



LATROBE CITY COUNCIL

**AGENDA FOR THE
COUNCIL MEETING**

**TO BE HELD IN MEETING ROOMS AT GIPPSLAND
PERFORMING ARTS CENTRE AND VIA AUDIO-
VISUAL LINK
AT 6:00PM ON
06 NOVEMBER 2023
CM597**

Please note:

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

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

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1. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

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

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

2. APOLOGIES AND LEAVE OF ABSENCE

3. ADOPTION OF MINUTES

Proposed Resolution:

That Council confirm the minutes of the Council Meeting held on 2 October 2023.

4. DECLARATION OF INTERESTS

5. PUBLIC PARTICIPATION TIME

Public Questions on Notice

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

Public Speakers

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

STRATEGIC ITEMS FOR DECISION

6. STRATEGIC ITEMS FOR DECISION

Item Number 6.1

06 November 2023

Community Health and Wellbeing

YOUTH POLICY REVIEW

PURPOSE

To present the draft updated Youth Policy for adoption.

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

1. **Adopt the Youth Policy with an effective date of 6 November 2023, for a period of four years.**
2. **Revoke the previous version of the Youth Policy adopted at the Council Meeting in October 2018.**
3. **Make the Youth Policy publicly available.**

BACKGROUND

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

The Policy articulates five functional areas for action including:

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

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

ANALYSIS

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

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

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

RISK ASSESSMENT

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

CONSULTATION

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

COMMUNICATION

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

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

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

Cultural

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

Health

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

Environmental

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

Economic

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

Financial

Not applicable.

Attachments

1. Updated Youth Policy

6.1

Youth Policy Review

1	Updated Youth Policy.....	11
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Youth Policy

Version 1

Approval Date: 6 November 2023

Review Date: 1 November 2027



Youth Policy

DOCUMENT CONTROL

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

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

1. Background

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

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

2. Objectives

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

3. Scope

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

4. Principles of Management

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

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

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

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

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

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

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

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

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Youth Policy

5.1. Council

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

5.2. Chief Executive Officer

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

5.3. General Manager Community Services

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

5.4. Manager Community Development

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

5.5. Employees, Contractors and Volunteers

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

6. Evaluation and Review

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

7. Definitions

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

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

8. Related Documents

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

9. Reference Resources

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

10. Appendices

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DRAFT COMMUNITY GARDENS GUIDELINES

PURPOSE

To present the changes to the *Draft Community Gardens Guidelines* incorporating feedback from public consultation and to seek endorsement of the final Community Gardens Guidelines (Attachment 1).

EXECUTIVE SUMMARY

- At the Council Meeting held on Monday, 5 June 2023, Council endorsed the release of the *Draft Community Gardens Guidelines* for public consultation.
- Public consultation was open for six weeks.
- One letter, one email and four Have Your Say submissions were received.
- Officers met with the Food For All Latrobe Valley Action Group who also provided direct feedback on the guidelines.
- Three changes have been recommended to the *Draft Community Gardens Guidelines* as a direct result of the feedback received.
- There were three topics raised during consultation that have not been recommended for inclusion or change within the plan.
- There were two topics raised that have been taken on notice for future consideration.
- Once endorsed, the *Draft Community Gardens Guidelines* will be added to the Council website. Officers will also contact relevant community groups who have made submissions to notify and discuss the recommendations.

OFFICER'S RECOMMENDATION

That Council endorse the Community Gardens Guidelines and release the document to the public via Council's website.

BACKGROUND

At the Council Meeting held on Monday, 5 June 2023, Council endorsed the release of the *Draft Community Gardens Guidelines* for public consultation (Attachment 1).

From Monday, 19 June 2023 until Monday, 31 July 2023 the *Draft Community Gardens Guidelines* were posted on the Have Your Say page on the Council website, advertised on social media and the Council Noticeboard. One letter, one email and four Have Your Say submissions were received. Officers met with the Food For All Latrobe Valley Action Group who provided direct feedback on the guidelines.

ANALYSIS

Three changes have been recommended as a direct result from consultation as summarised below.

Topic	Officer recommendation
Community uncertain when approval is required from Council for a Community Garden	Add note to guidelines: <i>‘Council approval is only required for Council owned or managed land however these guidelines may be useful for groups looking to set up a garden on private land to ensure success and sustainability’</i>
Sites missing from list of Latrobe City Community Gardens	Included two additional sites to the list: 1. Moe Community Pollinator Garden 2. Latrobe Youth Space
Accessibility of Community Gardens	Added accessibility considerations to site criteria and application form: 1. Is the site accessible? i.e. does it have accessible pathways from carpark / footpath and through site? 2. Does the site have access to an existing carpark with more than 10 spaces available, including an accessible car space? 3. Does the site have access to existing facilities such as a meeting room / kitchen? Are they accessible? i.e. ramped entry / wide doorways

There were three topics raised during consultation that have not been recommended for inclusion or change within the plan.

Topic	Officer recommendation
Request for Council support with mowing and marketing	Council is not involved in the operation or maintenance of Community Gardens, this is up to the Community Gardens Group itself. A list of Latrobe City Community Gardens is included in the guidelines
Seeking guidance on the planning or building permits required for Community Gardens	No permits are generally required therefore no change is required to guidelines
Sensory Gardens should be included in the guidelines	Detailed description is not required, Community Gardens is an umbrella term which includes all types of gardens

There were two topics raised that have been taken on notice for future consideration.

Topic	Officer recommendation
Insurance costs for Community Gardens	Royal Horticultural Society of Victoria and Garden Clubs Australia offer insurance policies that provides for public and products liability as well as personal accident insurance for volunteers. Council would not be able to offer personal accident insurance to volunteers of the Community Garden as part of its current insurance program and therefore would not be able to replicate the insurances currently on offer to them. Council may be able to provide public liability cover (for gardens on Council owned or operated land) as part of its program at a likely premium cost higher than what is currently paid by the group for both types of cover. This would need to be negotiated with Council's insurance brokers – which can be done should all other options be exhausted.
List of Community Gardens on Council website, and include accessible features	Consider including a list of Community Gardens on the Council website in consultation with the Communications and Marketing team.

See Attachment 2 for detailed submissions received.

Once the Community Gardens Guidelines are endorsed, Officers will contact relevant community groups to notify and discuss the above recommendations.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE</p> <p>Site is not appropriate with regards to location, accessibility and connectivity.</p>	<p>Low</p> <p><i>Possible x Minor</i></p>	<p>Site selection criteria covers land ownership, visibility, accessibility, and connectivity.</p>
<p>SERVICE DELIVERY</p> <p>Community Garden is not managed efficiently or well maintained.</p>	<p>Medium</p> <p><i>Likely x Moderate</i></p>	<p>The guidelines state that Council reserves the right to terminate the agreed use of land if the community garden is not maintained, becomes unsafe or ceases to be insured. This will be included in any future lease agreement.</p>
<p>FINANCIAL</p> <p>Site set up costs for Council that are not within budget.</p>	<p>Low</p> <p><i>Possible x Moderate</i></p>	<p>The guidelines provide a greater weighting for sites that already have access to essential services and infrastructure.</p>
<p>STRATEGIC</p> <p>Community does not agree with provision / location of community gardens.</p> <p>In the future, Council requires the land for another purpose.</p>	<p>Low</p> <p><i>Possible x Moderate</i></p> <p>Low</p> <p><i>Possible x Moderate</i></p>	<p>The guidelines state community consultation is required on each proposed site as part of the approval process.</p> <p>The guidelines state that Council reserves the right to terminate the agreed use of land should Council require the land for another purpose. This will be included in any future lease agreement.</p>

CONSULTATION

From Monday, 19 June 2023 until Monday, 31 July 2023 the *Draft Community Gardens Guidelines* were posted on the Have Your Say page on the Council website, advertised on social media and the Council Noticeboard. One letter, one email and four Have Your Say submissions were received. Officers met with the Food For All Latrobe Valley Action Group who provided direct feedback on the guidelines.

COMMUNICATION

If endorsed, the Community Gardens Guidelines will be added to the Council website. Officers will also contact relevant community groups who have made submissions to notify and discuss the recommendations.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Community gardens have many positive social consequences such as strengthening community connectedness by providing place-based opportunities for interaction, building social networks and creating a stronger connection with nature.

Cultural

Opportunities exist for cultural benefits, however these would be subject to the community groups proposal.

Health

Community gardens support health and wellbeing by providing opportunities for physical activity, while also fostering a greater awareness of good nutrition and cost-effective ways to achieve a healthy diet. In addition, community gardens ensure that more people have access to affordable healthy foods, as food can be shared throughout the local community.

Environmental

Community gardens have a positive impact on the environment by encouraging sustainable food practices and reducing environmental impacts of transport and packaging, that is associated with supermarket fruit and vegetable consumption.

Economic

There is economic benefit for the local community as produce is more accessible and affordable.

Financial

The delivery, operation and maintenance of community gardens will be the responsibility of the community group. There may be some associated site set up costings for Council, however this will be considered and assessed upon application.

Attachments

1. Community Gardens Guidelines
2. Submissions Received

6.2

Draft Community Gardens Guidelines

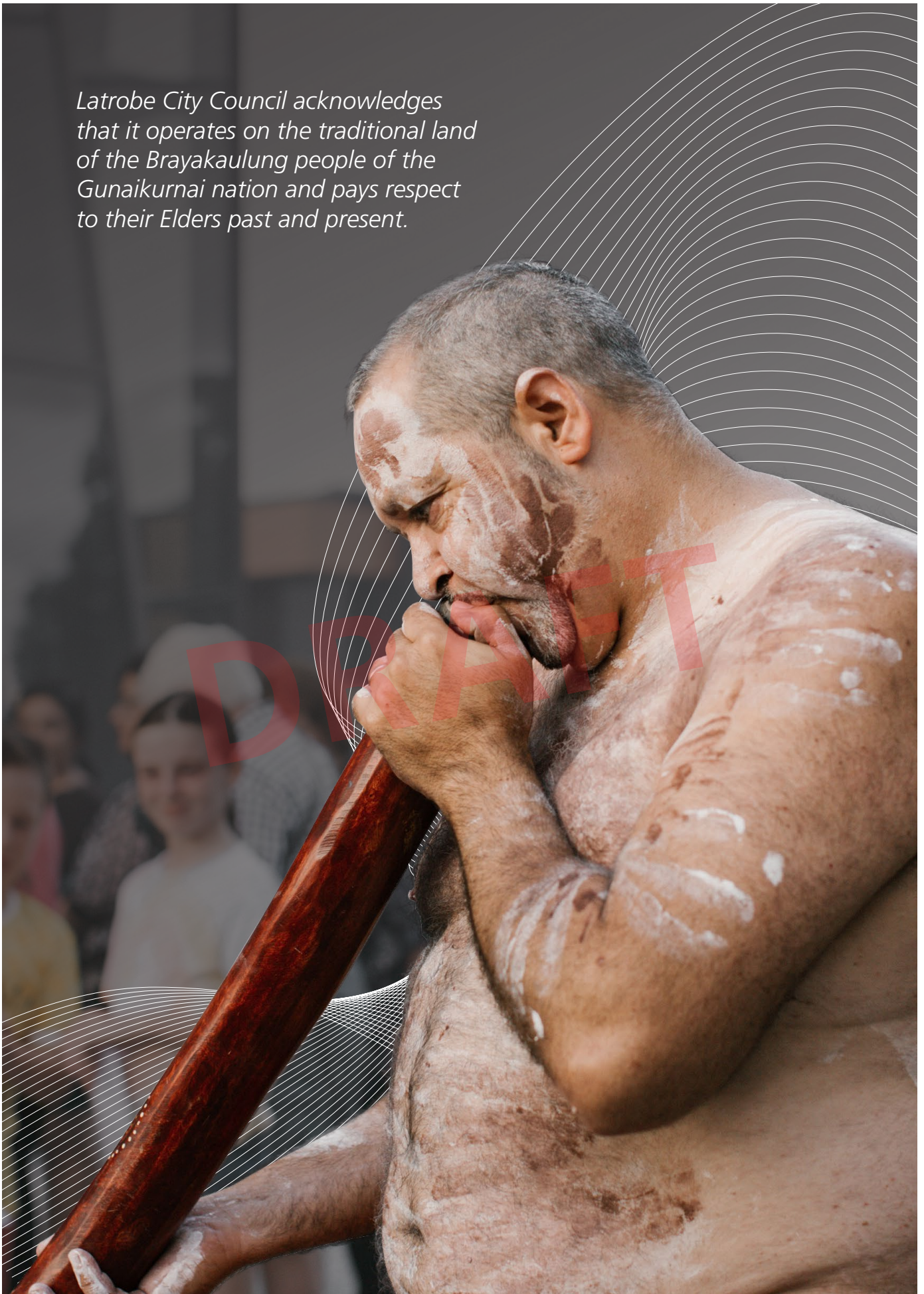
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LatrobeCity

Community Gardens Guidelines 2023



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



Our Community Vision

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

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

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

DRAFT

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Front Cover: Yinnar Community Garden, Yinnar

Vision for Community Gardens

Community Gardens are valuable assets as they provide multiple benefits for the health and wellbeing of community including improved social connections, physical activity, healthy eating, environmental education and positive mental wellbeing outcomes.

Community Gardens play an important role in making Latrobe City creative, healthy, sustainable and connected.

These guidelines respond to the Council Plan Strategic Directions and in particular - Healthy - the vision for abundant green spaces that are accessible, inclusive and safe, and promote positive health outcomes for all.

These guidelines address the following strategies:

- Ensure health and wellbeing planning is at the centre of council planning in promoting safe communities, positive mental and physical health programs, resilience and connection to natural and built environments
- Support community groups and sporting clubs to increase engagement, participation and volunteerism, leading to increased social connections within the community



Moe Community Pollinator Garden, Moe

Introduction

Purpose

These guidelines have been developed to support and guide the establishment of Community Gardens within Latrobe City.

Latrobe City Council has taken a community development approach to these community assets / programs to build effective partnerships between community groups and organisations in their local community to facilitate community ownership and support long-term and sustainable success.

Council recognises the value that Community Gardens provide, however it is important to ensure that they are sustainable, safe and broadly accessible to all.

Council acknowledges that establishing a successful Community Garden requires strong and sustained commitment from community members to undertake considerable planning, collaboration and engagement for a sustained length of time.

These guidelines assist community groups to understand the parameters of siting Community Gardens and the responsibilities of all stakeholders involved when establishing and managing gardens on Council owned or managed land.

Definitions and scope

Community Gardens are places where the community comes together to grow food, improve our health, green our environments, develop core life skills and cultivate vibrant communities.

Although gardening is the focus, Community Gardens are often community hubs for a range of activities – learning and education, playgroups, arts and creative activities, preparing and sharing food and community events. The produce grown in Community Gardens is predominantly for personal or shared use, however, some models may rely on sales (i.e. at markets) to help fund ongoing maintenance.

Community Gardens are largely planned, designed, built and maintained by community members for the use and enjoyment of the community. Community Gardens may be located on Council owned or managed land, or on privately owned land. Often Community Garden groups enter into a lease or licence to formalise the use of the land.

Note: Council approval is only required for Council owned or managed land however these guidelines may be useful for groups looking to set up a garden on private land to ensure success and sustainability.



