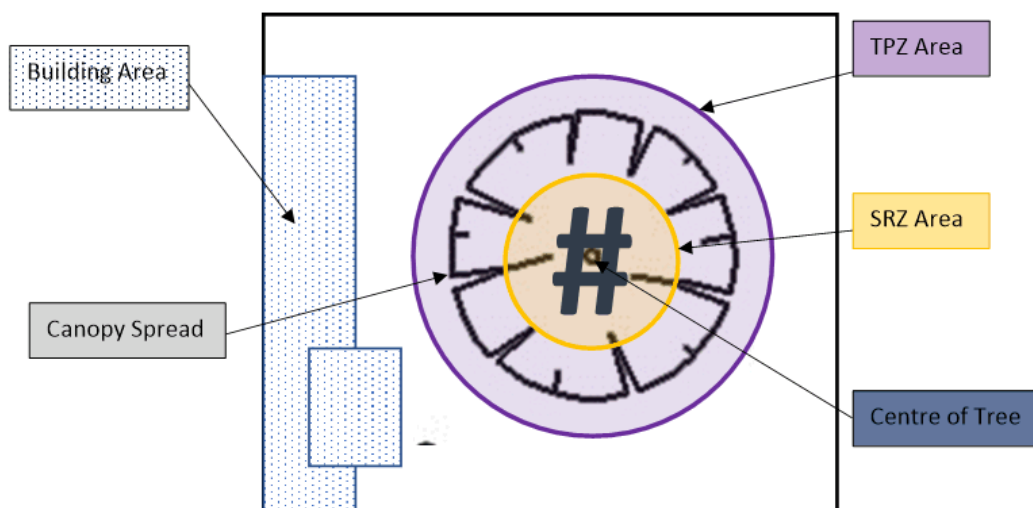


Figure 5.1. TPZ/SRZ area with no encroachment

### 5.3 MINOR ENCROACHMENT

- 5.3.1 An encroachment of the TPZ is where the calculated TPZ is modified to allow permitted construction activities to occur. If the area proposed to be encroached is less than 10% of the total TPZ area, and is outside of the SRZ, it is considered a minor encroachment. A minor encroachment of the TPZ is generally acceptable, however individual tree requirements and site conditions will need to be considered to determine the overall impact on the tree.

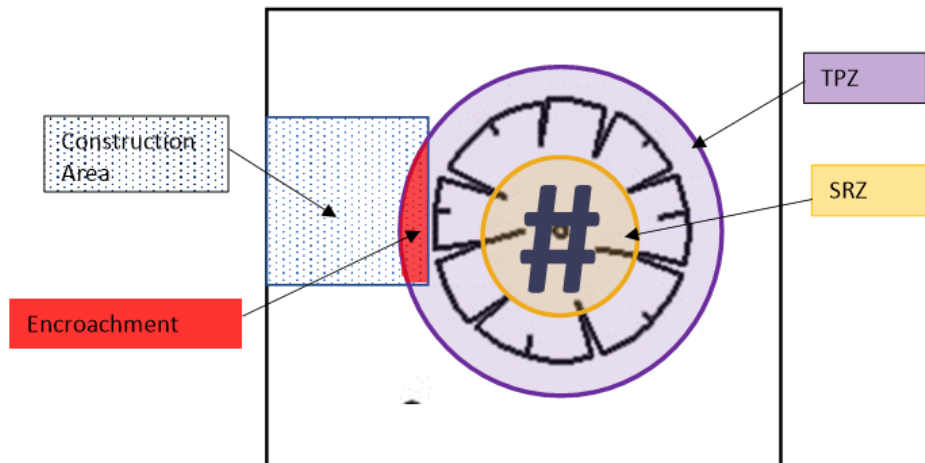


Figure 5.2. Minor encroachment (<10% of TPZ area with no encroachment of the SRZ)

### 5.4 MAJOR ENCROACHMENT

- 5.4.1 When a proposed encroachment is greater than 10% of the TPZ or inside the SRZ, it is considered a major encroachment. When a major encroachment is proposed the consulting arborist must determine if the tree/s will remain viable. Considerations including species, soil characteristics, age & vitality of the tree along with construction methods, will help determine if a tree/s will be tolerant.

### 5.5 ESTABLISHMENT OF TPZ

- 5.5.1 The tree protection zone(s) shall be established prior to the commencement of any construction works, including demolition and shall remain in place until the completion of all construction works.
- 5.5.2 TPZ & SRZ dimensions for all assessed trees have been provided, see 5.6 *TPZ/SRZ Dimensions*, page 13.
- 5.5.3 For further details on the establishment of TPZ see Appendix B, *Tree Protection Guidelines*, pages 23 – 26.

Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

**5.6 TPZ/SRZ DIMENSIONS**

5.6.1 The TPZ and SRZ dimensions have been calculated for all assessed trees. All dimensions are provided in metres and are to be applied as a radius from the centre of the trunk at ground level.

Tree ID	TPZ (m)	SRZ (m)	TPZ area (m2)
1	2.40	1.77	18.10
2	2.40	1.77	18.10
3	2.00	1.56	12.57
4	2.00	1.50	12.57
5	2.00	1.50	12.57
6	2.00	1.50	12.57
7	2.00	1.50	12.57
8	3.60	2.09	40.72
9	3.60	2.09	40.72
10	3.60	2.09	40.72
11	3.60	2.09	40.72
12	3.60	2.09	40.72
13	4.68	2.34	68.81
14	5.88	2.57	108.62
15	4.68	2.34	68.81
16	3.60	2.09	40.72

Figure 5.3. TPZ/SRZ dimensions

## 6. DEVELOPMENT IMPACT ASSESSMENT

### 6.1 TREE PROTECTION PLAN



Figure 6.1. Tree protection plan (aerial image – landchecker) TPZ & SRZ dimensions (M. Sorenson)

Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

## 6.2 IMPACT SUMMARY

Description	Tree ID	# of Trees
Trees assessed	<b>1 – 16</b>	16
Trees that require removal	<b>16</b>	1
Trees with no encroachment of the TPZ	N/A	0
Trees with a minor encroachment of the TPZ <i>See 5.3.1. Minor Encroachment, page 12</i>	N/A	0
Trees with a major encroachment of the TPZ <i>See 5.4.1. Major Encroachment, page 12</i>	<b>1 – 15</b>	15

**Table 6.2.** *Impact Summary*

## 6.3 DESIGN PROPOSAL

6.3.1 A single level car park is proposed to be developed within the site. The development will include various forms of earthwork, including boring, trenching, cut and fill. Various hard surfaces will be constructed within the site including asphalt and concrete curb.

6.3.2 All trees within the development footprint (ID **16**) are proposed for removal.

## 6.4 DESIGN CONSIDERATIONS

6.4.1 Fifteen (15) peripheral trees (ID **1 – 15**) are located along the northern boundary of the proposed development area. These trees are not currently within the proposed development footprint however encroachment of the trees' TPZ is likely to occur.

6.4.2 These trees have a low retention value and are of low significance. Restrictions within the current design are not considered necessary. If a major encroachment of the TPZ of trees **1 – 15** is required then it is recommended that these trees be removed prior to the development construction phase.

## 7. REPORT SUMMARY

### 7.1 REPORT SUMMARY

- 7.1.1 A new carpark is proposed to be developed at George Street, Moe, 20m east of the intersection of Saviges Road.
- 7.1.2 A tree assessment was conducted on the 22/09/2020 and a total of sixteen (16) trees (ID **1 – 16**) were recorded, within or directly adjacent to the proposed development area.
- 7.1.3 All assessed trees have a low retention value and are of low significance. No planning controls that current apply to the site, restrict the pruning or removal of trees **1 – 16**.
- 7.1.4 One (1) tree (ID **16**) is directly within the development footprint and will require removal.
- 7.1.5 Fifteen (15) trees (ID **1 – 15**) are located along the northern boundary of the proposed development. The TPZ of these trees will likely be encroached by more than 10% and may include encroachment of the SRZ. This is considered a major encroachment (AS 4970-2009) and due to the trees' low retention values, design considerations are not considered necessary.
- 7.1.6 If the design requires a major encroachment of the TPZ of trees **1 – 15** it is recommended that these trees be removed prior to the development construction phase and that their loss be offset by post development landscape planting.



Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

## 8. REFERENCES

Santosh Bhujbal, Project Manager RCPF, *Site Location and Geotechnical Borehole Location Plans*, page 2 of 8, Date: September 2020.

Landchecker (2020) Available at: [www.landchecker.com.au/property](http://www.landchecker.com.au/property) [Accessed 22 September. 2020]

Standards Australia 2009, *Protection of trees on development sites*, AS 4970:2009

Standards Australia 2007, *Pruning of amenity trees*, AS 4373:2007

## Appendix A TREE DESCRIPTORS

### A.A TREE ID

A.A.A **For trees assessed individually** a tree number is allocated for quick referencing and corresponds to the site map.

A.A.B **For populations of trees assessed collectively;** 'G' following the tree ID indicates the assessment of a group of trees.

### A.B TREE NAME

A.B.A **Botanical name** is the name given to the tree which is universally recognised and expressed in Latin, consisting of both the Genus and Species name.

A.B.B **Common name** is the most common informal name the tree is referred to in a regional context.

### A.C TREE DIMENSIONS

A.C.A Tree Dimensions calculated by the Arborist during site assessment.

<b>D.B.H</b>	Diameter at Breast Height. Measured 1.4 Meters above the ground.
<b>D.A.B</b>	Diameter at Base. Measured immediately above root buttress/flare.
<b>Height</b>	The estimated height of the tree in meters.
<b>Spread</b>	A measurement of the tree canopy in meters. Measured on the ground by walking out the distance along the widest axis under the canopy.

#### *Tree Dimensions*

### A.D ORIGIN

A.D.A The recorded/accepted natural origin of the tree.

<b>I - Indigenous</b>	The tree is indigenous to the area and growing as a result of natural regeneration (i.e. not planted).
<b>V/N - Vic Native</b>	The tree is native to Victoria. However, it is outside of its naturally occurring range or has been planted.
<b>N - Native</b>	The tree is of Australian origin, but not naturally occurring within Victoria
<b>E - Exotic</b>	The tree is not of Australian origin.

#### *Tree Origin*

Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

**A.E AGE**

A.E.A The estimated age of the tree as determined by the Arborist

<b>J - Juvenile</b>	A recently formed, emerging tree or sapling.
<b>Y - Young</b>	A young tree that is dynamic and actively growing.
<b>S/M - Semi-mature</b>	A tree which is established within its environment and continuing to actively grow towards its maximum size.
<b>M - Mature</b>	A tree which has reached its expected growing potential for the species and location and has slowed in growth.
<b>S - Senescent</b>	A tree which has reached full maturity, is not continuing to actively grow and may be in decline.
<b>D - Dead</b>	The tree is dead.

**Tree Age****A.F HEALTH**

A.F.A The overall health of the tree as observed by the Arborist.

<b>Good</b>	The tree displays a full canopy containing little or no dead wood, with good colour and shows indicators of good compartmentalisation of wounds (if present). The tree shows little or no signs of the presence of pathogens. The tree shows no visible sign of decay and no visible signs of root damage.
<b>Fair</b>	The tree is showing a combination of the following symptoms of fair health; signs of deadwood of up to 20%, minor presence of pathogens, small amounts of epicormic growth. Less than a full canopy with some discolouration in the leaves.
<b>Fair - Poor</b>	The Tree displays intermediate characteristics of both <i>Fair &amp; Poor</i>
<b>Poor</b>	The tree is showing a combination of the following symptoms; up to 50% die back in the canopy with high quantities of deadwood. Discolouration of leaves. Large amounts of epicormic growth. Visible signs of pathogens causing decay and/or other damage.
<b>Significant Decline</b>	The tree is likely to be showing most if not all of the following symptoms; Canopy die back >75%. Extensive deadwood throughout the entire tree. Severe attack from pathogens. Large/extensive decay within root zone, trunk and branches.
<b>Dead</b>	The Tree is dead.

**Tree Health**

Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

**A.G STRUCTURE**

A.G.A The structural assessment of the tree as determined by the Arborist by visual ground-based observations. (Unless otherwise specified)

<b>Good</b>	Branch unions sound, little or no signs of decay within tree. Form is promoting good structural growth. Scaffold limbs and leaders display good taper.
<b>Good-Fair</b>	The Tree displays intermediate characteristics of both <i>Good &amp; Fair</i>
<b>Fair</b>	Shows some evidence of structural defects including; rubbing branches, branches growing in an overextended lateral direction, minor cavities in trunk and branches, some evidence of decay, small amounts of damage to roots and missing bark.
<b>Fair-Poor</b>	The Tree displays intermediate characteristics of both <i>Fair &amp; Poor</i>
<b>Poor</b>	Movement of root plate may be visible. Vertical cracks present. Large amounts of decay are observed. Large hollows or cavities are obvious. Included bark and poor branch unions present with co-dominant stems. Large epicormic branches.
<b>Immediate Hazardous</b>	The tree poses an immediate risk to people and property and requires immediate attention (e.g. isolation, remedial pruning or removal)
<b>Dead</b>	Tree is dead.

**Tree Structure****A.H USEFUL LIFE EXPECTANCY**

A.H.A **U.L.E (Useful Life Expectancy)**. The estimated time in which the tree will remain within the landscape with limited additional care and with a satisfactory level of risk.

<b>30+ Years</b>	Very Long
<b>20-30 Years</b>	Long
<b>10-20 Years</b>	Medium
<b>5-10 Years</b>	Short-Medium
<b>&lt;5 Years</b>	Short
<b>0 Years</b>	Tree is dead, in severe decline, hazardous, impacting a fixed asset, presenting an obstruction, posing weed potential or a combination of these characteristics, removal may be necessary

**Useful Life Expectancy**

Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

**A.I SIGNIFICANCE –**

A.I.A Significance can be described in many contexts including amenity, landscape, ornamental, heritage and ecological.

A.I.B The table below details the significance criteria used to determine the significance of the assessed each tree.

Descriptor	Category	Criteria
<b>Low (Lo)</b>	<b>(All)</b>	The tree does not meet the criteria of any of the categories listed below. The tree is considered to have a low value in the context of all other significance categories.
<b>Amenity (A)</b>	<b>Amenity</b>	The tree has a medium amenity value based on its functionality. Examples include (but not limited to); the tree provides important shade, wind suppression, water management and/or erosion management.
<b>Ecological (E)</b>	<b>Ecological</b>	The tree has a medium ecological value due to its contribution to native flora and fauna (in a local, regional, state or national context). Examples include (but not limited to); the tree forms part of remnant vegetation which is now restricted and/or threatened within the area. Tree provides significant amounts of habitat for local Fauna. Tree is protected under local, state or national agreements/Acts.
<b>Heritage (H)</b>	<b>Heritage</b>	The tree is protected by local, state or national heritage classification.
<b>Landscape (L)</b>	<b>Landscape</b>	The tree has a medium landscape value due to its contribution to the local landscape. Examples include (but not limited to); the tree is of exceptional size and/or age. Tree forms a focal point within the local landscape. Tree is part of a uniform and collective planting iconic to the local area.
<b>Ornamental (O)</b>	<b>Ornamental</b>	The tree has a medium ornamental value due to its ornamental or botanical features. Examples include (but not limited to); the tree is of exceptional size and/or age for its species, is considered to be uncommon within cultivation or of particular importance within the wider horticultural community, the tree may contribute to the heritage of the site although not officially recognised.
<b>High (Hi)</b>	<b>(All)</b>	The tree has a high value in one or more of the above categories or a medium value in three (3) or more of the above categories.

**Significance**

Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

**A.J RETENTION VALUE**

A.J.A A value (see below) given to the tree that considers all the above information. It provides the necessary guide for which trees are suitable for retention and which trees are recommended for removal with consideration to the current and future intended land use.

<b>High</b>	<i>Highest retention score, Tree is of High Significance. <b>Retain.</b></i>
<b>Medium</b>	<i>Tree is suitable for retention and has a reasonable ULE. <b>Retain if possible.</b></i>
<b>Low</b>	<i>Consider tree for removal. If site cannot accommodate tree requirements removal is recommended. <b>Consider for removal.</b></i>
<b>Poor</b>	<i>Tree is unsuitable for retention, due to poor health and/or structure, weed classification, hazardous or other reasons. <b>Remove.</b></i>
<b>*</b>	<i>Privately owned trees, i.e. trees on neighbouring properties or on nature strips, generally require protection ‘*’ following the retention value indicates that the tree is privately owned. Unless the relevant tree owner/manager grants permission for its removal; <b>Protect Tree.</b> Note statutory/planning controls still apply.</i>

**Retention Value**

## Appendix B TREE PROTECTION GUIDELINES

### B.A ESTABLISHMENT OF THE TPZ

B.A.A The tree protection zone(s) shall be established prior to the commencement of any construction works, including demolition and shall remain in place until the completion of all construction works.

### B.B TREE PROTECTION ZONE FENCING

B.B.A The perimeter of the calculated TPZ(s) should be clearly marked and identified to all personnel involved throughout the development.

B.B.B Generally, it is not possible to erect tree protection fencing on adjoining properties, however fencing will still need to be erected for any portions of TPZ/s that occur within the subject site.

B.B.C The tree protection fencing shall be a minimum of 1.5 meters high above ground level and be constructed of prefabricated wire mesh (or similar) with a high visibility plastic tape at the top or high visibility barricade mesh supported by a straining wire, or similar.

B.B.D The tree protection fencing shall be supported by steel fence posts or similar driven into the ground to create a fixed position for the protection fencing. Fence posts and supports shall have a diameter greater than 20mm and be located clear of roots.

### B.C TPZ SIGNAGE

B.C.A All TPZ areas need to be clearly identified by suitable signs. Signs should be attached to the TPZ fencing at intervals no less than 15m apart. See figure B.A.



Figure B.A. Standard TPZ Sign

**B.D APPROVED WORK WITHIN TPZ(S)**

- B.D.A A minor encroachment (work within <10% of the TPZ area and outside of the SRZ) is generally considered acceptable if expressed so by the project arborist. If any construction personnel are unsure of the permitted work within a TPZ area, they should contact the project arborist prior to the commencement of work.
- B.D.B In areas where TPZ encroachment has been approved the TPZ fencing is permitted to be reduced by the minimum extent necessary to facilitate the approved work.
- B.D.C All earthwork (cut, fill, boring and trenching) within the TPZ area must be supervised by the project arborist. Sensitive techniques may be required when excavating in the unfenced TPZ areas. This may include, the use of hand tools along the extent of work (closest to the base of the tree) to identify possible roots, NDD (non-destructive digging) and the use of the smallest size machine capable of carrying out the approved work.
- B.D.D Any tree roots encountered <30mm dia. that require pruning, need to be done so by a suitably qualified person using sterilized and sharp cutting instruments. Pruning of tree roots >30mm dia. is not permitted unless directly authorized by the project arborist.
- B.D.E All exposed tree roots need to be covered with suitable topsoil within 48 hours of the excavation process. If this is unachievable temporary covering of exposed tree roots with moist material (i.e. hessian or similar) needs to be carried out until the excavation can be permanently backfilled.

**B.E CARE OF PROTECTED TREES**

- B.E.A The pruning of trees under protection shall be avoided where possible.
- B.E.B The pruning of any tree under protection shall be undertaken by a suitably qualified arborist in accordance with Australian Standards – Pruning of Amenity Trees (AS 4373 - 2007).
- B.E.C It is highly important to maintain and promote tree health whilst under protection.
- B.E.D The importance of the Tree Protection Program shall be clearly conveyed to all personnel involved throughout the development.
- B.E.E Watering, mulching, weeding, fertilizing and pest treatment of protected trees shall continue for the duration of the project.
- B.E.F Roots discovered outside the TPZ(s) shall be severed cleanly with a disinfected hand saw and shall not be ripped, torn, pulled or smashed.
- B.E.G Any damage to the tree(s) under protection shall be immediately reported to the project arborist. This includes damage to; branches, trunks, roots or a noticeable change in appearance. Any confusion or uncertainty about the tree(s) or the protection program should be referred to the consulting arborist without hesitation.



Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

**B.F TEMPORARY ACCESS FOR MACHINERY.**

- B.F.A In some situations, a TPZ may restrict the access of machinery needed to perform construction outside of the TPZ.
- B.F.B If temporary access is required additional control measures need to be implemented such as installing ground protection and branch/truck protection.
- B.F.C Ground protection is often achieved by covering the ground surface with a 100mm layer of mulch with timber hoarding or rumble boards placed on top. For branch/trunk protection boards and padding should be attached by means of strapping and avoid damaging the bark.

**B.G FOOTING HOLES FOR FENCES**

- B.G.A Post hole required to facilitate the construction of fences must be dug by hand avoiding damage to any roots >30mm. dia. relocation of footing holes may be necessary if such damage cannot be avoided.
- B.G.B Any roots <30mm dia. requiring pruning shall be done in a manner that encourages tree health. All roots cut shall be done using sterilized hand tools by a suitably experienced person.



**Figure B.B** Tree Protection Zone

Latrobe City Council Regional Car Park Project (Site. 1 George Street, Moe)

02/10/2020

**B.H INSTALLATION OF UNDERGROUND SERVICES**

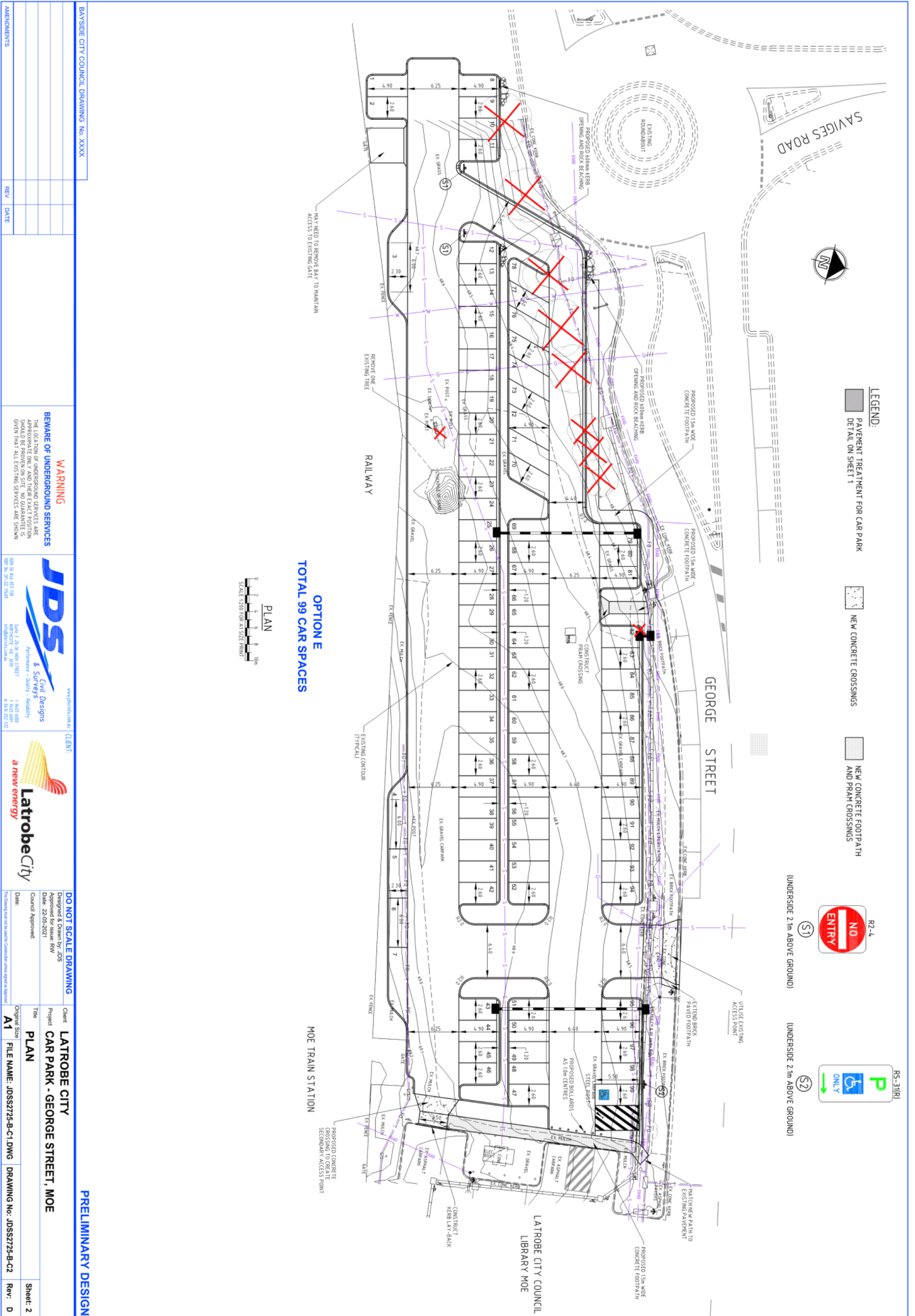
- B.H.A Excavation inside a TPZ poses a significant level of risk to the tree's health and viability.
- B.H.B If underground services must be installed inside a TPZ directional drilling at a minimum depth of 600mm (top of bore) is recommended.
- B.H.C If boring is unachievable manually excavated open trenches may also be approved and undertaken under supervision of the project arborist.
- B.H.D If manual excavation under the supervision of the project arborist is advised. Roots critical to tree stability need to be identified and protected.

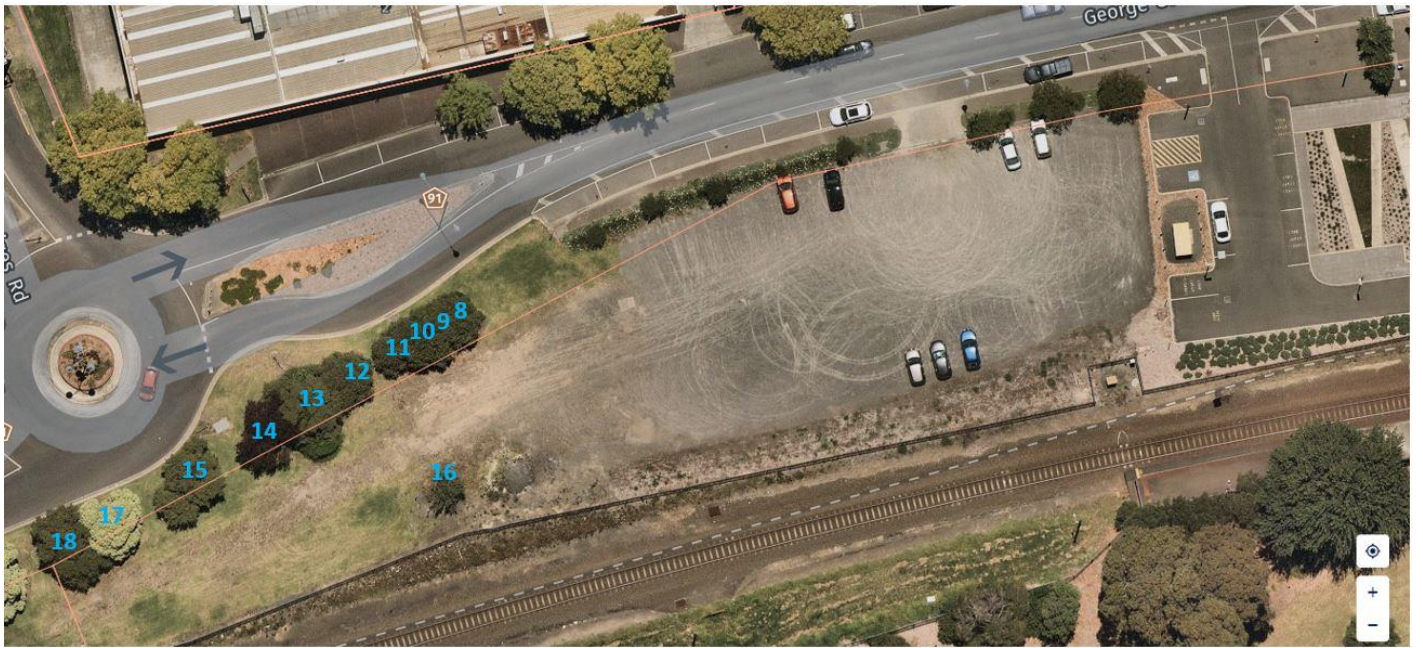
**B.I OTHER RESTRICTIONS**

- B.I.A The base area of the TPZ(s) shall be unaltered by cut, fill, trenching, fertilizers or liquid chemical overland flow except under the conditions set out in Construction within TPZs.
- B.I.B Building materials or waste shall not be stored within the TPZ(s). An area as far away from the tree(s) as practical shall be selected for all long-term storage.
- B.I.C Nothing shall be attached to any retained tree, including; service wires, nails, screws, etc.

## Appendix C      ASSUMPTIONS & LIMITATIONS

- C.A.A Reports are prepared assuming the person making the request has good title and ownership, legitimacy of purpose, the authority to grant access and/or engage service.
- C.A.B This report is prepared with reasonable care. To the extent permitted by law, the author accepts no responsibility for any loss or damage sustained by a recipient as a result of acting on its recommendations.
- C.A.C The author can neither guarantee nor be responsible for the accuracy of information in this report provided by others.
- C.A.D Information provided in a verbal or written report covers only those items examined. It reflects their condition at the time of inspection only.
- C.A.E Unless otherwise specified, inspection is limited to visual inspection from ground level without dissection, excavation, drilling, physical or nutritional analysis or quantification of structural integrity. No responsibility is accepted for the consequences of internal or sub-surface defects which present no discernible external symptoms.
- C.A.F The report shall not be used for any other purpose or conveyed externally in whole, part or meaning without the prior written consent of the author.
- C.A.G Sketches, diagrams, graphs and photographs used as visual aids are not necessarily to scale.
- C.A.H Unauthorised alteration or separate use of any part of the report is prohibited and invalidates the whole report.
- C.A.I The author accepts no responsibility for the consequences of work performed outside specification, by inappropriately qualified staff or without consultant supervision where it has been recommended.
- C.A.J The conclusions reached, and recommendations made do not imply that plants, built landscape or structures will withstand future adverse natural or man-made conditions.
- C.A.K There is no warranty or guarantee that problems, deficiencies, faults or failures of plants or property inspected may not arise in the future. Regular re-inspection will be required to identify emerging disorders





**Agenda Item: 14.3**

**Agenda Item: Phase 3 Local Road & Community Infrastructure Program**

**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 projects in Attachment 1 – List of LRCIP3 Primary Projects of this report for submission for funding to the Local Road and Community Infrastructure Program – Phase 3;**
- 2. Endorses the list of projects in Attachment 2 – List of LRCIP3 Supplementary Projects of this report as replacement or supplementary projects to the Local Road and Community Infrastructure Program – Phase 3, if a primary project in Attachment 1 cannot be delivered or if there is a surplus developed through the delivery of the program; and**
- 3. Provides delegation to the CEO, to sign off the finalised Draft LRCI Community Grant Guidelines once the LRCIP3 funding is confirmed.**

**Executive Summary:**

The Federal Government has allocated \$3,400,170 to Latrobe City Council under the Local Roads and Community Infrastructure Program (LRCIP) for projects to be completed by 30 June 2023 as advised via correspondence received from the office of the Federal Member for Gippsland, provided at Attachment 3.

The basic criteria (below) for candidate projects are assumed to be the same as the previous Phase 2 of the program. As of 6 August 2021, the Phase 3 guidelines were yet to be published publicly.

- Roads: Construction or maintenance of roads, particularly those that support safety, and for

- **Community:** Projects that deliver improved safety, accessibility, and/or visual amenity.

As was the case with the first and second rounds of funding, the selected projects cannot be projects that are currently within the existing Latrobe City budget allocation and cannot be used for planning purposes. They must deliver on jobs and infrastructure.

The preliminary list of projects considered totals more than the available \$3,400,170 and so the list was prioritised based on a simplistic assessment of the projects score in relation to criteria set by officers.

Table 2 is the prioritised list of candidate projects that meet the criteria up to the funding amount. Table 3 is the supplementary list of projects that were outside the funding amount. In addition to being considered for promotion to the candidate list, these will also form a source of “endorsed replacement projects” if there is surplus funding in the program, or if changes are required in the future.

Councillor feedback was sought at the Councillor Briefing on 23 August 2021, with no changes requested.

The GSEP Grandstand project scored high enough to be considered a primary project, the allocation of \$1M is only a portion of what is required to bring this piece of infrastructure up to standard and would likely result in only a portion or piece of work being completed the full \$5M could not be allocated complete the works under this program.

The Traralgon Recreation Reserve has not scored well in the scoring matrix due to the fact it is not shovel ready, is likely to be funded or receive funding from other departments of Government and at various levels and could not be allocated the full amount of funds to complete the works under this program, similar to GSEP Grandstand.

### **Background:**

The Federal Government has allocated \$3,400,170 to Latrobe City Council as part of Phase 3 of the Local Roads and Community Infrastructure Program (LRCIP), which is designed to support the economy impacted by the COVID-19 pandemic response.

Table 1 – Summarised Key Information of Funding Program

<b>Local Roads and Community Infrastructure Phase 3**</b>	
Government:	<ul style="list-style-type: none"> <li>• Federal</li> </ul>
Funding Parameters:	<ul style="list-style-type: none"> <li>• Allocation of \$3,400,170</li> <li>• Roads, Paths and Community Facilities</li> </ul>

<b>Local Roads and Community Infrastructure Phase 3**</b>	
Relevant Dates:	<ul style="list-style-type: none"> <li>• Opening in January 2022</li> <li>• Complete projects by 30 June 2023</li> </ul>
Key Points of Note:	<ul style="list-style-type: none"> <li>• Must be additional to 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>
Eligibility sample criteria:	<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 e.g. roundabouts</li> <li>○ Picnic shelters</li> <li>○ Playgrounds and skate parks</li> <li>○ Off road car parks</li> </ul> </li> </ul>
Ineligibility sample criteria	<ul style="list-style-type: none"> <li>• 'Business as Usual' activities such as operational costs for running the business of Council</li> </ul>



<b>Local Roads and Community Infrastructure Phase 3**</b>	
	<ul style="list-style-type: none"> <li>• Project preparation works (e.g. Works Schedules)</li> <li>• Transport or road planning studies</li> <li>• Project ceremonies or events</li> <li>• Standalone Community or Public art</li> </ul>

*\*\*This summary of guidelines is currently based on the LRCIP Phase 2 guidelines as Phase 3 guidelines were not available at the time of writing this report*

As an allocated grant program, Council can select projects that meet the funding criteria and present the selected projects to the Department of Infrastructure for ratification.

This is the third round of this stimulus funding initiative and in this instance Latrobe City has been allocated \$3,400,170 to deliver a range of projects that meet the prescribed criteria.

Council has previously received \$1,700,085 in Phase 1 and \$3,119,650 under Phase 2 of this program an earlier iteration of this program and these projects are proceeding with many completed and others programmed to be completed in the next five months.

This program is a rare opportunity to fund projects that potentially reduce the future renewal costs and improve the general health of Council's existing asset base, whereas competitive grant programs are more likely to fund new assets, which generally increase Council's maintenance and renewal costs.

A list of candidate projects was developed based on the future known capital works and community ventures – see Table 2.

The cost of the full list is more than the available \$3,400,170 and so has been prioritised based on a simplistic assessment of the projects score in relation to the following criteria:

- Level of Risk Associated;
- Project Value;
- Officer Priority Ranking;
- Political and Councillor Interest;
- Likelihood of Other Funding Being Obtained;
- Confidence in Scope of Project;
- Shovel Ready Status;
- Delivery by Council;

- Renewal or New Infrastructure;
- Staged or Whole Project;
- Safety/Environmental benefit; and
- Community Interest.

The supplementary projects within Table 3 are included as a source of potential replacement projects for those in the list of Candidate Projects, but for endorsement now as replacement or additional projects should a surplus become available or a candidate project be found ineligible or cannot be delivered.

While the deadline to complete the projects is 30 June 2023, the additional projects valued at approximately \$3.4M will challenge resources and contractor availability.

Councillor feedback was sought at the Councillor Briefing on 23 August 2021, with no changes requested.

At this Briefing, Councillors were also provided an overview on the proposal from the Federal Member for Gippsland (see Attachment 3) for Council to consider allocating an amount of funds to a grant style program of up to \$50,000 per project to allow community groups to utilise their networks to deliver upgrades to local facilities. Council officers have included this request as a project candidate with a value of \$150,000 allocated for Councillors to consider.

Management of the grant style program will be undertaken by the Active Communities and Partnerships Department of Latrobe City, and DRAFT guidelines have been developed for the administering of the grant style program. These are provided as Attachment 4.

Under the proposed DRAFT guidelines for this grant style program, applicants would be able to receive grants up to \$20k per project, this is in line with the Federal Government's own Stronger Communities Programme guidelines which are provided as Attachment 5 to this report.

Table 2 – List of Projects Prioritised for Funding Application

<b>Candidate Project Name</b>	<b>Description of works</b>	<b>Estimate</b>
McNairn Road Level Crossing	Installation of pedestrian level crossing at McNairn Road rail crossing	\$900,000.00
Community Grant Style Program	Request from the Federal Member for Gippsland for a Grant style program allocation to be administered by Council	\$150,000.00

<b>Candidate Project Name</b>	<b>Description of works</b>	<b>Estimate</b>
Hard Court Upgrades at Various Locations	Upgrades and/or resurfacing of hard courts at the following locations:  1. Tyers Recreation Reserve (Netball + Tennis surface upgrade); and  2. Various other locations as funds permit	\$250,000.00
Street Lighting Upgrade to LED	Street Lighting Upgrade to LED to reduce Council costs for energy consumption (Year 1 of 4 required)	\$500,000.00
Lake Hyland Dam and Edward Hunter Dam Works	Dam Remediation of Lake Hyland and High priority Maintenance and Vegetation Removal at Edward Hunter Dam, as per Dam Design Report developed by external consultant	\$600,000.00
Landslip remediation	Repair of landslips at Grand Ridge Road (Site #'s 19,18 and 9), Upper Middle Creek Road and Summerfield Track as funding permits and as required by officers to address need and risks associated.	\$650,000.00
Fencing and Safety Netting Upgrades at Various Locations	Installation and/or upgrades to fencing and/or safety netting at the following locations:  1. Harold Preston Reserve (Pitch 2 - Safety Netting - Traralgon Olympians SC); and  2. Various other locations as funds permit.	\$50,000.00
Coalville Road, Moe South - New Footpath Construction	Stage 3 - to link existing paths across the Cemetery Rd intersection with Coalville Rd. Would be in line with recent Coalville Road footpaths constructed under Phase 1 of LRCIP.	\$100,000.00

Candidate Project Name	Description of works	Estimate
Drainage and Irrigation Upgrades at Various Locations	Upgrades to drainage and/or irrigation at the following locations:  1. WH Burrage Reserve (Pitch 2 - Drainage - Newborough Yallourn United SC)  2. Crinigan Road South Reserve (Pitch 1 – Drainage - Fortuna SC); and  3. Various other locations as funds permit.	\$200,000.00
<b>TOTAL</b>		<b>\$3,400,000.00</b>

Table 3 – List of Supplementary Projects

Supplementary Project Name	Description of works	Estimate
GSEP Grandstand *	Repairs to degrading asset including sandblasting, painting, repairs to roof and guttering etc. as prioritised by officers in line with building condition report <i>(should be noted approximately \$5M is estimated to bring this facility up to appropriate standard for use and full access)</i>	\$1,000,000.00
Traralgon Rec Res **	Contribution to possible reconstruction of facilities at Traralgon Recreation Reserve in response to flooding	\$2,000,000.00

<b>Supplementary Project Name</b>	<b>Description of works</b>	<b>Estimate</b>
Kernot Lake, Morwell - Supplemental water supply	To install a Gross Pollutant Trap and drainage system to divert stormwater from a nearby residential area to maintain water levels and enhance water quality	\$365,000.00
Mathison Park Boardwalk renewal - Stage 1	Rehabilitate (and widen) part of the boardwalk at Lake Hyland	\$150,000.00
Walkley Park West - Install Solar path lighting	To install new lights along the path within the reserve	\$70,000.00
Wesley Pump Memorial Oval, Callignee - Construction of Boundary Fence	Construct an oval boundary fence so to limit the frequency of cricket balls being lost in the surrounding native vegetation.	\$50,000.00
Sealing Halden Cres Moe	Sealing of gravel road instead of going down Special Charge Scheme policy route.	\$50,000.00
Traralgon Railway Reservoir Conservation Reserve - Pathway Project	Construct pathways along the south west side of the reserve and connect into the existing pathway network.	\$50,000.00
Lloyd Street Moe - Bicycle Lane	Widen shoulder and line mark from Waterloo to the overpass (VicRoads Road)	\$100,000.00
Commercial Road, Morwell - Traffic Signal Controller Renewal	Upgrade the traffic signal controller gear at the traffic signal	\$40,000.00
Victory Park, Traralgon Garden Bed Edging - New installation	Victory Park rose garden bed - install new edging	\$50,000.00

<b>Supplementary Project Name</b>	<b>Description of works</b>	<b>Estimate</b>
Rose Garden, Morwell - Concreting of gravel path Stage 3	Replace gravel paths and pedestrian areas in coloured exposed aggregate concrete paths. Stage 3 being areas not included in the Council funded upgrade	\$35,000.00
Solar lighting –Manning Drive Churchill (English Reserve)	To install new lights along the path within the reserve	\$90,000.00
Latrobe City - Gross Pollutant traps - At Key Locations	Installation of Gross Pollutant at key locations	\$300,000.00

*\* it should be noted that whilst the GSEP Grandstand project scored high enough to be considered a primary project, the allocation of \$1M is only a portion of what is required to bring this piece of infrastructure up to standard and would likely result in only a portion or piece of work being completed the full \$5M could not be allocated complete the works under this program.*

*\*\* the Traralgon Recreation Reserve has not scored well in the scoring matrix due to the fact it is not shovel ready, is likely to be funded or receive funding from other departments of Government and at various levels and could not be allocated the full amount of funds to complete the works under this program, similar to GSEP Grandstand.*

**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.

*Health Implications*

There are no known negative health implications associated with this report.

Positive health implications could be deemed likely because of the delivery of some the proposed projects such as additional footpaths or resurfacing of hard-court surfaces, etc. encourage outdoor recreation activities.

*Communication*

Correspondence was received from the office of the Federal Member for Gippsland advising Council officers of Phase 3 of the Program and to request a community grant style allocation be made available and administered by Council officers. This letter has been provided in Attachment 3.

*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 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 additional work will impact the delivery of Council's normal capital works program</p>	<p>(5) Almost Certain</p>	<p>Council officers are aware of this risk having noted the impact of other external works, and the difficulty of attracting competent people to deliver it.</p> <p>While the risk of the additional work is Almost Certain, the opportunity presented by the funding cannot be missed.</p> <p>The only practical methods to manage the risk are to</p> <ul style="list-style-type: none"> <li>• engage people to assist delivering the work be it external project managers for some of the works, or to work in-house with the team</li> <li>• Reassign officers from other duties (this will impact the delivery of their substantive roles).</li> </ul>
<p><b>Occupational Health and Safety Risk</b></p> <p>A person or worker will be injured as a result of the works</p>	<p>(2) Unlikely</p>	<p>The works are not out of the ordinary for Council and will follow the usual management practices.</p>
<p><b>Financial Risk</b></p> <p>The projects may</p>	<p>(3) Possible</p>	<p>There is flexibility within the program to use surpluses to offset over-runs. In addition, as the works are all valuable to the normal</p>

Identified Risk	Risk Likelihood*	Controls to Manage Risk
cost more than the estimated amounts		operation, if some additional funding is required, considering the additional \$3.4M received a small Council expenditure on its own assets that can be absorbed into the existing budgets is considered acceptable.

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

#### *Legal and Compliance*

The conditions of the funding will be required to be met once the agreement is signed.

#### *Community Implications*

It is intended that the projects will have a strong positive benefit to the community at large as an economic stimulus package.

#### *Environmental Implications*

There are no direct environmental implications associated with this report. All works would be undertaken in accordance with the relevant legislation and good practice.

#### *Consultation*

Consultation has not taken place other than internally in the preparation of existing plans. Once the list of projects is approved by the Federal Government, consultation and engagement with the community and user groups of facilities will need be undertaken to inform the community of the outcomes and benefits.

#### *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 2020*.







#### **Supporting Documents:**

Nil

#### **Attachments**

- 1   List of LRCIP3 Primary Projects
- 2   List of LRCIP3 Supplementary Projects



- 3.   Letter from the Federal Member for Gippsland RE LRCIP Phase 3
- 4.   LRCI Community Grants DRAFT Guidelines
- 5.   Stronger Communities Programme Grant Opportunity Guidelines

## **14.3**

### **Phase 3 Local Road & Community Infrastructure Program**

<b>1</b>	<b>List of LRCIP3 Primary Projects .....</b>	<b>155</b>
<b>2</b>	<b>List of LRCIP3 Supplementary Projects .....</b>	<b>157</b>
<b>3</b>	<b>Letter from the Federal Member for Gippsland RE LRCIP Phase 3 .....</b>	<b>159</b>
<b>4</b>	<b>LRCI Community Grants DRAFT Guidelines .....</b>	<b>161</b>
<b>5</b>	<b>Stronger Communities Programme Grant Opportunity Guidelines .....</b>	<b>169</b>

**Attachment 1****List of Primary Projects for Funding Application**

Candidate Project Name	Description of works	Estimate
McNairn Road Level Crossing	Installation of pedestrian level crossing at McNairn Road rail crossing	\$900,000.00
Community Grant Style Program	Request from Darren Chester for a Grant style program allocation to be administered by Council	\$150,000.00
Hard Court Upgrades at Various Locations	Upgrades and/or resurfacing of hard courts at the following locations: <ol style="list-style-type: none"> <li>1. Tyers Recreation Reserve (Netball + Tennis surface upgrade); and</li> <li>2. Various other locations as funds permit</li> </ol>	\$250,000.00
Street Lighting Upgrade to LED	Street Lighting Upgrade to LED to reduce Council costs for energy consumption (Year 1 of 4 required)	\$500,000.00
Lake Hyland Dam and Edward Hunter Dam Works	Dam Remediation of Lake Hyland and High priority Maintenance and Vegetation Removal at Edward Hunter Dam, as per Dam Design Report developed by external consultant	\$600,000.00
Landslip remediation	Repair of landslips at Grand Ridge Road (Site #'s 19,18 and 9), Upper Middle Creek Road and Summerfield Track as funding permits and as required by officers to address need and risks associated.	\$650,000.00
Fencing and Safety Netting Upgrades at Various Locations	Installation and/or upgrades to fencing and/or safety netting at the following locations: <ol style="list-style-type: none"> <li>1. Harold Preston Reserve (Pitch 2 - Safety Netting - Traralgon Olympians SC); and</li> <li>2. Various other locations as funds permit.</li> </ol>	\$50,000.00
Coalville Road, Moe South - New Footpath Construction	Stage 3 - to link existing paths across the Cemetery Rd intersection with Coalville Rd. Would be in line with recent Coalville Road footpaths constructed under Phase 1 of LRCIP.	\$100,000.00

Candidate Project Name	Description of works	Estimate
Drainage and Irrigation Upgrades at Various Locations	Upgrades to drainage and/or irrigation at the following locations: <ol style="list-style-type: none"> <li>1. WH Burrage Reserve (Pitch 2 - Drainage - Newborough Yallourn United SC)</li> <li>2. Crinigan Road South Reserve (Pitch 1 – Drainage - Fortuna SC); and</li> <li>3. Various other locations as funds permit.</li> </ol>	\$200,000.00
<b>TOTAL</b>		<b>\$3,400,000.00</b>

**Attachment 2****List of Supplementary Projects for Funding Application**

Supplementary Project Name	Description of works	Estimate
GSEP Grandstand *	Repairs to degrading asset including sandblasting, painting, repairs to roof and guttering etc. as prioritised by officers in line with building condition report <i>(should be noted approximately \$5M is estimated to bring this facility up to appropriate standard for use and full access)</i>	\$1,000,000.00
Traralgon Rec Res **	Contribution to possible reconstruction of facilities at Traralgon Recreation Reserve in response to flooding	\$2,000,000.00
Kernot Lake, Morwell - Supplemental water supply	To install a Gross Pollutant Trap and drainage system to divert stormwater from a nearby residential area to maintain water levels and enhance water quality	\$365,000.00
Mathison Park Boardwalk renewal - Stage 1	Rehabilitate (and widen) part of the boardwalk at Lake Hyland	\$150,000.00
Walkley Park West - Install Solar path lighting	To install new lights along the path within the reserve	\$70,000.00
Wesley Pump Memorial Oval, Callignee - Construction of Boundary Fence	Construct an oval boundary fence so to limit the frequency of cricket balls being lost in the surrounding native vegetation.	\$50,000.00
Sealing Halden Cres Moe	Sealing of gravel road instead of going down Special Charge Scheme policy route.	\$50,000.00
Traralgon Railway Reservoir Conservation Reserve - Pathway Project	Construct pathways along the south west side of the reserve and connect into the existing pathway network.	\$50,000.00
Lloyd Street Moe - Bicycle Lane	Widen shoulder and line mark from Waterloo to the overpass (VicRoads Road)	\$100,000.00
Commercial Road, Morwell - Traffic Signal Controller Renewal	Upgrade the traffic signal controller gear at the traffic signal	\$40,000.00

Supplementary Project Name	Description of works	Estimate
Victory Park, Traralgon Garden Bed Edging - New installation	Victory Park rose garden bed - install new edging	\$50,000.00
Rose Garden, Morwell - Concreting of gravel path Stage 3	Replace gravel paths and pedestrian areas in coloured exposed aggregate concrete paths. Stage 3 being areas not included in the Council funded upgrade	\$35,000.00
Solar lighting –Manning Drive Churchill (English Reserve)	To install new lights along the path within the reserve	\$90,000.00
Latrobe City - Gross Pollutant traps - At Key Locations	Installation of Gross Pollutant at key locations	\$300,000.00



## Darren Chester

Federal Member for Gippsland

May 21, 2021

Steven Piasente  
Chief Executive Officer  
Latrobe City Council  
PO Box 260  
MORWELL VIC 3840  
Steven.piasente@latrobe.vic.gov.au

Dear Steven

I am writing in relation to this year's Federal Budget commitment of an additional \$1 billion to Phase 3 of the Local Roads and Community Infrastructure (LRCI) Program.

As you would be aware, the first and second rounds of this program have been strongly supported by local governments and communities throughout Australia with more than 5,000 projects nominated by councils over the first two phases.

The LRCI Program is intended to stimulate local job opportunities and upgrade local infrastructure. It is important that we get this money into the local economy by delivering these projects as quickly as possible.

I understand that councils across Gippsland have experienced some capacity constraints with this program and have successfully sought agreement for an extension of the delivery times for Phase 3. From January 1, 2022, councils will be able to access funding through LRCI Program Phase 3, with projects under the program to be delivered by June 30, 2023.

I believe there's an opportunity for Gippsland Councils to work with community groups to deliver a portion of this funding in a timely manner. My recently completed round of the Stronger Communities Program was heavily over-subscribed and demonstrated the need for additional funding for small-scale infrastructure.

I am seeking council's support to consider using a portion of this LRCI funding for projects that focus on community sporting and social infrastructure projects that leverage both in kind and financial contributions from local community organisations.

A grants-style program of up to \$50,000 per project would be easily managed by councils and allow community groups to utilise their networks to deliver much-needed upgrades which will make a difference to local facilities.

I am keen to work with your office to prioritise and help facilitate projects put forward by council under Phase 3 of the program.

All correspondence to: PO Box 486 Sale Victoria 3853 Telephone: 1300 131 785  
Email: darren.chester.mp@aph.gov.au Website: www.darrenchester.com.au

In this regard, I look forward to discussing potential projects that could be put forward for funding to Phase 3 of this program this Friday, May 28 at 9.00 am.

Kind regards



DARREN CHESTER  
The Nationals





# **Local Roads and Community Infrastructure – Community Grants**

## **DRAFT Program Guidelines**



## Local Roads and Community Infrastructure Program – Community Grants

### Contents

Local Roads and Community Infrastructure – Community Grants .....	1
Program Overview .....	3
Funding Round.....	3
Funding Amount .....	3
Important things to know before you start.....	3
General Guidelines .....	4
Who is eligible to apply? .....	4
Who is not eligible to apply?.....	4
What will be funded?.....	4
What will not be funded?.....	5
Grant Conditions.....	5
What is the process once your application is submitted?.....	6
Supporting Documents .....	7
Auspice .....	7
Acquittal.....	8
Contact details for further information and assistance.....	8

## Local Roads and Community Infrastructure Program – Community Grants

### Program Overview

The Local Roads and Community Infrastructure – Community Grants program is a one off and non-recurrent funding program open to Latrobe City not-for-profit community groups, which has been developed by Council in partnership with the Federal Government at the request of Federal Member Darren Chester. The funds provided via this program have been allocated to Council via the Federal Government's Local Roads and Community Infrastructure Program Phase 3.

A maximum funding amount of \$20,000 excluding GST (\$22,000 including GST) will be provided to the successful applicants to undertake projects that fit within the eligible criteria below.

### Funding Round

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

- **Opening Date:** To be confirmed – early 2022.
- **Closing Date:** To be confirmed – early 2022.

### Funding Amount

Applicants are eligible to receive a maximum funding amount of \$20,000 ex GST / \$22,000 inc GST.

### 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 one Local Roads and Community Infrastructure grant.
- A Certificate of Currency is required as proof of Public Liability Insurance (PLI).

Local Roads and Community Infrastructure – Community Grants	
<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>	\$20,000 ex GST / \$22,000 inc GST
<b>Application dates</b>	<b>Opening Date:</b> To be confirmed – early 2022. <b>Closing Date:</b> To be confirmed – early 2022.
<b>Assessment date</b>	To be confirmed
<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.

## Local Roads and Community Infrastructure Program – Community Grants

### 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. However please contact our Community Sponsorship and Grants Officer to discuss.**

#### Who is not eligible to apply?

- a for profit organisation
- an individual
- a partnership
- a Regional Development Australia Committee
- a university, technical college or school
- a hospital

#### What will be funded?

Eligible activities include:

- fit out, alterations and/or extensions to existing premises e.g. air-conditioning, kitchen upgrades, fixtures and fittings, painting
- acquisition and installation of equipment, including ICT hardware and associated operating software. Examples may include:
- software to support and operate eligible purchased equipment e.g. software required for camera equipment, virtual reality equipment, electronic information boards
- initial software license, purchase, customisation and installation of customer relationship management (CRM), database, booking and scheduling software
- creation of a website that facilitates community access to information or services provided by the organisation
- modifications and refurbishments to leased buildings or grounds, providing approval has been given by the owner

## Local Roads and Community Infrastructure Program – Community Grants

- upgrades, construction and fit-out of community spaces, e.g. men's sheds, community centres, scout halls etc.
- upgrades of sporting facilities and fields including new scoreboards, spectator seating, goalposts, fit-out of change rooms, new canteen, new lights, medical equipment, upgrade drainage and water systems, gymnasiums
- the purchase of musical instruments, sports equipment and uniforms that remain the property of the organisation
- upgrade of facilities to provide inclusive access
- upgrade or installation of park furniture including shade/shelters, BBQs, toilet facilities, drinking fountains
- acquiring vehicles and trailers (and their modification) for community transport/services.
- If your project will be located on school grounds or involves school property, the project must deliver social benefits to the broader community. Projects that involve upgrades or provide equipment and other items to be used within the school, must be able to demonstrate social benefits to the broader community outside the school.
- We may also approve other activities, provided they directly relate to the eligible 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
- Sponsorship signage and sponsorship agreements;
- Requests for the purpose of raising funds for other groups. Including fundraising projects with the primary purpose of fund raising for other organisations or individuals;
- Funding for trophies, awards, scholarships, subscriptions, prizes, and honorariums;
- Projects that deliver a religious or party political message where the purpose is to advance the organisation's religious beliefs, irrespective of what those beliefs or positions might be;
- Projects or events at venues where there are gaming machines; 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;
- Payments of debts and loans;
- General operating expenses – Funding will not cover expenses such as wages and salaries;
- 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

## Local Roads and Community Infrastructure Program – Community Grants

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 12 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.
- Acknowledge Latrobe City Council's and the Federal Government's contribution to your project. This acknowledgement, depending on the amount of funding received, may include logo presence on supporting publications, displays or signage. You will be provided with copies of the Latrobe City Council and Federal Government, 'Supported by' logos and guidelines on 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. Applications are assessed by Latrobe City Council Officers and weighted out of 100. Applications are assessed against the following criteria:

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

## Local Roads and Community Infrastructure Program – Community Grants

5. Successful applicants are required to complete a funding agreement and provide any further information requested.
6. For other grant funding, on receipt of your funding agreement and any further information requested, funding will be deposited into your nominated bank account within 6 weeks.

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

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

## Supporting Documents

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

Mandatory:

- One written quote for projects up to \$5,000 inc GST and two written quotes for projects from \$5,001 to \$22,000 inc GST, from a registered tradesperson or registered business using a consistent (written preferred) specification;
- 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 seeking to complete a project or 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.

## Local Roads and Community Infrastructure Program – Community Grants

---

### 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 and the Federal Government'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.

### Contact details for further information and assistance

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

**Phone:** 0428 661 071

**Email:** [grants@latrobe.vic.gov.au](mailto:grants@latrobe.vic.gov.au)

Sport and Recreation Clubs, seeking to deliver a project on Latrobe City Council Land, please contact the Coordinator Recreation & Open Space.

**Phone:** 1300 367 700

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

**Phone:** 1300 367 700





Australian Government  
Department of Industry, Science,  
Energy and Resources  
Department of Infrastructure,  
Transport, Regional Development  
and Communications

**AusIndustry**

business.gov.au  
13 28 46

## Grant Opportunity Guidelines

# Stronger Communities Programme Round 6

<b>Opening date:</b>	19 January 2021
<b>Closing date and time:</b>	5.00pm AEST on 7 April 2021
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Regional Development and Communications
<b>Administering entity:</b>	Department of Industry, Science, Energy and Resources
<b>Enquiries:</b>	If you have any questions, contact us on 13 28 46.
<b>Date guidelines released:</b>	<b>15 December 2020</b> 18 and 26 March 2021 (extend application closing date)
<b>Type of grant opportunity:</b>	Closed non-competitive

## Contents

<b>1. Stronger Communities Programme Round 6: processes .....</b>	<b>4</b>
<b>2. About the grant program.....</b>	<b>5</b>
2.1. Community consultation.....	6
<b>3. Grant amount and grant period.....</b>	<b>6</b>
3.1. Grants available .....	6
3.2. Project period.....	6
<b>4. Eligibility criteria .....</b>	<b>6</b>
4.1. Who is eligible?.....	7
4.2. Project sponsor .....	8
4.3. Additional eligibility requirements .....	8
4.4. Who is not eligible? .....	8
<b>5. What you can use the grant for .....</b>	<b>8</b>
5.1. Eligible activities.....	8
5.2. Eligible expenditure.....	9
5.3. What you cannot use the grant for.....	10
<b>6. How to apply.....</b>	<b>11</b>
6.1. Attachments to the application.....	11
6.2. Joint applications .....	11
6.3. Timing of grant opportunity .....	12
<b>7. The grant selection process .....</b>	<b>12</b>
7.1. Replacement nominations .....	12
7.2. Who will approve grants? .....	13
<b>8. Notification of application outcomes.....</b>	<b>13</b>
<b>9. Successful grant applications .....</b>	<b>13</b>
9.1. Grant agreement.....	13
9.2. Approval letter grant agreement .....	13
9.3. Exchange of letters grant agreement.....	14
9.4. Project/Activity specific legislation, policies and industry standards .....	14
9.5. How we pay the grant .....	14
9.6. Tax obligations.....	14
<b>10. Announcement of grants .....</b>	<b>14</b>
<b>11. How we monitor your project .....</b>	<b>15</b>
11.1. Keeping us informed .....	15
11.2. Reporting .....	15
11.2.1. End of project report .....	15
11.2.2. Ad-hoc report .....	15
11.3. Compliance visits .....	16
11.4. Grant agreement variations .....	16

11.5.	Evaluation .....	16
11.6.	Grant acknowledgement.....	16
<b>12.</b>	<b>Probity.....</b>	<b>16</b>
12.1.	Conflicts of interest .....	17
12.2.	How we use your information .....	17
12.2.1.	How we handle your confidential information .....	17
12.2.2.	When we may disclose confidential information.....	18
12.2.3.	How we use your personal information.....	18
12.2.4.	Freedom of information.....	18
<b>13.</b>	<b>Enquiries and feedback.....</b>	<b>19</b>
<b>14.</b>	<b>Glossary.....</b>	<b>20</b>

## 1. Stronger Communities Programme Round 6: processes

### **The Stronger Communities Programme is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant program that contributes to Department of Infrastructure, Transport, Regional Development and Communications Outcome 3. The department works with stakeholders to plan and design the grant program according to the *Commonwealth Grants Rules and Guidelines*.



### **The grant opportunity opens**

Federal Members of Parliament (MPs) must establish a community consultation committee or consult an existing committee to assist in identifying applicants and projects. After consulting with the community, MPs will invite selected applicants to submit an application online. We publish the grant guidelines and other relevant applicant information on [business.gov.au](http://business.gov.au) and [GrantConnect](http://GrantConnect).



### **Invited applicants complete and submit a grant application**



### **We assess all grant applications**

We assess the applications for completeness and against all the eligibility criteria.



### **Grant decisions are made**

The Program Delegate decides which applications are successful taking into consideration the proper use of public resources.



### **Notification of the outcome**

Your MP will advise you of the outcome of your application and we will then provide written confirmation.



### **We enter into a grant agreement**

We will enter into grant agreement with successful applicants and pay the grant.



### **Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We administer the grant by working with you, monitoring your progress and making payments.



### **Evaluation of the Stronger Communities Programme**

We evaluate the specific grant activity and Stronger Communities Programme as a whole. We base this on information you provide to us and that we collect from various sources.

## 2. About the grant program

The Stronger Communities Programme (the program) supports the Australian Government's commitment to deliver social benefits in communities across Australia by funding small capital projects in each of the 151 Federal electorates. The program is part of the government's 2020-21 budget initiatives focussed on making local economies stronger and boosting community organisations. Due to the delayed budget for 2020-21, projects under round 6 of the program will run through to 31 December 2021.

The objective of the program is to deliver social benefits for local communities. The intended outcomes of the program are to:

- encourage and support participation in local projects
- improve local community participation and
- contribute to vibrant and viable communities.

Community consultation is a critical element of the program. In consultation with their community, each MP must identify potential applicants and projects in their electorate and invite them to apply for a grant. We will assess invited applications against the program's eligibility criteria through a closed non-competitive process.

Round 6 of the program will continue to support Australia's economic recovery from the COVID-19 pandemic. For this special round, grant funding will be up to 100 per cent of eligible project costs except for local governing bodies where grant funding will be up to 50 per cent of eligible project costs. Local governing bodies must provide matched funding contributions towards their eligible project.

The Department of Industry, Science, Energy and Resources (the department/we) is responsible for administering the grant program on behalf of the Department of Infrastructure, Transport, Regional Development and Communications.

We will publish the [opening and closing dates](#) and any other relevant information on [business.gov.au](https://www.business.gov.au)<sup>1</sup> and [GrantConnect](#)<sup>2</sup>.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)<sup>3</sup>.

This document sets out:

- the eligibility criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the grant opportunity.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

---

<sup>1</sup> <https://www.business.gov.au/assistance/stronger-communities-programme>

<sup>2</sup> <https://www.grants.gov.au/>

<sup>3</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

## 2.1. Community consultation

Each MP must either consult with an existing consultation committee or establish a new consultation committee comprised of representatives from the local community, to identify potential applicants and projects in their electorate. The identified projects must be consistent with the intended program outcomes and criteria. MPs must advise the department of the basis for project selection and provide a detailed list of nominated applicants and projects.

The MP will invite identified potential applicants to apply for a grant for identified projects by sending them a link to apply via the grant portal. Only applicants invited to apply can submit an application. Invited applicants must not forward the link to the application form to anyone else.

Invited applicants must submit a completed application via the portal. We assess all applications for eligibility and completeness.

An invitation to submit an application by your MP does not guarantee that your application will be successful.

## 3. Grant amount and grant period

The Australian Government has announced a total of \$22.65 million in 2020-21 for the Round 6 grant opportunity to provide up to \$150,000 in each of the 151 Federal electorates.

### 3.1. Grants available

Each electorate has total funding of up to \$150,000 that can be allocated to successful applications. A maximum of 20 projects will be funded in each electorate.

The grant amount will be up to 100 per cent of eligible project costs except for local governing bodies where the grant amount will be up to 50 per cent of eligible project costs.

- The minimum grant amount is \$2,500
- The maximum grant amount is \$20,000.

Local governing bodies can fund their share of eligible project costs from any other source including from state government. For local governing bodies, total Commonwealth funding for the project cannot exceed 50 per cent of the total project expenditure.

### 3.2. Project period

You should complete your project no later than 31 December 2021.

You may start your project from the date you submit your application. Any project expenditure incurred prior to the date you submit your application is not eligible. We are not responsible for any expenditure you incur until a grant agreement is executed. If you choose to start your project before you have an executed agreement, you do so at your own risk.

When calculating the duration of the project, you should factor in additional time for product sourcing and purchasing delays, obtaining approvals, contracting tradespeople, possible weather delays and any other unforeseen circumstances that may prevent you completing your project on time.

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

#### 4.1. Who is eligible?

To be eligible you must:

- be invited to apply by your MP
- have an Australian Business Number (ABN)

and

- be one of the following incorporated entities:
  - an incorporated not for profit organisation including:
    - incorporated associations, such as,
      - Police and Citizen Youth Clubs
      - child care centres
      - surf clubs
      - local aged care bodies
      - Parents and Citizens, Parents and Friends groups and equivalent bodies
      - local rural fire services
      - local state emergency services
    - non-distributing co-operatives
    - companies limited by guarantee
    - Indigenous corporations
    - religious organisations incorporated under legislation.
  - an incorporated trustee on behalf of a trust with responsibility for a community asset or property. You will be required to provide relevant trust documents.
  - a local governing body as defined by the *Local Government (Financial Assistance) Act 1995*.

For the purpose of this program, we also consider the following organisations to be local governing bodies:

- Anangu Pitjantjatjara, Maralinga, Gerard, Nepabunna and Yalata local governing bodies in SA
- Cocos (Keeling) Islands Shire Council
- Lord Howe Island Board
- Norfolk Island Regional Council
- The Outback Communities Authority
- The Shire of Christmas Island
- The Silverton and Tibooburra villages in NSW
- The Trust Account in the NT and
- ACT Government.

As a not for profit organisation you must demonstrate your not for profit status through one of the following:

- state or territory incorporated association registration number or certificate of incorporation, e.g. clubs and other associations
- current Australian Charities and Not for profits Commission's (ACNC) registration, e.g. for organisations registered as a charity
- constitutional documents that demonstrate the not for profit character of the organisation
- legislation that demonstrates the not for profit nature of the organisation, e.g. religious organisations incorporated under legislation.

Joint applications are acceptable, provided you have a lead applicant who is the main driver of the project and is eligible to apply. For further information on joint applications, refer to section 6.2.

## 4.2. Project sponsor

If you are an organisation that may not be able to incorporate, including parish churches, rural fire brigades, scout groups, Parents and Citizens Associations (P&C's) or equivalent bodies, you may be able to nominate an eligible project sponsor. The project sponsor will need to meet all eligibility criteria and be nominated by your MP.

The project sponsor will need to submit the application on behalf of your organisation, be authorised to enter into a grant agreement and be responsible for any obligations under the agreement with the Commonwealth. If you are a local governing body applying in the capacity of a project sponsor refer to section 3.1 of the guidelines for additional information about grants available and project costs.