Churchill Community Gardens, Churchill



Churchill Community Gardens, Churchill

Community Garden Models

There are various models for the set up and management of Community Gardens. These guidelines apply to the following models:

- A. Communally Run Community Gardens
- B. Individual Plot Community Gardens
- C. A combination of A and B

Smaller street or neighbourhood gardens are considered a subset of a Communally Run Community Gardens.



A. Communally Run Community Gardens

This model is the preferred model for Community Gardens in Latrobe City as it provides greater opportunity for accessible participation and social connection. These gardens generally have large plots that are managed communally. Some plots may also be allocated to specific groups for activities such as:

- Kindergarten or school gardening activities
- Health services, who want to run seminars on health and nutrition
- Gardeners, who want to meet and share skills and knowledge
- Community groups, who want to grow fresh food for their community kitchen and soup vans

STREET OR NEIGHBOURHOOD GARDENS

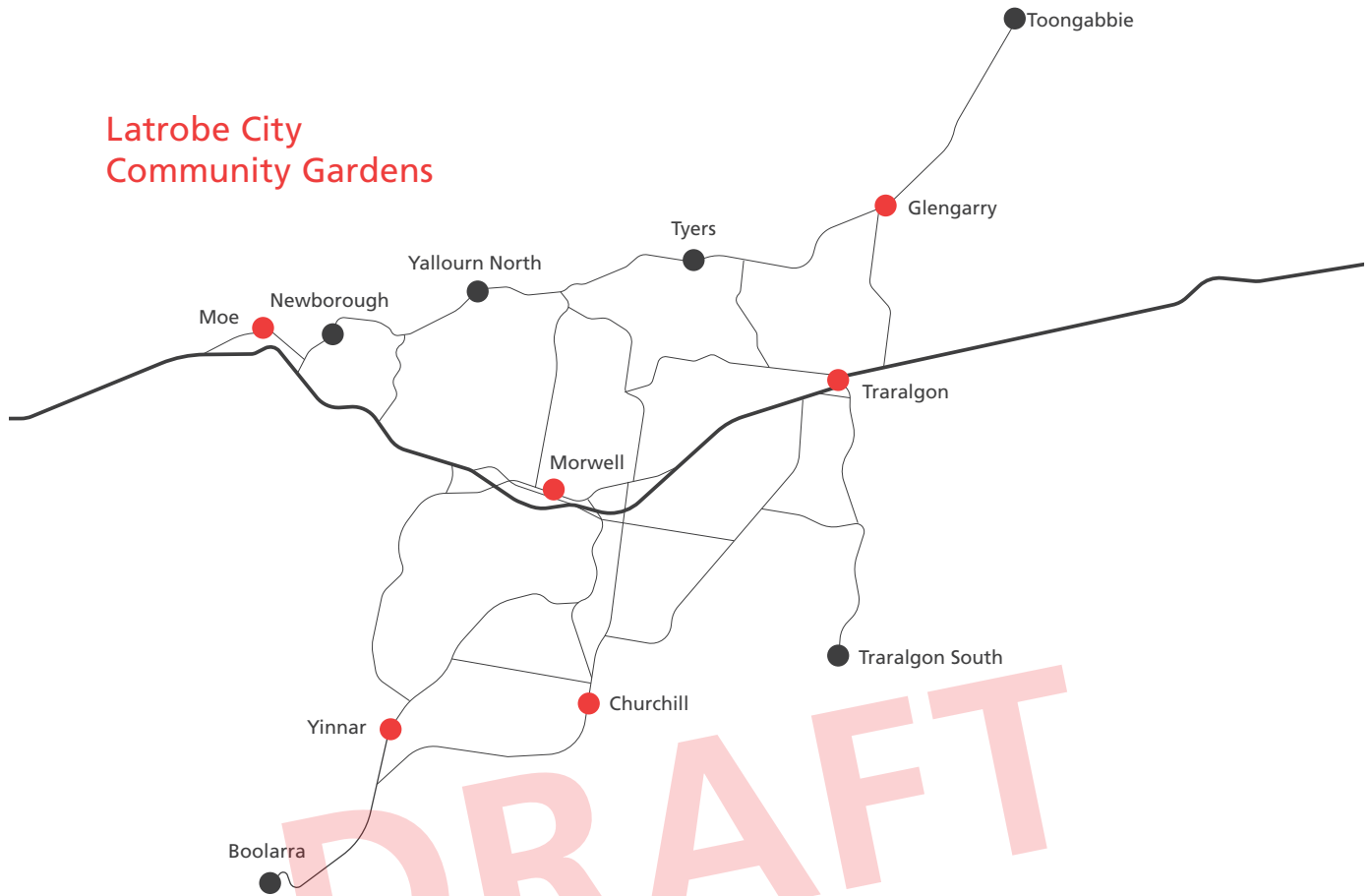
These gardens are communally run but on a smaller scale and for a defined smaller group i.e. the local residents.

B. Individual Plot Community Gardens

These Community Gardens are divided up into small plots with each plot allocated to an individual gardener. It is usual for an annual fee to be charged to cover expenses such as insurances and the maintenance of common areas i.e., fences and sheds. Plot holders cultivate their own plots autonomously but may also be required to participate in communal activities that maintain common areas. Management of the garden is overseen by a committee drawn from plot holders.

Note: This model will be considered under these guidelines if it meets the criteria identified, including multiple opportunities for community building, low fees and inclusive of all interested community members.

Latrobe City Community Gardens



NAME	ADDRESS	MODEL
Moe GEST Community Garden	Old Sale Road	Land owned by Gippsland Water. Gippsland Employment Skills Training (GEST) Garden. Open to volunteers.
Moe Community Pollinator Garden	99 Saviges Road	Land owned by Council and leased by Latrobe Valley Beekeepers Association. All community welcome.
Traralgon VRI Community Gardens	18/20 Queens Parade	VicTrack owned land. Leased by Traralgon Neighbourhood Learning House (TNLH). TNLH employ coordinator. Communal plots – all community welcome.
Traralgon ADRA Community Gardens	50 Stuart Street	Land owned by Seventh-day Adventist Church. Communal plots – all community welcome.
Churchill Churchill Community Garden	Community Centre, 9-11 Philip Parade	Churchill Neighbourhood Centre. Council owned land, run by a community group. Communal plots – all community welcome.
Yinnar Yinnar Community Gardens	19 Main Street	Land owned by Council and leased by Artist Resource Collective. Communal plots – all community welcome.
Glengarry Glengarry Community Garden	1 Railway Avenue	Located behind community hall on Department of Energy, Environment and Climate Action land. Run by a community group – all welcome.
Morwell Morwell Centenary Rose Garden	Corner of Commercial Road and Maryvale Crescent	Committee run rose garden with 'Friends of the Garden' volunteers given opportunities to plant and maintain the garden and meet socially. Council owned land.
Latrobe Youth Space	97B Princes Drive	All community welcome.

Roles And Responsibilities

Council recognises that the most successful Community Gardens are driven by a strong and committed community group with assistance from land managers/ partner organisations when required. The following diagrams outline the respective responsibilities when establishing and managing a Community Garden in Latrobe City.

Community Group Responsibilities



COMMUNITY ENGAGEMENT

Provide information and attract community members to join the group



SECURE FUNDING

Apply and secure grant funding, establish and operate Community Gardens



SITE SELECTION

In partnership with Council use these guideline (score sheet) to measure site suitability



PROGRAM COORDINATOR

Coordinate Community Garden programs



FACILITATE PARTNERSHIPS

Facilitate partnerships to strengthen support



LICENCE OPERATOR

Manage the site in line with licence conditions



MAINTENANCE

Maintain facilities to ensure safety and longevity



PLANNING

Strategic and business planning to ensure financial and long term success



GOVERNANCE

Establish and manage Community Gardens Committee in line with regulations

- Acquire appropriate insurance
- Manage membership fees



CONSTRUCTION

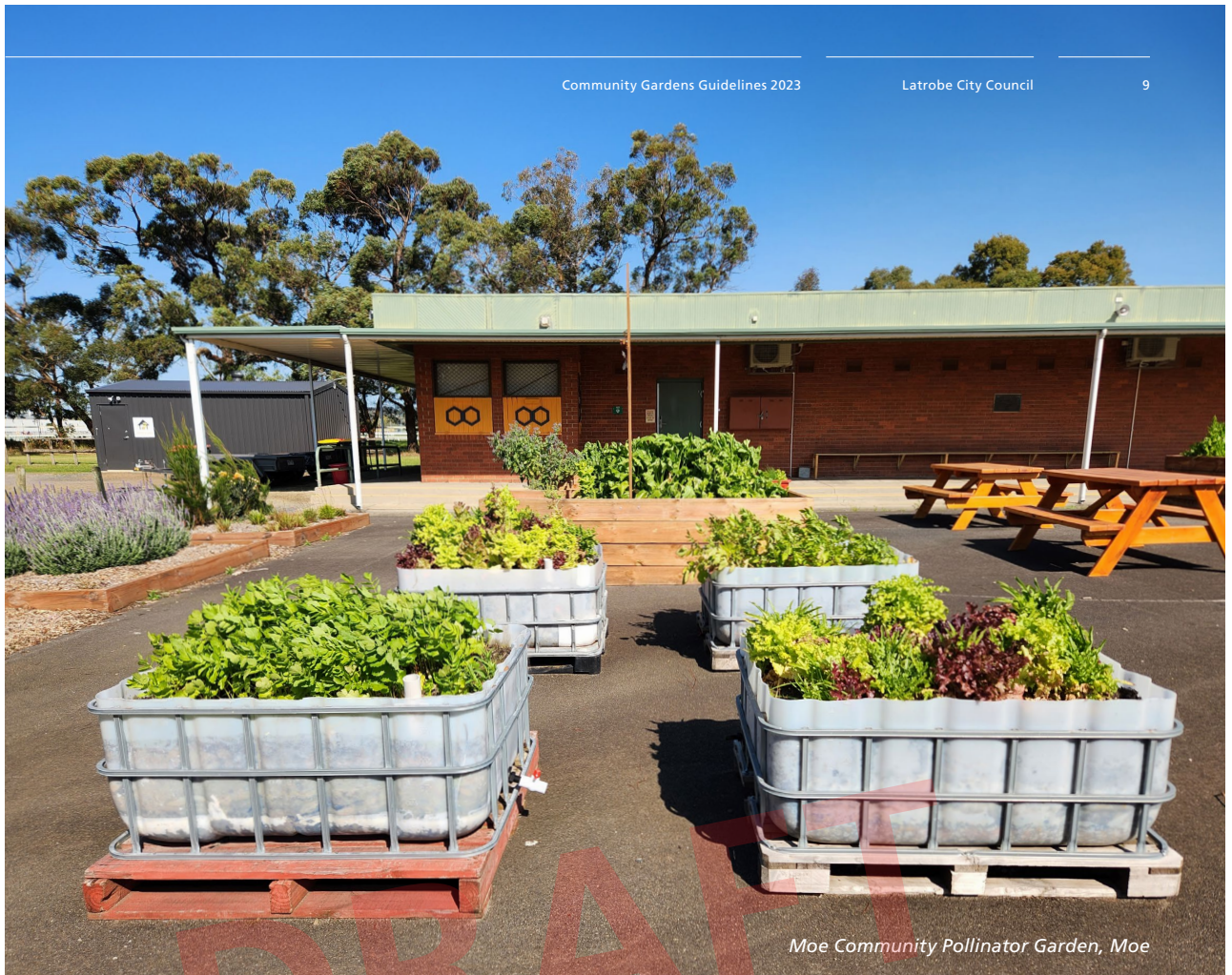
Build or project manage construction in line with planning and building regulations



HEALTHY AND SAFETY

Follow appropriate health and safety procedures in line with regulations





Community Gardens Guidelines 2023

Latrobe City Council

9

Moe Community Pollinator Garden, Moe

Latrobe City Responsibilities

Council is not responsible for maintaining Community Gardens. Council reserves the right to terminate the agreed use of the land, and return the land to its previous state if a Community Garden established on Council owned or managed land:

- Fails to comply with the terms of the lease/licence agreement and conditions
- Is not maintained
- If Council requires the land for another purpose
- Becomes unsafe or unsightly
- Ceases to be insured

Additionally, both the Community Garden group and Council have the right to terminate the occupancy agreement if the group ceases to function.



INFORMATION AND ADVICE

Provide information and advice to help community groups establish a sustainable facility and program



ENCOURAGE PARTNERSHIPS

Encourage partnership between community groups and like minded organisations



COMMUNITY GRANTS

Administer Community Grants program with opportunities for Community Gardens groups



LAND MANGER

Administer approvals and lease/licence conditions where gardens are developed on Council managed land



SITE SELECTION

Establish Community Garden guidelines (score sheet) to measure site suitability and guide community groups



ADVOCATE

Promote the benefits to attract external support

Weighing it up

Opportunities

HEALTH & WELLBEING

- Encourage gardening as a hobby to improve health and wellbeing through physical activity, social interaction and education
- Participants have a stronger connection with nature and sustainable practices

SOCIAL CONNECTIONS

- Participation builds social networks
- Partnerships strengthen like-minded organisations

EDUCATION

- Greater awareness of nutrition and cost-effective ways to achieve a healthy diet
- Targeted programs can enrich outcomes and assist with building stronger relationships and improving life skills for more vulnerable community groups including people from culturally and linguistically diverse backgrounds, Traditional Owners, people with disabilities and people from low socio-economic backgrounds

FOOD SECURITY

- A greater variety of different fruits and vegetables is grown and consumed in the community
- Excess food from the garden can be shared in a regular and frequent Produce Exchange or at markets
- Produce can be offered to community members who need assistance

Challenges

ATTRACTING VOLUNTEERS

Attracting and keeping sufficient volunteers to fulfil roles on the committee, and to undertake all activities required such as:

- Governance (to ensure legal responsibilities are met and operations are efficient and inclusive)
- Strategic planning
- Education/programs
- Growing/harvesting
- Selling/distributing
- Organising events
- Securing grants

ATTRACTING PARTICIPANTS

Community Gardens need to attract enough participants to:

- Keep them vibrant and dynamic
- Support volunteers
- Sustain programs

FUNDING

The establishment of a Community Garden is typically community led and therefore funding options need to be explored and secured by the Community Garden organisation. Funding required depends on the site, infrastructure available, volunteer numbers and skills as well as philanthropic support.

- Establishment \$0 - \$200,000 or more
- Ongoing funding \$0 - \$50,000 annually (maintenance and a supervisor/ program coordinator)

FINDING A SITE

Finding a site can be challenging as successful sites require a combination of the following characteristics

- Co-location with a like-minded organisation
- Accessible to a large proportion of the community (ideally walking distance via accessible pathways and footpaths)
- Good surveillance to ensure participants feel safe and reduce vandalism
- Access to services
- Access to complimentary infrastructure i.e. car parks/ toilets
- Appropriate gardening conditions i.e. sunlight/shelter

Key ingredients for success

Community Gardens that meet best practice typically have four key ingredients as identified.