## 4.3. Additional eligibility requirements

In order to be eligible you must also:

- apply for the project and grant amount as agreed to and nominated by your MP
- have a plan for how you will carry out the project
- if you are a local governing body you must be able to meet your share of the matching funds contribution to the eligible project costs (at least 50 per cent) as outlined in section 3.1
- provide the relevant mandatory attachments as outlined in section 6.1.

## 4.4. Who is not eligible?

You are not eligible to apply if you are:

- a for profit organisation
- an individual
- a partnership
- a Regional Development Australia Committee
- a university, technical college or school
- a hospital
- a Commonwealth, State or Territory government agency or body (including government business enterprises) unless listed in section 4.1.

# 5. What you can use the grant for

## 5.1. Eligible activities

To be eligible your project must:

- be a small capital works or capital expenditure project that delivers social benefits to your community
- be nominated by your MP
- be located at an address in your MP's electorate. (Federal electorate boundaries for the purposes of Round 6 of the program are as at the 2019 Federal election)
- be used in your MP's electorate if it includes portable equipment
- include eligible activities and eligible expenditure
- have at least \$2,500 in eligible expenditure unless the applicant is a local governing body which requires at least \$5,000 in eligible expenditure



- be undertaken in the project period.

Eligible activities can include:

- fit out, alterations and/or extensions to existing premises e.g. air-conditioning, kitchen upgrades, fixtures and fittings, painting
- acquisition and installation of equipment, including ICT hardware and associated operating software. Examples may include:
  - software to support and operate eligible purchased equipment e.g. software required for camera equipment, virtual reality equipment, electronic information boards
  - initial software license, purchase, customisation and installation of customer relationship management (CRM), database, booking and scheduling software
  - creation of a website that facilitates community access to information or services provided by the organisation
- modifications and refurbishments to leased buildings or grounds, providing approval has been given by the owner
- upgrades, construction and fit-out of community spaces, e.g. men's sheds, community centres, scout halls etc.
- development or upgrade of bike paths, streetscapes, skate parks or community gardens
- upgrades of sporting facilities and fields including new scoreboards, spectator seating, goalposts, fit-out of change rooms, new canteen, new lights, medical equipment, upgrade drainage and water systems, gymnasiums
- the purchase of musical instruments, sports equipment and uniforms that remain the property of the organisation
- upgrade of facilities to provide inclusive access
- upgrade or installation of park furniture including shade/shelters, BBQs, toilet facilities, drinking fountains
- acquiring equipment for the local State Emergency Service and rural fire brigades
- acquiring vehicles and trailers (and their modification) for community transport/services, surf lifesaving, medical transport.

If your project will be located on school grounds or involves school property, the project must deliver social benefits to the broader community. Projects that involve upgrades or provide equipment and other items to be used within the school, must be able to demonstrate social benefits to the broader community outside the school.

We may also approve other activities, provided they directly relate to the eligible project.

## 5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred directly on an agreed project as defined in your grant agreement. For this special round of the program 'in kind' expenditure is not eligible expenditure (refer to section 5.3).

You must incur the project expenditure between the project start and end date for it to be eligible. You may start your project from the date you submit your application. Any project expenditure incurred prior to the date you submit your application is not eligible. We are not responsible for any expenditure you incur until a grant agreement is executed. If you choose to start your project before you have an executed agreement, you do so at your own risk.

Eligible expenditure may include:

- the cost of suppliers, consultants and contracted labour undertaking eligible project activities
- the cost of obtaining planning, environmental or other regulatory approvals as part of an approved eligible capital works or capital expenditure project such as architecture, engineering, planning, design and consultants fees
- the purchase of assets such as office furniture, TVs and equipment, motor vehicles
- purchase or upgrade of ICT hardware including computers and associated software and user licences including tablets, printers or photocopiers
- the purchase, lease or hire of equipment required to complete eligible project activities
- the purchase of materials required to complete eligible project activities.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

### 5.3. What you cannot use the grant for

Expenditure items that are not eligible include:

- In-kind expenditure
- the cost of delivering the services of your community organisation, including:
  - volunteer and paid staff time to provide training, education, transport, advisory, respite, support, and outreach programs and services
  - volunteer and paid staff time to run organisations and to plan and develop events, programs and services
- the cost of business as usual activities, including:
  - staff salaries, overheads, and consumables such as paper, printer cartridges, office supplies, brochures and other marketing materials, kitchen supplies including food and beverages
  - ongoing upgrades, updates and maintenance of existing ICT systems including websites, customer relationship management systems, databases etc.; the cost of ongoing subscription based software; and IT support memberships and warranties for purchases
  - recurring or ongoing operational expenditure (including annual maintenance, rent, water and rates)
- funding to stage events, exhibit a display or for filming (includes activities such as marquee hire, guest presenter costs and catering)
- funding to develop or deliver ongoing training or educational courses
- funding to undertake studies, including feasibility studies, or investigations
- the cost of obtaining planning, environmental or other regulatory approvals that are not part of an approved eligible capital works or capital expenditure project such as architecture, engineering, planning, design and consultants
- fees to obtain planning, environmental, building or other regulatory approvals paid to the Commonwealth, state, territory and local governments
- purchase of land or buildings
- funding for the development of private or commercial ventures.

## 6. How to apply

Before applying, you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](#) and [GrantConnect](#).

You can only submit an application during a funding round.

To apply, you must:

- be invited by your MP to submit an application
- complete the online application form on the portal
- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

We may ask you to substantiate your project costs. You should have evidence for the costs that you include in your project budget to provide upon request.

You will receive confirmation when you submit your application. You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at [business.gov.au](#) or by calling 13 28 46.

### 6.1. Attachments to the application

We may require the following documents with your application:

- evidence of your not for profit status (if applicable)
- trust deed (if applicable)
- letters of support from project partners for joint applications (if applicable).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

### 6.2. Joint applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application should identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project

- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

You must have a formal arrangement in place with all parties prior to execution of the grant agreement.

### 6.3. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

Table 1: Expected timing for this grant opportunity.

Activity	Timeframe (cumulative)
Opening date	19 January 2021
Closing date of applications	7 April 2021(5:00pm AEST)
Assessment of applications	4-6 weeks
Approval of outcomes of selection process	4-6 weeks
Negotiations and award of grant agreements	1-3 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date you submit your application
End date of grant commitment	31 December 2021

## 7. The grant selection process

Your MP, with the help of their community consultation committee, will identify potential projects, with a total value of up to \$150,000 in their electorate that are consistent with the program outcomes and eligibility criteria.

The MP will invite identified potential applicants to apply and send them a link to the online application form. It is important to note that being invited to submit an application by your MP does not guarantee that your application will be successful.

We will assess your application for completeness and against all the eligibility criteria. To be recommended for funding, your project must meet all eligibility criteria, provide value for money and be considered a proper use of public resources.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition to your application.

### 7.1. Replacement nominations

If a nominated organisation is not eligible, we may seek a further nomination from the relevant MP for an alternative project in their electorate or for the same project from an eligible sponsor organisation to replace the ineligible nomination.

The nominated organisation and replacement project must meet all the eligibility criteria to be recommended for funding.

## 7.2. Who will approve grants?

The Program Delegate (who is an AusIndustry Senior Responsible Officer with responsibility for the program) decides which grants to approve taking into account the application assessment, availability of grant funds and whether funding a project will be a proper use of public resources. When assessing whether the application represents value with relevant money, the Program Delegate will have regard to the overall objectives of the grant opportunity, the evidence provided to demonstrate how your project contributes to meeting those objectives and the relative value of the grant sought.

The Program Delegate's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about your application.

The Program Delegate will not approve funding if there is insufficient program funds available across relevant financial years for the program.

## 8. Notification of application outcomes

We will advise you of the outcome of your application in an email. If you are successful, we advise you of any specific conditions attached to the grant. Your MP may also contact you to discuss your project.

If you are unsuccessful, we will notify you by email.

## 9. Successful grant applications

### 9.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. We use two types of grant agreements in this program. Our selection will depend on the size and complexity of your project. Each grant agreement has general terms and conditions that cannot be changed. Sample [grant agreements](#) are available on [business.gov.au](#) and GrantConnect.

We will manage the grant agreement through the portal. This includes issuing and executing the agreement. Execute means both you and the Commonwealth have accepted the agreement. We cannot make any payments until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of funding.

If you enter an agreement under the program, you cannot receive other grants for the same activities from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

### 9.2. Approval letter grant agreement

We will use an approval letter grant agreement when we have no need to clarify or amend any details in your application form. This grant agreement comprises your completed application and the letter of agreement we provide with attached terms and conditions. We consider the agreement to be executed (take effect) from the date of our letter of agreement.

### 9.3. Exchange of letters grant agreement

We will use an exchange of letters grant agreement when we need to clarify or amend details in your application form. We will provide you with a letter of agreement with attached terms and conditions. You accept the agreement through the portal.

You will have 30 days from the date we notify you of your success to execute the grant agreement with the Commonwealth. The offer may lapse if both parties do not accept the grant agreement within this time.

### 9.4. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with:

- State/Territory legislation in relation to working with children.

### 9.5. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will pay 100 per cent of the grant on execution of the grant agreement. At the completion of the project you will be required to report how you spent the grant funds. For local governing bodies, you will also need to report how you spent your matching funds contribution.

### 9.6. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities<sup>4</sup>.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

## 10. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the *Commonwealth Grants Rules and Guidelines* unless otherwise prohibited by law. We may also publish this information on [business.gov.au](#). This information may include:

- name of your organisation
- title of the project

---

<sup>4</sup> See Australian Taxation Office ruling GSTR 2012/2 available at [ato.gov.au](#)

- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

## 11. How we monitor your project

### 11.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

### 11.2. Reporting

You must submit reports through the portal in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due.

#### 11.2.1. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include satisfactory evidence to show completion of your project
- include the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date
- be in the format provided in the grant agreement.

#### 11.2.2. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

### 11.3. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

### 11.4. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- extending the timeframe for completing the project
- changing project activities

Note the program does not allow for an increase of grant funds.

If you want to propose changes to the grant agreement, you must request the change through the portal. We will only consider a request for a variation submitted before the project end date.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

### 11.5. Evaluation

We may evaluate the grant program to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

### 11.6. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant.

## 12. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.



### 12.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)<sup>5</sup> of the [Public Service Act 1999 \(Cth\)](#)<sup>6</sup>. Committee members and other officials including the decision maker must also declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

MPs must declare any conflicts of interest to the community consultation committee and the department. We publish our conflict of interest policy on the department's [website](#)<sup>7</sup>.

### 12.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.2.1 and 12.2.1 or
- personal information as per 12.2.3,

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

#### 12.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential

---

<sup>5</sup> [https://www.legislation.gov.au/Details/C2017C00270/Html/Text#\\_Toc491767030](https://www.legislation.gov.au/Details/C2017C00270/Html/Text#_Toc491767030)

<sup>6</sup> <https://www.legislation.gov.au/Details/C2017C00270>

<sup>7</sup> <https://www.industry.gov.au/sites/g/files/net3906/f/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf>

- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

#### 12.2.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to the Member of Parliament representing the Federal electorate where the project is located.
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

#### 12.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>8</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

#### 12.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

---

<sup>8</sup> <https://www.industry.gov.au/data-and-publications/privacy-policy>

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

### 13. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division  
AusIndustry – Support for Business  
Department of Industry, Science, Energy and Resources  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>9</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

---

<sup>9</sup> <http://www.ombudsman.gov.au/>

## 14. Glossary

Term	Definition
Application	The details that applicants provide in the online portal to apply for funding under the grant opportunity.
AusIndustry	The division of the same name within the Department.
Community consultation committee	Committee either established or identified by the MP who assist the MP to identify the projects for consideration by the department.
Department	The Department of Industry, Science, Energy and Resources.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Eligible project cost	The total eligible cost of the project, which includes the approved grant amount, plus any relevant matching contribution.
Federal electorate	A geographical area of Australia (known as an electoral division) represented by a member of Parliament elected at a House of Representatives election.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
<a href="#">GrantConnect</a>	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the Department to provide the framework for the administration of the program, as in force from time to time.
Local governing body	As defined by the <i>Local Government (Financial Assistance) Act 1995</i> . For the purposes of the program additional local governing bodies are identified in 4.1 of the grant opportunity guidelines.

Term	Definition
Minister	The Commonwealth Minister for Infrastructure, Transport and Regional Development.
Personal information	<p>Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is:</p> <p>Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	An AusIndustry Senior Responsible Officer (who can be a General Manager or Program Manager) within the Department with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.
Project Sponsor	A sponsor is an entity that meets the eligibility requirements of the program who agrees to sponsor an organisation (sponsor organisation) to apply for the grant opportunity. The sponsor enters into a grant agreement with the Commonwealth. The sponsor must be nominated by the MP for the grant opportunity.
Sponsor organisation	A sponsor organisation is the organisation undertaking the project for the purposes of the grant, but is not the organisation entering into the grant agreement with the Commonwealth. Organisations that require sponsorship are usually groups that cannot meet the entity eligibility requirements for the grant program and cannot submit applications in their own right.

**Agenda Item: 14.4**

**Agenda Item: Submission on the Regulatory Impact Statement for draft Petroleum Regulations**

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

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Endorses Latrobe City Council's submission to the Regulatory Impact Statement for draft Petroleum Regulations (Attachment 1); and**
- 2. Submits the submission to Department Jobs, Precincts and Regions for their consideration.**

**Executive Summary:**

- The Department of Jobs, Precincts and Regions (DJPR) are requesting submissions on the Regulatory Impact Statement for draft Petroleum Regulations for Victoria's onshore conventional gas industry.
- The proposed regulations support the onshore conventional gas industry only, and do not relate to fracking or coal seam gas, which are permanently banned in Victoria.
- The following documents have been prepared to support the changes to the Petroleum Legislation Amendment Act 2020, these include:
  - Draft Petroleum Regulations;
  - Petroleum Regulatory Impact Statement; and
  - Draft Code of Practice for the construction, operation and decommissioning of petroleum wells in Victoria.
- Officers have reviewed all documents and prepared a submission which raises the following issues:
  - Further details on community engagement methods are required in the

regulations to provide for strengthened engagement, in particular with retention and production licenses;

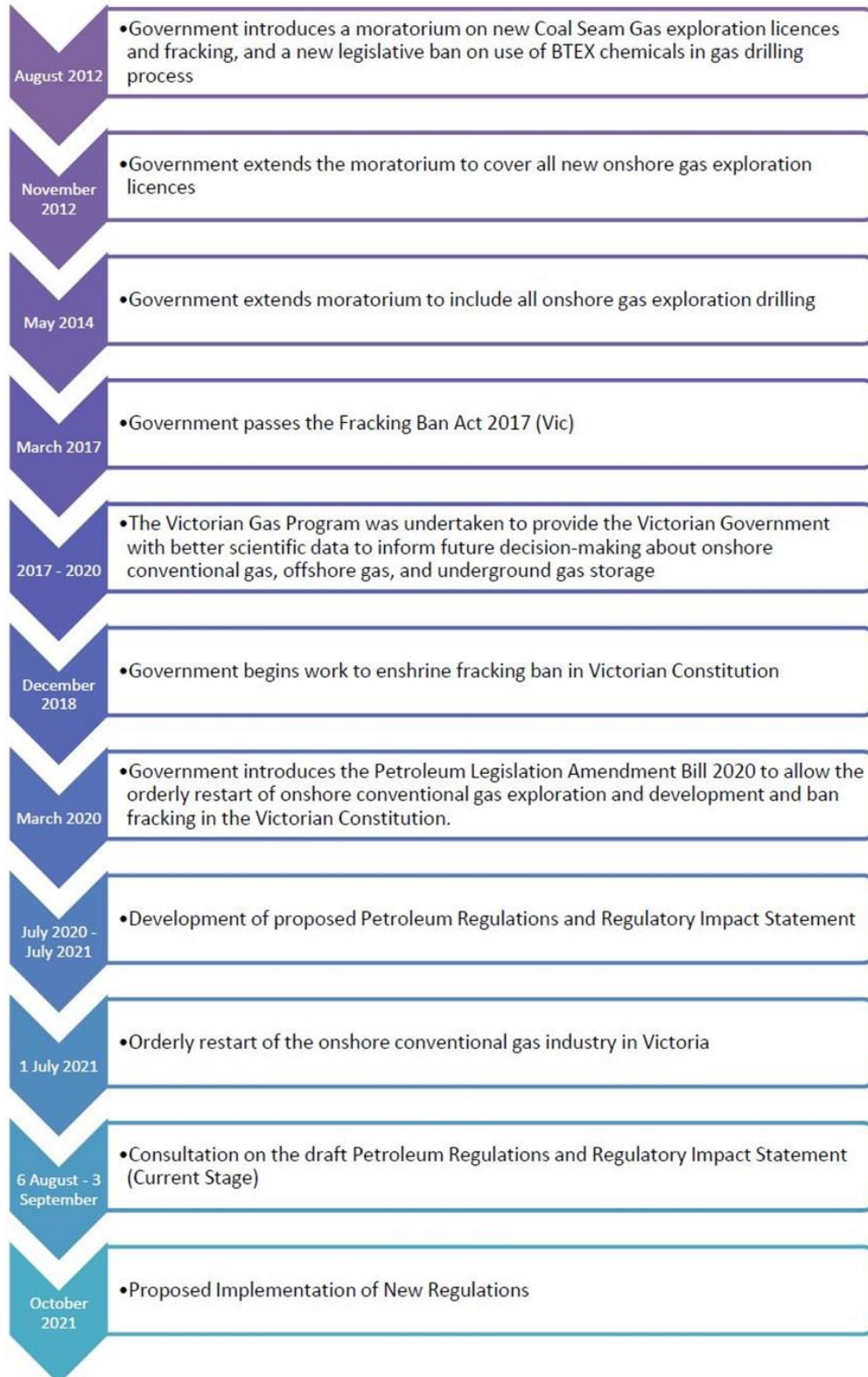
- Community engagement guidelines should be prepared to ensure consistency and appropriateness of the engagement undertaken;
  - Updates to the regulations to increase requirements for Operational Plans and in particular Environmental Management Plans. This includes a requirement for the Minister to consider impacts on health and community wellbeing with these proposals.
- Submissions are due by 5.00pm on 3 September 2021, with an extension being provided until 7 September 2021 for Council to make a submission.
  - If adopted, officers will lodge the submission to DJPR on 7 September 2021.

**Background:**

DJPR are undertaking consultation on the Regulatory Impact Statement for draft Petroleum Regulations. These regulations are to help shape Victoria's onshore conventional gas industry. They do not relate to fracking or coal seam gas which are permanently banned in Victoria.

The Engage Victoria website provides a timeline on the long history of the project and which is provided in figure 1 below.

Figure 1 – Timeline





### Victorian Gas Program (VGP)

The VGP was undertaken from 2017 – 2020 by DJPR to provide scientific data to inform future decision making about on shore convention gas, offshore gas and underground gas storage.

Technical studies of the Otway and Gippsland Basin, Risk Benefits and Impacts Assessment and Social Research Reports were undertaken. The Social Research reports into the community wellbeing and local attitudes to onshore conventional gas development in both the Otway and Gippsland Basin.

Telephone surveys were undertaken to determine local attitudes, the key parameters from this engagement were:

*Total Sample: 801 participants*

- *Five Otway Basin LGAs: Glenelg Shire, Southern Grampians Shire, Moyne Shire, Warrnambool City, Corangamite Shire*
- *Three Gippsland Basin LGAs: Latrobe City, Wellington Shire, East Gippsland*
- *At least 100 participants per LGA*
- *Weighted sample representative on age, gender, LGA and location (in or out-of-town) according to the Australian Bureau of Statistics (ABS, 2016)*
- *Landowners included*
- *35 minute telephone interview with approximately 170 questions, including demographics*
- *Inclusion criteria: residents of target LGA, age 18 years or older*
- *Random selection using landline and mobile telephone numbers*
- *Quotas, screening questions and weighting used to achieve sample representativeness*

The following findings were identified in the Gippsland Basin Social Research Onshore Conventional Gas 2019 Report (page 68).

*Using a scale from 1-5, results showed that concerns about overall impacts from onshore conventional gas development were not overly high on average (3.3) and overall benefits were perceived favourably (3.5). However, residents in the Gippsland Basin had limited trust in gas companies on average (2.6) as well as how they may engage with communities to maintain good relationships (2.4) and procedural fairness (2.4). Residents also lacked confidence in effective overall governance of the industry (2.8) including both formal and informal types of governance though confidence in formal governance (e.g. legislation and regulations) was slightly higher (2.9). This is despite residents having more positive views on average (3.1) about the state government*

*handling of potential onshore gas development (i.e., banning coal seam gas development and fracking, placing a moratorium on onshore conventional gas, and conducting research prior to deciding whether to allow exploration).*

### Draft Regulatory Impact Statement on Petroleum Regulations

DJPR is seeking submissions on the:

- Draft Petroleum Regulations;
- Petroleum Regulatory Impact Statement; and
- Draft Code of Practice for the construction, operation and decommissioning of petroleum wells in Victoria.

Submissions are due by 3 September 2021. Officers contacted DJPR and requested an extension to this deadline until the 7 September 2021 to allow for the consideration of our submission at the 6 September 2021 Council Meeting. This request was granted.

### ***Draft Petroleum Regulations***

The objectives of the Regulations are:

- to provide for the elimination and minimisation, so far as is reasonably practicable, of the environmental, public amenity and safety hazards and risks involved in undertaking petroleum operations over the life of those operations;*
- to provide for the elimination and minimisation, so far as is reasonably practicable, of impacts from petroleum operations on local communities; and*
- to ensure effective engagement by authority holders with the community over the life of a authority; and*
- to provide for the effective management of petroleum reservoirs and petroleum storage reservoirs; and*
- to prescribe requirements for operation plans, storage development plans and petroleum production development plans; and*
- to prescribe requirements for applications for, and notices of, applications; and*
- to prescribe reporting requirements, including the information and samples, that an authority holder must provide to the Minister; and*
- to provide for various administrative matters, fees and other requirements of the Act.*

The regulations are made under the *Petroleum Act 1998*.

### ***Petroleum Regulatory Impact Statement***

The Regulatory Impact Statement (RIS) has been prepared to facilitate consultation on the newly proposed Petroleum Regulations 2021 to support the orderly restart of the onshore conventional gas industry.

The current regulations were due to end on the 24 May 2021, but were re-made for a short interim period whilst this work was undertaken.

The RIS and the draft regulations have been developed to reflect changes to the Petroleum Legislation Amendment Act 2020 (the Act), which includes:

- *to provide for submissions from the Victorian community to be taken into account in the making of certain decisions under the Petroleum Act, and*
- *to enable prescribed social, environmental, and economic factors to be considered in the making of certain decisions under the Petroleum Act.*

The RIS analyses three options which are compared to the Base Case of allowing the regulations to sunset. The options were:

- Status Quo – reinstate the current Petroleum Regulations 2011 for a further 10 years with no changes; or
- Option 1 – Outcomes focused regulations; or
- Option 2 – Standards based regulations.

Option 2 is the preferred option in the RIS which involves introducing regulations that reflect the amendment to the Act but are more prescriptive than the other options presented. This option included the preparation of the draft code of practice.

### ***Draft Code of Practice for the construction, operation and decommissioning of petroleum wells in Victoria***

The purpose of the code of practice is to provide general guidance to authority holders under the Petroleum Act and Petroleum Regulations on onshore petroleum well operations during all stages of the lifecycle.

The code focuses on well integrity, containment of petroleum, protection of ground water resource and decommissioning aspects of land rehabilitation, both short and long term.

### **Latrobe City Council Submission**

A copy of the proposed submission to the Regulatory Impact Statement for draft Petroleum Regulations is provided at Attachment 1.

The key changes requested in the submission include:

- Further detail to be provided in the regulations around community consultation;

- Guidelines should be developed to guide what is ‘appropriate community consultation’; and
- Updates to requirements for Environmental Management Plans including rehabilitation, Ministerial considerations for community health and wellbeing and information provided to the community.

Whilst the changes to the Petroleum Legislation Amendment Act 2020 and the proposed draft regulations have increased the community consultation associated with the onshore conventional gas industry. Further details and specifics need to be undertaken in relation to this.

In particular for retention and production licenses, direct notification should be given to landowners and key stakeholders.

Guidelines needs to be developed to help inform the regulations and the Act to ensure ‘appropriate engagement’ is undertaken and is consistent for the community.

General comments were also made in the submission regarding spending on royalties earned and effects on high gas prices and local industry. A request has been made that the Government do further work in relation to gas prices with industry.

It is proposed that if adopted, the submission will be made to DJPR at [ERPPConsultation@ecodev.vic.gov.au](mailto:ERPPConsultation@ecodev.vic.gov.au) by 5pm on 7 September 2021 as required by our extension request.

**Issues:**

*Strategy Implications*

Objective 3 – Improve the liveability and connectedness of Latrobe City

Objective 6 – Ensures Council operates openly, transparently and responsibly

*Health Implications*

Health implications have been considered in relation to the submission and we have requested a change to the regulations to ensure health and wellbeing is considered by the Minister when making a decision.

*Communication*

Advice has been sought from internal departments within Council which informed Latrobe City Council’s submission.

*Financial Implications*

There are no financial implications with this report. The submission was prepared using existing resources within the Strategic Planning team.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Reputational Risk</b>  Not advocating for the community on the issue.	2 (Unlikely)	Endorse the submission to the Regulatory Impact Statement for draft Petroleum Regulations.

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

*Legal and Compliance*

No legal and compliance issues are associated with the report.

*Community Implications*

Community implications have been considered in the preparation of the submission. The feedback received during the VGP concluded that there was distrust with the industry and engagement undertaken previously. We have requested further details be included for community consultation in the regulations and draft guidelines be prepared to ensure the appropriateness and consistent of the community engagement.

*Environmental Implications.*

Environmental implications have been considered as part of the submission to Regulatory Impact Statement for draft Petroleum Regulations. Changes have been suggested to include further requirements on the Environmental Management Plan to ensure that all aspects of the development are assessed appropriately.

*Consultation*

DJPR are requesting submission on the Regulatory Impact Statement for draft Petroleum Regulations. No community engagement has been undertaken when preparing this submission.

*Other*

There are no other considerations as part of this report.

**Declaration of Interests:**

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

**Supporting Documents:**



- Draft Petroleum Regulations;
- Petroleum Regulatory Impact Statement; and

- Draft Code of Practice for the construction, operation and decommissioning of petroleum wells in Victoria.

The documents can be viewed at: <https://engage.vic.gov.au/regulatory-impact-statement-draft-petroleum-regulations>

Further details and final reports of the Victorian Gas Program can be found at: <https://earthresources.vic.gov.au/projects/victorian-gas-program>

### **Attachments**

1   Latrobe City Council Submission to Petroleum Regulatory Impact Statement September 2021

## **14.4**

### **Submission on the Regulatory Impact Statement for draft Petroleum Regulations**

- 1 Latrobe City Council Submission to Petroleum  
Regulatory Impact Statement September 2021 ..... 200**



# **Latrobe City Council Submission to Petroleum Regulatory Impact Statement**

September 2021





## 1. Introduction

The Department of Jobs, Precincts and Regions is seeking feedback on the Petroleum Regulatory Impact Statement. The following documents have been prepared for consultation:

- Proposed Petroleum Regulations - Regulatory Impact Statement;
- Draft Petroleum Regulations; and
- Code of Practice for the construction, operation and decommissioning of petroleum wells in Victoria.

Submissions on the proposed changes are required by 3 September 2021. However, Latrobe City Council has been given an extension until the 7 September 2021 to make a submission to allow Council consideration of the submission at the 6 September Council Meeting.

Latrobe City Council's submission focuses on:

- Community Consultation;
- Consideration of Environmental, Social and Economic effects;
- Royalties; and
- Further work that needs to be undertaken in the industry outside of this review.

We have not focussed on the Code of Practice for the construction, operation and decommissioning of petroleum wells in Victoria as we do not believe we have the technical expertise to be able to assess this document.

## 2. Submission

### 3.1 Community Consultation

As part of the Petroleum Legislation Amendment Act 2020, there have been changes to the legislation that requires increased community consultation to be undertaken in relation to retention leases, production licenses and operational plans.

The updated regulations have been drafted with these changes in mind.

#### 3.1.1 Retention Leases and Production Licenses

The Petroleum Legislation Amendment Act 2020 (the Act) requires notice to be given for any application for either a retention lease or a production license and that notice of the application be published:

- (a) in a newspaper circulating generally in Victoria; and
- (b) on an Internet site maintained by the applicant.

The Act also details what the notice must contain. The Act is not part of the information that is out for community engagement.

In addition to specific inclusions, the Act also requires the notice to contain any prescribed information. The draft Petroleum Regulations then set out a number of further inclusions in that basis. However, it does not which provide further specifics on community engagement, including details of the extent to be given.

The Regulations should be amended to provide for required reasonable steps to bring the notice to the attention of local community members, stakeholders, landowners etc and mandate appropriate community engagement to be undertaken on the proposals. Limiting notice to a newspaper and an internet site maintained by the applicant is unlikely to ensure that a sufficient number of members of the community and other affected persons are reached. Any advertising should also be undertaken in the local newspapers as well.

There should also be a requirement with the regulations for the applicant to provide detail on how it intends to engage with the community and for this to be approved by the Department. Alternatively, guidelines should be developed which detail how the applicant should undertake engagement in these situations to ensure that this is done in an appropriate and consistent manner.

Latrobe City Council believes that extensive community engagement at this early stage of the process is important. This is where the community have an opportunity to not only say whether they support or oppose the lease or license but to inform other aspects such as risk and impacts from a community perspective.

#### 3.1.2 Operational Plans

Notice requirements for operational plans include a summary of environmental, social and public safety risks and impacts, together with rehabilitation measures and community consultation intentions. The community are likely to want to see more detail. Depending on contents, summaries might not provide all relevant information and may be insufficient for community members to be able to make informed and considered submissions in response to the notice. It is suggested more detailed information requirements

---

## Latrobe City Council Submission to Petroleum Regulatory Impact Statement | Page 4

---

be included or be accessible on request, although balanced against avoiding disclosure of operational information that is not be appropriate for public release.

Community Consultation throughout the life of the petroleum operation is built into the Operational Plan via the Environment Protection Plan. There are more specifics in the Act and Regulations about direct notice to affected parties and stakeholders. We believe however, that guidelines should be prepared about what 'appropriate consultation' is. This would ensure consistency, ensure that consultation is undertaken appropriately and ensure that all requirements are met.

### **3.2 Consideration of Environmental, Social and Economic Effects**

#### **3.2.1 Exploration Permits, Retention Leases and Production Licenses**

Further details are required in the regulations around addressing the Environmental, Social and Economic effects. Under the proposed regulations, applications for exploration permits, retention and production licenses require details of likely economic, social and environmental risks / impacts the extent to which those risks / impacts can be managed and how the applicant proposes to do so. However, there is no requirement for the applicant to provide the methodology used in making these assessments such that it potentially cannot be ascertained whether appropriate investigation was undertaken to determine what risks / impacts actually exist and whether each is likely. It is proposed that the regulations should be amended to include the requirement to show the methodology for this assessment, to ensure the information provided on risks / impacts and their management is adequate and reliable.

#### **3.2.2 Operational Plans**

In relation to operational plans and the draft regulations, we do not believe there is adequate consideration of the social, economic and environmental factors and propose the following changes:

- Including a statement about links to other legislation e.g. an acknowledgment that an assessment of rare and threatened species will be required;
- Update to what the Minister must consider in approving a plan / variation to include consideration of the appropriateness of the Environment Management Plan environmental performance objectives and standards, along with the related forms of measurement. Currently the regulations require the Minister to consider, in determining whether to approve the operation plan, whether they are satisfied effective rehabilitation measures will be implemented, that the authority will engage in effective consultation throughout the operation, whether the key risks and impacts have been identified and that they will be adequately mitigated. The Environment Management Plan environmental performance objectives and standards, and the measurement to determine those are met, go beyond just 'risks and impacts', but are an important part of the plan.
- Including in the Minister's consideration whether the intended methods for monitoring, record keeping and reporting arrangements in the Environmental Management Plan are adequate.
- Include in the Ministers consideration the impact on health of individuals and community.

We believe altering the regulations for these inclusions will ensure a well-rounded consideration of all relevant information and best ensure that the operation plan is properly planned from the beginning.

### **3.3 Royalties**

Latrobe City Council requests any royalties collected by the State Government in relation to these operations be spent in the area generally surrounding the activity. This is an expectation of the local community and more than reasonable.

### **3.4 Relief on Gas Prices for Large Scale Business**

Whilst this does not form part of the information which is currently available out for engagement, Latrobe City Council has concerns about the current gas prices and effect this will have on large employers within the Region. Therefore, we request further information as to what is to be done to support the reduction of gas prices and the potential relief for large business through other programs. Access to new gas fields should result in cheaper prices for local industry, what is the guarantee around this.

### 3.0 Conclusion

Latrobe City Council are generally supportive of the proposed changes to the Petroleum Regulations. However, we have identified several changes required to the proposed regulations, including:

- Updates to the regulations to ensure more specific requirements around community consultation, including information to be made available;
- Drafting community consultation guidelines to ensure consistency between applicants and appropriate engagement is undertaken;
- Further requirements on environmental, social and economic effects in operation plans. In particular, considerations around environmental effects should be increased.
- Consideration of the spending of royalties.

Latrobe City Council also encourages the government to undertake further work on securing lower gas prices or incentives for lower gas prices for large scale business to ensure their operations in the future.

**Agenda Item: 14.5**

**Agenda Item: Options for the Financial Contribution Requirement for the Parking Overlay**

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

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Offers a deferral of payment of the financial contribution for waiving of car park spaces, throughout the next 12 months with the following criteria:**
  - That there is a relevant planning permit in place with the condition to collect the financial contribution;**
  - That a formal request be made detailing why the deferral of payment is required;**
  - That this only applies to the development of an existing vacant premise where they do not benefit from a parking credit or an extension of an existing building where they do not benefit from a parking credit;**
  - That the deferral of the financial contribution is for 2 years; and**
  - That a Section 173 Agreement must be entered into outlining the deferral and indicating when the financial contribution will be made.**
- 2. Requests a budget bid be made for the 22/23 financial year to undertake a Review of the Car Parking Framework Plan for Traralgon; and**
- 3. Writes to the Traralgon Chamber of Commerce and Industry Inc advising them of Council's decision.**

**Executive Summary:**

- The Parking Overlay was introduced into the Latrobe Planning Scheme on 7 April 2016, implementing the recommendations of the Morwell to Traralgon Parking Framework Plan (2014). This review was undertaken to help inform the preparation of the Traralgon Activity Centre Plan.
- Schedule 1 to Clause 45.09 Parking Overlay (Traralgon CBD) requires a financial contribution for the waiver of car parking spaces of \$9,332 per space. This payment will be indexed as at 1 July 2021 and will increase. This payment is a one-off payment required for a planning permit.
- The Traralgon Chamber of Commerce has raised concerns that the financial contribution in the Parking Overlay is becoming an impediment to the development of vacant shops, especially within a COVID environment (see attachment 1).
- There are three options that Council could pursue in relation to the request, these are:
  1. Deferral of payment of the financial contribution for any permit issued which requires a cash in lieu contribution;
  2. Review the Parking Overlay, Framework Plan and prepare a Planning Scheme Amendment to implement any recommendations; and
  3. Waiver of the cash in lieu contribution for a 12 month period.
- Officers recommend a preferred option is to pursue a combination of options 1 and 2. This was presented at the 2 August 2021 Council Meeting. These options will offer benefits to existing planning permit holders, proposed new businesses, and has the least financial impact on Council.
- At the meeting Council resolved the following:

*That Council defers consideration of the report subject to:*

  1. *Further detailed information being provided about vacancy rates in the Traralgon CBD;*
  2. *Further detailed information that analyses an option for a system that provides for waiving the financial contribution required on suitable criteria to support small business; and*
  3. *An updated report be presented to the 6 September 2021 Council Meeting for Councils consideration.*
- This report provides further details about the vacancy rates and expanded criteria for option 3 to only allow eligible small businesses.

## **Background:**

### Parking Overlay

Planning Scheme Amendment C94 was finalised and incorporated into the Latrobe Planning Scheme on 7 April 2016. This Amendment introduced Schedules 1 and 2 to Clause 45.09 Parking to the Traralgon and Morwell Activity Centres. It was also assisted in the preparation of the Traralgon Activity Centre Plan.

The purpose of the Amendment was to:

- Implement the recommendations of the Morwell to Traralgon Car Parking Framework Plan (2014)
- Introduce Schedules 1 and 2 to the Parking Overlays which provides a reduced parking rate (column b rates) for specified uses (office).
- Cash in lieu contributions for the waiver of parking spaces for Traralgon CBD only (Schedule 1). Cash in lieu contributions were not deemed appropriate for Morwell due to availability of parking and high vacancy rates.

The Morwell to Traralgon Car Parking Framework (2014) suggested that due to concerns over all – day parking availability in the future, Council would require the need for further spaces to be developed. A Parking Overlay with a financial contribution requirement for the waiver of spaces was seen as an appropriate tool to help deliver the future need. The Framework Plan suggested the Traralgon CBD and development would be able to support this financial contribution.

The Morwell to Traralgon Car Parking Framework (2014) identified three projects in which cash in lieu contributions, when collected, could be used to assist in funding car parking projects for Traralgon.

If a parking space is waived through a planning permit in which the Parking Overlay applies, a condition must be placed on the planning permit requiring a cash in lieu contribution.

The Parking Overlay and Morwell to Traralgon Car Parking Framework Plan was implemented prior to the announcement from the State Government around an additional 900 spaces being provided for Moe, Morwell and Traralgon. Approximately 500 spaces are expected to be provided in Traralgon.

### Current Planning Permits and Cash in Lieu Contributions

Table 1 provides a snapshot of the planning permits issued with the condition requiring the cash in lieu contribution since the Amendment.



Table 1 – Planning Permits with cash in lieu contributions

Permit No.	Description	Address	Comments	Contribution Paid
2018/124 Applicant: Jeremy Fleming Jewellers	Development of land with extensions and alterations to an existing retail premise and a waiver of car parking requirements in the Commercial 1 Zone and affected by the Parking Overlay - Schedule 1 (Jeremy Fleming Jewellers)	99 – 101 Franklin Street, Traralgon	Contribution for six spaces required	No, as the permit holder has not commenced the development.
2019/27 Applicant: Latrobe City Council	Reduction of car parking requirements and alteration of access onto a Road Zone - Category 1 (RDZ1)  (Latrobe City Council)	34-38 Kay Street Traralgon	Contribution for 74 spaces required	Yes \$604,026  This amount was redirected to assist in funding the building of the Gippsland Regional Aquatic Centre. This was done via a Council Resolution on 3 December 2018.

There have only been two permits issued with the cash in lieu contribution since the overlay introduction. This could be for a few reasons:

- Existing business are retaining their parking credit;
- The amount of spaces required for uses have been reduced with the overlay; and
- Council Planning officers have seen a number of enquiries about developing vacant shopfronts, however most of these enquiries are not eventuating into planning permits. Anecdotally, the cash in lieu contribution might be a barrier for these types of developments.

The financial contribution doesn't distinguish between a large and small business, it is based on the use of the land, the amount of space required in the scheme for the use of the land, the amount of space that can be provided on site or which the development has credit for etc. This is seen in planning permit 2018/124 which is the development of a small business. This is also seen in the example provided in the letter from the Traralgon Chamber of Commerce and Industry Inc with the proposed small Asian grocery store. The financial contribution is the same for any type of business.

### Vacancy Rates

The Latrobe City Council Retail Strategy Background Research and Analysis (2020) concluded that there was 4,960sqm of vacant floorspace within the Traralgon CBD. This equated to about 6% of the total available floor space. Table 14.1 from the Retail Strategy – Background and Research Analysis has the break down of floor space for the Traralgon CBD.

**Table 14.1: Traralgon CBD, Shopfront Floorspace, 2018**

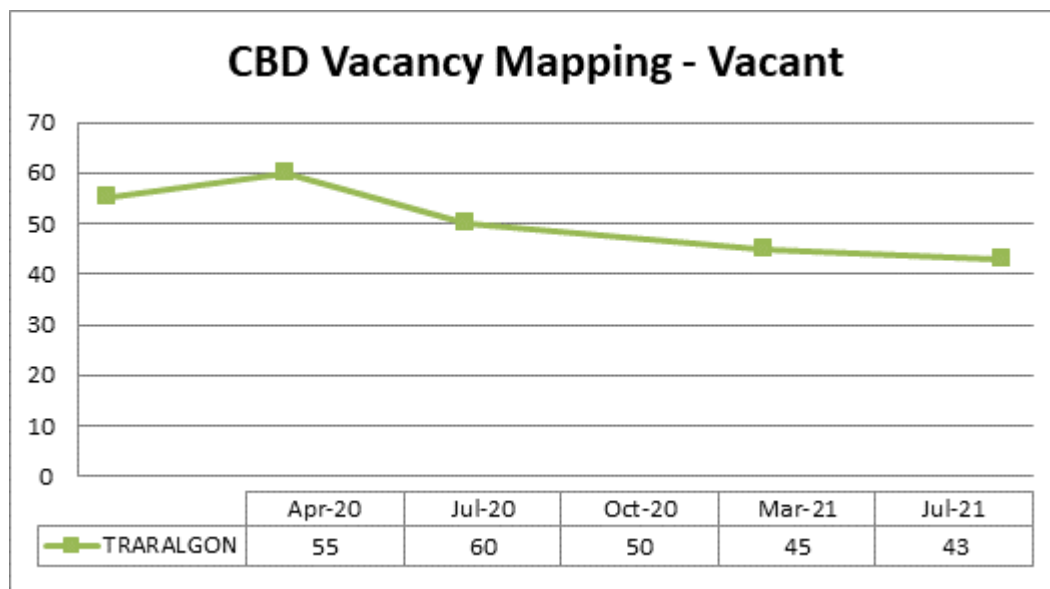
Category	Stockland Shopping Centre	Traralgon CBD (balance)	Total
FLG	5,060m <sup>2</sup>	7,340m <sup>2</sup>	12,400 m <sup>2</sup>
Food Catering	810m <sup>2</sup>	8,780m <sup>2</sup>	9,590m <sup>2</sup>
<u>Non-Food</u>	<u>13,280m<sup>2</sup></u>	<u>27,200m<sup>2</sup></u>	<u>40,480m<sup>2</sup></u>
<b>Total Occupied Retail</b>	<b>19,150m<sup>2</sup></b>	<b>43,320m<sup>2</sup></b>	<b>62,470m<sup>2</sup></b>
Shopfront Office	0m <sup>2</sup>	9,700m <sup>2</sup>	9,700m <sup>2</sup>
<b>Total Occupied Shopfront</b>	<b>19,150m<sup>2</sup></b>	<b>53,020</b>	<b>72,170</b>
Vacant Shopfront	300m <sup>2</sup>	4,660m <sup>2</sup>	4,960m <sup>2</sup>
<b>Total Shopfront Floorspace</b>	<b>19,450m<sup>2</sup></b>	<b>57,680m<sup>2</sup></b>	<b>77,130m<sup>2</sup></b>
Vacant Shopfront Rate %	1.5%	8.1%	6.4%

Source: Essential Economics Retail Floorspace Survey (October 2018), Australian Property Council Shopping Centre Directory (2017) & Stockland

A retail centre with less than 7% of vacant floorspace is considered to be a high functioning CBD. It is noted though this data was collected pre COVID.

The economic development team have been undertaking vacancy mapping within the Traralgon CBD for retail and commercial premises. The CBD Vacancy mapping since April 2020 shows that there has been a decrease in the number of vacant retail and commercial premises, see table 1.

Table 1 – Traralgon CBD Vacancy Data (Commercial and Retail Premises)



The total number of premises in the CBD is 570. This is a more simplistic data analysis than performed in the Retail Strategy.

There has been a decrease in the number of vacant premises since November 2020. Unfortunately, the Retail Strategy uses floorspace calculations to determine vacancy rates, therefore we cannot compare the data.

### Options

In response to the request received, there are three options that could be pursued, these are:

1. Deferral of payment of the financial contribution for any permit issued which requires a cash in lieu contribution;
2. Review the Parking Overlay the recommendations; or
3. Waiver of the cash in lieu contribution for a 12 month period.

#### *Option 1 – Deferral of Payment*

If a planning permit requires the waiver of car parking spaces in the Traralgon CBD where the Parking Overlay applies, a condition must be placed on the planning permit requiring the cash in lieu contribution.

In saying this, under the Clause 45.09 Parking Overlay Schedule 1, section 5.0, point 3, it says:

*The financial contribution must be made before the use commences, unless a permit condition allows payment by instalments pursuant to a Section 173 Agreement.*

Therefore, Council could enter into a Section 173 Agreement which delays the payment for a nominal period. This provides an opportunity for businesses to establish before the payment is required.

It should be noted though, the Parking Overlay financial contribution is indexed 1 July each year (or as close as we can get to this date), so the amount owed will increase if payment is delayed. The contribution started at \$8000 when introduced in 2016 and is currently at \$9,332 and will be indexed again shortly and will increase.

This option is likely to be an increase administrative burden on Council due to the requirement to ensure applicants comply with the Section 173 Agreement and that funds are collected. This is something that with previous section 173 agreements for parking has not been managed well, where agreements have not been followed up and properly enforced. Therefore, additional processes will need to be put in place to ensure that this does not continue to happen.

This has been offered in the past to applicants and therefore, the criteria below has been based on previous experience.

It is proposed that the following should apply to the deferral of payment option:

- That the deferral of payment option is operational for a 12-month period;
- That there is a relevant planning permit in place with the condition to collect the financial contribution;
- That a formal request be made detailing why the deferral of payment is required;
- That the deferral of the financial contribution is for 2 years;
- That this only applies to the development of an existing vacant premise where they do not benefit from a parking credit or an extension of an existing building where they do not benefit from a parking credit; and
- That a Section 173 Agreement must be entered into outlining the deferral and indicating when the financial contribution will be made.

This options still allows for the contribution to be collected and put towards the delivery of parking infrastructure in the Traralgon CBD as provided for by the Morwell and Traralgon Parking Framework Plan.

Only applying it to vacant premises or extensions to existing premises encourages new uses into buildings, potential relocation and expansion of existing business and redevelopment of existing buildings. This will also limit new larger developments where integrated parking can be achieved from qualifying.

*Option 2 – Review of Parking Overlay, Parking Framework Plan and Planning Scheme Amendment*

The Morwell and Traralgon Parking Framework Plan was completed in 2014 and could be reviewed. The Morwell Activity Centre Plan which is currently being prepared is reviewing the Morwell data and will provide recommendations on the Parking Overlay moving forward.

The announcement from Regional Development Victoria which provides nominally up to 500 spaces for Traralgon could have some bearing on the projects which were identified to be delivered in the Morwell to Traralgon Parking Framework Plan and may go to some way to alleviating parking concerns in the Traralgon CBD.

As there are some concerns around the financial contribution affecting planning permit applications being lodged and a potential increase in vacancy rates in the Traralgon CBD, it may be a prudent time to undertake the review.

If the Framework Plan was to be reviewed, suitably qualified consultants would be required to undertake this review. It is estimated up to \$60,000 would be required to deliver the project if new traffic data was required.

This review could form the strategic basis for a Planning Scheme Amendment.

There are no funds existing in the Strategic Planning 21/22 budget that could be used to fund this project. Therefore, funds would need to be considered for a future budgeting process.

Once the work is complete, a Planning Scheme Amendment process would need to commence to implement any recommendations from the review. It is unknown whether the review would provide support for the removal of the contribution, but it could be considered. Other options will need to be considered as well such as a user pays system, which in turn could allow private investment in the market in relation to car parking.

### *Option 3 – Waiver*

Council could consider waiving the financial contribution paid at either the full amount or a percentage of the full amount. Due to the announcement from the State Government about the additional parking spaces to be provided in Traralgon, a percentage of the full amount could be waived.

Council will need to ensure that any financial contributions that are waived are transferred into the account for the Parking financial contribution. Legislatively, the funds are required to be collected and to be shown in the account. This will be important if Council is audited on its parking financial contribution scheme. This requires additional funds than what has been allocated in the current 21/22 budget. This is particularly important as the contribution is not the full cost of development of car parking spaces and the contribution is need to help cover future costs..

The waiver would only be applicable to small business as determined by the criteria below. Small business allows Council to have the greatest impact for assistance and this was identified in the letter from the Traralgon Chamber and Commerce Inc. The waiver will not apply to:

- Government agencies or departments of State and Federal Government;
- Business who do not meet the small business criteria

Benchmarking was undertaken on 19 other Councils and Government agencies to understand how they define small business this included other Gippsland Regional Councils, Geelong, Bendigo and Ballarat, Shepparton, metropolitan Councils and State Government agencies. The 'Annual Victorian Payroll' \$10 million figure was determined by the Business Victoria Small Business Grants eligibility criteria. Most Councils either had links to this funding or used the same figure in any grants being offered. The criteria as to what defines a small business employee numbers are the same as the Latrobe City Council Small Business Grants criteria.

It is proposed that the following should apply to a waiver option:

- That the waiver is operational for a 12-month period;
- Whether the application is for a full or partial waiver of the parking overlay financial contribution and reasons why;
- That there is a relevant planning permit in place with the condition to collect the financial contribution;
- That this only applies to:
  - the development of an existing vacant premise where they do not benefit from a parking credit or an extension of an existing building where they do not benefit from a parking credit;
  - Eligible small business (including not for profit):
    - That employ 10 or less full time equivalent employees; and
    - Have an Annual Victorian Payroll of less than \$10 million;
- That an application is made requesting a full or partial waiver from Council and outline how they meet the above criteria and include the following:
  - details of how they meet the above criteria, including:
    - number of full time equivalent employees;
    - relevant planning permit application;
    - Clear financial documents reporting on turnover; and
  - an occupancy permit for the development.
- Following the approval of the waiver Council would transfer the designated amount into the Parking Contribution account.

Only applying it to vacant premises or extensions to existing premises assists in vacant shops being occupied and the upgrade and redevelopment of existing buildings in Traralgon's. This will also limit new larger developments from qualifying, and encourage them to provide integrated parking as part of their overall development.

It is proposed that the waiver option would be reviewed, and a report provided to Council following the completion of the 12-month period. Further recommendations should be made as to whether a full review of the Parking Overlay (as identified in option 2) should be undertaken.

As an example, there is one planning permit that exists in which the financial contribution has not been paid, as the development has not commenced. For stages 1 and 2 of the development a total of six spaces require the financial contribution to be paid. At the current contribution rate of \$9,332\* (\*this will be updated shortly) per space at total of \$55,992\* if the full financial contribution was to be waived.

If this is something that is to be offered, it is expected that further applications might be made, the financial contribution will depend on the amount of car parking spaces required to be waived.

**Issues:**

*Strategy Implications*

Objective 3 – Improve the liveability and connectedness of Latrobe City

Objective 6 – Ensures Council operates openly, transparently and responsibly

*Health Implications*

There are no proposed health implications associated with this report.

*Communication*

Correspondence was received from the Traralgon Chamber of Commerce requesting Council review the current parking overlay financial contributions. Further communication will need to be undertaken and could include information being placed on our website, social media posts and communication with current planning permit applicants and permit holders

*Financial Implications*

The financial implications for each of the options are detailed below.

*Option 1 – Deferral of Payment*

There are minor financial implications for pursuing this option. The option will place more administrative burden on the Regional City Planning Team but can be covered by the BAU budget and existing resources.

This option still allows for the collection of the financial contribution, but at a timeframe in the future. This will then have no impact on the delivery of the projects under the Morwell to Traralgon Parking Framework Plan.

*Option 2 – Review of Parking Overlay, Parking Framework Plan and Planning Scheme Amendment*

The Parking Framework Plan will require the allocation of funds to be considered and made during the 22/23 budget process. It is expected that the review of the Parking Framework Plan will cost approximately \$60,000.

The progression of the Planning Scheme Amendment can be allocated into the future Strategic Planning BAU budget. There will be costs associated with the progression to a planning panel (if required) and a lodgement fee for DELWP which is approximately \$500 (but is increased annually).

*Option 3 – Waiver*

This is expected to have the most impact financially due to the funds being waived.

Based on permits issued to date, at a full waiver of the financial contribution by Council it will cost at least \$55,992\*. However, this may increase if further planning permits granted and conditions of the waiver can be met within the next 12 months.

This will also have long term implications for the delivery of the projects required under the Parking Framework Plan as there will be a funding shortfall for these projects and Council will be required to contribute more funds to these projects.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Financial Risk</b></p> <p>That funding won't be available to deliver projects identified under the Morwell to Traralgon Parking Framework Plan if option 3 is pursued.</p>	<p>5 – Almost Certain</p>	<p>Council will need to be responsible for any funding shortfall in the development of these facilities if option 3 is pursued.</p> <p>or</p> <p>Resolve to progress with option 1 or a combination of option 1 and 2.</p>



<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Community perception about Council not supporting the development of business within a COVID environment.</p>	3 - Possible	Resolve to progress with one of the options 1, 2 or 3.
<p><b>Legal/Regulatory Risk</b></p> <p>Enforcement of the Section 173 Agreements and the potential for the funding not be received (Option 1).</p>	4 - Likely	<p>This risk is only relevant if option 1 is pursued. A section 173 Agreement is kept which is to be proactively checked.</p> <p>Procedures to be put in place to ensure that funds are collected as specified.</p>

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

*Legal and Compliance*

There are no legal and compliance issues in relation to this report.

*Community Implications*

It is proposed that any of the options proposed will have a positive impact on the community.

*Environmental Implications*

There are no proposed environmental implications with this report.

*Consultation*

No further consultation will be required for this report.

*Other*

There are no other considerations for this report.


**Declaration of Interests:**

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

**Supporting Documents:**

Morwell to Traralgon Parking Framework Plan (2014)

**Attachments**

1   Letter from the Traralgon Chamber and Commerce Inc

## **14.5**

### **Options for the Financial Contribution Requirement for the Parking Overlay**

- 1 Letter from the Traralgon Chamber and Commerce Inc ..... 220**



04/06/2021

Attention - CR Darren Howe, CR Dale Harriman, Cr Tracie Lund.

Good Morning,

**RE: Suspend the Parking Overlay for Traralgon**

In 2016, Latrobe City Council (LCC) introduced a Parking Overlay in the Traralgon and Morwell CBD's. Cash in lieu requirements are forced to help LCC collect funds to improve the parking infrastructure of the town CBDs. Traralgon currently has this levy applied.

The LCC website states - *There is no cash-in-lieu requirement for Morwell as it is not considered appropriate at this time, as the activity centre is already experiencing high vacancy rates and competing retail facilities at Mid Valley and surrounding main towns. Close monitoring of the competitiveness of Morwell's CBD is required and it is expected that a cash-in-lieu contribution in Morwell can be revisited at an appropriate time in the future.*

**Please find this as a formal request that Latrobe City Council suspends the Cash in-lieu Contribution for the town of Traralgon, as it currently is for Morwell.**

The Traralgon business community who operate in the CBD, have been impacted by the COVID Pandemic causing a higher than usual vacancy rate. There are currently 20 empty premises in the Traralgon CBD and it is vital for the town and greater Latrobe City that these premises are occupied. Empty spaces devalue our towns livability by unkept shop fronts, creates dead spots as well as creating business anxiety through lack of confidence in our towns ability to support business. This levy is not assisting in having these vacancies filled.

This issue has been brought to my attention by a business who wished to open in Traralgon but was "scared away" by the cost to set-up. They hoped to open an Asian Small Goods Store at 2 Seymour Street. The business has an existing outlet in Sale and was looking to expand to a wider client base in Traralgon. After they were in agreeance with their lease terms, through the planning permit stage, they hit a roadblock with council requesting close to \$56,000 up front contribution to be paid towards the Parking Overlay. This was a premise that has been vacant for over 2 years.

Whilst the Chamber respects the need for Council to explore and plan for greater parking facilities, we believe that now is not the time to be adding additional costs to businesses who wish to invest in our town and or the greater Latrobe City.

I also make mention that the State Government announced the creation of over 800 parking spaces for the Latrobe City with many of these being planned for Traralgon. This is a great opportunity to update our parking spaces and not at the cost of new business. Its an opportunity to improve our parking and encourage new business.

We again request that the Parking Overlay be suspended in Traralgon with Council having the right to reinstate at a time when things are on the improve. Any genuine support to the business community would be welcomed during these times.

Many thanks,

**Luke Henderson - President**

**Agenda Item: 14.6**

**Agenda Item: Policy Position on Social & Affordable Housing Applications**

**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 Information**

**Proposed Resolution:**

**That Council requests that an updated draft Interim Social & Affordable Housing Policy is presented to Council at the Ordinary Council Meeting on 4 October 2021.**

**Executive Summary:**

- At the 2 August 2021 Council meeting, it was resolved that Council defers consideration of the previous report on a policy position subject to:
  1. *“Further analysis and options being investigated in relation to the assessment criteria contained in the draft interim Social and Affordable Housing Policy that identifies suitable locations for social and affordable housing; and*
  2. *The analysis and options being presented to Council at the Council meeting on 6 September 2021.”*
- Council officers held workshops with Councillors on Monday 16 August and Monday 30 August to work through suitable options for an Interim Social & Affordable Housing Policy assessment criteria.
- In order to adequately incorporate the feedback provided at these workshops, additional time is required to finalise an Interim Social and Affordable Housing Policy.
- It is proposed to present a final draft Interim Social & Affordable Housing Policy to the 4 October 2021 Council meeting.

**Background:**

At the 3 May 2021 Council meeting it was resolved:

*That Council:*

1. *Commence the staged development of a Latrobe City Social and Affordable Housing Strategy; and*
2. *Allocate \$100,000 from the Accumulated Unallocated Cash Reserve to fund the commencement of the strategy.*

This \$100,000 budget has been utilised to engage SGS Economics and Planning to assist Council in the development of the staged Social & Affordable Housing Strategy.

Stage 2 of the staged development of the Social & Affordable Housing Strategy comprises of the creation of an assessment criteria for social housing applications that require Council approval. This assessment criteria can also be used to advocate for other social housing developments on state government land in our municipality. A component of stage 2 also includes the formation of a policy position that is external to the Planning Scheme.

Workshops have been undertaken with Councillors to further inform desired changes, particularly to the proposed assessment criteria contained within the draft Interim Social & Affordable Housing Policy.

In line with the Council resolution, an updated interim policy is being finalised. However, this interim policy required additional work, including mapping updates that required input from SGS Economics & Planning. As a result, it is proposed to present an updated draft Interim Social & Affordable Housing Policy to the 4 October 2021 Council meeting.

**Issues:**

*Strategy Implications*

*Strategy 9 – Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City.*

Though the policy position will sit external to the Planning Scheme, it will serve as an interim measure and positive advocacy tool to encourage social and affordable housing developments, for which Council is the assessing authority, to be appropriately located. Developing policy now will ensure that we do have policy in place once Clauses 52.20 and 53.20 expire. It is important to ensure that the interim policy contains a sound assessment criteria that reflects the feedback of the Councillors provided at recent workshops.

*Strategy 14 – Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.*

The policy position seeks to positively advocate to ensure that social and affordable housing projects are being located in the best areas, providing access to vital services and facilities for tenants. Again, it is important to ensure that the interim policy and associated assessment criteria are appropriately drafted to suit the needs of the community, as per the feedback provided by Councillors.

#### *Health Implications*

The development of an interim policy will result in the best outcomes for users of social and affordable housing, encouraging appropriate locations to be utilised so that tenants have adequate access to healthcare, services, employment and public transport options. Locating disadvantaged people in locations that have access to services, employment and transportation supports the physical and mental health of tenants.

#### *Communication*

Engagement and consultation will be undertaken with the community, key stakeholders, agencies and authorities during the development of the Latrobe City Social and Affordable Housing Strategy, where a long-term assessment criteria will be set. This consultation will be ensured by a Project Assurance Group (PAG) that has been created to ensure the effective delivery of the Social and Affordable Housing Strategy project.

The adoption of this interim policy will be communicated to the community via media release and Council's social media accounts. Direct notification will also be provided to Homes Victoria, the Department of Families, Fairness and Housing and local Registered Housing Associations.

#### *Financial Implications*

A peer review of this interim policy was conducted by SGS Economics and Planning, which formed a component of a \$18,937 (inc. GST) invoice that also covered working on the assessment of potentially surplus Council sites (stage 1). This cost has been covered by the funding allocated at the 3 May 2021 Council meeting.

Other costs or financial impacts depend on the changes to be made in the draft interim policy and whether any VCAT appeals are received in relation to decisions made on planning permit applications under the interim policy.

*Risk Analysis*

Identified risk	Risk likelihood*	Controls to manage risk
<p><b>Reputational and Strategic Risk</b></p> <p>Decisions made in relation to location of social and affordable housing applications without a suitable planning strategy in place.</p>	<p>5 – almost certain</p>	<p>Adopt a policy position that has been appropriately workshopped with Councillors at the 4 October 2021 Ordinary Council Meeting. This policy position will provide an interim assessment criteria to assist in the appropriate locating of social and affordable housing. This interim policy can be superseded or amended once a Latrobe City Social &amp; Affordable Housing Strategy is adopted and implemented.</p>
<p><b>Reputational and Strategic Risk</b></p> <p>Delaying the adoption of an interim strategy will result in a number of applications being received and considered without the interim policy and associated assessment criteria in place</p>	<p>3 – possible</p>	<p>The delay proposed only extends 4 weeks. It is unlikely that numerous applications for social and affordable housing will be made during this time. Furthermore, applications are to be decided in 60 days and must be finalised with consideration to the planning controls in place at the time the decision is made. It is likely that the interim policy will still have an opportunity to be applied later in the assessment of any imminent planning permit applications. Furthermore, applicants can be advised that an interim policy is due to be adopted and may impact their proposal.</p>



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

### *Legal and Compliance*

It is acknowledged that the policy position to be presented to the 4 October 2021 Ordinary Council Meeting is a position of Council and sits external to the Planning Scheme. Decisions on planning permit applications made in line with this policy position may be challenged before the Victorian Civil and Administrative Tribunal (VCAT). It is noted that VCAT will give limited weight to Council's policy position in their decision making, however Council wish to proceed with a positive advocacy tool to actively participate in the appropriate location of social and affordable housing projects. Furthermore, development of policy now will ensure that Council has something in place when Clauses 52.20 and 53.20 expire.

### *Community Implications*

The adoption of a policy position will act as a positive advocacy tool that aims to encourage social and affordable housing applications for which Council is the Responsible Authority to be appropriately located, to the benefit of tenants, and the wider community. Hence, the imperative to adopt an interim policy and associated assessment criteria that has been appropriately workshopped and is in the best interests of the community.

### *Environmental Implications*

No environmental implications are anticipated as a result of the adoption of this policy position.

### *Consultation*

SGS Economics and Planning have held discussions with Homes Victoria, Registered Housing Associations and Officers from other Councils who have been involved in the preparation of similar policy guidance in their respective municipality. The criteria recommended for the interim policy is consistent with other Council's policies and strategies (discussed previously in this report) that have been through community consultation processes.

Two workshops were held with the Councillors and Council officers on Monday 16 August and Monday 30 August. The feedback provided at these workshops is being incorporated into an updated Interim Social & Affordable Housing Policy and assessment criteria. This updated interim policy is to be presented to the 4 October 2021 Ordinary Council Meeting.

The assessment criteria has been reviewed by DFFH and Homes Victoria who were both satisfied the criteria developed was sound.

Engagement and consultation will be undertaken with the community, key stakeholders, agencies and authorities during the development of the Latrobe City Social and Affordable Housing Strategy, where a long-term assessment criteria will be set.

**Declaration of Interests:**

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

**Supporting Documents:**

Council Meeting Minutes 03 May 2021 (CM562), Agenda Item 14.2, Development of a Social and Affordable Housing Strategy.

Council Meeting Minutes 02 August 2021 (CM566), Agenda Item 14.2, Policy Position on Social and Affordable Housing Applications.

**Attachments**

Nil

# **COMMUNITY HEALTH AND WELLBEING**

**15. COMMUNITY HEALTH AND WELLBEING**

**Agenda Item: 15.1**

**Agenda Item: Tourism and Major Events Advisory Committee  
Recommendations August 2021**

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

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

**Adopts the recommendations of the Tourism and Major Events Advisory  
Committee, that identifies the following events for funding support;**

- 1. Victorian Veterans Golf, 15 & 16 November 2021, \$1,000**
- 2. Moe Cup, 15 October 2021, \$7,000**
- 3. Traralgon ProAm Golf Tournament, January 2022 & 2023, \$20,000 per  
annum**
- 4. Victorian 10 Pin Bowling Championship, 12 – 20 February 2022, \$9,500**
- 5. Fire Services Bowls Championship, 28 August – 2 September 2022,  
\$20,000**
- 6. Victorian Teachers Games, September 2022 & 2023, \$25,000 per annum  
+ up to \$25,000 VIK per annum**

**Funds for events scheduled in 2022-23 and 2023-24 are pending Council  
endorsement of the budget for those financial years.**

**Executive Summary:**

At the Tourism and Major Events Advisory Committee (TAMEAC) Meetings of 7 April, 2 June and 4 August 2021, the following major events were recommended for funding support to Council for approval.

Event	Date	Council Cont.	Economic Impact (estimated)
Victorian Veterans Golf	15 & 16 November 2021	\$1,000	\$240,000
Moe Cup	15 October 2021	\$7,000	\$400,000
Traralgon ProAm Golf Tournament	19 – 21 January 2022 & January 2023	\$20,000 in both of the 2021-22 & 2022-23 Financial Years	\$287,000 per annum
Victorian 10 Pin Bowling Championship	12 – 20 February 2022 (two weekends)	\$9,500	\$943,000
Fire Services Bowls Championship	28 August – September 2022	\$20,000	\$450,000
Victorian Teachers Games	September 2022 & September 2023	\$25,000 + up to \$25,000 VIK in both of the 2022-23 & 2023-24 financial years	\$1.8 Million per annum
Totals 2021-22		\$37,500	\$1.87 Million
Total Future years		\$140,000	\$4.337 Million

Note: the figures in the above table are exclusive of GST.

- As part of the yearly Council Budget approval process selected major events and pre-committed obligations are endorsed. A figure for new event acquisition is also approved. The total of allocated for these major events makes up the Major Events Attraction budget. In the 2021-22 financial year, Council approved \$314,000 for this purpose.
- The event recommendations in this report were not named during the 2021-

22 budget process, this was partly due to uncertainties of events planning at the time in a COVID environment. In line with the Major Events Selection Framework, these events are required to be approved by Council. \$37,500 from the new acquisitions portion of the Major Events Attractions budget will be allocated to fund the events scheduled in 2021-22.

- Commitments of \$140,000 for events scheduled in future financial years are pending Council endorsement of the budget in following financial years.
- These major events have been reviewed and considered by TAMEAC based on assessments prepared outlining economic benefit, return on investment and benefit to the local community.
- It must be noted that the impacts of the pandemic and restrictions in place on major events are constantly monitored. Should any event be unable to proceed due to COVID restrictions, officers will work with the event organiser to determine if the event can be postponed and the funds utilised at a later date. If the event is cancelled, funds will be returned to the budget for allocation to other major event opportunities.

### **Background:**

Please note that the initial Traralgon ProAm Golf Tournament proposal for a two day event was for an increased amount from previous years of \$34,500. TAMEAC members agreed to support the event to a similar level as previous years thus recommending \$20,000 in support. The balance of the funding is being sought through other funding means such as through Events Gippsland.

The Latrobe Tourism and Major Events Advisory Committee (TAMEAC) is a formally appointed Advisory Committee of Latrobe City Council for the purposes of the *Local Government Act 1989*.