CO-LOCATION

Co-location with a like minded organisation such as:

- Community/Neighbourhood House
- School/TAFE
- Community group - Artist Society/ Gardening Club/Men's shed



COLLABORATIVE PROGRAMS

Partner with community groups/ organisations to enrich/sustain such as:

- Partner with a cooking program to extend program from gardening to cooking
- Partner with a school/kindergarten/ TAFE to encourage education across all generations



ACCESS TO \$

- Experience applying for grants
- Knowledge of the not-for-profit sector
- Awareness of philanthropic opportunities for Community Gardens
- Networking skills to partner with other groups to share budgets and enrich outcomes



STRONG IDENTITY

- A well organised community group structure with adequate volunteers
- Skills and resources to promote the program, attract participants and respond to the needs/desires of a local community

Your Community Garden Plan

To ensure these ingredients come together to inspire your community to create a flourishing Community Garden, it is essential that your group develops a comprehensive project plan including:

- The need for the Community Garden
- Governance structure including succession planning
- Site & Layout Plan (raised garden beds preferred)
- Construction logistics & Maintenance Plan
- Operational logistics (long-term to ensure the project is sustainable)
- Programming Plan
- Risk Register
- Processes for fair and transparent plot allocation and garden/plot membership (if relevant)
- Plans to encourage broader community engagement and social connection
- Associated licences and permits
- Itemised budget for establishment and operations

The following resource has been developed to assist individuals and groups planning to set up a Community Garden. The material included, and suggestions made are based upon the experiences of 11 regional Victorian communities who have each been involved in a Community Based Gardening Project.

<https://hmstrust.org.au/wp-content/uploads/2014/02/Community-Gardens-Manual.pdf>

The Score Sheet

Latrobe City is committed to supporting grass roots projects that improve the health and wellbeing of the community by providing advice and guidance based on these guidelines and the criteria below.

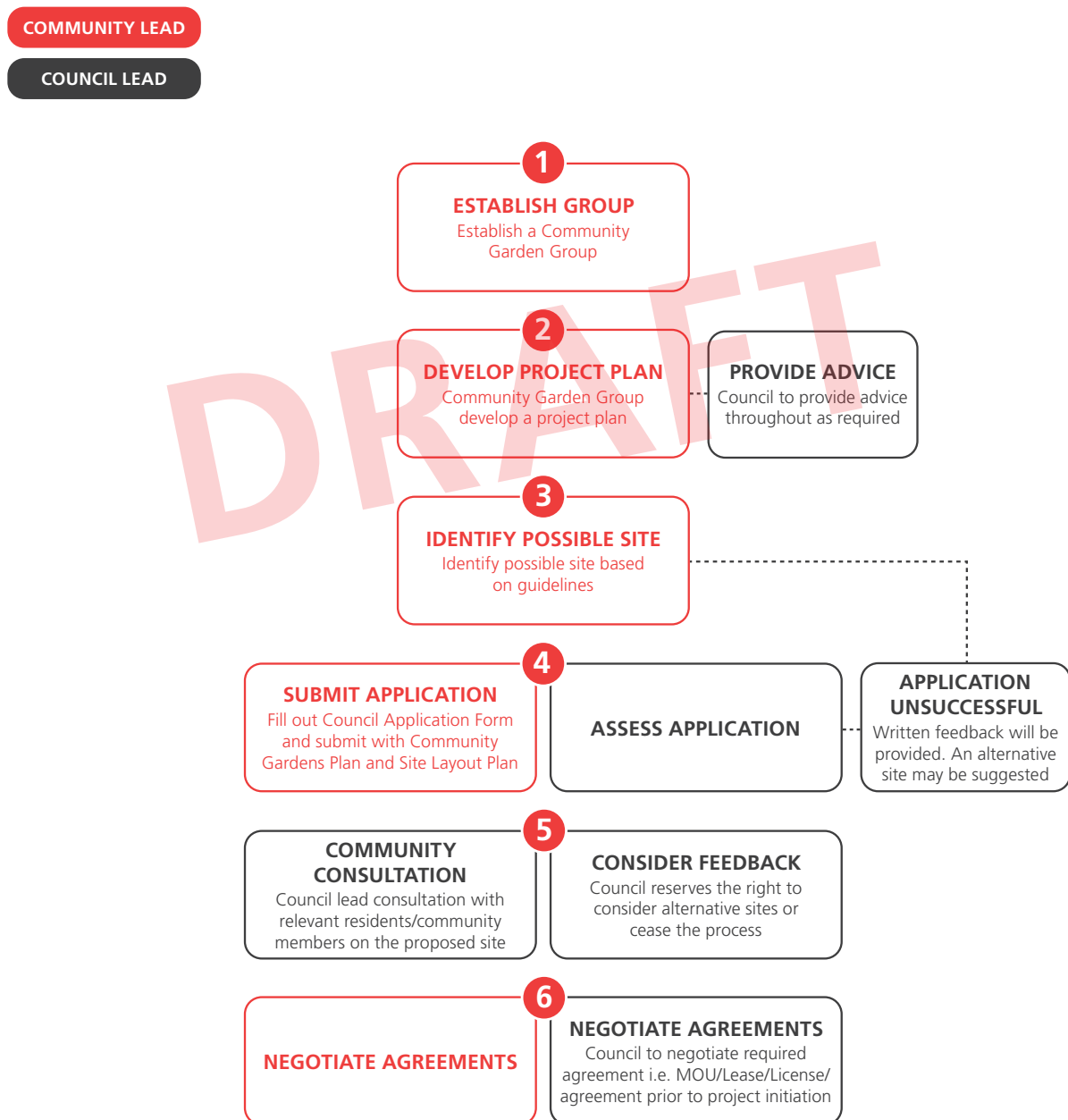
CRITERIA	CONSIDERATIONS
Community Partnerships*	<ul style="list-style-type: none"> • Has the group partnered with a like-minded organisation such as, community centre/neighbourhood house, school, kindergarten, TAFE, gardening club etc? • Are there identified opportunities for programming partnerships such as, growing food and cooking programs? • Are there identified opportunities to provide partnership opportunities for diverse user groups including Traditional Owners, people from culturally and linguistically diverse backgrounds, people with disabilities? • Are there identified opportunities to educate the community to improve food growing skills and improve health? • Is there evidence that the establishment of a Community Garden has broader community support?
Governance and Planning*	<ul style="list-style-type: none"> • Does the group have an established governance structure with core governance roles allocated including President etc? • Does the core group have skills required to plan, secure funding, and establish a Community Garden? • Does the group have experience in the Not-for-Profit sector? • Does the group have a comprehensive Community Garden Plan including a Site and Layout Plan, Risk Register and Budget?
Connectivity^	<ul style="list-style-type: none"> • Is the proposed site in a high-profile location? • Does the site currently have high levels of visitation? • Can a significant proportion of the town population walk or cycle to the proposed site? • Is the site close to public transport? • Does the site have good passive surveillance? i.e. People can see and be seen through casual observation? • Is the site accessible? i.e. Does it have accessible pathways from car park/footpath and through the site?

Essential* Scored^

CRITERIA	CONSIDERATIONS
Site location and ownership	<ul style="list-style-type: none"> • Is the land owned or managed by Latrobe City? And are there licensing options for the subject land? • Will this be the only Community Gardens located within this town? • The site is earmarked for community use and would support a Community Garden? • The site is NOT earmarked for a purpose that is NOT a complimentary use? • Is there a Layout Plan that shows that the site is large enough to host the Community Garden for up to 10 years? • Is the site an appropriate distance from sensitive zones? i.e. residential dwellings? • Does the site have good passive surveillance such as, people can see and be seen through casual observation? • Does the site have adequate sunlight for vegetable growing?
Complimentary Services/Facilities	<ul style="list-style-type: none"> • Does the site have access to existing services that a Community Garden requires – water, electricity? • Does the site have access to an existing carpark with more than 10 spaces available, including an accessible car space? • Does the site have access to accessible public toilets? • Does the site have access to existing facilities such as a meeting room / kitchen? Are they accessible? i.e. ramped entry/wide doorways • Does the site have access to shelter and seating? • Does the site have access to storage area for equipment? i.e. workshop?
Funding	<ul style="list-style-type: none"> • Does the Community Gardens Plan identify an accurate and affordable establishment cost including all requirements as above? i.e. toilet, storage, shelter, carpark, water connection? • Has the community group sourced funding options to cover the establishment? • Does the Project Plan identify a funding model for the garden to sustain operations including lease and insurance? • The annual operations funding model does NOT rely on securing grants every year?

Establishment Process

The following flowchart outlines the key stages required to set up a Community Garden in Latrobe City.





Partner Documents

- Community Gardens Assessment Tool
- Community Gardens Application Form
- Community Gardens Manual

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LatrobeCity

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

DRAFT

Submissions received on the *DRAFT* Community Gardens Guidelines during Public Consultation

Letter – Local Area Coordinator NDIS

It is pleasing to note that the Community Gardens Guidelines 2023 have a strong focus on access and inclusion for people with a disability throughout the draft document, with references to being inclusive of people with a disability in the Vision, Purpose, Education, and the comprehensive Score Sheet. Council is to be commended on the content of the Guidelines being inclusive of people with a disability. My feedback would be that to improve community awareness of the importance of accessibility for people with a disability that each of the individual community garden groups be encouraged to include information about the accessibility features of their own gardens, either on their individual host community website/homepage, or their own postings.

An additional feedback/suggestion is that Council include the same disability accessible information on their own website listing of Community Gardens, by having an accessibility tab describing the accessibility features of each garden such as disability accessible parking, location of public disability accessible toilets, the proximity of public transport, and the accessibility features of the garden – paths, raised garden beds etc. The addition of recognised symbols for parking, toilets etc, could also be added to the map in the Draft Guidelines.

Listing the accessibility features of all of the Latrobe City Community Gardens may also help to increase participation and membership. Perhaps each Community Garden could complete a Checklist of all of their accessibility features to help guide them to encourage accessibility?

For example, a quick check of the Morwell Rose Garden website did not appear to include any reference to the accessibility features of the rose garden, location of disability accessible toilets, or disability accessible parking nearby. It is suggested that a visible 'Accessibility' tab on the homepage of the Morwell Rose Garden could be very helpful for people with a disability, conducting research and checking the accessibility options before a planned visit, and wishing to enjoy the rose garden.

An example of some information being included on a webpage is the Traralgon VRI Community Garden, their page has noted that the accessibility features of the Garden include: Access: open to public at specific times, Access: raised garden beds, Access: toilets within 40m.

The Score Sheet in the Guidelines could perhaps also include an Accessibility Criteria, or expand on the Complimentary Services/Facilities Criteria and be more specific about accessibility in relation to car parking, meeting facilities, shelter, seating, access to public transport, and a workshop, and are they all disability accessible?

Also, in the 'Site location and ownership' Criteria is there a question about being accessible for people with a disability?

I also note that 'Finding a site' in the Draft document suggests ideally within walking distance but the site would preferably also be accessible for people with a disability such as those using a mobility aid.

Thank you for the opportunity to provide feedback on a wonderful opportunity for everyone to be involved in, and enjoy Latrobe City Community Gardens.

Email – Food For All Latrobe Valley

I am OK with the section it is mentioned in on p 12 – *Community Partnerships - Are there identified opportunities to provide partnership opportunities for diverse user groups including Traditional Owners, CALD, people with disabilities?*

However, that 'partnership' criterion does not go far enough in my view – to deal with 'disability' in terms of site services, site layout or site location. There may be implicit understanding, but it needs closer scoring. The disability question should also be dealt with separately in the other score sheet sections of page 12 e.g. under Connectivity or Complimentary Services/Facilities. Questions could be added e.g. - Is the site accessible by people with disabilities? – or - Does the site have easy access to public toilets that also include disabled toilet facilities?

Have Your Say Submissions

It's time Morwell had its own community garden to grow food somewhere close to the Rose Garden so the volunteers involved in the existing garden could easily contribute to a fruit and vegetable focused garden. I suggest the vacant land near Maryvale Preschool which is unused. Support from groups such as the Latrobe Health Assembly and Latrobe City Council would ensure it has the best opportunity to flourish.

In the context of a group planning to develop a community productive garden on its own land and as part of its community connections programs, I find the guidelines to be a little confused with processes for community gardens on Council owned or operated land versus those to be developed on privately owned land. The purpose statement for the guideline's states: "These guidelines assist community groups to understand the parameters of siting Community Gardens and the responsibilities of all stakeholders involved when establishing and managing gardens on Council owned or managed land." And, whilst the scope of the guidelines includes projects on privately owned land, the process does not show how this is applied to the different circumstance. For example, the flowchart does not give clarity for the "Assess Application" step where the proposed site is not controlled by Council and where alternative sites are not applicable, ie, the group already has a site from which its operates. Please provide more details as to what the "Assess Application" process is for groups seeking to establish a community garden that is not on Council land. Further, what is the intent of the "Community Consultation" step led by Council late in the process? This is not immediately clear in the guidelines. The guidelines also state that community engagement is the community group's responsibility. To me, the community consultation part would be more helpful much earlier in the process and taken up as part of Council's offer to provide advice in the "Develop Project Plan" stage. This may help to identify potential roadblocks early in the process rather than after a lot of work has been done. For example, it may be helpful to have more clarity of Council's selection criteria for the suitability of an existing or potential site, including, say, what "an appropriate distance from sensitive zones" would be. (Perhaps there is more guidance in proposed the "Community Garden Assessment Tool" and again, this might also be the difference between already having a site versus identifying one later in the process.) Specifically, it would be useful to include more guidance or clarity as to the relationship of the community garden establishment process to the Council's planning permit and building permit processes when it comes to the location and construction of a community garden.

With regard to your request for feedback regarding community gardens published in the Churchill and District News on July 19 I would like to refer to the second paragraph regarding Latrobe City's support and guidance. Churchill Community Garden behind the "Hub" was established in 2014 and I have been involved since then. Initially the Latrobe council was a huge help in creating the garden, but no support has present for a long time. For the first few years the grass mowing was done by the council. But then contractors were employed, and they refused to mow around the community garden. Our garden group is financially independent by raising funds selling plants and produce to participants at the Hub. This money buys garden fertilisers mulch seedlings etc. We had to purchase an electric whipper snippet out of our funds to keep the grass down. Now we are relying on volunteers to mow, or we will have to pay someone. We are not permitted to use petrol driven machinery for safety reasons and our shed is shared with the neighbourhood house so is not suitable for storing petrol. We would like the Latrobe City council to assist us with the mowing and marketing of our garden. We want to attract more membership, but our exposure is limited due to our location and no signage anywhere in Churchill to make people know we exist.

I am one of the founding members of the Yinnar Community Garden. I note that the current draft Community Garden Guidelines state that Council may "return the land to its previous state" if a community garden fails to pay its insurance. Community gardens represent an extremely valuable community asset, and many many hours of generous volunteer labour. Council could better recognise this contribution by investigating how much it would cost to insure all Latrobe City community gardens under its existing insurance policy and sharing the extra premium between all gardens. Currently the Yinnar Community Garden pays \$200 per year for insurance under a special deal with the Royal Horticultural Society of Victoria. If that deal were no longer available, the cost would be \$1,000 per year, which we could not afford.

AMENDMENT C131 (FLOOD MAPPING UPDATE) - UPDATE ON PROGRESSION OF AMENDMENT

PURPOSE

To seek Council endorsement to re-exhibit Amendment C131 having undertaken further work in response to submissions in accordance with Council's resolution at the Council Meeting held on Monday, 7 November 2022.

EXECUTIVE SUMMARY

- Council previously considered Amendment C131(Flood mapping update) at the Council Meeting held on Monday, 1 August 2022 and resolved that Council officers undertake further work and consultation with the West Gippsland Catchment Management Authority (WGCMA) on the submissions received.
- Progress reports were considered at the Council Meetings held on Monday, 5 September 2022 and 7 November 2022 to update Councillors on the process of reviewing submissions, in a comprehensive and collaborative manner.
- Consultants undertook a peer review of the background and Amendment C131 documents to understand key issues and identify next steps on the progression of the amendment.
- The peer review report made several recommendations that have resulted in changes to the mapping of the overlays, including:
 1. Removing the overlay from land where stormwater flooding is identified as the cause of flooding, not riverine flooding.
 2. Remove the overlays from land where no flood study or an incomplete flood study has been used to justify the mapping.
 3. Update the mapping for the Latrobe River to include the climate change scenario that was available.
 4. Proceed with the mapping of the other flood studies that did not include a climate change scenario as they are the 'best available information'.
- As a result of the peer review and the proposed changes to Amendment C131 it is likely Council officers can resolve an additional 10 submissions to Amendment C131. This is because the overlays are no longer proposed to be applied to their properties; and leaves approximately 35 submissions outstanding to Amendment C131 and further consultation will be undertaken as part of the re-exhibition process with these landowners.
- The peer review highlighted that Council has a statutory obligation to map natural hazards with the 'best available information'.

- The proposed next steps are to update the Amendment documents in accordance with the peer review recommendations and re-exhibit the updated mapping for public comment.

OFFICER'S RECOMMENDATION

That Council:

- 1. Note the recommendations of the Amendment C131 – Land Subject to Inundation Overlay and Floodway Overlay Peer Review Report at Attachment 3;**
- 2. Note the nine flood studies shown in Attachments 4 – 12 for public exhibition as a part of Amendment C131; and**
- 3. Place Amendment C131 on re-exhibition generally in accordance with the Attachments 13 - 16 and with the requirements of section 19 of the *Planning and Environment Act 1987*.**
- 4. Advise those persons who made a written submission to Amendment C131 of Council's decision.**

BACKGROUND

Flooding is a natural hazard that is predictable in terms of location, depth and extent. Floodplains have a role in the storage and conveyance of floodwater. Flooding can have significant economic impacts on municipalities and the community as a result of loss of life, damage to public and private assets and property and agricultural losses.

The purpose of Amendment C131 is to ensure that a development maintains the free passage of flood waters, minimises the potential for flood damage, and is compatible with the flood hazard over land as identified by the WGCMA.

The amendment will discourage inappropriate new development that would be impacted by flooding or that may have adverse impacts on flood behaviour. Land use planning is recognised as being the best means for avoiding future flooding problems. Through careful planning, flood risks to life, property and community infrastructure can be minimised and environmental significance of floodplains protected. This is recognised in previous Planning Scheme Amendments undertaken to update these overlays, with the previous overlays approved through Amendment C9 in 2012.

Amendment C131 was placed on exhibition from 3 February 2022 to 7 March 2022.

During the exhibition, a total of 67 written submissions were received (see Attachment 1), including 45 objections that remain outstanding, including:

- Six submissions supporting the amendment;
- One submission from the Country Fire Authority (CFA) supporting the amendment with some conditions beyond the scope of the amendment which cannot be introduced through post-exhibition changes;
- 45 submissions are currently objecting to the amendment, requesting changes which are yet to be resolved; and
- 15 submissions objecting to the amendment that have now been satisfied with the objecting submission being formally withdrawn.

Key issues raised in relation to the outstanding submissions are:

- Concerns that the modelling is incorrect, and existing properties should not be included in the proposed Land Subject to Inundation Overlay (LSIO) or Floodway Overlay(FO);
- Concerns that existing drainage infrastructure is insufficient and requests to upgrade infrastructure to withstand 1% AEP flood events;
- Requests to remove the LSIO or FO from properties that the overlays currently apply to; and
- Requests to review flood modelling to consider cut and fill conducted on the land after the model was developed.

The complete summary of issues raised in the submissions and the associated Officer response is outlined in the Summary of Submissions Table (see Attachment 2).

At the Council Meeting held on Monday, 1 August 2022, it was resolved:

That Council defer consideration of this item to the next Council Meeting and seek further advice from the West Gippsland Catchment Management Authority in relation to objections raised and updated information on works that have taken place, not included in their desktop study.

At the Council Meetings held on Monday, 5 September 2022 and 7 November 2022, Council resolved to give further time to officers to detail options on how to progress the Planning Scheme Amendment and that a report should be prepared for a future Council Meeting in early 2023.

In response to the submissions received, the WGCMA reviewed the mapping for the area around Jazmine Court and Marshalls Road, Traralgon, and subsequently issued revised plans which excluded a number of properties from the Amendment.

As part of the discussions with the WGCMA, it was determined that at the commencement of the project not all flood studies were provided, however the flood overlays supplied were informed by the flood data for all flood studies. All flood studies that informed the flood data included:

- Bennetts Creek Diversion study (2014)
- Glengarry Eaglehawk Floodplain Mapping (September 2021)
- Morwell North West Drainage Report (April 2016)
- Narracan Creek Flood Study – Existing Flood Conditions (June 2007)
- Narracan Creek Flood Study – Mitigation Floodplain Management (June 2007)
- Rintouls Creek Study (December 2015)
- Tyers River (December 2015)
- Unnamed Reach South-East of Contour Drain (November 2020)
- Unnamed Reach South of Contour Drain (November 2020)
- Upper Traralgon Creek (June 2021)
- Waterhole Creek Flood Study Flood Mitigation (June 2007)
- Waterhole Creek Flood Study Existing Flood Conditions (June 2017)
- Traralgon Bypass Retarding Basin Modelling (January 2016)
- Traralgon Flood Study (June 2016)
- Latrobe River Flood Study (March 2015)

Following receipt of these additional flood studies, Council officers obtained legal advice on options to progress the Amendment based on only exhibiting the original documents provided to Council, which were the Latrobe River Flood Study (2015) and Traralgon Flood Study (2016).

A peer review of all the background and Planning Scheme Amendment documents was identified as the most appropriate next steps in progressing Amendment C131.

ANALYSIS

Peer Review

The Peer Review scope looked at several items including:

- Did the mapping have a background document that supported the mapping changes?
- What was the status of this document (was it finalised, incomplete, draft or undocumented)?
- Which Australian rainfall and runoff data model did it use?
- Did the study consider climate change modelling?
- Did the study include other strategic planning work?
- Was the appropriate planning overlay used?

As a result of this analysis, the Peer Review recommended:

1. Removing the overlay from land where stormwater flooding is identified as the cause of flooding, not riverine flooding.
2. Remove the overlays from land where no flood study or an incomplete flood study has been used to justify the mapping.
3. Update the mapping for the Latrobe River to include the climate change scenario that was available.
4. Proceed with the mapping of the other flood studies that did not include a climate change scenario as they are the 'best available information'.

The Peer Review report can be seen in Attachment 3.

As a result of the Peer Review recommendations, mapping changes have been made across the municipality when comparing to the mapping changes exhibited in 2022.

This can be seen in Figure 1.

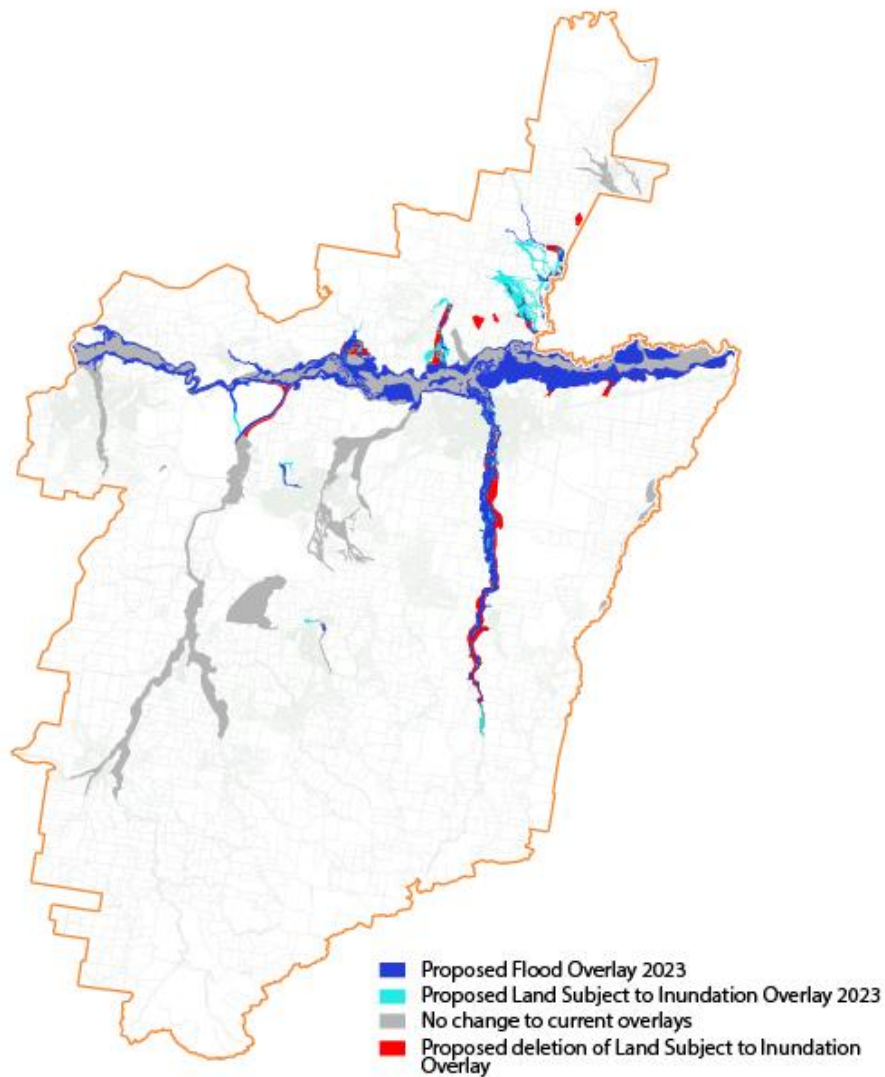


Figure 1: Proposed Flood Overlays across the municipality

When comparing the LSIO and FO that is currently in the Planning Scheme (as opposed to what was exhibited) the proposed LSIO and FO it will affect 4,999 hectares of land and 5,654 properties. This can be broken down as follows:

	Area (Ha)	Parcels
Total new application	859.67	1779
Insert LSIO	378.77	1569
Insert FO	480.90	210
Total deletion of overlays	1502.74	2468
Delete FO	240.97	391
Delete LSIO	1261.76	2077
Total change in overlays	2636.46	1387

	Area (Ha)	Parcels
Change LSIO to FO	2620.36	1131
Change FO to LSIO	16.09	256
Total affected by amendment	4998.87	5654

As a result of the peer review and the proposed changes to Amendment C131 it is likely council officers can resolve an additional ten submissions to Amendment C131. This is because the overlays are no longer proposed to be applied to their properties. This leaves approximately 35 submissions outstanding to Amendment C131 and further consultation will be undertaken as part of the re-exhibition process with these landowners. Please see details of proposed next steps and consultation sections below.

Options

Councillors have the following options in progressing the Amendment:

1. Re-exhibit the amendment with changes;
2. Abandon the amendment; or
3. Proceed to a Planning Panel to consider submissions.

Council officers recommend Option 1.

As the mapping changes do not affect the scope of the Amendment but affects many properties, it is recommended that the amendment be re-exhibited, noting re-authorisation is not required for re-exhibition.

Proposed Next Steps

As a result of the peer review recommendations only mapping changes recommended by nine flood studies is proposed to proceed including (Attachments 4-12):

- Glengarry Eaglehawk Floodplain Mapping (September 2021)
- Morwell North West Drainage Report (April 2016)
- Morwell North West DCP drainage WR04 (2017)
- Rintouls Creek Study (December 2015)
- Tyers River (December 2015)
- Upper Traralgon Creek (June 2021)
- Traralgon Flood Study (June 2016)
- Latrobe River Flood Study (March 2015)
- Monash Way, Churchill – Scoping Study (2011)

The updated Amendment C131 proposes to:

- Implement an update to the flood mapping into the Latrobe Planning Scheme, including:
 - Amending, introducing and deleting areas covered by the LSIO and FO based on updated flood modelling.
 - Amending the Strategic Framework Plan in Clause 02.04 and the Glengarry Town Structure Plan in Clause 11.01-1L to match the proposed extent of the flood overlays.
 - Amending Clause 72.03 to amend the map references.

The Amendment documentation is attached (attachments 13-16).

If the amendment is endorsed to be re-exhibited by Council, then only ten days' notice is required prior to re-exhibition.

The next steps and proposed for the timeframes the Planning Scheme Amendment are:

- Notification to previous submitters, landowners and occupiers, prescribed Ministers, agencies and authorities;
- Exhibition of the Amendment from Friday, 23 November 2023 to Wednesday, 31 January 2024. The extended exhibition period accounts for the Christmas period.
- 1:1 sessions proposed during exhibition period;
- A range of communication tools use including Have Your Say, Explanatory short videos and Fact Sheets to assist in the understanding of the amendment will be created.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE Landowners whose land was not previously identified in the flood mapping may challenge the proposed amendment.</p>	<p>Medium <i>Almost certain x Insignificant</i></p>	<p>Any objections would be referred to the WGCMA for review and changes that cannot be resolved would be referred to an independent planning panel for consideration.</p> <p>The WGCMA website offers written flood advice for properties regardless of whether they are within a flood overlay.</p>
<p>COMPLIANCE Not meeting requirements of the Building Regulations, <i>Local Government Act 2020</i>, <i>Climate Change Act 2017</i>, and <i>Planning and Environment Act 1987</i>.</p>	<p>Medium <i>Likely x Moderate</i></p>	<p>Council proceeds with the re-exhibition of the Amendment.</p>
<p>COMPLIANCE Delay in finalisation of the Amendment may result in development in areas subject to flooding that is inconsistent with the flood hazard, resulting in long term and inconsistent planning outcomes in such areas.</p>	<p>Medium <i>Possible x Moderate</i></p>	<p>Planning Permits in these areas to be referred to the Strategic Planning Team for comment, as the Amendment is seriously entertained and must be considered in a permit assessment.</p>

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>Negative perception of Council as not all documents were included for exhibition in the first exhibition which meant that properties mapped within the overlays due to stormwater drainage issues, rather than riverine flooding.</p>	<p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>Ensure flood studies are accurate and overlays are only applied to land where the criteria are met to be incorporated into the LSIO or FO. Remove properties that are associated with stormwater until appropriate studies have been carried out.</p>
<p>STRATEGIC</p> <p>Submitters becoming frustrated with the process because of the time taken.</p>	<p>Low</p> <p><i>Medium x Unlikely</i></p>	<p>Provide update to submitters as required.</p> <p>Notify submitters of the Council Meetings to keep them informed of the progress of the Amendment.</p>
<p>STRATEGIC</p> <p>Submitters being aware of some submissions being resolved and not others.</p>	<p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>Retain proposed flood overlays on properties where modelling clearly justifies that the land is subject to inundation or flooding and meets the criteria.</p> <p>These criteria are specified within <i>Planning Practice Note 12 (PPN12) – Applying the Flood Provisions in Planning Schemes</i>.</p>

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>Negative perception of Council as Council is only now updating flood mapping in the planning scheme due to the age of some of the documents.</p>	<p>Medium</p> <p><i>Likely x Minor</i></p>	<p>Progress the Planning Scheme Amendment and ensure that timeframes are communicated to stakeholders.</p> <p>Clearly advise the number of new properties affected, 1,531 having new or amended flood overlays.</p> <p>The amendment started in 2021/2022 which was in line with the Floodplain Management Strategy (WGCMA)</p>
<p>STRATEGIC</p> <p>Potential impact on strategic planning and future designation of growth areas due to new areas being identified as vulnerable to flood.</p>	<p>Low</p> <p><i>Possible x Insignificant</i></p>	<p>Retain proposed flood overlays on properties where modelling clearly justifies that the land is subject to inundation or flooding.</p>

Legal and Compliance

In accordance with the Act, the municipal Council, as a planning authority, has several duties and powers when considering a Planning Scheme Amendment listed at Section 12. A response to Section 12 of the Act is outlined in the exhibited Explanatory Report.