The membership of this Committee and these Terms of Reference have been adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.

The Committee's role is to report to the Council and provide appropriate advice, recommendations and feedback on matters relevant to their Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities. The Committee meets bi-monthly. The Committee is an advisory committee only and has no delegated decision making authority.

The Committee is established to:

- Provide advice to Council on policies and strategies for furthering the development of tourism within Latrobe City and an avenue for consultation and exchange between Council and the tourism industry regarding issues and maximising tourism opportunities;

- Consider proposals for major event selection and funding applications received and make recommendations to Council in relation to the selection and funding of such events;
- Provide advice in relation to the development and submission of event funding applications; and
- Provide advice to Council in relation to the planning and development of major events and major event infrastructure in Latrobe City.

In line with the Council approved Major Events Selection Framework, 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.

**Issues:**

*Strategy Implications*

These recommendations align with the following Council Plan objectives:

OBJECTIVE 3: Improve the liveability and connectedness of Latrobe City

OBJECTIVE 4: Improve the amenity and accessibility of Council services

OBJECTIVE 7: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city

These recommendations align with the:

Latrobe City Events & Tourism Strategy 2018–2022.

*Health Implications*

Not being able to host major events will remove opportunities for the local community to experience high profile events which could have an impact on overall community health and wellbeing.

*Communication.*

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

*Financial Implications*

The total endorsed budget for the 2021-22 financial year to attract and support major events is the Major Events Attraction budget of \$314,000. This includes an allocation of major events already approved as part of the Council budget approval process for 2021-22.

The major events in this report were not listed separately during the 2021-22 Council budget process so are being presented for Council approval. \$37,500 for the recommendations in this report will be allocated from the approved 2021-22 Major Events Attractions budget.

The remaining commitments of \$140,000 for events scheduled in future financial years are pending Council endorsement of the budget in those years.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Financial Risk</b></p> <p>Opportunity cost of lost economic benefit from these major events if not supported.</p> <p>Events could be postponed or cancelled due to COVID restrictions.</p>	<p>3 (Possible)</p> <p>3 (Possible)</p>	<p>Use of the major events assessment process and review by Council officers and TAMEAC.</p> <p>COVID restrictions constantly monitored. If postponed, funds still provided to support. If cancelled funds return to Council for allocation to other event opportunities.</p>
<p><b>Reputational Risk</b></p> <p>Major event negatively impacts on the reputation</p>	<p>1 (Rare)</p>	<p>TAMEAC consideration of event proposal and assessment. Strict oversight of operations and</p>



Identified risk	Risk likelihood*	Controls to manage risk
of LCC as an events city.		arrangements by Council officers.
<b>Legal/Regulatory Risk</b> Major event doesn't meet safety or regulatory requirements.	2 (Unlikely)	All events supported by Council are required to submit, and have approved, an event permit.

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

*Legal and Compliance*

All events supported by Council are required to submit, and have approved, an event permit.

*Community Implications*

Local community would be impacted by losing opportunities to experience major events.

*Environmental Implications*

Nil

*Consultation*

Where appropriate, consultation with both internal and external stakeholders and community organisations is undertaken to determine support of a major event. Major event proposal and assessment is presented to TAMEAC for consideration and recommendation.

*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 2020*.

**Supporting Documents:**

Nil

### **Attachments**

**1. Australian Fire Services Bowls Tournament (Published Separately)**

This attachment is designated as confidential under subsection (a) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The attached document provides information on Council's negotiations that could unfairly prejudice Council is released.

**2. 10 Pin Bowling Championship (Published Separately)**

This attachment is designated as confidential under subsection (a) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The attached document provides information on Council's negotiations that could unfairly prejudice Council is released.

**3. Traralgon Pro Am Golf (Published Separately)**

This attachment is designated as confidential under subsection (a) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The attached document provides information on Council's negotiations that could unfairly prejudice Council is released.

**4. Moe Racing Club 15 Oct 2021 (Published Separately)**

This attachment is designated as confidential under subsection (a) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The attached document provides information on Council's negotiations that could unfairly prejudice Council is released.

**5. Vic Veterans Teams Champs\_Yallourn GC\_15-16 Nov 2021 (Published Separately)**

This attachment is designated as confidential under subsection (a) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The attached document provides information on Council's negotiations that could unfairly prejudice Council is released.

**6. 2022-2023 Victorian Teachers Games (Published Separately)**

This attachment is designated as confidential under subsection (a) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The attached document provides information on Council's negotiations that could unfairly prejudice Council is released.

prejudice Council is released.

7. Vic Teachers Games Infographic (Published Separately)

This attachment is designated as confidential under subsection (a) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. The attached document provides information on Council's negotiations that could unfairly prejudice Council is released.

# **ORGANISATIONAL PERFORMANCE**

## **16. ORGANISATIONAL PERFORMANCE**

**Agenda Item: 16.1**

**Agenda Item: Economic Development Sponsorship Grant application received from Latrobe City Business and Tourism Association**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

### **Proposed Resolution:**

**That Council adopts the provision of sponsorship funding of \$6,500 to the Latrobe City Business and Tourism Association. This funding is for Latrobe City Council to be the naming rights sponsor, for the 2021 People's Choice Awards.**

### **Executive Summary:**

At the Council meeting on 6 July 2020, Council adopted changes to how we provide sponsorship to economic development initiatives including the Economic Development Fund and Council's sponsorship of business-related events

Latrobe City Council has been long-standing sponsor of specific business-related events. To ensure greater transparency and broader understanding of these events and why Council sponsor them, this report has been prepared for Councillors consideration in deciding whether to approve this application for sponsorship for Latrobe City Business and Tourism Association (LCBTA), People's Choice Awards.

It is the officer's recommendation that Council continue to sponsor the Latrobe City Business and Tourism Association, People's Choice Awards. Given the ongoing impacts of the COVID pandemic on the small business community, events such as the Awards are important to bring the community together to recognise, acknowledge and celebrate the service provided by our local businesses. As the naming rights sponsor, Council will be at the forefront of this support and acknowledgement.

**Background:**

The annual Latrobe City Business and Tourism Association, People's Choice Awards ('the Awards'), invites businesses and the community to respond to the services and experiences within the region.

The Awards commenced in 2010 and has grown into a premier business event in Latrobe City. The program has been delivered by the Latrobe City Business and Tourism Association committee and has engaged representatives from businesses across the Shire to provide a program that engages the municipality and community.

Latrobe City Council was the naming rights sponsor for the 2020 Awards and provided funding to the Latrobe City Business and Tourism Association. As a result of the COVID restrictions in 2020, this event did not proceed and the sponsorship was refunded to Latrobe City Council. The committee is exploring a variety of presentation models to deliver the 2021 awards with consideration of the current government guidelines.

The grant application is seeking sponsorship funding of \$6,500, for Latrobe City Council to continue to hold the rights as naming sponsor for the program.

As the naming sponsor for the program, it includes the following:

- Event Naming Rights
- Logo and naming recognition throughout social media, live events & radio announcements.
- Logo & business name at Launch Event/s
- Logo & business name and sponsorship status on the online nomination/voting page
- Logo, business name and sponsor status on social media in the lead up to the Gala evening
- Logo & business name in print & electronic marketing
- Logo & business name on Award Trophies
- Logo & business name on Award Certificates
- Opportunity to present award at Gala Evening
- Logo & Business name in the Official Program at the Gala Evening
- Branding around the room at Gala evening
- Business name & logo on the presentation audio visual slides during Gala evening

The objectives of the Awards are to:

- Raise awareness of the significance of small business and tourism for the Latrobe City economy.
- Recognise businesses who have displayed "Excellence in Customer Service".
- To provide local operators and businesses a way to showcase their products and services.
- Create networking opportunities between businesses and community organisations.

- Develop community recognition.
- Develop business pride, awareness and recognition.
- Provide an opportunity to generate positive publicity and media exposure for both businesses participating in the Awards and those who partner and support the Awards.

The local business community has been negatively impacted over the last 18 months due to the COVID pandemic. The Awards are viewed as uplifting and positive, bringing the community together to recognise, acknowledge and celebrate the service provided by our local businesses. As the naming rights sponsor, Council will be at the forefront of this support and acknowledgement.

**Issues:**

***Strategy Implications***

**STRATEGY ONE**

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

***Health Implications***

There are no known health implications from this report.

***Communication***

General communication has occurred between the Business Development Team and the Project Manager for the events, during the process of the application being submitted.

***Financial Implications***

As a long-standing sponsor of the Awards, there is an allocation of \$6,500 in the 2021/2022 budget to cover the cost of funding this application.

***Risk Analysis***

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Financial Risk</b>  Loss of funds should the event not proceed	1	The LCBTA have proven in 2020, that should the event not proceed due to Covid restrictions, then any funding provided will be returned.  It will also be written into the agreement with the LCBTA
<b>Reputational Risk</b>	4	There would be a negative impact should Council decide not to

Identified risk	Risk likelihood*	Controls to manage risk
Should Council determine not to continue sponsoring this event.		sponsor the Awards. This could be managed by having detailed correspondence with the LCBTA, with clear transparency as to why the decision not to sponsor the Awards was made.

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

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

There are no known legal and compliance implications for this report

### ***Community Implications***

Should Council decide not to sponsor the Awards, there may be an impact on the ability of the organisers to conduct this event successfully (e.g. ability to cover all of the costs).

### ***Environmental Implications***

There are no known environmental implications for this report.

### ***Consultation***

Consultation with the Project Manager for the Awards took place prior to this report being drafted. The nature of this conversation was to advise on the new procedure for Sponsorship Grants being approved and provide information on the grant application form.



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

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

### ***Supporting Documents:***

Nil

### ***Attachments***

1   LCBTA grant application



## **16.1**

### **Economic Development Sponsorship Grant application received from Latrobe City Business and Tourism Association**

- 1    LCBTA grant application..... 242**

## Economic Development Sponsorship Grant - Major Eco Dev Sponsorship Form Application EDSMG003 From Latrobe City Business and Tourism Association Form Submitted 19 Jul 2021, 7:56pm AEST

### Eligibility

\* indicates a required field

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

Both are available on the [Latrobe City Council website](#).

This section of the application form is designed to help you, and us, understand if you are eligible for this grant.

If you have any questions in regards to these eligibility criteria, please contact the Business Development Officer:

- Phone: 0427 833 817
- Email: busdev@latrobe.vic.gov.au

#### 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.

### 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;

## **Economic Development Sponsorship Grant - Major Eco Dev Sponsorship Form Application EDSMG003 From Latrobe City Business and Tourism Association**

Form Submitted 19 Jul 2021, 7:56pm AEST

- 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.

You will also be given the opportunity to upload any additional documents you would like included with the application.

### **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.

#### **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 antisocial behaviour

#### **Sponsorship Conditions**

Successful applicants will be required to:

## Economic Development Sponsorship Grant - Major Eco Dev Sponsorship Form Application EDSMG003 From Latrobe City Business and Tourism Association Form Submitted 19 Jul 2021, 7:56pm AEST

- 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.

### Does your organisation meet the eligibility criteria? \*

Yes

You must confirm that all statements above are true and correct. If you do not meet the eligibility criteria you will be considered ineligible to apply.

## Privacy Notice

The personal information requested on this form is being collected by Latrobe City Council for the purpose of administering your application. The personal information will be used solely by Latrobe City 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 application. The applicant understands that the personal information provided is for the reasons outlined above and that he or she may apply to Latrobe City 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.

## Contact Details

\* indicates a required field

### Applicant Organisation:

**Applicant organisation name: \***

Latrobe City Business and Tourism Association

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

## Economic Development Sponsorship Grant - Major Eco Dev Sponsorship Form Application EDMSG003 From Latrobe City Business and Tourism Association Form Submitted 19 Jul 2021, 7:56pm AEST

**Primary (physical) address: \***

c/o 109 Seymour St  
Traralgon VIC 3844 Australia

**Applicant website:**

<https://lcbta.org.au/>

Must be a URL

**Primary contact person: \***

Ms Eloisa Tripodi

This is the person we will correspond with about this grant

**Position held in organisation: \***

Event and program management - Project Manager  
e.g. Manager, Board Member, Fundraising Coordinator

**Primary phone number: \***

0448 396 186

Must be a primary source involved with the project and Organisation

**Contact person's email address: \***

eloisa@nanoonanoo.com.au

This email address will be used for all correspondence.

## Organisation Details

### Organisation Type:

Applicant's organisation must be a not-for-profit, properly constituted legal entity, or be auspiced by such a body, which is able to accept legal and financial responsibility for the project.

**Please select an option type below that best represents the status of your organisation:**

- Our organisation has an ABN and is incorporated
- Our organisation has an ABN and is not incorporated
- Our organisation is incorporated and does not have an ABN
- We are a not for profit entity type without an ABN
- We are not a legal entity and we have an auspice organisation for this project

**ABN:**

75 373 468 697

Information from the Australian Business Register	
<b>ABN</b>	75 373 468 697
<b>Entity name</b>	Latrobe City Business Tourism Association Inc.
<b>ABN status</b>	Active
<b>Entity type</b>	Other Incorporated Entity

**Economic Development Sponsorship Grant - Major****Eco Dev Sponsorship Form****Application EDSMG003 From Latrobe City Business and Tourism Association**

Form Submitted 19 Jul 2021, 7:56pm AEST

<b>Goods &amp; Services Tax (GST)</b>	No
<b>DGR Endorsed</b>	No
<b>ATO Charity Type</b>	Not endorsed <a href="#">More information</a>
<b>ACNC Registration</b>	No
<b>Tax Concessions</b>	No tax concessions
<b>Main business location</b>	3840 VIC

*Information retrieved at 1:13pm today***Please provide your incorporation number:**

You can search for your incorporation number here: <https://www.consumer.vic.gov.au/clubs-and-not-for-profits/incorporated-associations/search-for-an-incorporated-association>

**Project Details****\* indicates a required field****Council Objectives****Which of Council's objectives does your project align with? \***

- 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
- Identify and Encourage new economic opportunities

**Project title: \***

Latrobe City Business Tourism Awards

Must be no more than 5 words.

Your title should be short but descriptive. This title will be used by Latrobe City Council when promoting successful applicants.

**Please provide a short summary of your project: \***

The Peoples Choice Awards invites businesses and the community to respond to the services and experiences within the region.

The objectives of the Awards are to:

- # Raise awareness of the significance of small business and tourism for the Latrobe City economy.
- # Recognise businesses who have displayed "Excellence in Customer Service".
- # To provide local operators and businesses a way to showcase their products and services.
- # Create networking opportunities between businesses and community organisations.
- # Develop business pride, awareness and recognition.
- # Develop community recognition.

## Economic Development Sponsorship Grant - Major Eco Dev Sponsorship Form Application EDMSG003 From Latrobe City Business and Tourism Association Form Submitted 19 Jul 2021, 7:56pm AEST

# Provide an opportunity to generate positive publicity and media exposure for both businesses participating in the Awards and those who partner and support the Awards. Must be no more than 200 words. Be descriptive, but succinct. This description will be used by Latrobe City Council when promoting successful applicants,

### Where is the primary venue where your project will be completed: \*

The Awards night will be held at Narkogee Winery Traralgon. Live stream finalist announcement event TBC  
e.g. Ted Summerton Reserve, Morwell Recreation Reserve, Kernot Hall. If your venue does not have a name, please write N/A in this space

### Is your project being undertaken at more than one location? \*

Yes  No

## Project Timeline

### Anticipated start date: \*

01/08/2021

Project start date must be after 1 November 2020

### Anticipated end date: \*

30/10/2021

Funds must be expended within 6 months of signing the Funding Agreement and Acquitted within 3 months of your identified project completion, unless written approval has been given for an extension.

## Project Marketing and Promotion

### How will you market your project to the community and acknowledge Latrobe City Council's support?

The sponsorship request is for Latrobe City Council to hold the rights as naming sponsor for the program

This includes the following with logo and naming recognition throughout social media, live events & radio announcements.

#### Event Naming Rights

Logo & business name at Launch Event/s

Logo & business name, + sponsorship status, on the online nomination/voting page

Logo, business name & sponsor status on social media in the lead up to the Gala evening

Logo & business name in print & electronic marketing

Logo & business name on Award Trophies

Logo & business name on Award Certificates

Opportunity to present award at Gala Evening

Logo & Business name in the Official Program at the Gala Evening

Branding around the room at Gala evening

Business name & logo on the presentation audio visual slides during Gala evening

## Economic Development Sponsorship Grant - Major Eco Dev Sponsorship Form Application EDSMG003 From Latrobe City Business and Tourism Association Form Submitted 19 Jul 2021, 7:56pm AEST

Logo & business name on social media, post Gala evening

Successful applicants will be required to complete an Acquittal form, providing evidence of how Latrobe City Council's support for the project will be recognised. This can include logo recognition on marketing material, announcements at launch events and logo recognition on applicants social media, newsletter or website.

### Budget

\* indicates a required field

**Total Amount Requested: \*** \$2,000.00 \* Please note amount requested is confirmed at \$6,500, not \$2,000. Must be a dollar amount and no more than 2000. What is the total financial support you are requesting in this application?

**Total Project Cost: \*** \$48,000.00  
What is the total budgeted cost (dollars) of your project?

### Budget

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns,

- Your budget must balance. The total income must equal the total expenditure.
- Please do not add commas to figures.
- You can add and remove rows.

Income Source	Confirmed Funding?	Income Amount (\$)
		Must be a dollar amount
Latrobe City Council Grant	Unconfirmed *	\$6,500.00
Your organisations \$ contribution	Confirmed	\$10,000.00
Your organisations in-kind contribution	Confirmed	
Federal/State Government Grants	N/A	
Partnering organisations	Confirmed	\$7,000.00
Sponsorship	Confirmed	\$7,000.00
Ticket Sales	Confirmed	\$15,000.00
Philanthropic Grants		



**Economic Development Sponsorship Grant - Major  
Eco Dev Sponsorship Form  
Application EDMSG003 From Latrobe City Business and Tourism Association**  
Form Submitted 19 Jul 2021, 7:56pm AEST

	Total: \$45,500.00
--	--------------------

Expenditure Item	Expenditure Amount (\$)
	Must be a dollar amount
Marketing	\$8,000.00
ticket sales	\$15,000.00
Event Program (including trophies and certificates)	\$9,000.00
Online delivery of event and announcements	\$5,000.00
Technical Equipment	\$8,000.00
	Total: \$45,000.00

## Assessment

\* indicates a required field

### Assessment

All applications will be assessed in accordance with Latrobe City Council's Grant Governance Policy and program objectives and weighted out of 100 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 how the region 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%

#### List the key messages your project will deliver to the region or target audience: \*

The awards program will:

Raise awareness in the significance of small business and tourism for the Latrobe City economy.

Give community members the opportunity to acknowledge the services provided by local business.

Give local operators and businesses a way to showcase their products and services and be recognised for excellence in customer service.

Encourage businesses to network with each other and develop relationships for future experiences and business opportunities both online and at the Gala Event.

Must be no more than 250 words.

## Economic Development Sponsorship Grant - Major

### Eco Dev Sponsorship Form

#### Application EDSMG003 From Latrobe City Business and Tourism Association

Form Submitted 19 Jul 2021, 7:56pm AEST

#### What will the benefits of your project be to the region or target audience? \*

The program has been developed throughout the years with more than 17,000 votes in 2019 and 290 people attending the gala celebration.

As history will show, the benefit of the awards program is;

The programs main objective and benefit is the recognition of businesses in "Excellence in Customer Service". The networking opportunities between businesses and community organisations and the portrayal of business pride, awareness and recognition within organisations and the community.

The program provides an opportunity to generate positive publicity and media exposure for both businesses participating in the Awards and those who partner and support the Awards. Must be no more than 250 words.

#### What experience does your organisation have in delivering a project of this nature? \*

The People's Choice Awards commenced in 2010 and has grown into the premier business event in Latrobe City. The program has been delivered by the Latrobe City Business and Tourism Association committee for 21 years and has engaged representatives from Traralgon, Morwell, Moe and surrounds to provide a program that engages the municipality and community. The committee is exploring a variety of presentation models to deliver the 2021 awards with consideration of the current governments guidelines.

Must be no more than 100 words.

You will be given the chance to upload relevant information e.g. action plan with timelines and quotes.

## Supporting Documents

\* indicates a required field

#### Mandatory Attachments:

Please provide a current copy of your Public Liability Insurance that will be used to cover your project: \*

Filename: Public liability .pdf

File size: 20.5 kB

#### Optional Attachments:

You are welcome to attach any additional information to support your application:

*No files have been uploaded*

This could include financial statements, marketing information, annual reports, strategic plans, evidence of expenditure items, letters of support and any additional information that will support your application.

## What is the process once your application is submitted?

1. Applications are checked for eligibility against the grant program guidelines.

## Economic Development Sponsorship Grant - Major

### Eco Dev Sponsorship Form

#### Application EDSMG003 From Latrobe City Business and Tourism Association

Form Submitted 19 Jul 2021, 7:56pm AEST

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 describes how the region 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. 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.

## Declaration

**\* indicates a required field**

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the Outcome Notification email, grant program guidelines and Funding Agreement.**

**I agree: \***

Yes

**Name of authorised person: \***

Ms Eloisa Tripodi  
Must be a senior staff member, board member or appropriately authorised volunteer

**Position: \***

LCBTA- Project Management  
Position held in applicant organisation (e.g. CEO, Treasurer)

**Contact phone number: \***

0448 396 186

**Economic Development Sponsorship Grant - Major  
Eco Dev Sponsorship Form**  
**Application EDSMG003 From Latrobe City Business and Tourism Association**  
Form Submitted 19 Jul 2021, 7:56pm AEST

We may contact you to verify that this application is authorised by the applicant organisation

**Contact Email: \***

[eloisa@nagoonanoo.com.au](mailto:eloisa@nagoonanoo.com.au)

**Date: \***

19/07/2021

**Agenda Item: 16.2**

**Agenda Item: Authorisation of Councillors for Certification of the  
2020/21 Financial Report and Performance Statement**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council;**

- 1. Provides “in principle” approval to the performance and financial statements for the year ended 30 June 2021 as attached to this report; and**
- 2. Authorises Audit and Risk Committee delegates Councillors Graeme Middlemiss and Melissa Ferguson to certify the performance statement and financial statements in their final form on behalf of Council for the year ended 30 June 2021.**

**Executive Summary:**

- In order for the Victorian Auditor General’s Office (VAGO) to provide an audit report certifying Council’s 2020/2021 financial report and performance statement, as per Section 99 of the *Local Government Act 2020 (the Act)*, Council must first provide in principle approval of the statements and authorise two Councillors to certify the statements in their final form.
- The draft statements were presented to Council’s Audit and Risk Committee on 2 September 2021. Staff from VAGO’s audit contractors DMG Audit and Advisory who conducted the Latrobe City audit were in attendance and tabled a closing audit report. An update of the Audit and Risk Committee recommendations will be provided at the Council Meeting.
- It is recommended that Council gives its approval in principle to the draft performance statement and draft financial report for the year ended 30 June 2021 and that Council authorises Audit and Risk Committee delegates Councillors Graeme Middlemiss and Melissa Ferguson to certify these statements in their final form.

**Background:**

Under the provisions of the Act, a Council cannot submit its financial and performance statements to the Auditor-General or the Minister for Local Government (the Minister) unless a resolution has been passed by Council authorising two Councillors to certify the financial statements in their final form.

Once the auditor's reports on the performance statement and financial statements have been received by Council they will be incorporated into the annual report which must be presented at a Council meeting open to the public within 4 months of the end of the financial year.

The table below sets out the process:

<b>Process</b>	<b>Date</b>
Draft Audited Financial Statements presented to Audit and Risk Committee	02 September 2021
Council approval for two Councillors to certify the financial, standard and performance statements in their final form	06 September 2021
Certifications signed by the two nominated Councillors	06 September 2021
Auditor General issues audit reports	Upon receipt of signed certifications
Council Meeting to consider Annual report	Council meeting within four months of the end of the Financial year.

**Issues:**

*Strategy Implications*

This report supports the Council objective to ensure Council operates openly, transparently and responsibly by providing the community with reports on Council's performance over the 2020/21 financial year.

*Communication*

The financial report and performance statement will be included in Council's annual report which will be subject to a public notice providing the community with the opportunity to inspect prior to its adoption by Council.

*Financial Implications*

The subject reports are in respect of the Council's financial position, performance and operations for the year ended 30 June 2021. There are no financial or resource implications.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Legal/Regulatory Risk</b>  Non-compliance with legal requirements	Rare	The recommendations in this report comply with statutory requirements of the <i>Local Government Act 1989</i> and the <i>Local Government (Planning and Reporting) Regulations 2014</i> (as per the transitional provisions of the <i>Local Government Act 2020</i> ).

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

*Legal and Compliance*

The recommendations in this report are necessary to comply with statutory requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*. (as per the transitional provisions of the *Local Government Act 2020*).

*Community Implications*

n/a

*Environmental Implications*

n/a

*Consultation*

No engagement

*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 2020*.

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#)  Performance Statement 2020/21
- 2 [↓](#)  Financial Statements 2020/21



## **16.2**

### **Authorisation of Councillors for Certification of the 2020/21 Financial Report and Performance Statement**

<b>1</b>	<b>Performance Statement 2020/21.....</b>	<b>258</b>
<b>2</b>	<b>Financial Statements 2020/21 .....</b>	<b>272</b>

**Performance Statement**

For the year ended 30 June 2021

---

**Description of municipality**

Latrobe City is Victoria's eastern Regional City and Gippsland's primary service centre and employment hub, providing retail, entertainment, education, government and health services to the region with a population of 75,915<sup>1</sup>.

Latrobe City is located an hour and half drive east of Melbourne covering an area of 1,425 square kilometres situated between the Strzelecki Ranges to the south and the Great Dividing Range to the north. The city is made up of four major towns; Churchill, Moe/Newborough, Morwell and Traralgon; and seven rural townships of Boolarra, Glengarry, Toongabbie, Tyers, Traralgon South, Yallourn North and Yinnar. The rural landscape in between townships houses a large population of hard working farmers and residents who enjoy the peace and tranquillity that comes with country life.

<sup>1</sup> Australian Bureau of Statistics 3218.0 Regional Population Growth Australia, 1 April 2021 E.R.P 2021

---

**Certification of the Performance Statement**

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014* (as per the transitional provisions of the Local Government Act 2020).

Matthew Rogers, CPA  
**Principal Accounting Officer**  
**Dated:** 06 September 2021

In our opinion, the accompanying performance statement of the Latrobe City Council for the year ended 30 June 2021 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014* (as per the transitional provisions of the Local Government Act 2020).

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify this performance statement in its final form.

Cr. Graeme Middlemiss  
**Councillor**  
**Dated:** 06 September 2021

Cr. Melissa Ferguson  
**Councillor**  
**Dated:** 06 September 2021

Steven Piasente  
**Chief Executive Officer**  
**Dated:** 06 September 2021

PERFORMANCE STATEMENT  
2020/21

**Auditor General's Report on Performance Statement**

**PERFORMANCE STATEMENT**  
**2020/21**

**PERFORMANCE STATEMENT**  
**2020/21**

### Sustainable Capacity Indicators

For the year ended 30 June 2021

<i>Indicator/measure</i>	<b>Results 2018</b>	<b>Results 2019</b>	<b>Results 2020</b>	<b>Results 2021</b>	<b>Material Variations</b>
<b>Population</b>					
<i>Expenses per head of municipal population</i> [Total expenses / Municipal population]	\$1,891	\$1,813	\$1,805	\$1,844	The result for this measure has increased by \$39 over the year. This is largely in line with CPI increases and an increase in Council's landfill rehabilitation provision following an independent review of the cost of works required to meet EPA requirements.
<i>Infrastructure per head of municipal population</i> [Value of infrastructure / Municipal population]	\$13,086	\$13,210	\$13,865	\$14,244	The result for this measure increased by \$1,158 per capita over the four year period in line with large capital works programs undertaken by Council with the assistance of State and Commonwealth government grants.
<i>Population density per length of road</i> [Municipal population / Kilometres of local roads]	46	46	46	52	The increase in 2021 is the result of a review of Council's asset database which found on-street parking had previously been included in road length data, this has been revised to give the true length of the road.
<b>Own-source revenue</b>					
<i>Own-source revenue per head of municipal population</i> [Own-source revenue / Municipal population]	\$1,288	\$1,326	\$1,356	\$1,280	The reduction experienced in 2021 is directly related to decreased user fees and charges revenue as a result of service closures due to COVID restrictions.
<b>Recurrent grants</b>					
<i>Recurrent grants per head of municipal population</i> [Recurrent grants / Municipal population]	\$378	\$353	\$375	\$361	The result for this measure has decreased by \$14 per capita over the 2021 year. The reduced amount mainly related to Commonwealth Financial Assistance Grants funding received in advance in 2020 exceeding the equivalent advance in 2021 by \$11 per capita.
<b>Disadvantage</b>					
<i>Relative socio-economic disadvantage</i> [Index of Relative Socio-economic Disadvantage by decile]	1	1	1	1	The result for this measure has remained unchanged over the four year period.
<b>Workforce Turnover</b>					
<i>Percentage of staff turnover</i> [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	9.8%	12.5%	10.7%	17.2%	This rate was impacted by an increase in the number of appointments ceasing during the year, which were funded under the Working for Victoria COVID-19 program. Council also saw an increased turnover figure early in the 2021 calendar year, with the labour market reactivating as most organisations suspended recruitment activities over the height of the pandemic in 2020. This increase is reflective of the labour market across the state during this time.

5 Annual Report 2020/21

**Sustainable Capacity Indicators *(continued)*****Definitions**

"adjusted underlying revenue" means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

"infrastructure" means non-current property, plant and equipment excluding land

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the Road Management Act 2004

"population" means the resident population estimated by council

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"relative socio-economic disadvantage", in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

"SEIFA" means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

**PERFORMANCE STATEMENT**  
**2020/21**

### Service Performance Indicators

For the year ended 30 June 2021

<i>Service/indicator/measure</i>	<b>Results 2018</b>	<b>Results 2019</b>	<b>Results 2020</b>	<b>Results 2021</b>	<b>Material Variations</b>
<b>Aquatic facilities</b> <b>Utilisation</b> <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities / Municipal population]	4.9	4.9	3.6	2.4	Council aquatic facilities include those at Latrobe Leisure Morwell, Latrobe Leisure Moe Newborough, Latrobe Leisure Churchill, Yallourn North Outdoor Pool and Moe Outdoor Pool. The decline in utilisation is a result of COVID-19 restrictions, which required closure of aquatic facilities, along with ongoing restrictions throughout 2020-21.
<b>Animal management</b> <b>Health and safety</b> <i>Animal management prosecutions</i> [Number of successful animal management prosecutions/Number of animal management prosecutions]x100	New in 2020	New in 2020	100%	100%	A favourable result of 100% successful prosecutions in 2020-21. The number of cases put forward was significantly less due to the impacts of COVID-19 on non-urgent criminal matters before the Court, this has resulted in a substantial reduction in the number of matters lodged and an increase in the number of adjournments.
<b>Food safety</b> <b>Health and safety</b> <i>Critical and major non-compliance notifications</i> [Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about a food premises] x100	93.4%	88.5%	63.1%	75.3%	2020 COVID-19 restrictions, resulted in a reduction in the number of operating businesses, sporting groups and community organisations. This meant that the ability of the Health Services team, to complete a follow up inspection, to major and/or critical assessments, was impacted – although focusing on this portfolio improved, this performance indicator, compared to the previous year where staff time was impacted by the 2019 bushfires, demonstrated improvement despite the ongoing challenges of COVID-19.
<b>Governance</b> <b>Satisfaction</b> <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	52	54	53	56	The annual Community Satisfaction Survey assesses the community's satisfaction with Council's performance. Satisfaction with Council decisions has increased from 53 out of 100 in 2020 to 56 in 2021.
<b>Libraries</b> <b>Participation</b> <i>Active library members</i> [Number of active library borrowers in the last 3 years / The sum of the population for the last three years] x100	10.3%	10.3%	10.3%	9.8%	Participation at libraries has been impacted in 2020-21 by ongoing COVID-19 restrictions which has seen the facilities closed to the public during lockdown periods. An alternate click and collect service was provided during these periods.



**PERFORMANCE STATEMENT  
2020/21**

<i>Service/indicator/measure</i>	<b>Results 2018</b>	<b>Results 2019</b>	<b>Results 2020</b>	<b>Results 2021</b>	<b>Material Variations</b>
<b>Maternal and Child Health (MCH)</b> <b>Participation</b> <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100	72.6%	70.3%	72.6%	74.5%	During the year, 3,578 children were enrolled in the Maternal and Child Health (MCH) service with 2,666 of those children having attended the service at least once during the year. This is an increase since 2019-20. Participation is increasing overall due to an increase in MCH nurses and a focus on engaging directly with all families that require additional support to attend the MCH service.
<b>Participation</b> <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year) / Number of Aboriginal children enrolled in the MCH service] x100	70.9%	69.1%	76.0%	86.7%	Participation in the Maternal and Child Health service by Aboriginal children has increased with 191.5 Aboriginal children enrolled and, of those, 166 children attended the service at least once during the year. This increase is due to a significant focus on engaging with Aboriginal families to support their engagement in the MCH service.
<b>Roads</b> <b>Satisfaction</b> <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	56	60	57	61	The annual Community Satisfaction Survey assesses the community's satisfaction with Council's performance. Satisfaction with sealed local roads has increased to a rating of 61%. Council's understanding of the sealed local road network, gained through customer service requests and the ongoing inspection program, both indicate the network is generally in good condition.
<b>Statutory Planning</b> <b>Decision making</b> <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application / Number of VCAT decisions in relation to planning applications] x100	60.0%	40.0%	40.0%	0.0%	Latrobe City Council had two planning applications referred to VCAT during 2020-21, with both decisions being overturned.
<b>Waste Collection</b> <b>Waste diversion</b> <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100	54.0%	52.1%	51.4%	49.2%	Council has seen a steady decrease in the percentage of waste diverted from landfill over the last four years, we suspect it is partly due to a higher level of contaminated recycle material being diverted to landfill and the impact of more people working from home due to COVID-19 restrictions.