The Planning Scheme Amendment process is shown in Figure 2 below, which identifies the current stage Amendment C131 is at in the process.

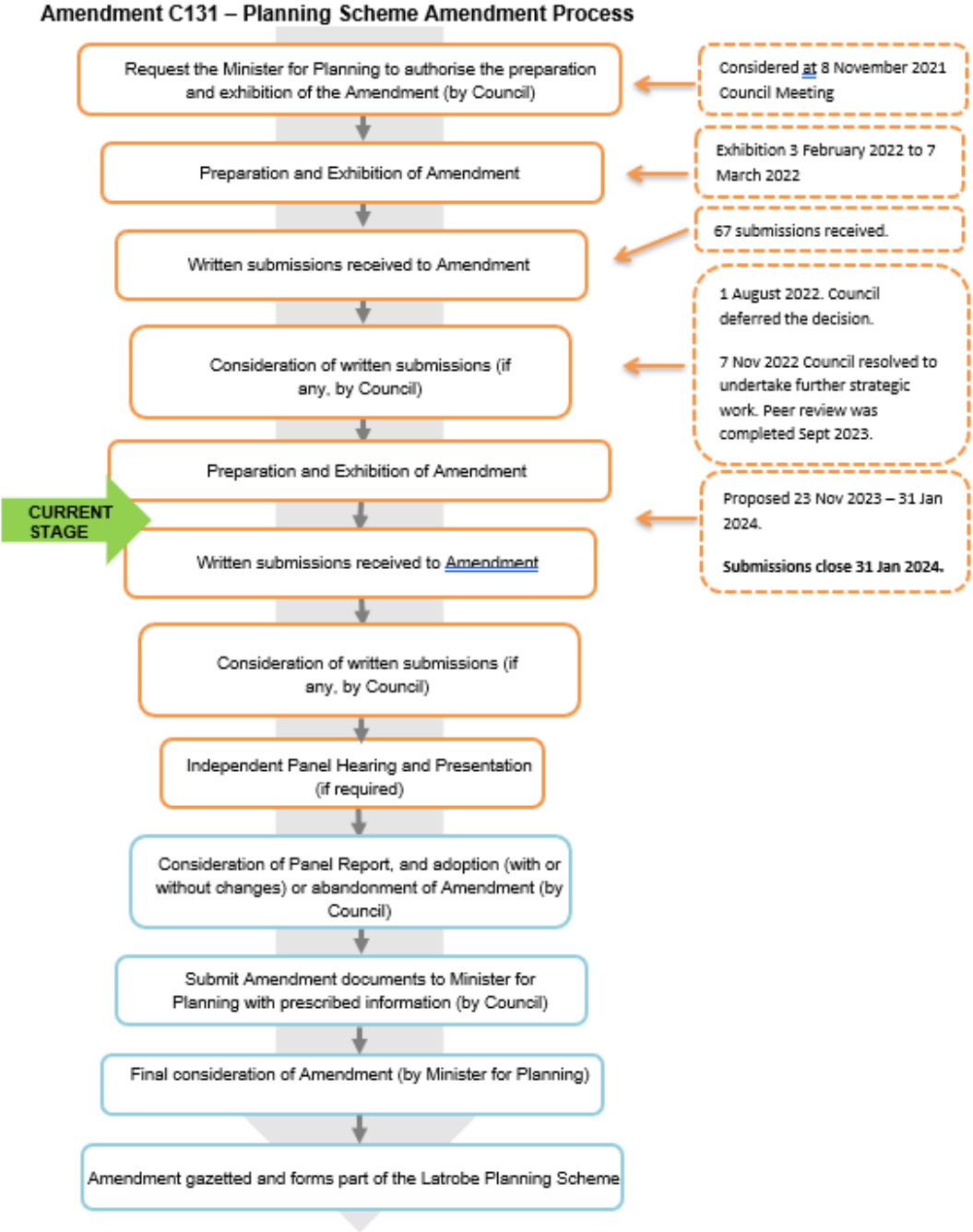


Figure 2: Planning Scheme Amendment Process

Section 22 of the Act requires that Council consider all submissions received to Amendment C131 during the public exhibition process. The submissions from the first exhibition period will be considered alongside any new submissions received during the second exhibition period at a future Council meeting.

CONSULTATION

In accordance with the processes prescribed under the *Planning and Environment Act 1987 (The Act)*, Amendment C131 is proposed to be placed on public re-exhibition for a period of ten weeks. The additional time will account for the Christmas period. As part of the process, a communications strategy will involve:

- Drop in sessions to have 1:1 meetings with a planning officer to be offered to all landowners/occupiers;
- A 'Have Your Say' page on Amendment C131;
- A webpage within Council's website for Amendment C131;
- Documents available on Latrobe City Council website;
- Two notices within the Latrobe Valley Express and Government Gazette;
- Direct notice to landowners and stakeholders, including; prescribed ministers, government authorities and local businesses;
- Social media mentions and publication of a promotional video explaining the amendment;
- External GIS feature on the Council Website whereby community members can search for their property to see how the Amendment impacts them;
- 1:1 meetings with previous submitters; and
- A frequently asked questions sheet and videos.

COMMUNICATION

Previously, Amendment C131 was placed on exhibition from Thursday, 3 February 2022 to Monday, 7 March 2022. A detailed community consultation plan was developed, and included direct notices to landowners and occupiers, notices in the Latrobe Valley Express and social media posts.

The flood studies involved consultation with the community. As an example, The Traralgon Creek Flood Study included community members from Traralgon who were on the Steering Committee for the flood study. The community engagement process for the Traralgon Creek Flood Study was coordinated by the WGCMA and Latrobe City Council.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

As detailed in the supporting information section of this report, a total of 67 submissions were received to Amendment C131. As all changes requested in the submissions were not able to be made, 45 submissions will continue as unresolved objecting submissions.

Changes proposed as part of this amendment could result in a further ten submissions being resolved.

Other submission points and requests for changes can be viewed in the Summary of Submissions Table at Attachment 2. Responses to the reason for accepting or declining changes proposed is detailed in this table.

Cultural

Not applicable.

Health

The proposed Planning Scheme Amendment seeks to prioritise and protect human life in the event of a flood.

Environmental

The provision of updated flooding information within the planning scheme will have a net community benefit by ensuring that the risk of flooding is properly considered in future planning and that risks from flooding may be managed and minimised. The updated mapping will equip Council to plan for future growth in low-risk locations to minimise the impact of natural hazards on the community, development, and infrastructure.

Of the nine flood studies that are proposed to be implemented into the Latrobe Planning Scheme through Amendment C131, only one includes a climate change scenario. To represent climate change in the Latrobe River Flood Study a 20% increase in rainfall intensity was applied. i.e. for the same extreme rainfall (storm) event frequency and duration 20% more rainfall is expected.

A standard increase in rainfall intensity scenario from storm events has not been set in Victorian planning or floodplain management policies. However, the most commonly adopted scenario which has become the industry standard is the Representative Concentration Pathway (RCP) 8.5 emissions scenario to the year 2100. This results in a projected increase in rainfall intensity of 18.4% to the year 2100 in the Latrobe Region which compares well to the 20% increase in rainfall intensity used in the Latrobe River Flood Study.

It is important to note that while it is projected that there will be less rainfall overall, it is predicted that there will be more intense storms resulting in more rainfall during those storm events which could mean an increase in flood events.

Building Regulations 2018

Under Regulation 148 of the *Building Regulations 2018*, Council is now required to prepare mapping for areas under its control that are liable to flooding.

Climate Change Considerations

The *Climate Change Act 2017* Section 22 lists the one of the policy objectives of the *Climate Change Act 2017* as “to build the resilience of the State’s infrastructure, built environment and communities through effective adaptation and disaster preparedness action”. Subsection 17(2) states: In considering climate change, the relevant decision-maker must have regard to:

- a. the potential impacts of climate change relevant to the decision or action.

In addition, under the *Local Government Act 2020* section 9(2)(c) Councils are required to promote the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks.

This means that processes like strategic planning must incorporate consideration of climate change.

Economic

Flooding can have significant economic impacts on municipalities and the community as a result of loss of life, damage to public and private assets, and property and agricultural losses. The amendment will ensure that new development is protected from the effects of flooding and that the flood plain is not adversely affected by inappropriate development. The amendment will discourage inappropriate new development that would be impacted by flooding or that may have adverse impacts on flood behaviour.

It should be noted that flood overlays are not used to determine property values. Planning Overlays are only one of many factors considered when valuing a property. Other factors may include zoning, property inspections, building and planning permits, recent sales and leasing in an area, lot sizes, types of surrounding properties, the level of infrastructure, amenities and services in the surrounding area, tenancy opportunities, prevailing trends in the ‘market cycle’, the social profile of areas and the quality and maintenance of individual buildings.

Flood overlays are not used to determine insurance premiums. Insurance premiums are based on the most up-to-date available flood studies rather than planning scheme controls. The insurance industry has its own National Flood database where this information is kept.

Financial

The prescribed fees for Planning Scheme Amendments are detailed in the *Planning and Environment (Fees) Regulations 2016*. The costs associated with this stage of the Planning Scheme Amendment include the fee for the Panel Report (varies from \$15,611.10-\$41,695.80), fees for any expert witnesses engaged by Council and the fee for the Minister's approval (\$496.90) of an amendment if the amendment is adopted by Council.

Budget has been allocated to the Strategic Planning budget for a planning panel and any other fees associated with processing an amendment in the 2023/2024 financial year.

Attachments

1. Copy of Submissions (Published Separately)
2. Submission Response Table (Published Separately)
3. Amendment C131 Peer Review (Published Separately)
4. Glengarry Eaglehawk Creek Modelling Report 2023 (Published Separately)
5. Latrobe River Flood Study 2016 (Published Separately)
6. Monash way, Churchill - Scoping Study 2011 (Published Separately)
7. Morwell North West Drainage Report 2016 (Published Separately)
8. Morwell North West DCP Drainage WR04 2017 (Published Separately)
9. Rintouls Creek 2015 (Published Separately)
10. Traralgon Creek Modelling Report 2015 (Published Separately)
11. Tyers Creek Flood Study 2015 (Published Separately)
12. Upper Traralgon Creek Flood Study 2021 (Published Separately)
13. Amendment C131 Explanatory Report (Published Separately)
14. Amendment C131 Instruction Sheet (Published Separately)
15. Amendment C131 Combined Maps (Published Separately)
16. Amendment C131 Combined Policy (Published Separately)

BLACK SPOT PROGRAM APPLICATIONS 2024/2025

PURPOSE

To seek endorsement of applications to the Australian Government's 2024/2025 Black Spot Program.

EXECUTIVE SUMMARY

- Following a review of crash data provided by the Department of Transport and Planning, Council Officers propose the following locations for funding by the 2024/2025 Black Spot Program:
 1. Franklin Street, Traralgon, between Princes Street and Park Lane.
 2. McNairn Road, Traralgon between Shakespeare Street and Standing Drive (recently subject to a pedestrian fatality).
 3. Saviges Road, Moe, between Mitchells Road and Waterloo Road.
 4. Vincent Road, Morwell between Princes Drive and Angus Street.
- Council Officers have engaged a traffic safety consultant to review the subject roads lengths, consider the crash history to identify safety issues, and propose relevant treatments.
- If applications are successful, Council Officers propose community engagement with residents living near the proposed sites seeking their feedback on the proposed treatments for each location through the design development process.

OFFICER'S RECOMMENDATION

That Council endorse applications to the 2024/2025 Black Spot Program for the following sites:

1. **Franklin Street, Traralgon**
2. **McNairn Road, Traralgon**
3. **Saviges Road, Moe**
4. **Vincent Road, Morwell**

BACKGROUND

The Black Spot Program is a road safety program administered by the Australian Government to fix dangerous roads by treating road locations where motor vehicle accidents are more common.

Latrobe City Council has successfully implemented road safety improvement projects funded by the Black Spot Program over several years.

ANALYSIS

As an active road safety partner, Victoria's Department of Transport and Planning reviewed crash history within the Latrobe Region. Locations were identified from crash data over the most recent five-year period and prioritised based on crash frequency, type, and cost/benefit ratio.

Following a review of the crash data, consideration of Council's other traffic projects and priorities, Council Officers propose the following locations for funding by the 2024/2025 Black Spot Program.

Road	Length	Fatalities²	Serious Injury¹	Other Injury¹	Crashes¹
Franklin Street, Traralgon	Between Princes Street and Park Lane		5	5	10
McNairn Road, Traralgon	Between Shakespeare Street and Standing Drive	1	1	5	6
Saviges Road, Moe	Between Mitchells Road and Waterloo Road		2	3	5
Vincent Road, Morwell	Between Princes Drive and Angus Street		2	2	4

Notes

1. Reporting period 01/01/2017 to 31/12/2021
2. The fatality occurred outside of the reporting period.

Council Officers have engaged a traffic safety consultant and visited each site with the consultant on Monday, 9 October 2023, to review the subject roads lengths, consider the crash history, identify safety issues, and propose relevant treatments. The consultant will also prepare each application, including all required attachments, for the 2024/2025 Blackspot Program. The deadline for applications is Friday, 10 November 2023.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>SERVICE DELIVERY</p> <p>The timeline for submission of funding applications is tighter this year and there is risk that deadlines will be missed.</p> <p>Community members may object to the proposed safety treatments.</p>	<p>Low <i>Unlikely x Minor</i></p> <p>Low <i>Unlikely x Minor</i></p>	<p>Council has engaged a consultant to help with preparation and submission of applications for funding.</p> <p>Officers will undertake community engagement with community members living near the proposed sites seeking their feedback on the proposed treatments for each.</p>
<p>FINANCIAL</p> <p>If the funding is not granted Council could not deliver these projects.</p>	<p>Medium <i>Possible x Minor</i></p>	<p>Council has engaged a consultant to help make the funding applications as attractive as possible.</p>
<p>STRATEGIC</p> <p>Withdrawal from the funding may jeopardise future funding applications.</p>	<p>Low <i>Unlikely x Minor</i></p>	<p>Officers are collaborating with consultants, and the community, to mitigate this risk.</p>

CONSULTATION

Officers visited each site with the traffic safety consultant on Monday, 9 October 2023 to review the subject roads lengths, consider the crash history to identify safety issues, and propose relevant treatments.

If applications are successful, Council officers propose community engagement with residents living near the proposed sites seeking their feedback on the proposed treatments for each location through the design development process.

COMMUNICATION

There has been minimal external communication on this matter to date, however, officers have worked with the Department of Transport and Planning to develop the list of applications.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The safety improvements may affect diving time, but enhanced safety outweighs the negative implication of this.

Cultural

Not applicable.

Health

The Black Spot Program is a safety improvement initiative, designed to improve the health and safety of the community.

Environmental

Not applicable.

Economic

Not applicable.

Financial

If the funding applications are successful, the project works will be wholly funded by the Australian Government and will not require reallocation of existing budget.

Increased costs for maintenance and depot operations are likely but are expected to be minimal.

Attachments

Nil

CULTURAL DIVERSITY ADVISORY COMMITTEE TERMS OF REFERENCE REVIEW

PURPOSE

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

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

That Council:

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

BACKGROUND

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

The CDAC currently comprises 11 members as follows:

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

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

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

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

ANALYSIS

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

Three options are provided for Council's consideration:

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

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

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

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

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

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

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

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

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

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

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

Changes to the revised TOR include:

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

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

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

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

RISK ASSESSMENT

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

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

CONSULTATION

The current CDAC has been consulted and has provided feedback as part of the ToR review process. The options of dissolving the CDAC or establishing a Community Engagement Group have not been discussed with the CDAC.

COMMUNICATION

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

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

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

Cultural

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

Health

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

Environmental

Not applicable.

Economic

Not applicable.

Financial

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

Attachments

1. Draft Cultural Diversity Advisory Committee Terms of Reference

6.5

Cultural Diversity Advisory Committee Terms of Reference Review

1	Draft Cultural Diversity Advisory Committee Terms of Reference	71
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Cultural Diversity Advisory Committee

Terms of Reference



Revised Draft - October 2023





CONTENTS:

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



1. Establishment of the Committee

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

2. Objectives

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



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

2.4.3. Policy and Strategy Development

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

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

3. Membership

Composition of the Committee

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

3.1.1. Up to two Councillors;

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

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

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

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

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

Length of appointment

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

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



Selection of members and filling of vacancies

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

Co-option of members

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

Attendance at meetings

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

Resignations

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

4. Proceedings

Chair

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



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

Meeting schedule

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

Meeting procedures

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

Quorum

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

Voting

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



Minutes of the Meeting

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

Reports to Council

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

5. Review of Committee and Duration of the Committee

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



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

6. Authority and Compliance Requirements

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



Appendix 1: Agenda Template



[Name] Advisory Committee			
Meeting Day, XX Month Year			
Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm			
Location: (include specific meeting room and address)			
AGENDA ITEMS			
No.	Item	Responsible Officer	Attachment
1.	Welcome & introduction	Chair	N/a
2.	Apologies	All	
3.	Declarations of Interest	All	
	<i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i>		
4.	Confirmation of Minutes		
	<i>Confirmation of the previous minutes of the meeting.</i>		
5.	Matters arising from previous meeting	All	
	<i>Review of action progress from previous meetings</i>		
6.	Items for Consideration		
	<i>Matters being presented for discussion in accordance with the terms of reference</i>		
	•		
	•		
	•		
7.	General Business		
	•		
	•	All	
	•		



Appendix 2: Minutes Template



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

RECONCILIATION ACTION PLAN UPDATE REPORT

PURPOSE

To seek approval from Council to retain and continue the actions contained within the Reconciliation Action Plan 2020-2022 (RAP).

EXECUTIVE SUMMARY

- The RAP was endorsed by Council on 7 September 2020 and was intended to run from October 2020 to October 2022.
- Due to a number of factors, including the impacts of COVID-19, challenges recruiting an Aboriginal Community Liaison Officer and resourcing requirements, a number of actions within the RAP have not been completed.
- The actions outlined in the RAP are consistent with Latrobe City Council's Statement of Commitment to Reconciliation and are responsive to broader community expectation regarding relationships, respect, opportunities and governance practices with Traditional Owners.
- Officers propose that Council retains and continues the current 'Innovate' RAP to October 2026 to enable review and implementation of deliverables.

OFFICER'S RECOMMENDATION

That Council retains and extends the term of the Reconciliation Action Plan (October 2020 to October 2022) to October 2026.

BACKGROUND

The RAP is intended to fulfil the values outlined in Council's Statement of Commitment to Reconciliation by driving and demonstrating the work undertaken by Council to improve economic, social, environmental, cultural, health and educational outcomes for Aboriginal and Torres Strait Islander people.

Since its endorsement in September 2020, the RAP objectives have been strengthened by strategic alignment with the Council Plan and Living Well Latrobe 2022-25.

A RAP Working Group was established to fulfill the governance requirements related to delivery and reporting; however, it has not held a meeting since February 2022.

ANALYSIS

The specified duration of the 'Innovate' RAP (October 2020 to 2022) has expired. While some actions have been implemented or completed, many actions are ongoing or have not been commenced. There have been a number of factors influencing Council's ability to fully implement the RAP including:

- The impacts of COVID-19 and the organisation's ability to prioritise or undertake deliverables including meetings, events, communications campaigns and staff development opportunities. Furthermore, Aboriginal and Torres Strait Islander stakeholders were equally required to prioritise pandemic response activities in the specified duration of the RAP (2020 to 2022) limiting engagement capacity.
- Council teams and external stakeholders inclusive of Traditional Owner groups are currently re-establishing connections and building awareness regarding shared responsibilities for community health, wellbeing and inclusion interventions, including those pertaining to reconciliation.
- Challenges in recruiting and retaining an Aboriginal Community Liaison Officer from whom many of the RAP deliverables would be guided or enabled. This includes convening the RAP Working Group which serves as the governance structure supporting delivery across the organisation. In keeping with the principles of self-determination and cultural sensitivity, much of the work assigned to the Aboriginal Community Liaison Officer is not able to be resourced by non-identified officers. Community feedback and internal advice has been provided to assist improving the role to be more attractive to candidates and recruitment has been undertaken in September 2023.
- Some identified deliverables require additional resourcing which has not been fully scoped within the RAP. This includes staffing to undertake actions and costs associated with delivery, particularly where advice and guidance from Aboriginal and Torres Strait Islander people is sought.

The actions outlined in the RAP are consistent with Latrobe City Council’s Statement of Commitment to Reconciliation and are responsive to broader community expectation regarding relationships, respect, opportunities and governance practices with Traditional Owners.

Retaining and continuing the current ‘Innovate’ RAP to October 2026 will enable officers to undertake the following:

- Re-establish the RAP Working Group.
- Re-engage with teams assigned deliverables.
- Undertake a review of current deliverables and enable teams to embed these in their workflow for implementation.
- Identify resourcing gaps and seek funding or partnerships to meet intended deliverables.
- Develop options for Council’s consideration around the succession of the RAP in consultation with the Aboriginal and Torres Strait Islander community and Reconciliation Australia.
- Continue annual impact reporting to Reconciliation Australia, noting that their organisation does not enable formal extensions to RAPs beyond their specified duration.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE Poor compliance with Reconciliation Australia’s RAP development, delivery and approval requirements.</p>	<p style="text-align: center;">Medium <i>Possible x Minor</i></p>	<p>Re-engage with Reconciliation Australia to negotiate continuation of the work and associated reporting requirements.</p>

RISK	RISK RATING	TREATMENT
<p>SERVICE DELIVERY</p> <p>Community and stakeholders, particularly Aboriginal and Torres Strait Islander people reduce their level of engagement with delivery of the RAP and related organisational activities which necessitate participation by Traditional Owners.</p>	<p>High</p> <p><i>Likely x Moderate</i></p>	<p>Communicate achieved deliverables and impacts with community networks, particularly Aboriginal and Torres Strait Islander networks to reassure community that Council values reconciliation and is actively working in this space.</p> <p>Include opportunities for Aboriginal and Torres Strait Islander People to participate in deliverables as contractors or participants where relevant.</p>
<p>STRATEGIC</p> <p>Community perception that the priorities identified in the RAP are not being adequately addressed.</p>	<p>High</p> <p><i>Likely x Moderate</i></p>	<p>Communicate achieved deliverables and impacts with community networks, particularly Aboriginal and Torres Strait Islander networks to reassure community that Council values reconciliation and is actively working in this space.</p> <p>Include opportunities for Aboriginal and Torres Strait Islander People to participate in deliverables as contractors or participants where relevant.</p>

CONSULTATION

The RAP was produced in consultation with Reconciliation Australia and Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC). The Brayakaulung Advisory Committee provided feedback to aid the development of the RAP.

Reconciliation Australia has been consulted in the development of options and provided advice to guide the proposal consistent with their requirements.

COMMUNICATION

Communication of the deliverables undertaken from the RAP has been shared with the Brayakaulung Advisory Committee where relevant as well as in Council's 2021-2022 Annual Report.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Deliverables contained within the RAP are intended to enhance social inclusion and mutually beneficial relationships between Council and Aboriginal and Torres Strait Islander stakeholders.

Cultural

Deliverables contained within the RAP are intended to develop appreciation and respect for culture. They will improve the organisation's capacity to create a culturally safe workplace and deliver culturally safe services to Aboriginal and Torres Strait Islander community members.

Health

Deliverables contained within the RAP are intended to improve the health and wellbeing outcomes for the Aboriginal and Torres Strait Islander by addressing systemic social, cultural and economic barriers.

Environmental

Not applicable.

Economic

Deliverables contained within the RAP are intended to support improved social procurement and increase representation on the Economic Development Advisory Committee.

Financial

Financial impacts to be further evaluated by teams in addressing outlined deliverables and additional funding sought where required.

Attachments

Nil

Agenda Item: 6.7

Agenda Item: Traralgon Car Parking Review (Proposed Amendment C142)

Sponsor: General Manager, Regional City Planning and Assets

Proposed Resolution:

That Council:

- 1. Endorse the draft Traralgon Car Parking Review, October 2023, provided at Attachment 1 for public exhibition as part of Amendment C142;**
- 2. Request authorisation from the Minister for Planning to prepare and exhibit Amendment C142 to the Latrobe Planning Scheme, in accordance with section 8A of the *Planning and Environment Act 1987*;**
- 3. Prepare Amendment C142 to the Latrobe Planning Scheme to implement the recommendations of the Traralgon Car Parking Review specifically in relation to the Car Parking Overlay Schedule 1 (Traralgon Activity Centre), generally in accordance with the documentation provided at Attachment 1, subject to Ministerial Authorisation; and**
- 4. Place Amendment C142 on exhibition in accordance with the requirements of section 19 of the *Planning and Environment Act 1987*, subject to Ministerial Authorisation.**

EXECUTIVE SUMMARY

- As part of the 2022/2023 budget, \$60,000 was allocated to complete a review of parking within the Traralgon Activity Centre including a review of the Parking Overlay Schedule 1 which applies to the Traralgon Activity Centre.
- Ratio Consultants were engaged in November 2022 to assist with the Traralgon Car Parking Review. The draft Traralgon Car Parking Review (the Review) was received on 11 October 2023 (see Attachment 1).
- The Review includes a range of analysis, key findings and recommendations with regard to the current and future parking provisions for the Traralgon Activity Centre.
- An overview of the Review including findings, recommendations and next steps was presented to Councillors on 17 October 2023, followed by a Councillor Briefing Paper on 23 October 2023.
- The formal exhibition of the Review and associated Planning Scheme Amendment documentation will allow for further community and stakeholder input before the Review is finalised and incorporated into the Latrobe Planning Scheme.

BACKGROUND

The *Morwell and Traralgon Car Parking Framework Review*, prepared by Traffix Group in 2014, peer reviewed and consolidated all the previous car parking strategies undertaken in Morwell and Traralgon and was the basis for the implementation of the Parking Overlay into the Latrobe Planning Scheme.

Planning Scheme Amendment C94 was approved and gazetted into the Latrobe Planning Scheme on 7 April 2016 and implemented the recommendations of the *Morwell and Traralgon Car Parking Framework Review* (2014) including:

- Introduction of Schedules 1 and 2 to the Parking Overlays which provided a reduced parking rate; and
- A cash in lieu contribution for the waiver of parking spaces for Traralgon Activity Centre only (Parking Overlay Schedule 1 or PO1). Cash in lieu contributions at the time were not deemed appropriate for Morwell due to availability of parking and high vacancy rates.

The Parking Overlay in Traralgon, with a financial contribution requirement for the waiver of spaces, was seen as an appropriate tool to help deliver the projected future parking demand for Traralgon via the construction of additional car parking and/or maintenance to existing car parking facilities.

The *Latrobe City Parking Overlay – Collection of Financial Contributions Interim Policy* was approved in March 2017 and established principles around the collection, indexation, expenditure and governance of the financial contribution required under the Parking Overlay.

The closure of many businesses within the Traralgon Activity Centre during the COVID-19 pandemic has triggered the requirement for financial contributions associated with the waiver of car parking spaces for new uses in Traralgon. Premises vacant for longer than two years have been losing their car parking credits, thus triggering planning permit applications for car parking waivers and activating the cash-in-lieu contribution requirements under the PO1.

With annual indexing the current financial contribution per space is \$10,748, this is having negative implications for small businesses trying to establish themselves within the activity centre.

As an interim measure in September 2021, Council resolved to offer a waiver for the payment of the Traralgon Activity Centre Parking Overlay financial contribution to eligible small business planning permit applications for a period of 12 months, allocating funds from the Accumulated Unallocated Cash Reserve to fund the waiver.

During the 12-month waiver period Council approved four waivers totalling 26 spaces with a financial contribution value of \$259,956.

Council also requested a budget bid be made for the 2022/2023 financial year to undertake a review of the Car Parking Framework Plan for Traralgon which was subsequently funded and commenced in November 2022.

At the Council Meeting held on Monday, 3 October 2022, Council resolved to continue to offer the waiver for the payment of the Traralgon Activity Centre Parking Overlay financial contribution to eligible small business planning permit applications for a further 24 month period. Since October 2022, Council has approved one waiver totalling 18 spaces with a financial contribution value of \$193,464.

Any funds collected must be spent as per the *Latrobe City Parking Overlay – Collection of Financial Contributions Interim Policy 2017*.

The Review

As part of the 2022/2023 financial year budget, \$60,000 was allocated to complete a review of the Car Parking Framework for Traralgon including a review of the Parking Overlay Schedule 1 which applies to the Traralgon Activity Centre.

The main objectives of the Review were to:

- undertake a review of the car parking supply, utilisation and management within the Traralgon Activity Centre;
- identify future parking needs (based on population and floor area projections) to ensure the appropriate provision of car parking can be provided, balancing supply and demand;
- review the Parking Overlay Schedule 1 applied to the Traralgon Activity Centre (including the financial contribution); and
- make recommendations on current car parking management and future car parking provision including prioritisation, triggers for construction and management.

The Review provides an opportunity for a holistic review of car parking within the Traralgon Activity Centre.

Ratio consultants were engaged in November 2022 to assist with the Review and are a combined transport engineering and planning, urban design and town planning consultancy with experience across a wide range of projects and sectors.

Following a full review of all background information, car parking occupancy and length of stay surveys, data analysis and internal/external consultation, the draft Review was received on 11 October 2023.

Council Project Officers have worked closely with the consultants during the preparation of the Review and have provided thorough feedback and advice to assist with its development. Council Project Officers generally support the findings of the Review and progression of the project to the next stage.

An overview of the Review including findings, recommendations and next steps was presented to Councillors on 17 October 2023.

Future parking demands

The analysis concluded that by 2031, there will be an increase in car parking demand of approx. 799 spaces within the activity centre (this includes approx. 54% or 432 publicly accessible spaces and 46% or 367 privately located spaces within new developments for exclusive use by staff/visitors etc).

To meet the future car parking demand of 799 spaces, the 291 surplus spaces would not be enough however combined with the approx. 500 proposed additional car parking spaces as part of Regional Development Victoria's, Regional Car Parks Fund the projected future demand for car parking spaces within the activity centre could be adequately met.