**PERFORMANCE STATEMENT  
2020/21****Service Performance indicators (*continued*)****Definitions**

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the Aboriginal Heritage Act 2006

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 98 of the Act

"class 1 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the *Food Act 1984*, that have been declared as class 2 food premises under section 19C of that Act

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the *Food Act 1984*

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the *Food Act 1984*, or advice given to council by an authorized officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

**PERFORMANCE STATEMENT**  
**2020/21**

**Financial Performance Indicators**

For the year ended 30 June 2021

Dimension/indicator/measure	Results				Forecasts				Material Variations
	2018	2019	2020	2021	2022	2023	2024	2025	
<b>Efficiency</b> <b>Expenditure level</b> <i>Expenses per property assessment</i> [Total expenses / Number of property assessments]	\$3,690	\$3,534	\$3,519	\$3,613	\$3,483	\$3,322	\$3,353	\$3,377	The result for this measure has increased by \$94 over the year. This is largely in line with CPI increases and an increase in Council's landfill rehabilitation provision following an independent review of the cost of works required to meet EPA requirements.  A reduction is forecasted in 2023 aligned to the planned transition of the Commonwealth Home Support Program and Community Care Program for Young People (HACC PYP) services to other service providers within the community.  The average rate per property assessment is expected to increase in line with expected Rate Cap amounts of 1.5% in 2022 and are currently estimated at 2% per annum from 2023 to 2025.
<b>Revenue level</b> <i>Average rate per property assessment</i>  [Total rate revenue (General rates and Municipal charges) / Number of property assessments]	New in 2020	New in 2020	\$1,542	\$1,556	\$1,564	\$1,591	\$1,623	\$1,656	
<b>Liquidity</b> <b>Working capital</b> <i>Current assets compared to current liabilities</i> [Current assets / Current liabilities] x100	321.7%	324.7%	267.5%	253.0%	181.0%	196.5%	201.5%	198.3%	The result for this measure has decreased in 2021 mainly due to council spending capital grants received in advance and other funding carried forward for major infrastructure projects.  The 4.2% increase in 2021 is due to reduced restrictions on cash holdings mainly related to a reduction in carry forward capital works. This ratio is forecasted to remain in a positive position due to assumptions of lower restrictions on cash as current capital works projects are completed and unspent grants are expected to reduce. This ratio is also influenced by the timing and level of investments not classified as cash but timed to mature in time meet the current liabilities when they fall due.
<b>Unrestricted cash</b> <i>Unrestricted cash compared to current liabilities</i> [Unrestricted cash / Current liabilities] x100	(4.6%)	(71.2%)	25.1%	29.3%	32.1%	32.9%	34.1%	31.8%	

**PERFORMANCE STATEMENT  
2020/21**

**Financial Performance Indicators (continued)**

Dimension/indicator/measure	Results				Forecasts				Material Variations
	2018	2019	2020	2021	2022	2023	2024	2025	
<b>Obligations</b>									
<b>Loans and borrowings</b>									
<i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x100	22.1%	19.3%	12.7%	20.4%	28.0%	24.5%	25.2%	21.5%	The result for this measure has increased by 7.7% in 2021 due to the drawdown of a further \$7.1 million in borrowing for the completion of the Gippsland Regional Aquatic Centre (GRAC). The ratio is forecasted to increase to 28.0% in 2022 as Council draws down a further \$10.0 million of new borrowings for the Moe Rail Precinct Revitalisation Stage 2 and Kernot Hall Refurbishment projects.
<i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	3.5%	2.9%	12.0%	1.2%	3.6%	3.5%	3.4%	3.7%	The result for this measure decreased by 10.8% in 2021 due to the principal repayment of an \$8.2 million interest only loan inflating the 2020 ratio. The measure is forecasted to return to 3.6% in 2022 following the final drawdown of the GRAC loan in June 2021 and the expected drawdown of a further \$10.0 million new borrowings for the Moe Rail Precinct Revitalisation Stage 2 and Kernot Hall Refurbishment projects in 2022.
<b>Indebtedness</b>									
<i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities / Own source revenue] x100	39.0%	26.9%	24.7%	32.3%	29.2%	27.4%	25.7%	18.9%	The increased ratio in 2021 was due to final drawdown of \$7.1 million new borrowings for the Gippsland Regional Aquatic Centre (GRAC), together with a reduction in own source revenue as a result of the impact of the COVID-19 pandemic on user fees such as leisure, performing arts and parking fines.

**PERFORMANCE STATEMENT  
2020/21**

Dimension/indicator/measure	Results				Forecasts				Material Variations
	2018	2019	2020	2021	2022	2023	2024	2025	
<b>Asset renewal and upgrade</b> <i>Asset renewal and upgrade compared to depreciation</i> [Asset renewal and upgrade expense / Asset depreciation] x100	New in 2020	New in 2020	152.2%	82.7%	77.3%	58.3%	71.9%	63.6%	The ratio in 2020 included additional one off stimulus funding from the State and Federal Government. The reduction in the ratio in future years is symbolic of the increased depreciation costs associated with over \$100M of new infrastructure assets predominately funded by State and Federal Government grants. Council's largest asset class, roads, is expected to be maintained around 100%, however other classes such as drainage, which is renewed only on a reactive basis, and buildings which are often reliant on government funding for major renewal and upgrade works will remain below 100%.
<b>Operating position</b> <b>Adjusted underlying result</b> <i>Adjusted underlying surplus (or deficit)</i> [Adjusted underlying surplus (deficit)/ Adjusted underlying revenue] x100	(11.2%)	(5.0%)	(1.5%)	(5.0%)	(6.2%)	(4.7%)	(4.4%)	(3.9%)	Council's underlying deficit increased by a further 3.5% compared to 2020. The larger underlying deficit, in the 2021 year, was mainly due to unexpected landfill rehabilitation provision as a result of council undertaking an independent review of the provision in accordance with EPA requirements. The results are forecasted to remain in deficit mainly due to increases in depreciation expenses resulting from the construction of major new infrastructure. e.g Gippsland Regional Aquatic Facility (GRAC) and Latrobe Creative Precinct, now referred to as the Gippsland Performing Arts Centre.
<b>Stability</b> <b>Rates concentration</b> <i>Rates compared to adjusted underlying revenue</i> [Rate revenue / Adjusted underlying revenue] x100	59.4%	60.1%	60.1%	61.3%	64.7%	67.6%	67.8%	68%	The result for this measure has been slightly increasing over the last four years indicating an increasing reliance on rate revenue. The ratio is expected to continue to rise into the future primarily based on moderate estimates of future levels of recurrent government funding and user fees and charges linked to COVID recovery.
<b>Rates effort</b> <i>Rates compared to property values</i> [Rate revenue / Capital improved value of rateable properties in the municipality ] x100	0.7%	0.7%	0.7%	0.7%	0.6%	0.6%	0.6%	0.6%	The result for this measure has remained stable over the four year period. A small decrease is forecast in 2022 as a result of increasing property valuations across the municipality.

**PERFORMANCE STATEMENT  
2020/21****Definitions**

"adjusted underlying revenue" means total income other than—  
(a) non-recurrent grants used to fund capital expenditure; and  
(b) non-monetary asset contributions; and  
(c) contributions to fund capital expenditure from sources other than those referred to in paragraphs (a) and (b)

"adjusted underlying surplus (or deficit)" means adjusted underlying revenue less total expenditure

"asset renewal expenditure" means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

"current assets" has the same meaning as in the AAS

"current liabilities" has the same meaning as in the AAS

"non-current assets" means all assets other than current assets

"non-current liabilities" means all liabilities other than current liabilities

"non-recurrent grant" means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council's Strategic Resource Plan

"own-source revenue" means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

"population" means the resident population estimated by council

"rate revenue" means revenue from general rates, municipal charges, service rates and service charges

"recurrent grant" means a grant other than a non-recurrent grant

"residential rates" means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

"restricted cash" means cash and cash equivalents and financial assets, within the meaning of the AAS that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

"unrestricted cash" means all cash and cash equivalents other than restricted cash.

## Other Information

For the year ended 30 June 2021

### 1. Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014* (as per the transitional provisions of the *Local Government Act 2020*).

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and detailed explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its budget on 7 June 2021. The budget includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The budget can be obtained by contacting council.

# Latrobe City Council

2020/2021 Financial Report





## Table of Contents

<b>Financial Report</b>		
Certification of the Financial Statements		1
Victorian Auditor-General's Office Report		2
<b>Financial Statements</b>		
Comprehensive Income Statement		4
Balance Sheet		5
Statement of Changes in Equity		6
Statement of Cash Flows		7
Statement of Capital Works		8
<b>Overview</b>		9
<b>Notes to Financial Statements</b>		
Note 1	Performance against budget	10
	1.1. Income and expenditure	10
	1.2. Capital works	13
Note 2	Analysis of Council results by program	15
Note 3	Funding for the delivery of our services	17
	3.1. Rates and charges	17
	3.2. Statutory fees and fines	18
	3.3. User fees	18
	3.4. Funding from other levels of government	18
	3.5. Contributions	20
	3.6. Other income	20
Note 4	The cost of delivering services	21
	4.1. Employee costs	21
	4.2. Materials and services	21
	4.3. Depreciation	22
	4.4. Amortisation - Intangible assets	22
	4.5. Amortisation - Right of use assets	22
	4.6. Bad and doubtful debts	22
	4.7. Borrowing costs	22
	4.8. Finance Costs - Leases	22
	4.9. Net gain/(loss) on disposal of property, infrastructure, plant and equipment	23
	4.10. Other expenses	23
Note 5	Our financial position	24
	5.1. Financial assets	24
	5.2. Non-financial assets	26
	5.3. Payables	26
	5.4. Interest bearing liabilities	27
	5.5. Provisions	28
	5.6. Financing arrangements	29
	5.7. Commitments	30
	5.8. Leases	31
Note 6	Assets we manage	33
	6.1. Non current assets classified as held for sale	33
	6.2. Property, infrastructure plant and equipment	34
	6.3. Investments in associates, joint arrangements and subsidiaries	40
Note 7	People and relationships	41
	7.1. Council and key management remuneration	41
	7.2. Related party disclosure	43
Note 8	Managing uncertainties	44
	8.1. Contingent assets and liabilities	44
	8.2. Change in accounting standards	45
	8.3. Financial instruments	45
	8.4. Fair value measurement	47
	8.5. Events occurring after balance date	47
Note 9	Other matters	48
	9.1 Reserves	48
	9.2 Reconciliation of cash flows from operating activities to surplus/(deficit)	49
	9.3 Superannuation	49
Note 10	Change in accounting policy	50

## Certification of the Financial Statements

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 1989*, the *Local Government (Planning and Reporting) Regulations 2014*, Australian Accounting Standards and other mandatory professional reporting requirements.

Matthew Rogers CPA  
**Principal Accounting Officer**  
Dated: 06/09/2021

In our opinion the accompanying financial statements present fairly the financial transactions of Latrobe City Council for the year ended 30 June 2021 and the financial position of the Council as at the date.

As at the date of signing, we are not aware of any circumstances which would render any particulars in the financial statements to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2014* to certify the financial statements in their final form.

Cr Graeme Middlemiss  
**Councillor**  
Dated: 06/09/2021

Cr Melissa Ferguson  
**Councillor**  
Dated: 06/09/2021

Steven Piasente  
**Chief Executive Officer**  
Dated: 06/09/2021

Insert Auditors Report on this page

Insert Auditors Report on this page

**Comprehensive Income Statement**  
For the Year Ended 30 June 2021

	NOTE	2021 \$'000	2020 \$'000
<b>INCOME</b>			
Rates and charges	3.1	81,757	80,776
Statutory fees and fines	3.2	2,429	2,396
User fees	3.3	9,497	11,502
Grants - operating	3.4	33,627	29,347
Grants - capital	3.4	26,999	67,831
Contributions - monetary	3.5	696	788
Contributions - non monetary	3.5	6,766	3,588
Other income	3.6	3,478	5,112
<b>Total income</b>		<b>165,249</b>	<b>201,340</b>
<b>EXPENSES</b>			
Employee costs	4.1	(58,305)	(58,093)
Materials and services	4.2	(40,703)	(39,337)
Depreciation	4.3	(28,166)	(27,956)
Amortisation - intangible assets	4.4	(630)	(651)
Amortisation - right of use assets	4.5	(39)	(25)
Bad and doubtful debts	4.6	(9)	(34)
Borrowing costs	4.7	(289)	(390)
Finance costs - leases	4.8	(29)	(29)
Net loss on disposal of property, infrastructure, plant and equipment	4.9	(3,869)	(6,419)
Landfill rehabilitation provision movement	5.5	(1,409)	2,695
Other expenses	4.10	(6,562)	(3,419)
<b>Total expenses</b>		<b>(140,010)</b>	<b>(133,658)</b>
<b>Surplus/ (Deficit) for the year</b>		<b>25,239</b>	<b>67,682</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation increment/(decrement)	9.1	20,409	(3,151)
<b>Total comprehensive result</b>		<b>45,648</b>	<b>64,531</b>

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Latrobe City Council  
2020/2021 Financial Report

## Balance Sheet

As at 30 June 2021

	NOTE	2021 \$'000	2020 \$'000
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5.1	39,905	38,731
Trade and other receivables	5.1	5,536	6,681
Other financial assets	5.1	70,800	70,169
Other assets	5.2	6,451	4,402
<b>Total current assets</b>		<b>122,692</b>	<b>119,983</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables	5.1	5	9
Other financial assets	5.1	2	2
Property, infrastructure, plant and equipment	6.2	1,275,923	1,222,598
Right-of-use assets	5.8	684	723
Intangible assets	5.2	93	724
<b>Total non-current assets</b>		<b>1,276,707</b>	<b>1,224,056</b>
<b>TOTAL ASSETS</b>		<b>1,399,399</b>	<b>1,344,039</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Trade and other payables	5.3	27,590	22,201
Trust funds and deposits	5.3	3,779	3,247
Provisions	5.5	15,638	16,851
Interest-bearing loans and borrowings	5.4	1,459	2,527
Lease liabilities	5.8	27	29
<b>Total current liabilities</b>		<b>48,493</b>	<b>44,855</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	5.5	15,531	16,894
Interest-bearing loans and borrowings	5.4	15,215	7,749
Lease liabilities	5.8	677	706
<b>Total non-current liabilities</b>		<b>31,423</b>	<b>25,349</b>
<b>TOTAL LIABILITIES</b>		<b>79,916</b>	<b>70,204</b>
<b>NET ASSETS</b>		<b>1,319,483</b>	<b>1,273,835</b>
<b>EQUITY</b>			
Accumulated surplus		810,012	784,822
Reserves	9.1	509,471	489,013
<b>TOTAL EQUITY</b>		<b>1,319,483</b>	<b>1,273,835</b>

The above balance sheet should be read in conjunction with the accompanying notes.

Annual Report 2020/21

**Statement of Changes in Equity**  
For the Year Ended 30 June 2021

	NOTE	TOTAL \$'000	ACCUMULATED SURPLUS \$'000	REVALUATION RESERVE \$'000	OTHER RESERVES \$'000
<b>2021</b>					
<b>Balance at beginning of the financial year</b>		<b>1,273,835</b>	<b>784,822</b>	<b>484,437</b>	<b>4,576</b>
Surplus for the year		25,239	25,239	-	-
Net asset revaluation increment	6.2	20,409	-	20,409	-
Transfers to other reserves	9.1	-	(695)	-	695
Transfers from other reserves	9.1	-	646	-	(646)
<b>Balance at end of the financial year</b>		<b>1,319,483</b>	<b>810,012</b>	<b>504,846</b>	<b>4,625</b>
<b>2020</b>					
Balance at beginning of the financial year		1,235,374	744,259	487,586	3,529
Impact of change in accounting policy - AASB 15 Revenue from Contracts with Customers	10	(1,238)	(1,238)	-	-
Impact of change in accounting policy - AASB 1058 Income of Not-for-Profit Entities	10	(24,832)	(24,832)	-	-
Impact of change in accounting policy - AASB 16 Leases	5.8	-	-	-	-
<b>Adjusted Opening balance</b>		<b>1,209,304</b>	<b>718,189</b>	<b>487,586</b>	<b>3,529</b>
Surplus for the year		67,682	67,682	-	-
Net asset revaluation decrement	6.2	(3,149)	-	(3,149)	-
Transfers to other reserves	9.1	-	(1,073)	-	1,071
Transfers from other reserves	9.1	-	24	-	(24)
<b>Balance at end of the financial year</b>		<b>1,273,835</b>	<b>784,822</b>	<b>484,437</b>	<b>4,576</b>

The above statement of changes in equity should be read in conjunction with the accompanying notes.

**Statement of Cash Flows**  
For the Year Ended 30 June 2021

	NOTE	2021 \$'000	2020 \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Rates and charges		83,753	80,047
Statutory fees and fines		2,427	2,385
User fees		9,518	12,651
Grants - operating		36,690	32,386
Grants - capital		27,980	52,930
Contributions - monetary		698	889
Interest received		1,467	2,955
Trust funds and deposits taken		12,687	12,499
Other receipts		2,186	3,587
Net GST refund/ (payment)		3,137	(2,428)
Employee costs		(59,466)	(56,776)
Materials and services		(45,915)	(48,858)
Short-term, low value and variable lease payments		(159)	(36)
Trust funds and deposits repaid		(12,155)	(11,891)
Other payments		(3,909)	(3,191)
<b>Net cash provided by operating activities</b>	<b>9.2</b>	<b>58,939</b>	<b>77,149</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Payments for property, infrastructure, plant and equipment		(63,355)	(86,627)
Proceeds from sale of property, infrastructure, plant and equipment		165	808
Payments for investments		(210,800)	(120,969)
Proceeds from sale of investments		210,169	147,512
Loans and advances made		-	-
Payments of loans and advances		4	7
<b>Net cash used in investing activities</b>		<b>(63,817)</b>	<b>(59,269)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Finance costs		(288)	(435)
Proceeds from borrowings		7,125	4,450
Repayment of borrowings		(727)	(9,238)
Interest paid - lease liability		(29)	(29)
Repayment of lease liabilities		(29)	(14)
<b>Net cash used in financing activities</b>		<b>6,052</b>	<b>(5,266)</b>
<b>Net increase/ (decrease) in cash and cash equivalents</b>		<b>1,174</b>	<b>12,614</b>
Cash and cash equivalents at the beginning of the financial year		38,731	26,117
<b>Cash and cash equivalents at the end of the financial year</b>		<b>39,905</b>	<b>38,731</b>
Financing arrangements	5.6		
Restrictions on cash assets	5.1		

The above statement of cash flows should be read in conjunction with the accompanying notes.



**Statement of Capital Works**

For the Year Ended 30 June 2021

	NOTE	2021 \$'000	2020 \$'000
<b>PROPERTY</b>			
Land		-	-
<b>Total land</b>		-	-
Buildings*		34,822	62,945
Heritage buildings		-	-
<b>Total buildings</b>		<b>34,822</b>	<b>62,945</b>
<b>Total property</b>		<b>34,822</b>	<b>62,945</b>
<b>PLANT AND EQUIPMENT</b>			
Plant, machinery and equipment		1,776	2,451
Fixtures, fittings and furniture		71	7
Computers and telecommunications		653	342
Art collection		9	8
<b>Total plant and equipment</b>		<b>2,509</b>	<b>2,808</b>
<b>INFRASTRUCTURE</b>			
Roads		13,962	12,191
Bridges		914	413
Footpaths and cycleways		1,967	2,935
Drainage		398	734
Recreational, leisure and community facilities		3,552	2,741
Waste management		1,381	425
Parks, open space and streetscapes		807	3,900
Off street car parks		233	611
Other infrastructure		525	60
<b>Total infrastructure</b>		<b>23,739</b>	<b>24,010</b>
<b>Total capital works expenditure</b>		<b>61,070</b>	<b>89,763</b>
<b>Represented by:</b>			
New asset expenditure		37,775	47,205
Asset renewal expenditure		19,335	20,860
Asset expansion expenditure		-	-
Asset upgrade expenditure		3,960	21,698
<b>Total capital works expenditure</b>	<b>1.2</b>	<b>61,070</b>	<b>89,763</b>

The above Statement of Capital Works should be read in conjunction with the accompanying notes.

## OVERVIEW

### Introduction

The Latrobe City Council was established by an Order of the Governor in Council on 2 December 1994 and is a body corporate. The Council's main office is located at 141 Commercial Road Morwell 3840.

### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and Notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board (AASB), the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

### Significant Accounting Policies

#### (a) Basis of accounting

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- The fair value of land, buildings, infrastructure, plant and equipment (refer to Note 6.2)
- The determination of depreciation for buildings, infrastructure, plant and equipment (refer to note 6.2)
- The determination of employee provisions (refer to note 5.5)
- The determination of landfill provisions (refer to note 5.5)
- the determination of whether performance obligations are sufficiently specific so as to determine whether an arrangement is within the scope of *AASB 15 Revenue from Contracts with Customers* or *AASB 1058 Income of Not-for-Profit Entities* (refer to Note 3)
- the determination, in accordance with *AASB 16 Leases*, of the lease term, the estimation of the discount rate when not implicit in the lease and whether an arrangement is substance shot-term or low value (refer to Note 5.8)
- whether or not AASB 1059 Service Concession Arrangements: Grantors is applicable (refer to Note 8.2)
- other areas requiring judgements

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation and disclosure has been made of any material changes to comparatives.

#### (a) Impact of Covid-19

On 16 March 2020 a state of emergency was declared in Victoria due to the global pandemic COVID-19 virus, known as coronavirus. A state of disaster was subsequently declared on 2 August 2020. While the impacts of the pandemic have abated somewhat through the 2020-21 year, Council has noted the following significant impacts on its financial operations:

- Revenue reductions – Across council's services there has been a significant reduction in user fees and charges because of service closures, restrictions on attendances and decreased demand. These reductions have primarily impacted the areas of leisure and performing arts and has resulted in decreased revenue of \$2,148K. In addition, there has also been a decrease in statutory fees and fines, namely parking fine revenue of \$328K. There has also been decreased associated expenses in these areas and other areas such as libraries, events and tourism all linked to Covid of \$2,452K.
- Revenue foregone – Council passed a resolution on the 6 April 2020 to introduce a Business and Community Support Package in recognition of the COVID-19 pandemic and the significant widespread community and economic impacts within Latrobe City. This package included waiver of fees and charges associated with street trading and outdoor dining permits, health registration fees, planning permit fees, sporting club permits and annual ground rentals, and venue hire fees resulting in a decrease in revenue of \$482K.
- Additional costs – Council incurred additional costs associated with the Business and Community Support Package of \$782K which included an extension to the community grants program, small business support program, and program management costs. In addition, council also incurred \$503K of expenditure directly related to Covid responses including additional advertising, OH&S supplies and protective clothing, cleaning, signage and employee costs.
- Financial hardship provisions were also introduced for ratepayers experiencing financial hardship which resulted in the deferral of rates revenue and waiver of penalty interest.

Annual Report 2020/21

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

## NOTE 1 Performance Against Budget

The performance against budget notes compare Council's financial plan, expressed through its annual budget, with actual performance. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of the lower of 10 percent or \$250,000 where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 3 August 2020. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for revenue and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

### 1.1 Income and Expenditure

	BUDGET 2021 \$'000	ACTUAL 2021 \$'000	VARIANCE 2021 \$'000	VARIANCE 2021 %	REF
<b>INCOME</b>					
Rates and charges	81,377	81,757	380	0%	1
Statutory fees and fines	2,126	2,429	303	14%	2
User fees	12,277	9,497	(2,780)	(23%)	3
Grants - operating	25,274	33,627	8,353	33%	4
Grants - capital	19,734	26,999	7,265	37%	5
Contributions - monetary	90	696	606	673%	6
Contributions - non monetary	4,000	6,766	2,766	69%	7
Other income	3,707	3,478	(229)	(6%)	8
<b>Total income</b>	<b>148,585</b>	<b>165,249</b>	<b>16,664</b>	<b>11%</b>	
<b>EXPENSES</b>					
Employee costs	60,030	58,305	1,725	3%	9
Materials and services	37,216	40,703	(3,487)	(9%)	10
Bad and doubtful debts	9	9	-	0%	
Depreciation	29,823	28,166	1,657	6%	11
Amortisation - Intangible assets	612	630	(18)	(3%)	0
Amortisation - Right of use assets	-	39	(39)	100%	12
Borrowing costs	651	289	362	56%	13
Finance Costs - Leases	-	29	(29)	100%	14
Net loss on disposal of property, infrastructure, plant and equipment	-	3,869	(3,869)	100%	15
Other expenses	4,189	6,562	(2,373)	(57%)	16
Landfill provision movement	-	1,409	(1,409)	100%	17
<b>Total expenses</b>	<b>132,530</b>	<b>140,010</b>	<b>(7,480)</b>	<b>(6%)</b>	
<b>SURPLUS/ (DEFICIT) FOR THE YEAR</b>	<b>16,055</b>	<b>25,239</b>	<b>9,184</b>	<b>57%</b>	

Annual Report 2020/21

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

## NOTE 1 Performance Against Budget (continued)

### (i) Explanation of material variations - Income and Expenditure

REF	ITEM	EXPLANATION			
1	<b>Rates and charges</b>	<b>Outcome</b>	<b>Favourable</b>	<b>\$0.38 million</b>	<b>0%</b>
		Higher than expected growth in Council's rate base as a result of supplementary valuations from subdivisions and property improvements \$0.33M and additional waste charge assessments \$0.05M.			
2	<b>Statutory fees and fines</b>	<b>Outcome</b>	<b>Favourable</b>	<b>\$0.3 million</b>	<b>14%</b>
		Favourable variances for planning permits and works permits partially offset by unfavourable parking fines income substantially due to the COVID-19 pandemic.			
3	<b>User fees</b>	<b>Outcome</b>	<b>Unfavourable</b>	<b>\$2.78 million</b>	<b>23%</b>
		Lower than expected fees & charges mainly due to COVID shutdowns and restrictions on council services. Latrobe Leisure programs \$1.31M, pre-School & pre-Kinder \$0.60M (funded by state government). In addition the budget did not allow for Council's transition out of the Family Day Care Program which accounts for \$0.58M of the variance and there was less landfill gate fees collected than expected \$0.37M.			
4	<b>Grants - operating</b>	<b>Outcome</b>	<b>Favourable</b>	<b>\$8.35 million</b>	<b>33%</b>
		The favourable variance is mainly due to unbudgeted/increased grants for pre school programs (including replacing user fees) \$1.93M, Working for Victoria \$1.77M, major recreation projects project directors office \$1.17M, emergency management & recovery \$1.14M, sports lighting projects \$0.55M, outdoor eating package \$0.50M, car parks early works package \$0.35M and Traralgon South tennis/netball courts \$0.34M.			
5	<b>Grants - capital</b>	<b>Outcome</b>	<b>Favourable</b>	<b>\$7.27 million</b>	<b>37%</b>
		The favourable variance is largely due to timing variances mainly related to funding for Latrobe Valley Sports and Community Initiative projects \$3.70M, Gippsland Performing Arts Centre (GPAC) \$2.44M, Future Morwell Commercial Road \$0.59M together with various other smaller amounts. In addition unbudgeted grant funds have been received for the Local Roads and Community Infrastructure program \$1.12M, Latrobe Leisure Churchill structural remediation & squash courts \$0.34M, Moe Apex Park AAA Playspace \$0.33M, Yinnar Hall upgrade \$0.27M, Latrobe Leisure Moe Newborough multi purpose facility \$0.23M and various projects. These variances have been partially offset by an unfavourable timing variance in receipt of grant funding for the Gippsland Logistics Precinct \$1.91M and the Safe Traffic in Local Streets program \$0.74M.			
6	<b>Contributions - monetary</b>	<b>Outcome</b>	<b>Favourable</b>	<b>\$0.61 million</b>	<b>673%</b>
		The favourable variance is mainly due to the higher than expected receipt of contributions for open space and future infrastructure works associated with new property subdivision development.			
7	<b>Contributions - non monetary</b>	<b>Outcome</b>	<b>Favourable</b>	<b>\$2.77 million</b>	<b>69%</b>
		Higher than expected contribution of land and infrastructure assets have been received mainly due to the budget being based on uncertain development projections due to the timing of developers requesting a Statement of Compliance for their subdivisions.			
8	<b>Other income</b>	<b>Outcome</b>	<b>Unfavourable</b>	<b>\$0.23 million</b>	<b>6%</b>
		The unfavourable variance is primarily due to low interest rates resulting in decreased interest on investments \$0.976M, and reduced kiosk sales in Latrobe Leisure due to COVID closures \$0.342M. These have been partially offset by unbudgeted reimbursements \$0.481M, sale of carbon generation units at landfill \$0.251M, interest on rates & charges \$0.157M, and various other smaller variance items.			

Annual Report 2020/21

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

## NOTE 1 Performance Against Budget (continued)

### Explanation of material variations - Income and Expenditure

REF	ITEM	EXPLANATION	Outcome	Favourable		
9	<b>Employee costs</b>	<b>Outcome</b>	<b>Favourable</b>	<b>\$1.73 million</b>	<b>3%</b>	
		The favourable variance is mainly due to a reduction in the long service leave provision as a result of lower wages inflation and higher discount rates applied to calculate the present value of leave liabilities \$2.111M, together with reduced costs across services impacted by COVID closures e.g. Leisure, Libraries, Events & Tourism. This is partially offset by employees costs associated with the state government funded Working for Victoria program (\$2.34M), higher workcover premiums (\$0.198M).				
10	<b>Materials and services</b>	<b>Outcome</b>	<b>Unfavourable</b>	<b>\$3.49 million</b>	<b>9%</b>	
		The variance is predominantly a result of expenditure that was budgeted as capital but has been expensed as a result of it not meeting the criteria required to be capitalised \$1.4M, together with expenditure funded from unbudgeted government grants and income received in previous financial years.				
11	<b>Depreciation</b>	<b>Outcome</b>	<b>Favourable</b>	<b>\$1.66 million</b>	<b>6%</b>	
		The favourable variance is mainly in the Buildings category (\$1.13M) due to the later than anticipated timing of completion of major projects such as the Gippsland Regional Aquatic Facility and Gippsland Performing Arts Centre. In addition total infrastructure depreciation was less than expected (\$0.61M) due to the re-valuation that was implemented at the end of the 2019/20 financial year, after the 2020/21 budget had been formulated.				
12	<b>Amortisation - Right of use assets</b>	<b>Outcome</b>	<b>Unfavourable</b>	<b>\$0.04 million</b>	<b>100%</b>	
		The impact of the implementation of AASB 16 Leases had not been assessed when the budget was formulated.				
13	<b>Borrowing costs</b>	<b>Outcome</b>	<b>Favourable</b>	<b>\$0.36 million</b>	<b>56%</b>	
		Lower loan repayments due to later than expected and reduced drawdown of loan funds for the Gippsland Regional Aquatics Facility.				
14	<b>Finance Costs - Leases</b>	<b>Outcome</b>	<b>Unfavourable</b>	<b>\$0.03 million</b>	<b>100%</b>	
		The impact of the implementation of AASB 16 Leases had not been assessed when the budget was formulated. Lease payments were budgeted under the "Other expenses" line item.				
15	<b>Net loss on disposal of property, infrastructure, plant and equipment</b>	<b>Outcome</b>	<b>Unfavourable</b>	<b>\$3.87 million</b>	<b>100%</b>	
		The variation is associated with the disposal of assets renewed as part of the capital works program. This process was not factored in to the 2020/21 budget process and involves the disposal of the residual value of assets that have been replaced with a renewed asset and relates mainly to asset classes of infrastructure (\$3.81M) and buildings (\$0.13M). This has been partially offset by a gain on disposal of plant and fleet (\$0.11M).				
16	<b>Other expenses</b>	<b>Outcome</b>	<b>Unfavourable</b>	<b>\$2.37 million</b>	<b>57%</b>	
		The unfavourable variance is mainly due to the expensing of items from opening Capital Works in Progress (\$2.72M). This is partially offset by favourable variances due to lower than expected State Government landfill levies associated with reduced levels of waste to landfill during the year (\$0.23M) together with lower than anticipated community grants expenditure (\$0.23M).				
17	<b>Landfill provision movement</b>	<b>Outcome</b>	<b>Unfavourable</b>	<b>\$1.41 million</b>	<b>100%</b>	
		An independent review of the expected costs to rehabilitate Council's existing and legacy landfill sites has resulted in an increase in the required provision. At the time the 2020/21 budget was formulated it was not anticipated that there would be a movement in this provision.				