It should be noted however that if Regional Development Victoria's commitments are retracted, then the findings of the Review would likely change.

Parking Overlay Review

A detailed review of the Parking Overlay as it applies to the Traralgon Activity Centre was undertaken as part of the Review. The Review found that the parking overlay is still an important and required tool to manage car parking in new developments given the significance of the Traralgon Activity Centre from a Regional and economic development perspective, however it should be updated to reflect the current activity centre strategic context, issues and opportunities and future conditions.

Recommendations

Parking Management Objectives

Parking in the Traralgon Activity Centre should be managed with strategies in place to cater for the unique nature of the activity centre and associated land uses. There is a clear need to balance the needs of all users, whilst maintaining an acceptable level of kerbside parking availability. A municipal wide parking management approach is required, adopting the State-wide Movement and Place Framework.

The following objectives provide direction on how car parking can be managed in the Traralgon Activity Centre:

- Balancing the needs of all activity centre users.
 - Improving parking and access and supporting turnover to achieve optimal utilisation;
- The cost of car parking should be paid for by the user.
 - All parking has a price whether it be the cost of infrastructure, land, time, congestion or to the environment. The social and economic costs of providing car parking in an activity centre should be appropriately managed on a user pays basis, so that people that do not drive are not impacted.
- Improve knowledge and decision making.
 - Regular survey and data analysis utilising innovative methods of data collection to provide insight in real time.
- Promote Sustainable Transport.
 - Mode share and a shift towards sustainable travel, improved walkability, supported through a range of strategic context and specific plans. This objective is about making the Traralgon Activity Centre accessible when users are in the CBD, not replacing cars as the main mode of transport. 75% of survey respondents said that when they travel to the Traralgon Activity Centre they then walk to other destination.
- Improve the user experience.
 - Clear information and policies, easy to access information, clear signage and wayfinding.

General Recommendations

Recommendation	Action
<p>1. Changing parking restrictions and allocations to better balance the needs of users in the Activity Centre.</p>	<ul style="list-style-type: none"> a. Rebalance long and short term users through off street parking restrictions. b. Increase short stay parking availability. c. Investigate paid parking to improve turnover and availability of on-street parking.
<p>2. Adopt a Movement and Place approach to kerbside parking allocation and prioritisation.</p>	<ul style="list-style-type: none"> a. Implement the parking user group hierarchy to kerbside and off-street parking areas within the Traralgon Activity Centre. b. Improve provision and design of parking for those with disabilities.
<p>3. Implement new technologies, wayfinding and data collection to aid with parking management and user experience.</p>	<ul style="list-style-type: none"> a. Dynamic wayfinding for off-street car parks. b. Innovative data collection. c. Enhanced enforcement.
<p>4. Support the use of sustainable transport modes as an alternative to driving and parking.</p>	<ul style="list-style-type: none"> a. Improve sustainable transport infrastructure in the Traralgon Activity Centre including bicycle parking, key pedestrian and cycling lanes and paths, reducing traffic speeds, improve pedestrian crossings and bus facilities. b. Investigate appropriate provision and location for electronic vehicles, bikes and scooters.
<p>5. Amend the Parking Overlay Schedule 1 - Traralgon Activity Centre Plan.</p>	<ul style="list-style-type: none"> a. Undertake an Amendment to the Latrobe Planning Scheme to adopt the Parking Overlay Review and associated recommendations.

Proposed Planning Scheme Amendment

Amendment C142 proposes to implement the recommendations of the Review by updating the Parking Overlay Schedule 1 – Traralgon Activity Centre Plan including:

- Updating the current objectives to better align with the current strategic direction;
- Minor changes to the current mapped area to which the Parking Overlay applies to ensure all land within the activity centre and other key land uses are included;
- Adoption of full Column B rates from Table 1 of Clause 52.05 for all new developments;
- Removal of the cash in lieu financial contribution requirement for new developments; and
- Make changes to Application Requirements and Decision Guidelines.

Amendment C142 will also reference the Traralgon Car Parking Review (October 2023) as a Background Document within the Latrobe Planning Scheme.

It is envisaged that the draft Review will remain confidential prior to exhibition and be released to the public for comment as part of the Planning Scheme Amendment process.

Issues:

Communication

Amendment C142 is subject to the prescribed process in accordance with the public notice and consultation requirements of section 19 of the *Planning and Environment Act 1987* (the Act).

An engagement plan will be developed to ensure appropriate engagement activities are undertaken for Amendment C142. This will include:

- Exhibition of Amendment C142 for a minimum of one calendar month (hard copies and electronic available);
- Documents available on Latrobe City Council's website;
- Have Your Say webpage;
- Social media posts;
- Letters / emails notifying affected owners and occupiers, relevant stakeholders and known interested parties, agencies, public authorities and Ministers believed to be materially affected by Amendment C142 or prescribed under the Act;
- Notices in the Latrobe Valley Express
- Notice in the Government Gazette; and
- Project officers available for one on one meetings (via drop in sessions or appointment).

Financial Implications

The Review was funded through the 2022/2023 financial year budget. No additional funds are required at this stage to progress the project. It is envisaged that post exhibition of the amendment there may be costs associated with a Planning Panel (if required) however these funds are likely to be available via existing strategic planning allocations.

Collection of funds to subsidise the construction or management of future car parking post 2031, as identified through any future work, will need to be considered. This may include a future review of the requirements around the financial contribution mechanism within the Parking Overlay. Collection of funds to subsidise car parking should be done on a user pays basis, so that people who do not currently drive are not penalised.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>FINANCIAL</p> <p>Startup costs to small businesses associated with car parking will continue to impact investment appeal within Traralgon.</p> <p>That funding associated with the cash in lieu contribution of the Parking Overlay Schedule 1 won't be available to deliver projects identified under the Morwell to Traralgon Parking Framework Plan.</p>	<p>High <i>Moderate x Almost certain</i></p> <p>Medium <i>Moderate x Possible</i></p>	<p>Council to endorse the Review and progress to a Planning Scheme Amendment.</p> <p>Continue to support the development of the RDV Regional Car Park Funds Projects and investigate opportunities to partner with private developers to provide shared parking opportunities.</p>
<p>SERVICE DELIVERY</p> <p>Difficulties in meeting the expectations of the community in considering and progressing naming proposals.</p>	<p>Medium <i>Possible x Minor</i></p>	<p>Ensure that the Policy is made available to the community and naming proposals are assessed and actioned consistently.</p>
<p>STRATEGIC</p> <p>Community confusion between the Review and the Regional Development Victoria's, Regional Car Parks Fund projects.</p>	<p>Low <i>Insignificant x Possible</i></p>	<p>Ensure clear communication on all publicly accessible documents and Council Webpages.</p>

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>Not progressing the Review will continue to result in congestion of the centre, frustration by all users and impact the economic viability of the centre.</p>	<p>High</p> <p><i>Moderate x Almost Certain</i></p>	<p>Council to endorse the Review and progress to a Planning Scheme Amendment.</p>

Legal And Compliance

The planning scheme amendment process is shown in in Figure 1 below, which identifies the current stage Amendment C142 is at in the process:

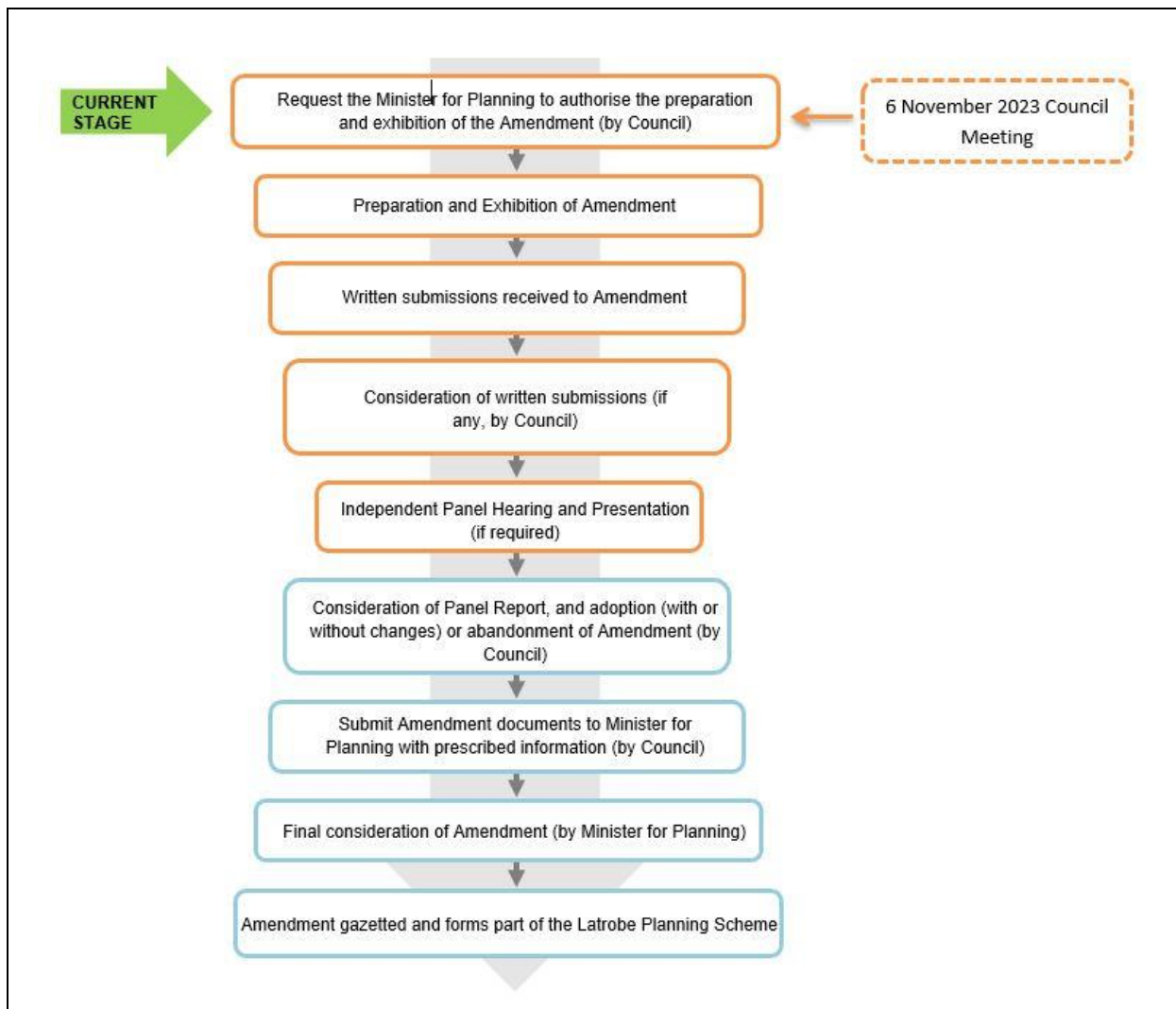


Figure 1 – Amendment C142 Planning Scheme Amendment Process

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

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

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

Council has had regard to section 12(2) of the Act and considers Amendment C142 to be consistent with these requirements.

Community Implications

It is considered that the Review will not have any adverse social impacts but rather continue to promote Traralgon as a Regional Retail Centre for Gippsland by actively considering all users of the centre. Car parking is a key component of movement and place within the centre and as such ensuring an adequate supply, that is well managed, will support existing and future activities within the centre.

Managing the car parking supply in Traralgon will ensure key objectives can be met such as fairness, sustainability, safety and better operation of the road network.

Health Implications

The Review continues to support the shift towards sustainable travel and improved walkability in Traralgon as supported by existing strategic plans such as the *Municipal Health and Wellbeing Plan* and the *Traralgon Activity Centre Plan*. The safe and efficient movement of people, by all modes, through the activity centre is an important aspect and recognises that different users have different needs. It supports healthy lifestyle options and could reduce social isolation by increasing opportunities for social interactions.

Environmental Implications

Balancing car parking supply and demand results in the most efficient use of the resource and aims to enable users to locate a space quicker, reducing congestion and associated emissions.

The opportunity to increase active transport by facilitating greater walkability and better public transport access aims to reduce the reliance on automobiles and associated emissions.

DECLARATIONS OF INTEREST

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

Supporting Documents:

Nil

Attachments

1. Attachment 1 - Traralgon Car Parking Review October 2023 (Published Separately)

This attachment is designated as confidential under subsection (c) of the definition of confidential information contained in section 3(1) of the Local Government Act 2020, as it relates to land use planning information, being information that if prematurely released is likely to encourage speculation in land values. the Draft Review will be formally exhibited as part of a future Planning Scheme Amendment process.

STATUTORY PLANNING

7. STATUTORY PLANNING

Agenda Item: 7.1

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

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

OFFICER'S RECOMMENDATION

That Council:

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

EXECUTIVE SUMMARY

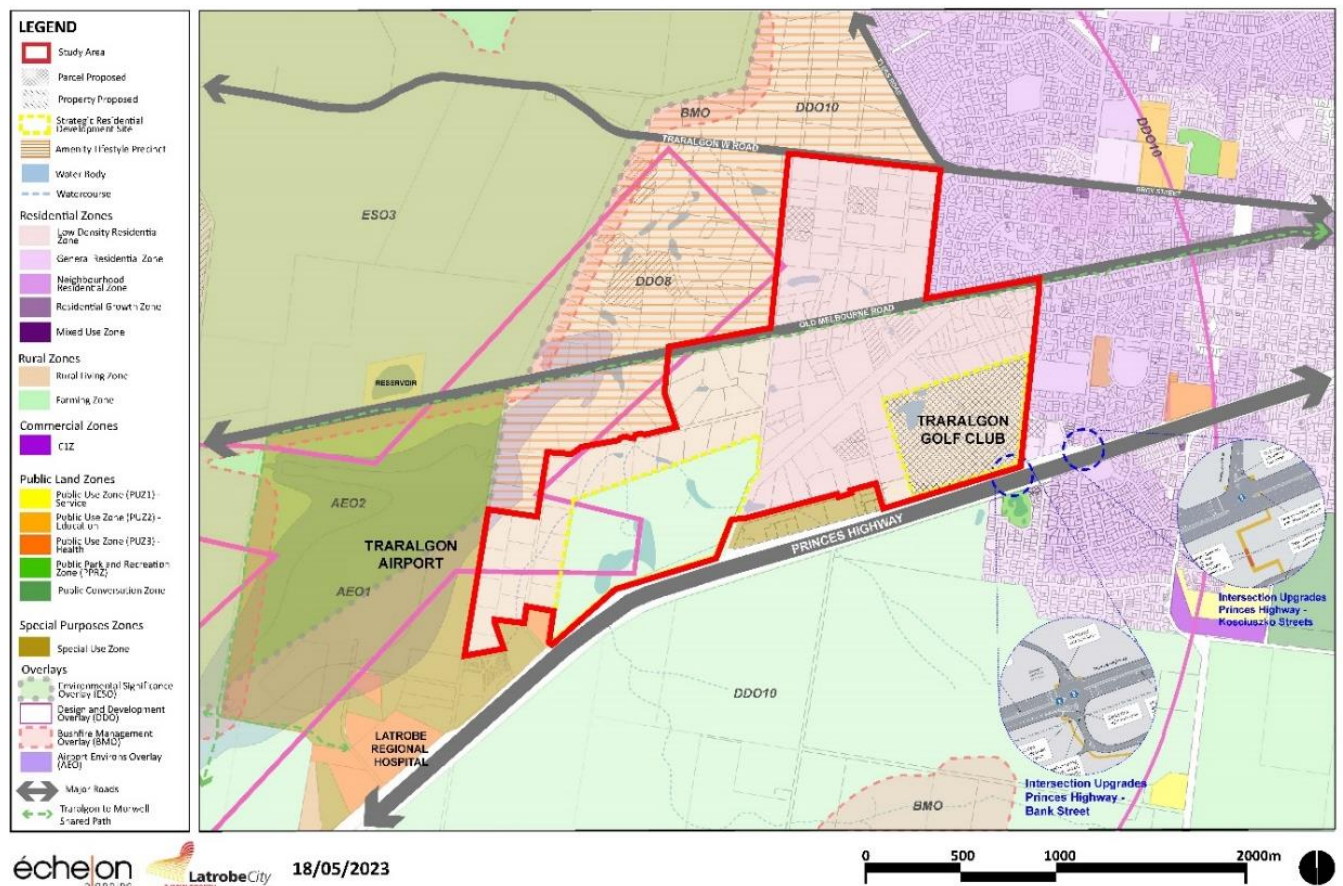
- The Traralgon West Precinct is 331 hectares of land comprising 205 land holdings in the Low Density Residential Zone (LDRZ), Rural Living Zone Schedule 1 (RLZ1) and Farming Zone Schedule 1 (FZ1) zones.
- The precinct has been identified in the Morwell to Traralgon Structure Plan as being suitable for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