Annual Report 2020/21

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

## NOTE 1 Performance Against Budget (continued)

### 1.2 Capital Works

	BUDGET 2021 \$'000	ACTUAL 2021 \$'000	VARIANCE 2021 \$'000	VARIANCE 2021 %	REF
<b>PROPERTY</b>					
Buildings	44,717	34,822	9,895	22%	1
<b>Total buildings</b>	<b>44,717</b>	<b>34,822</b>	<b>9,895</b>	<b>22%</b>	
<b>Total property</b>	<b>44,717</b>	<b>34,822</b>	<b>9,895</b>	<b>22%</b>	
<b>PLANT AND EQUIPMENT</b>					
Plant, machinery and equipment	2,987	1,776	1,211	41%	2
Fixtures, fittings and furniture	10	71	(61)	(610%)	3
Computers and telecommunications	600	653	(53)	(9%)	
Art collection	15	9	6	40%	4
<b>Total plant and equipment</b>	<b>3,612</b>	<b>2,509</b>	<b>1,103</b>	<b>31%</b>	
<b>INFRASTRUCTURE</b>					
Roads	13,778	13,962	(184)	(1%)	
Bridges	530	914	(384)	(72%)	5
Footpaths and cycleways	1,248	1,967	(719)	(58%)	6
Drainage	150	398	(248)	(165%)	7
Recreational, leisure and community facilities	2,604	3,552	(948)	(36%)	8
Waste management	2,638	1,381	1,257	48%	9
Parks, open space and streetscapes	8,205	807	7,398	90%	10
Off street car parks	208	233	(25)	(12%)	11
Other infrastructure	2,370	525	1,845	78%	12
<b>Total infrastructure</b>	<b>31,731</b>	<b>23,739</b>	<b>7,992</b>	<b>25%</b>	
<b>Total capital works expenditure</b>	<b>80,060</b>	<b>61,070</b>	<b>18,990</b>	<b>24%</b>	
<b>Represented by:</b>					
New asset expenditure	50,984	37,775	13,209	26%	13
Asset renewal expenditure	21,111	19,335	1,776	8%	14
Asset upgrade expenditure	7,965	3,960	4,005	50%	15
<b>Total capital works expenditure</b>	<b>80,060</b>	<b>61,070</b>	<b>18,990</b>	<b>24%</b>	

Annual Report 2020/21

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

## NOTE 1 Performance Against Budget (continued)

### (i) Explanation of material variations - Capital Works

REF	ITEM	EXPLANATION	Outcome:	Underspend	\$	Percentage
1	<b>Buildings</b>				\$9.9 million	22%
		The underspend is largely a result of delays in the final construction and fit-out of the Gippsland Performing Arts Centre (\$8M) from original projections and the later than expected commencement of the Kernot Hall Refurbishment (\$2.7M) due to scoping considerations.				
2	<b>Plant, machinery and equipment</b>				\$1.211 million	41%
		The underspend is largely a result of deferrals in the replacement of fleet items due to reduced usage of council's vehicles during COVID restrictions, together with a delay in a major plant acquisition due to the item being unable to be delivered before the end of financial year.				
3	<b>Fixtures, fittings and furniture</b>				\$0.06 million	610%
		Additional acquisitions were funded from operating budget lines, largely for library shelving upgrades.				
4	<b>Art collection</b>				\$0.006 million	40%
		Minor delay in the acquisition of new artwork.				
5	<b>Bridges</b>				\$0.38 million	72%
		The overspend related to the unbudgeted reconstruction of Downies Lane bridge. External funding was secured during the year to enable the project to be jointly funded. Council's contribution was funded from a previous financial year budget allocation.				
6	<b>Footpaths and cycleways</b>				\$0.72 million	165%
		The overspend was as a result of unbudgeted footpath projects financed from the Commonwealth government's Local Road and Community Infrastructure grant funding (\$0.63M).				
7	<b>Drainage</b>				\$0.25 million	48%
		The overspend relates to drainage works (\$0.19M) incurred as part of the Road Rehabilitation program which were funded under the Roads classification budget.				
8	<b>Recreational, leisure and community facilities</b>				\$0.95 million	36%
		Gippsland Regional Aquatic Centre recreation assets relating to pool infrastructure that were classified under buildings in the budget (\$3.2M), partially offset by Morwell Recreation Reserve Change rooms capitalised as Building's (\$1.15M), but classified in the budget as Recreational assets.				
9	<b>Waste management</b>				\$1.26 million	48%
		Variances relate to unexpected timing of projects spanning multiple financial years - Hyland Hwy Landfill Cell 6 Construction (\$0.9M) delayed due to slower than expected filling of Cell 5 and the construction of the "Biogas to Energy" Project (\$0.38M)				
10	<b>Parks, open space and streetscapes</b>				\$7.4 million	90%
		Moe Revitalisation Project Stage 2 (\$7.7M) has been delayed as a result of Council exploring additional funding options and finalising the scope of the project.				
11	<b>Off street car parks</b>				\$0.03 million	12%
		Minor remaining works on Gippsland Regional Indoor Sporting Stadium car parking (\$0.03M) funded from monies carried over from the previous financial year.				
12	<b>Other infrastructure</b>				\$1.85 million	78%
		Delayed progress of the Gippsland Logistics Precinct and Intermodal Freight Terminal (\$2.07M) due to the need for alternative design works required for a revised planning application.				
13	<b>New asset expenditure</b>				\$13.2 million	26%
		Underspend mainly due to projects to be carried over to the next financial year which include the Gippsland Performing Arts Centre (\$8M) and Moe Revitalisation Project Stage 2 (\$7.7M)				
14	<b>Asset renewal expenditure</b>				\$1.78 million	8%
		Underspend mainly due to projects to be carried over to the next financial year which include Building Renewal (\$0.6M), Hyland Hwy Landfill Cell 6 Construction (\$0.9M) and Waste Plant (\$0.4M)				
15	<b>Asset upgrade expenditure</b>				\$4.01 million	50%
		Kernot Hall Refurbishment (\$2.7M) to be carried over to the next financial year. Fully funded Regional Roads Victoria Safe Traffic in Local Streets Program will also continue into the next financial year (\$0.74M).				

Annual Report 2020/21

**Notes to the Financial Report**  
**For the Year Ended 30 June 2021**

**Latrobe City Council**  
**2020/2021 Financial Report**

**Note 2.1 Analysis of Council results by program**

Council delivers its functions and activities through the following programs.

**2.1 (a) Office of the Chief Executive**

Office of the Chief Executive  
 Mayoral and Council Support and Operations  
 Engagement & Customer Focus  
 Governance

**Regional City Growth & Investment**

Business Development  
 Economic Investment and Transition  
 Creative Venues, Events and Tourism  
 Regional City Planning (including Statutory, Strategic and Urban Growth planning)

**Organisational Performance**

Financial Performance  
 Organisational Performance and Information Technology  
 People and Culture

**Assets & Presentation**

City Assets (Infrastructure Design, Infrastructure Planning, Civil Works, Major Projects & Building Maintenance and Recreation & Open Space Planning)  
 City Presentation (includes Infrastructure Maintenance, Open Space Maintenance and Recreation Liaison)  
 Environment Sustainability,

**Community Health & Wellbeing**

Active Communities & Partnerships (includes Community Strengthening, Safe & Inclusive Communities, Community Resilience, Libraries and Leisure Facilities)  
 Safe Communities (includes Building Services, Emergency Management, Health Services, Local Laws and Legal Proceedings)  
 Aged Care Services  
 Family Services

**Resource Recovery**

Landfill Operations  
 Waste & Recycling  
 Litter Bins  
 Garbage Charge revenue

**Major Recreation Projects**

Latrobe Valley Sports and Community Initiative Project Director's Office

**Other Operating**

Other unattributable items e.g. Loan interest, unattributable cash & investments and sundry receivables. A surplus is expected to be generated to fund repayment of loan principal.

**Capital Works Program**

Capital Works Program (includes items not capitalised, excludes Latrobe Valley Sports and Community Initiative and Waste & Landfill capital works )



**Notes to the Financial Report  
For the Year Ended 30 June 2021**

**Latrobe City Council  
2020/2021 Financial Report**

**Note 2.1 Analysis of Council results by program**

**2.1 (b) Summary of revenues, expenses, assets and capital expenses by program**

	Income	Expenses	Surplus/ (Deficit)	Grants included in income	Total assets
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2021</b>					
Office of the Chief Executive	8,923	(8,485)	438	942	91
Regional City Growth & Investment	12,604	(10,639)	1,965	2,505	43,318
Organisational Performance	13,461	(14,053)	(592)	3,267	5,540
Assets & Presentation	43,158	(45,529)	(2,371)	6,284	1,009,092
Community Health & Wellbeing	40,742	(38,087)	2,655	18,135	172,872
Resource Recovery	16,636	(13,855)	2,781	141	26,729
Major Recreation Projects	7,753	(3)	7,750	1,165	2,255
Other Operating	332	(260)	72	-	79,845
Capital Works Program	21,640	(9,099)	12,541	28,187	59,657
	<b>165,249</b>	<b>(140,010)</b>	<b>25,239</b>	<b>60,626</b>	<b>1,399,399</b>
<b>2020</b>					
Office of the Chief Executive	4,747	(4,452)	295	617	79
Regional City Growth & Investment	11,517	(10,223)	1,294	2,144	42,156
Organisational Performance	16,377	(14,391)	1,986	2,696	5,835
Assets & Presentation	41,237	(48,526)	(7,289)	7,250	976,122
Community Health & Wellbeing	38,373	(40,083)	(1,710)	14,712	114,953
Resource Recovery	16,820	(9,207)	7,613	151	27,632
Major Recreation Projects	51,450	581	52,031	50,808	64,942
Other Operating	1,633	(1,633)	-	-	68,092
Capital Works Program	19,186	(5,724)	13,462	18,800	44,228
	<b>201,340</b>	<b>(133,658)</b>	<b>67,682</b>	<b>97,178</b>	<b>1,344,039</b>

**NOTE 3 Funding for the delivery of our services****3.1 Rates and charges**

Council uses Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the value of its land and all its improvements.

This valuation base was used to calculate general rates, excluding valuations for power generation companies and Australian Paper.

The valuation base used to calculate general rates for 2020/21 was \$12.305 million (2019/20 was \$11,725 million).

	2021 \$'000	2020 \$'000
General rates	54,504	53,716
Municipal charge	5,415	5,389
Garbage charge	12,607	12,437
EPA Victoria landfill levy	821	751
Supplementary rates and rates adjustments	380	634
Cultural and recreational	92	84
Revenue in lieu of rates	7,938	7,765
<b>Total rates and charges</b>	<b>81,757</b>	<b>80,776</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2020, and the valuation was first applied in the rating year commencing 1 July 2020.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

	2021 \$'000	2020 \$'000
<b>3.2 Statutory fees and fines</b>		
Infringement and costs	453	449
Town planning fees	18	10
Land information certificates	107	54
Permits	965	810
Pool and Spa Registrations	114	42
Health registrations	(25)	330
Animal registrations	572	536
Other	225	165
<b>Total Statutory fees and fines</b>	<b>2,429</b>	<b>2,396</b>

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

**3.3 User fees**

Aged and health services	1,931	1,807
Leisure centre and recreation	1,335	2,293
Child care/children's programs	3,481	4,092
Waste management services	1,988	2,361
Other fees and charges	762	949
<b>Total User fees</b>	<b>9,497</b>	<b>11,502</b>

**User fees by timing of revenue recognition**

User fees recognised over time	-	-
User fees recognised at a point in time	9,497	11,502
<b>Total User fees</b>	<b>9,497</b>	<b>11,502</b>

User fees are recognised as revenue at a point in time, when (or as) the performance obligation is satisfied. Recognition is based on the underlying contractual terms.

**3.4 Funding from other levels of government**

Grants were received in respect of the following:

**Summary of grants**

Commonwealth funded grants	26,592	24,655
State funded grants	34,034	72,523
<b>Total grants received</b>	<b>60,626</b>	<b>97,178</b>

**(a) Operating Grants**

**Recurrent – Commonwealth Government**

Financial assistance grant	11,436	13,044
Aged and disability programs	3,035	2,278
Employment facilitation	226	282
Family and children programs	98	79

**Recurrent – State Government**

Preschools	5,802	4,623
Family and children programs	2,283	2,265
Maternal and child health	779	1,265
Aged and disability programs	319	1,045
Libraries	534	521
School crossing supervision	187	204
Arts programs	155	155
Environment sustainability	33	33
Other	-	15
<b>Total recurrent operating grants</b>	<b>24,887</b>	<b>25,809</b>

Annual Report 2020/21

Notes to the Financial Report  
For the Year Ended 30 June 2021Latrobe City Council  
2020/2021 Financial Report

	2021 \$'000	2020 \$'000
<b>Non-Recurrent – Commonwealth Government</b>		
Family and children programs	415	-
Recreational, Leisure & Community Facilities	231	-
Economic development	160	200
Aged and disability programs	46	69
Events And International Relations	21	100
Other	72	21
<b>Non-Recurrent – State Government</b>		
Working for Victoria COVID19 Response	1,773	443
Recreational, Leisure & Community Facilities	1,560	1,650
Pre Schools	875	33
Economic development	838	204
Community support and development programs	752	87
Natural disaster recovery	685	166
Infrastructure Planning	350	8
Family and children programs	344	-
Strategic Planning	245	-
Public Lighting	120	108
Events & International Relations	25	145
Arts program	25	59
Other	203	245
<b>Total non-recurrent operating grants</b>	<b>8,740</b>	<b>3,538</b>
<b>Total operating grants</b>	<b>33,627</b>	<b>29,347</b>
<b>(b) Capital Grants</b>		
<b>Recurrent – Commonwealth Government</b>		
Roads to recovery program	2,550	2,550
<b>Total recurrent capital grants</b>	<b>2,550</b>	<b>2,550</b>
<b>Non-Recurrent – Commonwealth Government</b>		
Buildings	5,395	2,483
Roads	1,114	-
Recreation, leisure and community facilities	1,045	1,960
Parks, Open Spaces And Streetscapes	628	1,319
Bridges	120	-
Footpath & Cycleways	-	270
<b>Non-Recurrent – State Government</b>		
Buildings	12,502	51,576
Recreation, leisure and community facilities	1,533	4,357
Parks, Open Spaces And Streetscapes	292	1,277
Roads	1,490	1,114
Footpath & Cycleways	41	712
Other Infrastructure	289	213
<b>Total non-recurrent capital grants</b>	<b>24,449</b>	<b>65,281</b>
<b>Total capital grants</b>	<b>26,999</b>	<b>67,831</b>
<b>Total Grants</b>	<b>60,626</b>	<b>97,178</b>

Notes to the Financial Report  
For the Year Ended 30 June 2021Latrobe City Council  
2020/2021 Financial Report

	2021 \$'000	2020 \$'000
<b>(c) Unspent grants received on condition that they be spent in a specific manner</b>		
<b>Operating</b>		
Balance at start of year	2,955	12,649
Transition to AASB15	-	(1,227)
Received during the financial year and remained unspent at balance date	3,605	2,866
Received in prior years and spent during the financial year	(2,613)	(11,333)
<b>Balance at year end</b>	<b>3,947</b>	<b>2,955</b>
<b>Capital</b>		
Balance at start of year	-	25,639
Transition to AASB1058	-	(25,734)
Differences between previous reporting and AASB1058	-	95
Received during the financial year and remained unspent at balance date	-	-
Received in prior years and spent during the financial year	-	-
<b>Balance at year end</b>	<b>-</b>	<b>-</b>

Grant income is recognised at the point in time when the council satisfies its performance obligations as specified in the underlying agreement.

**3.5 Contributions**

Monetary	696	788
Non-monetary	6,766	3,588
<b>Total Contributions</b>	<b>7,462</b>	<b>4,376</b>

*Contributions of non-monetary assets were received in relation to the following asset classes*

Roads	3,089	1,788
Drainage	1,711	835
Land	1,045	556
Footpaths	878	405
Other	43	4
<b>Total non-monetary contributions</b>	<b>6,766</b>	<b>3,588</b>

Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.

**3.6 Other Income**

Interest	1,190	2,371
Other Rent	689	828
Sales	443	469
Contributions other	794	1,149
Rebates	358	280
Other	4	15
<b>Total other income</b>	<b>3,478</b>	<b>5,112</b>

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

## NOTE 4 The cost of delivering services

	2021 \$'000	2020 \$'000
<b>4.1 (a) Employee costs</b>		
Salaries and wages	50,091	49,486
Workcover	1,423	1,228
Superannuation	4,947	4,714
Fringe benefits tax	285	333
Other	1,559	2,332
<b>Total employee costs</b>	<b>58,305</b>	<b>58,093</b>

### (b) Superannuation

Council made contributions to the following funds:

#### Defined benefit fund

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	309	325
Employer contributions payable at reporting date	-	-
	<b>309</b>	<b>325</b>

#### Accumulation funds

Employer contributions to Local Authorities Superannuation Fund (Vision Super)	4,079	3,894
Employer contributions payable at reporting date	559	495
	<b>4,638</b>	<b>4,389</b>

Refer to note 9.3 for further information relating to Council's superannuation obligations.

### 4.2 Materials and services

Cleaning	861	906
Family Day Care Educators	47	644
Vehicle Expenses	865	989
Management and Operation of Gippsland Regional Aquatic Centre	806	-
Parks and Reserves	714	148
Sporting Grounds & Facilities	1,850	2,664
Domestic Rubbish Collection	3,370	3,323
Transfer Stations	997	1,050
Materials Recovery Facility	1,442	821
Green Waste Processing	679	731
Litter Bins	426	455
Street Sweeping	523	523
Other Contracts	6,028	6,364
Building maintenance	2,157	1,672
General maintenance	3,423	3,480
Utilities	3,210	2,883
Office administration	1,955	1,711
Information technology	2,426	1,972
Insurance	1,109	983
Consultants	3,415	2,594
Other	4,400	5,424
<b>Total materials and services</b>	<b>40,703</b>	<b>39,337</b>

Annual Report 2020/21

Notes to the Financial Report  
For the Year Ended 30 June 2021Latrobe City Council  
2020/2021 Financial Report

	2021 \$'000	2020 \$'000
--	----------------	----------------

**4.3 Depreciation**

Property	6,055	5,936
Plant, furniture and equipment	2,331	2,182
Infrastructure	19,780	19,838
<b>Total depreciation and amortisation</b>	<b>28,166</b>	<b>27,956</b>

Refer to note 5.2(b) and 6.2 for a more detailed breakdown of depreciation and amortisation charges.

**4.4 Amortisation - Intangible assets**

Software	18	39
Landfill	612	612
<b>Total Amortisation - Intangible assets</b>	<b>630</b>	<b>651</b>

**4.5 Amortisation - Right of use assets**

Property	23	23
Vehicles	16	1
<b>Total Amortisation - Right of use assets</b>	<b>39</b>	<b>24</b>

**4.6 Bad and doubtful debts**

Other debtors	9	34
<b>Total bad and doubtful debts</b>	<b>9</b>	<b>34</b>

**Movement in provision for doubtful debts**

Balance at the beginning of the year	20	60
New Provisions recognised during the year	5	10
Amounts already provided for and written off as uncollectible	(10)	(49)
Amounts provided for but recovered during the year	-	(1)
<b>Balance at the end of the year</b>	<b>15</b>	<b>20</b>

Provision for doubtful debts is recognised based on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.

**4.7 Borrowing costs**

Interest on borrowings	289	390
<b>Total borrowing costs</b>	<b>289</b>	<b>390</b>

Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council.

**4.8 Finance Costs - Leases**

Interest - Lease liabilities	29	29
<b>Total finance costs</b>	<b>29</b>	<b>29</b>

Notes to the Financial Report  
For the Year Ended 30 June 2021Latrobe City Council  
2020/2021 Financial Report

	2021	2020
	\$'000	\$'000

**4.9 Net gain/ (loss) on disposal of property, infrastructure, plant and equipment**

Proceeds of sale	164	808
Write down value of assets disposed (sold/written off)	(92)	(855)
Write down value of assets disposed (asset renewal)	(3,941)	(6,372)
<b>Total net gain/ (loss) on disposal of property, infrastructure, plant and equipment</b>	<b>(3,869)</b>	<b>(6,419)</b>

The profit or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer.

**4.10 Other expenses**

Auditors' remuneration - VAGO	62	61
Auditors' remuneration - Internal	118	112
Audit other	45	80
Councillors' allowances	309	316
Operating lease rentals	145	33
Grants	1,890	1,175
Levies	1,274	1,303
Assets written-off / impaired	2,719	339
<b>Total other expenses</b>	<b>6,562</b>	<b>3,419</b>



Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

## NOTE 5 Our financial position

	2021 \$'000	2020 \$'000
--	----------------	----------------

### 5.1 Financial assets

#### (a) Cash and cash equivalents

Cash on hand	11	11
Cash at bank	39,894	18,720
Term Deposits	-	20,000
<b>Total cash and cash equivalents</b>	<b>39,905</b>	<b>38,731</b>

#### (b) Other financial assets

Term Deposits - current (>90days)	70,800	70,169
MAPS Group Ltd. Shares - non-current	2	2
<b>Total other financial assets</b>	<b>70,802</b>	<b>70,171</b>

<b>Total financial assets</b>	<b>110,707</b>	<b>108,902</b>
-------------------------------	----------------	----------------

Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:

Trust funds and deposits (Note 5.3 (b))	3,779	3,247
<b>Total restricted funds</b>	<b>3,779</b>	<b>3,247</b>

<b>Total unrestricted cash and cash equivalents</b>	<b>36,126</b>	<b>35,484</b>
---	---------------	---------------

#### Intended Allocations

Although not externally restricted the following amounts have been allocated for specific future purposes by Council:

Reserve funds allocated for specific future purposes (Note 9.1 (b))	4,625	4,578
Cash held to fund carried forward capital works	13,366	16,680
Unspent grants (Note 3.4)	3,947	2,956
Funds held to rehabilitate previous landfill cells and fund future landfill cell construction	21,953	21,802
Funds held to repay principal for "Interest Only" loan facility	670	-
Defined Benefits Superannuation calls	1,500	-
Funds held to meet future Information Technology capital investment requirements	4,101	4,550
Funds held to meet future Developer Contribution Plan (DCP) infrastructure requirements	1,166	770
<b>Total funds subject to intended allocations</b>	<b>51,328</b>	<b>51,336</b>

Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.

Other financial assets are valued at fair value, being market value, at balance date. Term deposits are measured at amortised cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.

Notes to the Financial Report  
For the Year Ended 30 June 2021Latrobe City Council  
2020/2021 Financial Report

	2021	2020
	\$'000	\$'000

**(c) Trade and other receivables****Current**

<i>Statutory receivables</i>		
Rates debtors*	2,628	4,569
Health Registrations	(50)	5
Goods and services tax (GST)	1,048	1,487
<i>Non-statutory receivables</i>		
Loans and advances to community organisations	3	4
Other debtors	1,922	636
Provision for doubtful debts - other debtors	(15)	(20)
<b>Total current trade and other receivables</b>	<b>5,536</b>	<b>6,681</b>

\*Rates are payable by four instalments during the year or by lump sum in February. Arrears attract interest, currently at the rate of 10.0% per annum.

**Non-Current**

<i>Non-statutory receivables</i>		
Loans and advances to community organisations	5	9
<b>Total non-current trade and other receivables</b>	<b>5</b>	<b>9</b>

<b>Total trade and other receivables</b>	<b>5,541</b>	<b>6,690</b>
--	--------------	--------------

Short term receivables are carried at invoice amount as amortised cost using the effective interest rate method would not impact the carrying value. A provision for doubtful debts is recognised when there is objective evidence that an impairment has occurred. Long term receivables are carried at amortised cost using the effective interest rate method.

**(d) Ageing of receivables**

The ageing of the Council's trade & other receivables (excluding statutory receivables) that are not impaired was:

Current (not yet due)	607	149
Past due by up to 30 days	581	163
Past due between 31 and 60 days	380	70
Past due between 61 and 90 days	141	35
Past due by more than 90 days	221	232
<b>Total trade and other receivables</b>	<b>1,930</b>	<b>649</b>

**(e) Ageing of individually impaired receivables**

At balance date, other debtors representing financial assets with a nominal value of \$15K (2020 \$20K) were impaired. The amount of the provision raised against these debtors was \$15K (2020 \$20K). They individually have been impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.

Current (not yet due)	-	-
Past due by up to 30 days	-	-
Past due between 31 and 60 days	-	-
Past due between 61 and 90 days	-	-
Past due by more than 90 days	15	20
<b>Total trade and other receivables</b>	<b>15</b>	<b>20</b>

Notes to the Financial Report  
For the Year Ended 30 June 2021Latrobe City Council  
2020/2021 Financial Report

	2021	2020
	\$'000	\$'000

## 5.2 Non-financial assets

## (a) Other assets

Prepayments	1,142	818
Accrued income	5,309	3,584
<b>Total other assets</b>	<b>6,451</b>	<b>4,402</b>

## (b) Intangible assets

Software	4	22
Landfill Air Space	89	701
<b>Total intangible assets</b>	<b>93</b>	<b>723</b>

	SOFTWARE	LANDFILL AIR	TOTAL
	\$'000	SPACE	\$'000
		\$'000	

<b>Gross Carrying Amount</b>			
Balance at 1 July 2020	1,147	18,422	19,569
Additions from internal developments	-	-	-
Other additions	-	-	-
<b>Balance at 30 June 2021</b>	<b>1,147</b>	<b>18,422</b>	<b>19,569</b>

**Accumulated Amortisation and Impairment**

Balance at 1 July 2020	(1,125)	(17,721)	(18,846)
Amortisation Expense	(18)	(612)	(630)
<b>Balance at 30 June 2021</b>	<b>(1,143)</b>	<b>(18,333)</b>	<b>(19,476)</b>

Net Book Value at 30 June 2020	22	701	723
<b>Net Book Value at 30 June 2021</b>	<b>4</b>	<b>89</b>	<b>93</b>

Intangible assets with finite lives are amortised as an expense on a systematic basis over the asset's useful life. Amortisation is generally calculated on a straight line basis, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Estimates of the remaining useful lives and amortisation method are reviewed at least annually, and adjustments made where appropriate.

	2021	2020
	\$'000	\$'000

## 5.3 Payables

## (a) Trade and other payables

Trade Payables	11,617	11,925
Accrued Expenses	1,728	1,402
<b>Total trade and other payables</b>	<b>13,345</b>	<b>13,327</b>

## (b) Trust funds and deposits

Refundable deposits	2,777	2,263
Fire Service Levy	828	857
Retention amounts	95	95
Other refundable deposits	79	32
<b>Total trust funds and deposits</b>	<b>3,779</b>	<b>3,247</b>

## (c) Unearned income

Grants received in advance - operating	5,916	3,136
Grants received in advance - capital	8,300	5,708
Other	30	30
<b>Total unearned income</b>	<b>14,246</b>	<b>8,874</b>

Annual Report 2020/21

**Notes to the Financial Report  
For the Year Ended 30 June 2021**

**Latrobe City Council  
2020/2021 Financial Report**

Amounts received as deposits and retention amounts controlled by Council are recognised as trust funds until they are returned, transferred in accordance with the purpose of the receipt, or forfeited. Trust funds that are forfeited, resulting in council gaining control of the funds, are to be recognised as revenue at the time of the forfeit.

**Purpose and Nature of Items**

*Refundable deposits* – Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to contracts, asset protection, planning permit works and the use of civic facilities.

*Fire Service Levy* – Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the state government in line with that process.

*Retention amounts* - Council has a contractual right to retain certain amounts until a contractor has met certain requirements or a related warrant or defect period has elapsed. Subject to the satisfactory completion of the contractual obligations, or the elapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

	2021 \$'000	2020 \$'000
<b>5.4 Interest-bearing liabilities</b>		
<b>Current</b>		
Borrowings – Secured	1,459	2,527
<b>Total current</b>	<b>1,459</b>	<b>2,527</b>
<b>Non-Current</b>		
Borrowings – Secured	15,215	7,749
<b>Total non-current</b>	<b>15,215</b>	<b>7,749</b>
<b>Total interest-bearing loans and borrowings</b>	<b>16,674</b>	<b>10,276</b>

All borrowings are secured over Council's Rate Revenue

The maturity profile for Council's borrowings is:

Not later than one year	1,459	2,527
Later than one year and not later than five years	9,424	2,198
Later than five years	5,791	5,551
	<b>16,674</b>	<b>10,276</b>

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

Notes to the Financial Report  
For the Year Ended 30 June 2021Latrobe City Council  
2020/2021 Financial Report

## 5.5 Provisions

	ANNUAL LEAVE	LONG SERVICE LEAVE	LANDFILL REHABILITATION	TOTAL
	\$'000	\$'000	\$'000	\$'000
<b>2021</b>				
Balance at Beginning of the Financial Year	4,854	10,792	18,099	33,745
Additional/(Reduced) Provisions	4,466	(51)	1,978	6,393
Amounts Used	(4,109)	(1,111)	(2,656)	(7,876)
Increase/ (Decrease) in the discounted amount arising because of time and effect of any change in the discount rate	(12)	(512)	(569)	(1,093)
<b>Balance at the End of the Financial Year</b>	<b>5,199</b>	<b>9,118</b>	<b>16,852</b>	<b>31,169</b>
<b>2020</b>				
Balance at Beginning of the Financial Year	4,285	10,169	26,551	41,005
Additional/(Reduced) Provisions	4,342	1,279	(2,828)	2,793
Amounts Used	(3,776)	(1,129)	(5,757)	(10,662)
Increase/ (Decrease) in the discounted amount arising because of time and effect of any change in the discount rate	3	473	133	609
<b>Balance at the End of the Financial Year</b>	<b>4,854</b>	<b>10,792</b>	<b>18,099</b>	<b>33,745</b>

## (a) Employee provisions

	2021	2020
	\$'000	\$'000
<b>Current Provisions Expected to be wholly settled within 12 months</b>		
Annual leave	4,830	4,506
Long service leave	2,495	2,398
	<b>7,326</b>	<b>6,904</b>
<b>Current Provisions Expected to be wholly settled after 12 months</b>		
Annual leave	369	347
Long service leave	5,511	6,842
	<b>5,880</b>	<b>7,189</b>
<b>Total current employee provisions</b>	<b>13,206</b>	<b>14,093</b>
<b>Non-Current</b>		
Long service leave	1,111	1,553
<b>Total non-current employee provisions</b>	<b>1,111</b>	<b>1,553</b>
<b>Aggregate Carrying Amount of Employee Provisions</b>		
Current	13,206	14,093
Non-Current	1,111	1,553
	<b>14,317</b>	<b>15,646</b>

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date

*Wages and salaries and annual leave*

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulated sick leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at the present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

**Notes to the Financial Report  
For the Year Ended 30 June 2021**

**Latrobe City Council  
2020/2021 Financial Report**

*Long service leave*

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non - current liability.

	2021 \$'000	2020 \$'000
Key assumptions:		
- discount rate	1.09%	0.71%
- inflation rate	1.50%	2.70%
- settlement period	25 years	25 years

**(b) Landfill restoration**

Current	2,432	2,758
Non-Current	14,420	15,341
	<b>16,852</b>	<b>18,099</b>

Council is obligated to restore the current Highland Highway landfill site and legacy sites at Moe, Morwell, Traralgon and Yinnar to a particular standard. The forecast life of the Highland Highway landfill site is based on current estimates of remaining capacity and the forecast rate of infill. The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken. The expected cost of works has been estimated based on current understanding of work required to restore the sites to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

Key assumptions:		
- discount rate	0.98%	0.63%
- inflation rate	2.00%	2.00%
- settlement period	10.1 years	7.4 years

**5.6 Financing arrangements**

The Council has the following funding arrangements in place As at 30 June 2021

Bank overdraft	1,000	1,000
Credit card facilities	500	500
Other facilities	16,674	18,476
<b>Total facilities</b>	<b>18,174</b>	<b>19,976</b>
<b>Used facilities</b>	<b>16,749</b>	<b>10,340</b>
<b>Unused facilities</b>	<b>1,425</b>	<b>9,636</b>

Notes to the Financial Report  
For the Year Ended 30 June 2021Latrobe City Council  
2020/2021 Financial Report

## 5.7 Commitments

The Council has entered into the following commitments. Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value and presented inclusive of the GST payable.

	NOT LATER THAN 1 YEAR	LATER THAN 1 YEAR AND NOT LATER THAN 2 YEARS	LATER THAN 2 YEAR AND NOT LATER THAN 5 YEARS	LATER THAN 5 YEARS	TOTAL
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>2021</b>					
<b>Operating</b>					
Recycling	2,993	-	-	-	2,993
Garbage collection	3,900	1,950	-	-	5,850
Processing of Organic Waste	857	-	-	-	857
Cleaning contracts for council amenities/streets	1,738	377	-	-	2,115
Cleaning contracts for council buildings	961	-	-	-	961
Meals for Delivery	265	-	-	-	265
Landfill	2,452	525	673	-	3,650
Software	70	-	-	-	70
Management and Operation of GRAC	1,399	1,399	-	-	2,798
Business Development Program	143	99	-	-	242
<b>Total</b>	<b>14,778</b>	<b>4,350</b>	<b>673</b>	<b>-</b>	<b>19,801</b>
<b>Capital construction</b>					
Buildings	12,091	-	-	-	12,091
Other Infrastructure	145	-	-	-	145
<b>Total</b>	<b>12,236</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,236</b>
<b>2020</b>					
<b>Operating</b>					
Recycling	2,242	2,242	-	-	4,484
Garbage collection	3,868	3,868	-	-	7,736
Processing of Organic Waste	525	-	-	-	525
Courier service	60	-	-	-	60
Cleaning contracts for council amenities/streets	841	246	-	-	1,087
Cleaning contracts for council buildings	1,015	-	-	-	1,015
Meals for Delivery	308	308	-	-	616
Landfill	1,273	546	12	-	1,831
Recreation	430	-	-	-	430
<b>Total</b>	<b>10,562</b>	<b>7,210</b>	<b>12</b>	<b>-</b>	<b>17,784</b>
<b>Capital construction</b>					
Buildings	45,482	-	-	-	45,482
Landfill	1,250	-	-	-	1,250
Footpaths and Cycleways	16	-	-	-	16
Other Infrastructure	212	-	-	-	212
Streetscapes	456	-	-	-	456
Recreation	212	-	-	-	212
Roads	456	-	-	-	456
<b>Total</b>	<b>48,084</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>48,084</b>

### 5.8 Leases

At inception of a contract, all entities would assess whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To identify whether a contract conveys the right to control the use of an identified asset, it is necessary to assess whether:

- The contract involves the use of an identified asset;
- The customer has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- The customer has the right to direct the use of the asset.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

As a lessee, Council recognises a right-of-use asset and a lease liability at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentives received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

The right-of-use asset is subsequently depreciated using the straight-line method from the commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The estimated useful lives of right-of-use assets are determined on the same basis as those of property, plant and equipment. In addition, the right-of-use asset is periodically reduced by impairment losses, if any, and adjusted for certain measurements of the lease liability.

The lease liability is initially measured at the present value of the lease payments that are not paid at the commencement date, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, an appropriate incremental borrowing rate. Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

Lease payments included in the measurement of the lease liability comprise the following:

- Fixed payments
- Variable lease payments that depend on an index or a rate, initially measured using the index or rate as at the commencement date;
- Amounts expected to be payable under a residual value guarantee; and
- The exercise price under a purchase option that Council is reasonably certain to exercise, lease payments in an optional renewal period if Council is reasonably certain to exercise an extension option, and penalties for early termination of a lease unless Council is reasonably certain not to terminate early.

When the lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the right-of-use asset, or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.



**Notes to the Financial Report  
For the Year Ended 30 June 2021**

**Latrobe City Council  
2020/2021 Financial Report**

Council has elected to apply the temporary option available under AASB 16 Leases which allows not-for-profit entities to not measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

**Right-of-Use Assets**

	PROPERTY \$'000	VEHICLES \$'000	TOTAL \$'000
Balance at 1 July 2019	717	-	717
Additions	-	31	31
Amortisation charge	(24)	(1)	(25)
<b>Balance at 30 June 2020</b>	<b>693</b>	<b>30</b>	<b>723</b>
Balance at 1 July 2020	693	30	723
Additions	-	-	-
Amortisation charge	(23)	(16)	(39)
<b>Balance at 30 June 2021</b>	<b>670</b>	<b>14</b>	<b>684</b>

**Lease Liabilities**

	2021 \$'000	2020 \$'000
Maturity analysis - contractual undiscounted cash flows		
Less than one year	27	29
One to five years	60	72
More than five years	617	634
<b>Total undiscounted lease liabilities as at 30 June</b>	<b>704</b>	<b>735</b>
Lease liabilities included in the Balance Sheet at 30 June		
Current	27	29
Non-Current	677	706
<b>Total lease liabilities</b>	<b>704</b>	<b>735</b>

**Short-term and low value leases**

Council has elected not to recognise right-of-use assets and lease liabilities for short-term leases of machinery that have a lease term of 12 months or less and leases of low-value assets (individual assets worth less than existing capitalisation thresholds for a like asset up to a maximum of \$10,000), including IT equipment. Council recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

	2021 \$'000	2020 \$'000
<b>Expenses relating to:</b>		
Short-term leases	145	33
Leases of low value assets	-	-
<b>Total</b>	<b>145</b>	<b>33</b>
Variable lease payments (not included in measurement of lease liabilities)		

**Non-cancellable lease commitments - Short-term and low-value leases**

Commitments for minimum lease payments for short-term and low-value leases are payable as follows:

Payable:		
Within one year	4	5
Later than one year but not later than five years	1	1
Later than 5 years	4	4
<b>Total lease commitments</b>	<b>9</b>	<b>10</b>

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

## NOTE 6 Assets we manage

	2021 \$'000	2020 \$'000
<b>6.1 Non current assets classified as held for sale</b>		
Cost of acquisition	-	-
<b>Total non-current assets classified as held for sale</b>	<b>-</b>	<b>-</b>

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of their carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification.

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

## 6.2 Property, infrastructure, plant and equipment

### Summary of property, infrastructure, plant and equipment

	AT FAIR VALUE 30 JUNE 2020 \$'000	ACQUISITIONS \$'000	CONTRIBUTIONS \$'000	REVALUATION \$'000	DEPRECIATION \$'000	DISPOSAL \$'000	TRANSFERS \$'000	AT FAIR VALUE 30 JUNE 2021 \$'000
Land	174,936	-	1,045	18,617	-	-	-	194,598
Buildings	198,401	6,297	-	-	(6,055)	(132)	56,678	255,188
Plant and equipment	12,480	2,509	43	200	(2,331)	(92)	-	12,809
Infrastructure	752,598	18,892	5,678	1,592	(19,780)	(3,809)	12,112	767,283
Work in progress	84,183	33,372	-	-	-	(2,719)	(68,790)	46,045
<b>Total</b>	<b>1,222,598</b>	<b>61,070</b>	<b>6,766</b>	<b>20,409</b>	<b>(28,166)</b>	<b>(6,752)</b>	<b>-</b>	<b>1,275,923</b>

### Summary of works in progress

	OPENING WIP \$'000	ADDITIONS \$'000	TRANSFERS \$'000	WRITE OFFS \$'000	CLOSING WIP \$'000
Buildings	70,672	22,583	(59,593)	(70)	33,592
Infrastructure	13,512	10,788	(9,197)	(2,649)	12,453
<b>Total</b>	<b>84,184</b>	<b>33,372</b>	<b>(68,790)</b>	<b>(2,719)</b>	<b>46,045</b>

Annual Report 2020/21

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

(a) Property

NOTE	LAND - SPECIALISED (INCL LAND UNDER ROADS)	LAND - NON SPECIALISED	TOTAL LAND	BUILDINGS - SPECIALISED	TOTAL BUILDINGS	WORK IN PROGRESS	TOTAL PROPERTY
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2020	128,361	46,575	174,936	273,459	273,459	70,672	519,067
Accumulated depreciation at 1 July 2020	-	-	-	(75,059)	(75,059)	-	(75,059)
	128,361	46,575	174,936	198,400	198,400	70,672	444,008
<b>Movements in fair value</b>							
Additions	-	-	-	6,297	6,297	22,583	28,880
Contributions	1,045	-	1,045	-	-	-	1,045
Revaluation	13,660	4,957	18,617	-	-	-	18,617
Disposal	-	-	-	(671)	(671)	-	(671)
Write-off	-	-	-	-	-	(70)	(70)
Transfers	-	-	-	56,678	56,678	(59,593)	(2,915)
	14,705	4,957	19,662	62,304	62,304	(37,080)	44,886
<b>Movements in accumulated depreciation</b>							
Depreciation and amortisation	-	-	-	(6,055)	(6,055)	-	(6,055)
Accumulated depreciation of disposals	-	-	-	539	539	-	539
	-	-	-	(5,516)	(5,516)	-	(5,516)
At fair value 30 June 2021	143,066	51,532	194,598	335,763	335,763	33,592	563,953
Accumulated depreciation at 30 June 2021	-	-	-	(80,575)	(80,575)	-	(80,575)
	143,066	51,532	194,598	255,188	255,188	33,592	483,378

Annual Report 2020/21

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

(b) Plant and Equipment

	NOTE	PLANT \$'000	FIXTURES \$'000	COMPUTERS \$'000	ART COLLECTION \$'000	TOTAL PLANT \$'000
At fair value 1 July 2020		16,424	1,779	6,487	3,710	28,400
Accumulated depreciation at 1 July 2020		(9,018)	(1,475)	(5,427)	-	(15,920)
		7,406	304	1,060	3,710	12,480
<b>Movements in fair value</b>						
Additions		1,772	75	653	9	2,509
Contributions		29	-	-	21	50
Revaluations		-	-	-	200	200
Disposal		(505)	-	-	(39)	(544)
Transfers		-	-	-	(1)	(1)
		1,296	75	653	191	2,215
<b>Movements in accumulated depreciation</b>						
Depreciation and amortisation		(1,814)	(56)	(461)	-	(2,331)
Accumulated depreciation of disposals		452	-	-	-	452
Contributions		(7)	-	-	-	(7)
		(1,369)	(56)	(461)	-	(1,886)
At fair value 30 June 2021		17,720	1,854	7,140	3,901	30,615
Accumulated depreciation at 30 June 2021		(10,387)	(1,531)	(5,888)	-	(17,806)
		7,333	323	1,252	3,901	12,809

Annual Report 2020/21

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

(c) Infrastructure

NOTE	ROADS	BRIDGES	FOOTPATHS AND CYCLEWAYS	DRAINAGE	WASTE MANAGEMENT	PARKS OPEN SPACES AND STREETSCAPES	AERODROMES	OFF STREET CAR PARKS	RECREATION, LEISURE AND COMMUNITY FACILITIES	WORK IN PROGRESS	TOTAL INFRASTRUCTURE
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
At fair value 1 July 2020	725,417	55,558	95,645	234,141	10,192	9,303	4,928	10,419	9,137	13,511	1,168,251
Accumulated depreciation at 1 July 2020	(228,007)	(23,712)	(38,258)	(94,706)	(8,972)	(3,487)	(1,144)	(2,940)	(916)	-	(402,142)
	<b>497,410</b>	<b>31,846</b>	<b>57,387</b>	<b>139,435</b>	<b>1,220</b>	<b>5,816</b>	<b>3,784</b>	<b>7,479</b>	<b>8,221</b>	<b>13,511</b>	<b>766,109</b>
<b>Movements in fair value</b>											
Additions	8,004	160	864	380	59	42	-	486	8,897	10,788	29,680
Contributions	3,089	-	878	1,711	-	-	-	-	-	-	5,678
Revaluations	-	(3,982)	-	-	-	-	-	-	-	-	(3,982)
Disposal	(4,303)	(98)	(241)	(1,595)	-	(436)	-	(233)	-	(2,649)	(9,555)
Transfers	4,879	161	512	293	-	976	-	-	5,291	(9,197)	2,915
	<b>11,669</b>	<b>(3,759)</b>	<b>2,013</b>	<b>789</b>	<b>59</b>	<b>582</b>	<b>-</b>	<b>253</b>	<b>14,188</b>	<b>(1,058)</b>	<b>24,736</b>
<b>Movements in accumulated depreciation</b>											
Depreciation and amortisation	(12,877)	(569)	(1,740)	(2,349)	(1,043)	(418)	(226)	(216)	(342)	-	(19,780)
Revaluations	-	5,574	-	-	-	-	-	-	-	-	5,574
Accumulated depreciation of disposals	2,236	44	114	490	-	186	-	27	-	-	3,097
	<b>(10,641)</b>	<b>5,049</b>	<b>(1,626)</b>	<b>(1,859)</b>	<b>(1,043)</b>	<b>(232)</b>	<b>(226)</b>	<b>(189)</b>	<b>(342)</b>	<b>-</b>	<b>(11,109)</b>
At fair value 30 June 2021	737,086	51,799	97,658	234,930	10,251	9,885	4,928	10,672	23,325	12,453	1,192,987
Accumulated depreciation at 30 June 2021	(238,648)	(18,663)	(39,884)	(96,565)	(10,015)	(3,719)	(1,370)	(3,129)	(1,258)	-	(413,251)
	<b>498,438</b>	<b>33,136</b>	<b>57,774</b>	<b>138,365</b>	<b>236</b>	<b>6,166</b>	<b>3,558</b>	<b>7,543</b>	<b>22,067</b>	<b>12,453</b>	<b>779,736</b>

Annual Report 2020/21

**Notes to the Financial Report  
For the Year Ended 30 June 2021**

**Latrobe City Council  
2020/2021 Financial Report**

**Acquisition**

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction, and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits have applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

ASSET CATEGORY	DEPRECIATION PERIOD	THRESHOLD LIMIT \$'000
<b>Property</b>		
land	na	Nil
buildings	10-100 years	10.0
<b>Plant and equipment</b>		
plant, machinery and equipment	3 - 12 years	1.0
fixtures, fittings and furniture	5 - 10 years	1.0
computers and telecommunications	3 - 7 years	1.0
art works collection	na	0.5
<b>Infrastructure</b>		
road pavements and seals	14 - 87 years	10.0
road formation and earthworks	na	10.0
road kerb and channel	77 years	10.0
bridges deck	100 years	10.0
bridges substructure	100 years	10.0
footpaths and cycleways	15 - 60 years	10.0
drainage	100 years	10.0
waste management	2 - 20 years	10.0
parks, open space and streetscapes	20-40 years	5.0
recreation, leisure and community facilities	40 years	10.0
off street car parks	14 - 87 years	10.0
<b>Intangible assets</b>		
software	5 years	5.0
landfill air space	2 years	10.0

**Land under roads**

Council recognises land under roads it controls at fair value.

**Depreciation and amortisation**

Buildings, land improvements, plant and equipment, infrastructure, and other assets having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives and residual values are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are not depreciated on the basis that they are assessed as not having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

Depreciation periods used are listed below and are consistent with the prior year unless otherwise stated.

**Repairs and maintenance**

Routine maintenance, repair costs and minor renewal costs are expensed as incurred. Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

**Notes to the Financial Report  
For the Year Ended 30 June 2021**

**Latrobe City Council  
2020/2021 Financial Report**

**Valuation of land and buildings**

Valuation of land and buildings were undertaken by a qualified independent valuers CJA Lee Property – Valuers and Consultants (Registration number: 62467) for land and Assetic Pty Ltd for buildings. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the comprehensive income statement.

Any significant movements in the unobservable inputs for land and land under roads will have a significant impact on the fair value of these assets.

The date of the current valuation is June 2018. As a result of the annual fair value review of assets land values have been indexed by 10.64% during the 2021 reporting period.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2021 are as follows:

	LEVEL 1 \$'000	LEVEL 2 \$'000	LEVEL 3 \$'000
Land – Non specialised	-	51,532	-
Land – Specialised	-	-	143,066
Buildings – Specialised	-	-	255,188
<b>Total</b>	-	<b>51,532</b>	<b>398,254</b>

**Valuation of infrastructure**

Valuation of infrastructure assets has been determined in accordance with an independent valuation undertaken by Assetic Pty Ltd MIE(Aust) CPEng, NPER : Membership 1102199.

The date of the current valuation is detailed in the following table. Full revaluation was conducted in the current year for bridges.

The valuation is at fair value based on replacement cost less accumulated depreciation as at the date of valuation.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2021 are as follows:

	LEVEL 1 \$'000	LEVEL 2 \$'000	LEVEL 3 \$'000	Date of Valuation
Roads	-	-	498,438	Jun-2020
Bridges	-	-	33,136	Jun-2021
Footpaths and cycleways	-	-	57,774	Jun-2020
Drainage	-	-	138,365	Jun-2020
Recreational, Leisure and community facilities	-	-	236	Jun-2019
Waste management	-	-	6,166	n/a
Parks, open space and streetscapes	-	-	3,558	Jun-2019
Aerodromes	-	-	7,543	Jun-2015
Off street car parks	-	-	22,067	Jun-2020
<b>Total</b>	-	-	<b>767,283</b>	



**Description of significant unobservable inputs into level 3 valuations**

**Specialised land and land under roads** is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restriction of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 95%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently land values range between \$0 and \$826 per square metre

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and ranges from \$84 to \$5,480 per square metre. The remaining useful lives of buildings are determined on the basis of the current condition of buildings and vary from 10 years to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 0 to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

	2021 \$'000	2020 \$'000
<b>Reconciliation of specialised land</b>		
Land under roads	19,714	17,780
Parks, reserves and other specialised land	123,352	110,581
<b>Total specialised land</b>	<b>143,066</b>	<b>128,361</b>

**6.3 Investments in associates, joint arrangements and subsidiaries****Principles of consolidation**

The consolidated financial statements of Council incorporate all entities controlled by Council as at 30 June 2021, and their income and expenses for that part of the reporting period in which control existed.

Subsidiaries are all entities over which Council has control. Council controls an entity when it is exposed to, or has rights to, variable returns from its involvement with the entity and has the ability to affect those returns through its power to direct the activities of the entity. Subsidiaries are fully consolidated from the date on which control is transferred to the Council. They are deconsolidated from the date that control ceases.

Where dissimilar accounting policies are adopted by entities and their effect is considered material, adjustments are made to ensure consistent policies are adopted in these financial statements.

Council had no subsidiaries in the 2020/21 financial year (2019/20 \$nil).

**Committees of management**

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full. The Yallourn North Community Housing Committee is not included in this financial report based on their materiality.

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

## NOTE 7 People and relationships

### 7.1 Council and key management remuneration

#### (a) Related Parties

Parent entity  
Latrobe City Council

#### (b) Key Management Personnel

Details of persons holding the position of Councillor or other members of key management personnel at any time during the year are:

		From	To	From	To
<b>Mayor</b>	Councillor D Clancey	1/07/2020	24/10/2020		
	Councillor S Gibson			20/11/2020	30/06/2021
<b>Councillors</b>	Councillor D Clancey			10/11/2020	30/06/2021
	Councillor S Gibson	1/07/2020	24/10/2020	10/11/2020	19/11/2020
	Councillor G Middlemiss	1/07/2020	24/10/2020	10/11/2020	30/06/2021
	Councillor K O'Callaghan	1/07/2020	24/10/2020	10/11/2020	30/06/2021
	Councillor D Harriman	1/07/2020	24/10/2020	10/11/2020	30/06/2021
	Councillor D Howe	1/07/2020	24/10/2020	10/11/2020	30/06/2021
	Councillor B Law	1/07/2020	24/10/2020	10/11/2020	30/06/2021
	Councillor A McFarlane	1/07/2020	24/10/2020		
	Councillor D White	1/07/2020	24/10/2020		
	Councillor T Lund			10/11/2020	30/06/2021
	Councillor M Ferguson			10/11/2020	30/06/2021

**Note: Council election held 24 October 2020, with elected Councillors sworn in from 10 November 2020**

<b>Other KMP</b>	
Chief Executive Officer	
General Manager Assets & Presentation (two people held this role during the year)	
General Manager Community Health and Wellbeing	
General Manager Regional City Growth & Investment	
General Manager Organisational Performance	

	2021 No.	2020 No.
Total Number of Councillors	11	9
Chief Executive Officer and other Key Management Personnel	6	6
<b>Total Key Management Personnel</b>	<b>17</b>	<b>15</b>

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

**(c) Remuneration of Key Management Personnel**

Total remuneration of key management personnel was as follows:

	2021 \$,000	2020 \$,000
Short-term benefits	1,455	1,427
Long-term benefits	11	30
Post employment benefits	102	100
Termination benefits	-	-
<b>Total</b>	<b>1,568</b>	<b>1,557</b>

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2021 No.	2020 No.
\$0 - \$9,999	2	-
\$10,000 - \$19,999	3	-
\$20,000 - \$29,999	5	7
\$40,000 - \$49,999	1	1
\$60,000 - \$69,999	1	1
\$90,000 - \$99,999	-	1
\$120,000 - \$129,999	-	1
\$200,000 - \$209,999	1	-
\$230,000 - \$239,999	2	3
\$240,000 - \$249,999	1	-
\$310,000 - \$319,999	-	1
\$320,000 - \$329,999	1	-
<b>Total</b>	<b>17</b>	<b>15</b>

**(d) Senior Officer Remuneration**

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- has management responsibilities and reports directly to the Chief Executive; or
- whose total annual remuneration exceeds \$151,000

The number of Senior Officers are shown below in their relevant income bands:

	2021 No.	2020 No.
<b>Income Range:</b>		
\$151,000 - \$159,999	9	6
\$160,000 - \$169,999	7	7
\$170,000 - \$179,999	3	3
<b>Total</b>	<b>19</b>	<b>16</b>

<b>Total Remuneration for the reporting year for Senior Officers included above, amounted to (\$,000)</b>	<b>\$2,585</b>	<b>\$2,811</b>
---	----------------	----------------

Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

## 7.2 Related party disclosure

### (a) Transactions with related parties

During the period Council entered into the following transactions with related parties:

	2021 \$,000	2020 \$,000
Employee expenses for close family members of key personnel *	3	12
Purchase of materials & services from related parties of key management personnel	37	39
<b>Total</b>	<b>40</b>	<b>51</b>

\* All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award for the job they perform. The council employs in excess of 1000 staff of whom only one is a close family member of key management personnel.

### (b) Outstanding balances with related parties

Council has no outstanding balances to/from any related parties.

No expense has been recognised in the current year or prior year for bad or doubtful debts in respect of amounts owed by related parties.

### (c) Loans to/from related parties

No loans have been made, guaranteed or secured by the council to a key management person, or a related party of a key management person during the reporting period.

### (d) Commitments to/from related parties

The following commitments were in place at the end of the reporting period in relation to related parties

	2021 \$,000	2020 \$,000
Employee commitments for close family members of key personnel	5	10
<b>Total</b>	<b>5</b>	<b>10</b>

## NOTE 8 Managing uncertainties

### 8.1 Contingent assets and liabilities

#### (a) Contingent assets

Construction of infrastructure assets by developers in the course of creating new subdivisions results in the infrastructure assets being vested in Council when Council issues a Statement of Compliance. These assets are brought to account as revenue and capitalised. At reporting date, developers had commenced construction of assets that will eventually be transferred to Council contingent upon Council issuing a Statement of Compliance. Due to the nature of the arrangements in place and the assets involved, a contingent asset cannot be reliably measured prior to completion.

#### (b) Contingent liabilities

##### Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists.

##### *Future superannuation contributions*

In addition to the disclosed contribution, there were no contributions outstanding at the 30 June 2021. Latrobe City Council has paid unfunded liability payments to Vision Super totalling \$nil (2019/20 \$nil). There were \$nil contributions outstanding and \$nil loans issued from or to the above schemes as at 30 June 2021. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2021 are \$0.3 million.

##### Landfill

Council has set aside a provision for the rehabilitation of landfill sites. The amounts provisioned are management's best estimates of the cost to rehabilitate these sites however until the rehabilitation plans have been designed and approved by the Environment Protection Authority Victoria (EPA) there is a possibility that Council's obligations could further increase in respect to these sites.

In addition Council has provided bank guarantees to the value of \$2.9 million to Environment Protection Authority Victoria (EPA) for performance obligations in relation to the rehabilitation of these landfill sites.

##### Liability Mutual Insurance

Council is a participant of the MAV Liability Mutual Insurance (LMI) Scheme. The LMI scheme provides public liability and professional indemnity insurance cover. The LMI scheme states that each participant will remain liable to make further contributions to the scheme in respect of any insurance year in which it was a participant to the extent of its participant's share of any shortfall in the provision set aside in respect of that insurance year, and such liability will continue whether or not the participant remains a participant in future insurance years.

##### Gippsland Regional Aquatic Centre site

Latrobe City Council has been issued with a clean-up notice from the Environmental Protection Authority (EPA) in relation to the site located at the corner of Breed Street and Kay Street Traralgon. The location is the former site of the Traralgon Gasworks and the future site of the Gippsland Regional Aquatic Centre. Extensive clean up and remediation of the site has been undertaken by Latrobe City Council and council is working with an EPA approved Environmental Consultant to ensure that the contamination on site has been cleaned up to the satisfaction of the EPA.

Council has until the 6 December 2021 to produce an environmental audit report, prepared in accordance with section 53X of the Environment Protection Act 1970 and in accordance with the approved EPA audit scope along with either a Certificate of Environmental Audit in accordance with section 53Y of the Act; or a Statement of Environmental Audit in accordance with section 53Z of the Act, demonstrating that that site has been cleaned to the EPA's satisfaction. The EPA has sole discretion as to whether the works undertaken have been sufficiently undertaken or whether further works are required to be completed.

#### (c) Guarantees for loans to other entities

Council has not provided any guarantees for loans to other entities as at the balance date.

Financial guarantee contracts are not recognised as a liability in the balance sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that the right will be exercised.

## 8.2 Change in accounting standards

Certain new Australian Accounting Standards and interpretations have been published that are not mandatory for the 30 June 2021 reporting period. Council assesses the impact of these new standards. As at 30 June 2021 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2022 that are expected to impact Council.

## 8.3 Financial instruments

### (a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in the Notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

### (b) Market risk

Market risk is the risk that the fair value or future cash flows of council financial instruments will fluctuate because of changes in market prices. The Council's exposure to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

#### Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Council's interest rate liability risk arises primarily from long term loans and borrowings at fixed rates which exposes council to fair value interest rate risk / Council does not hold any interest bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the *Local Government Act 1989*. Council manages interest rate risk by adopting an investment policy that ensures:

- diversification of investment product;
- monitoring of return on investment; and
- benchmarking of returns and comparison with budget.

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

**(c) Credit risk**

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause Council to make a financial loss. Council have exposure to credit risk on some financial assets included in the balance sheet. Particularly significant areas of credit risk exist in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- council have a policy for establishing credit limits for the entities Council deal with;
- council may require collateral where appropriate; and
- council only invest surplus funds with financial institutions which have a recognised credit rating specified in council's investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal because the main debtor is secured by a charge over the rateable property.

There are no material financial assets which are individually determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the balance sheet, such as when Council provide a guarantee for another party. Details of our contingent liabilities are disclosed in Note 8.1(b).

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the balance sheet and notes to the financial statements. Council does not hold any collateral.

**(d) Liquidity risk**

Liquidity risk includes the risk that, as a result of council's operational liquidity requirements it will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- have a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained;
- have readily accessible standby facilities and other funding arrangements in place;
- have a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments;
- monitor budget to actual performance on a regular basis; and
- set limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees disclosed in Note 8.1(c), and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at Note 5.4.

Unless otherwise stated, the carrying amounts of financial instruments reflect their fair value.

**(e) Sensitivity disclosure analysis**

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 0.10%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

**8.4 Fair value measurement****Fair value hierarchy**

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 Fair value measurement, aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

**Revaluation**

Subsequent to the initial recognition of assets, non-current physical assets, other than plant and equipment, are measured at their fair value, being the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date. At balance date, the Council reviewed the carrying value of the individual classes of assets measured at fair value to ensure that each asset materially approximated its fair value. Where the carrying value materially differed from the fair value at balance date, the class of asset was revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use of an asset result in changes to the permissible or practical highest and best use of the asset. In addition, Council undertakes a formal revaluation of land, buildings, and infrastructure assets on a regular basis ranging from 3 to 5 years. The valuation is performed either by experienced council officers or independent experts.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

**Impairment of assets**

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the assets carrying value. Any excess of the assets carrying value over its recoverable amount is expensed to the comprehensive income statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

**8.5 Events occurring after balance date**

No other matters have occurred after balance date that requires disclosure in the financial report. (2019/20 \$Nil)



Notes to the Financial Report  
For the Year Ended 30 June 2021

Latrobe City Council  
2020/2021 Financial Report

## NOTE 9 Other matters

### 9.1 Reserves

#### (a) Asset revaluation reserves

	BALANCE AT BEGINNING OF REPORTING PERIOD \$'000	INCREMENT/ (DECREMENT) \$'000	BALANCE AT END OF REPORTING PERIOD \$'000
<b>2021</b>			
<b>Property</b>			
Land	116,600	18,617	135,217
Buildings	110,489	-	110,489
	<b>227,089</b>	<b>18,617</b>	<b>245,706</b>
<b>Infrastructure</b>			
Roads	117,377	-	117,377
Bridges	28,982	1,593	30,575
Footpaths and cycleways	18,205	-	18,205
Off street carparks	8,282	-	8,282
Drainage	79,047	-	79,047
Recreation, leisure and community facilities	1,159	-	1,159
Parks, open space and streetscapes	3,387	-	3,387
	<b>256,439</b>	<b>1,593</b>	<b>258,032</b>
<b>Other</b>			
Artworks	895	200	1,095
Other	14	-	14
	<b>909</b>	<b>200</b>	<b>1,109</b>
<b>Total Asset Revaluation Reserves</b>	<b>484,437</b>	<b>20,410</b>	<b>504,847</b>
<b>2020</b>			
<b>Property</b>			
Land	116,600	-	116,600
Buildings	110,489	-	110,489
	<b>227,089</b>	<b>-</b>	<b>227,089</b>
<b>Infrastructure</b>			
Roads	134,136	(16,759)	117,377
Bridges	28,982	-	28,982
Footpaths and cycleways	25,474	(7,269)	18,205
Off street carparks	7,080	1,202	8,282
Drainage	59,370	19,677	79,047
Recreation, leisure and community facilities	1,159	-	1,159
Parks, open space and streetscapes	3,387	-	3,387
	<b>259,588</b>	<b>(3,149)</b>	<b>256,439</b>
<b>Other</b>			
Artworks	895	-	895
Other	14	-	14
	<b>909</b>	<b>-</b>	<b>909</b>
<b>Total Asset Revaluation Reserves</b>	<b>487,586</b>	<b>(3,149)</b>	<b>484,437</b>

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

#### (b) Other reserves

	BALANCE AT BEGINNING OF REPORTING PERIOD \$'000	TRANSFER FROM ACCUMULATED SURPLUS \$'000	TRANSFER TO ACCUMULATED SURPLUS \$'000	BALANCE AT END OF REPORTING PERIOD \$'000
<b>2021</b>				
Developer Contributions	4,576	(646)	695	4,625
<b>Total other reserves</b>	<b>4,576</b>	<b>(646)</b>	<b>695</b>	<b>4,625</b>
<b>2020</b>				
Developer Contributions	3,529	(24)	1,071	4,576
<b>Total other reserves</b>	<b>3,529</b>	<b>(24)</b>	<b>1,071</b>	<b>4,576</b>

#### Purpose and nature of other reserves

*Developer Contributions* – The development contribution reserve is maintained to account for funds held by the Council for specific development purposes include off street parking, drainage, playgrounds and public open spaces and tree planting development.

**Notes to the Financial Report  
For the Year Ended 30 June 2021**

**Latrobe City Council  
2020/2021 Financial Report**

**9.2 Reconciliation of cash flows from operating activities to surplus (deficit)**

	2021 \$'000	2020 \$'000
<b>Surplus/(deficit) for the year</b>	25,239	67,682
Depreciation and amortisation	28,835	28,631
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	3,869	6,419
Contributions non-monetary assets	(6,766)	(3,588)
Finance costs	318	419
Impairment losses/ Work in progress written off	2,719	339
<b>Changes in assets and liabilities</b>		
(Increase)/ decrease in trade and other receivables	1,144	1,398
(Increase)/ decrease in prepayments	(323)	(236)
(Increase)/ decrease in accrued income	(1,725)	61
Increase/ (decrease) in trade and other payables	7,673	(17,323)
Increase/ (decrease) in trust funds and deposits	532	608
Increase/ (decrease) in provisions	(2,576)	(7,260)
<b>Net cash provided by operating activities</b>	<b>58,939</b>	<b>77,149</b>

**9.3 Superannuation**

Latrobe City Council makes some of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Operating Statement when they are made or due.

**Accumulation**

The Fund's accumulation categories, Vision MySuper/Vision Super Saver, receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2021, this was 9.5% as required under Superannuation Guarantee legislation).

**Defined Benefit**

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of [Employer name] in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119 Employee Benefits.

**Funding arrangements**

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

A triennial actuarial review for the Defined Benefit category as at 30 June 2020 was conducted and completed by the due date of 31 December 2020. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 104.6%. The financial assumptions used to calculate the VBI were:

Net investment returns 5.6% pa  
Salary inflation 2.5% pa for two years and 2.75% pa thereafter  
Price inflation (CPI) 2.0% pa

As at 30 June 2021, an interim actuarial investigation is underway as the Fund provides lifetime pensions in the Defined Benefit category.

Vision Super has advised that the estimated VBI at 30 June 2021 was 109.7%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2020 actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

**Employer contributions**

*Regular contributions*

On the basis of the results of the 2020 triennial actuarial investigation conducted by the Fund Actuary, Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2021, this rate was 9.5% of members' salaries (9.5% in 2019/2020). This rate is expected to increase in line with any increases in the SG contribution rate and was reviewed as part of the 30 June 2020 triennial valuation.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

**Funding calls**

If the Defined Benefit category is in an unsatisfactory financial position at an actuarial investigation or the Defined Benefit category's VBI is below its shortfall limit at any time other than the date of the actuarial investigation, the Defined Benefit category has a shortfall for the purposes of SPS 160 and the Fund is required to put a plan in place so that the shortfall is fully funded within three years of the shortfall occurring. The Fund monitors its VBI on a quarterly basis and the Fund has set its shortfall limit at 97%.

In the event that the Fund Actuary determines that there is a shortfall based on the above requirement, the Fund's participating employers (including Latrobe City Council) are required to make an employer contribution to cover the shortfall.

Using the agreed methodology, the shortfall amount is apportioned between the participating employers based on the pre-1 July 1993 and post-30 June 1993 service liabilities of the Fund's Defined Benefit category, together with the employer's payroll at 30 June 1993 and at the date the shortfall has been calculated.

Due to the nature of the contractual obligations between the participating employers and the Fund, and that the Fund includes lifetime pensioners and their reversionary beneficiaries, it is unlikely that the Fund will be wound up.

If there is a surplus in the Fund, the surplus cannot be returned to the participating employers.

In the event that a participating employer is wound-up, the defined benefit obligations of that employer will be transferred to that employer's successor.

*Annual Report 2020/21*

**Notes to the Financial Report  
For the Year Ended 30 June 2021**

**Latrobe City Council  
2020/2021 Financial Report**

**The 2020 triennial actuarial investigation surplus amounts**

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation is conducted every three years and interim actuarial investigations are conducted for each intervening year. A full investigation was conducted as at 30 June 2020.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Council is a contributing employer:

	2020 (Triennial) \$m	2019 (Interim) \$m
- A VBI surplus	100.0	151.3
- A total service liability surplus	200.0	233.4
- A discounted accrued benefits surplus	217.8	256.7

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2020.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2020.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2020.

Council was notified of the 30 June 2020 VBI during August 2020 (2019: August 2019).

**The 2021 interim actuarial investigation**

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2021 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2021.

**Superannuation contributions**

Contributions by Latrobe City Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2021 are detailed below:

Scheme	Type of Scheme	Rate	2021 \$'000	2020 \$'000
Vision Super	Defined Benefits	9.5%	309	325
Various	Accumulation	9.5%	4,079	3,894

In addition to the above contributions, Latrobe City Council has paid unfunded liability payments to Vision Super totalling \$nil (2019/20 \$nil).

There were \$559K contributions outstanding (2019/20 \$495K) and \$nil loans issued (2019/20 \$nil) from or to the above schemes as at 30 June 2021.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2022 is \$330K.

## NOTE 10 Change in accounting policy

**AASB 1059 Service Concession Arrangements: Grantors (AASB 1059) (applies 2020/21 for LG Sector)**

Council has adopted AASB 1059 Service Concession Arrangements: Grantors, from 1 July 2020.

**AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material (applies 2020/21 for LG Sector)**

Council has adopted AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material, from 1 July 2020.

**AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework (applies 2020/21 for LG Sector)**

Council has adopted AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework from 1 July 2020.

These standards have not had any significant impact on council.

# **URGENT BUSINESS**

**17. URGENT BUSINESS**

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

- 17.1 Relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 17.2 Cannot reasonably or conveniently be deferred until the next Council meeting.

**MEETING CLOSED TO  
THE PUBLIC TO  
CONSIDER  
CONFIDENTIAL  
INFORMATION**

**18. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION**

Nil reports