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

BACKGROUND

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

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

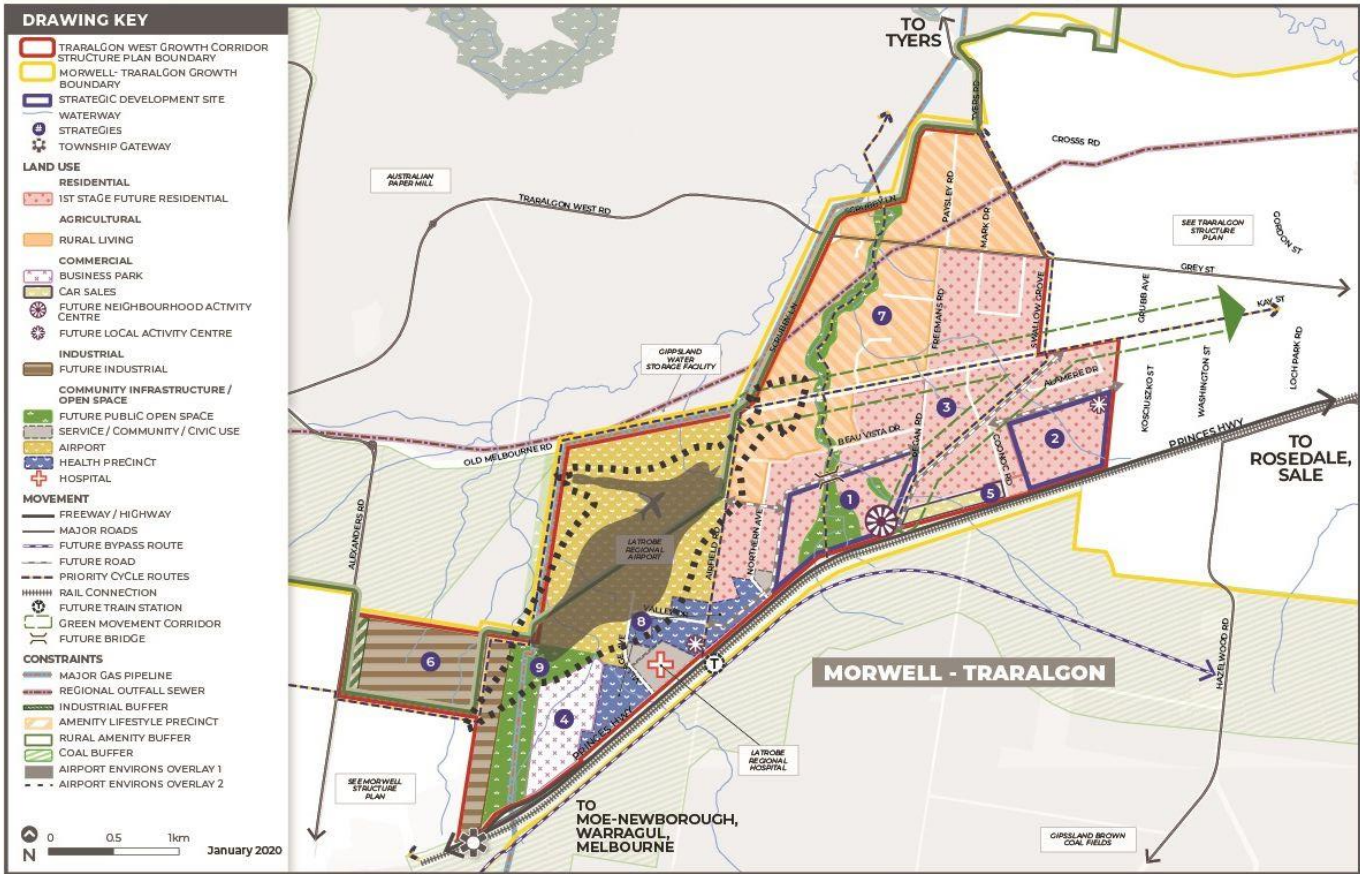


The Traralgon West Precinct is shown in the Morwell to Traralgon Structure Plan at Clause 11.03-2L as future residential land. This change was first identified as part of the Traralgon Growth Areas Review and implemented into the Latrobe Planning Scheme through Amendment C87 in 2017. Amendment C115 Morwell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

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

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

Figure 2 – Morwell to Traralgon Structure Plan



ANALYSIS

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

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

Specifically, the report:

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

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

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

Specifically, the report recommends the following:

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

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

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

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

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

COMMUNICATION

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

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

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

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

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

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

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

FINANCIAL IMPLICATIONS

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

RISK ASSESSMENT

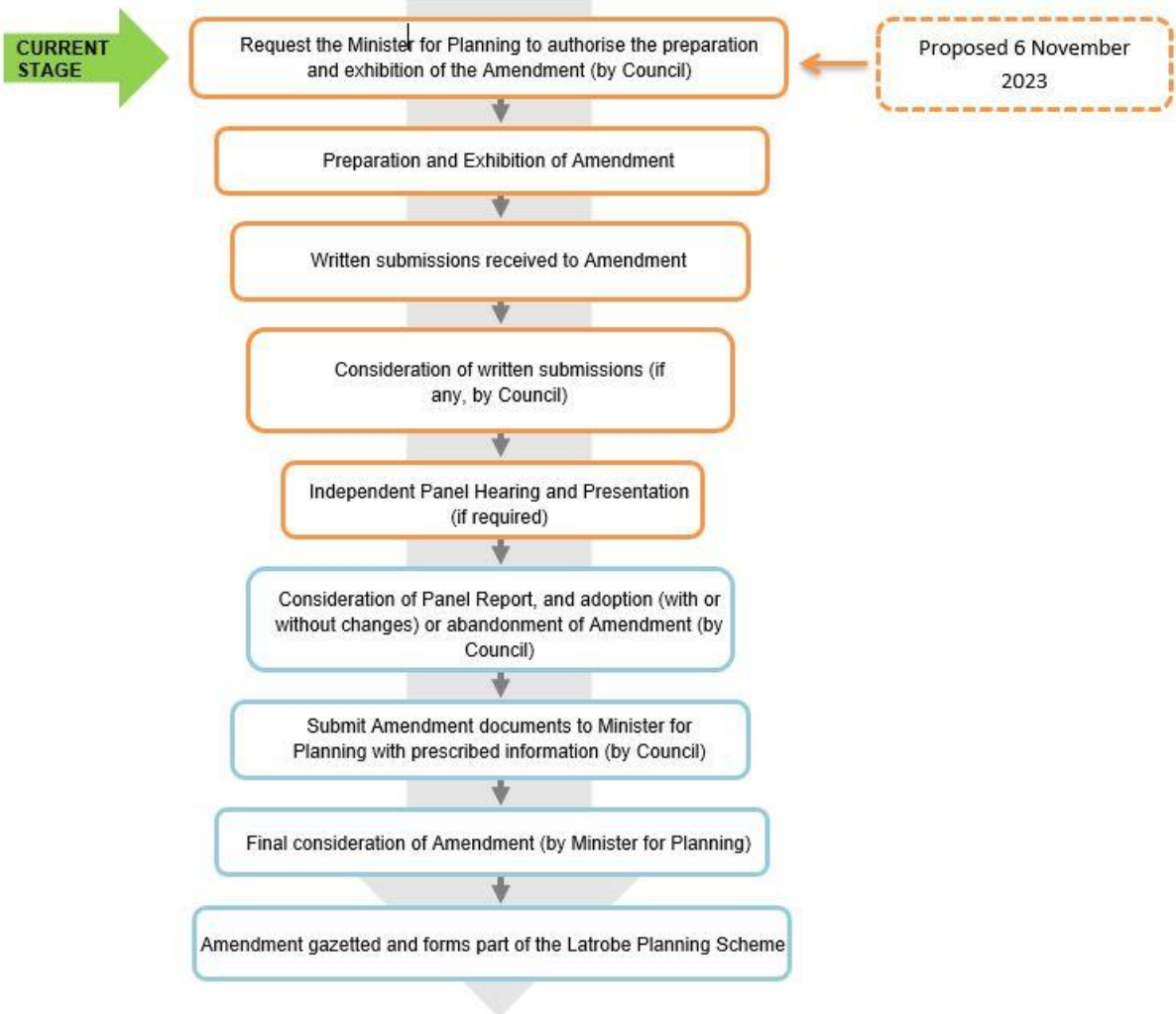
RISK	RISK RATING	TREATMENT
<p>SERVICE DELIVERY</p> <p>Land continues to be fragmented reducing viability of rezoning the Traralgon West Precinct.</p>	<p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>Prepare a Planning Scheme Amendment to implement the Development Plan Overlay on the land. The Development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

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

LEGAL AND COMPLIANCE

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

Figure 3 – Amendment C144 Planning Scheme Amendment Process



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

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

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

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

COMMUNITY IMPLICATIONS

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

HEALTH IMPLICATIONS

Not applicable.

ENVIRONMENTAL IMPLICATIONS

Not applicable.

DECLARATIONS OF INTEREST

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

Attachments

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

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

CORPORATE ITEMS FOR DECISION

PRESENTATION OF THE 2022/2023 ANNUAL REPORT

PURPOSE

To present the Latrobe City Council Annual Report 2022/2023, including the audited financial and operational position as at 30 June 2023, in accordance with Sections 98, 99 and 100 of the *Local Government Act 2020*.

EXECUTIVE SUMMARY

- Sections 98, 99 and 100 of the *Local Government Act 2020* (“the Act”) outline the requirement of Council to prepare an Annual Report each financial year. Section 100(2) of the Act requires a Council Meeting must be held to consider the Annual Report, including the audited financial, standard and performance statements, within four months of the end of the financial year.
- Development of the Annual Report is a legislative requirement as stipulated under section 98 of the Act. The annual report must contain:
 - a report of operations of the Council;
 - an audited performance statement;
 - audited financial statements;
 - a copy of the auditor's report on the performance statement;
 - a copy of the auditor's report on the financial statements under Part 3 of the *Audit Act 1994*; and
 - any other matters prescribed by the regulations.

The Annual Report 2022/2023 meets Council's obligations under section 98 of the Act.

- The Annual Report is required to be presented to a Council Meeting, open to the public, by Tuesday, 31 October 2023. Given the Council Meeting cycle, the annual report is being presented at the first available meeting opportunity being Monday, 6 November 2023. The Audit and Risk Committee has been advised of this timing.
- The Act requires Latrobe City Council to display a copy of the endorsed Annual Report on Council's website.
- The Act no longer requires Council to submit its annual budget or annual report to the Minister for Local Government.

- The Act no longer requires Council to give 14 days' notice of the meeting or make copies of the Annual Report available for public inspection.

OFFICER'S RECOMMENDATION

That Council receives and endorses the Latrobe City Council Annual Report 2022/2023 prepared in accordance with the *Local Government Act 2020*, with the Annual Report to be made available on Council's website.

BACKGROUND

Sections 98,99 and 100 of the *Local Government Act 2020* (the Act) outline the requirements of Councils to prepare an Annual Report in respect of each financial year.

The 2022/2023 Latrobe City Council Annual Report includes the Local Government Performance Reporting Framework Key Performance Indicators, Governance and Management Checklist and Performance Statement in accordance with the *Local Government Amendment (Performance Reporting and Accountability) Act 2014* and the *Local Government (Planning and Reporting) Regulations 2020*.

A report of operations against the Council Plan 2021-2025 highlights the work that has been completed under the Council Plan's five strategic objectives. The introduction of an organisation wide reporting process ensures the Annual Report details a statement against each action aligned to a Council Plan objective.

Stories which feature in the 'Our Direction' section reflect the range of services and projects which Council have delivered and those which are aligned to the objectives within the Council Plan.

The Audit and Risk Committee held a Special Meeting on Thursday, 21 September 2023 to review the draft performance and financial statements, as audited by Council's auditor VAGO.

At the Council Meeting held on Monday, 2 October 2023, Council provided in principle approval to the performance and financial statements for the year ended 30 June 2023.

ANALYSIS

The Annual Report 2022/2023 has been prepared in accordance with Section 98 of the *Local Government Act 2020*. The Annual Report provides the opportunity for the Latrobe City Council to communicate to the community its achievements and challenges of the past financial year.

The Annual Report has been prepared from information provided by officers across the organisation.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE The Annual Report is not endorsed by Council within four months of the end of the financial year, 31 October deadline.	Low <i>Almost Certain x Minor</i>	Officers advised the Audit and Risk Committee that meeting the 31 October deadline was not possible due to the council meeting cycle.

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>The Annual Report does not represent nor align with the objectives of Latrobe City's Council Plan.</p>	<p>Low</p> <p><i>Rare x Minor</i></p>	<p>A report of operations against the Council Plan 2021-2025 highlights the work that has been completed under the Plan's five objectives. The development of the content, within the stories section of the Annual Report, demonstrates Council's activities which are aligned to the objectives within the Council Plan.</p>
<p>COMPLIANCE</p> <p>The Annual Report is not endorsed by Council within four months of the end of the financial year, 31 October deadline.</p>	<p>Medium</p> <p><i>Almost Certain x Minor</i></p>	<p>Officers advised the Audit and Risk Committee that meeting the 31 October deadline was not possible due to the council meeting cycle.</p>

CONSULTATION

The Annual Report has been developed in consultation with business units across the organisation to ensure a comprehensive overview of operations and strategic outcomes.

COMMUNICATION

While there is no longer a legislative requirement to advertise public inspection of Council's Annual Report or inform the public that the Annual Report will be presented at an Ordinary Council Meeting, a copy of the endorsed Annual Report will be displayed on Council's website.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The Annual Report is provided as a transparent overview of Council operations for community and stakeholders.

Cultural

Not applicable.

Health

Within the 'Our Direction' section of the Annual Report, a range of stories reflect the priority areas of the Living Well Latrobe, Municipal Health and Wellbeing Plan 2022-2025 which Council have delivered.

Environmental

The Annual Report will be made available on Councils website.

Economic

Not applicable.

Financial

Not applicable.

Attachments

1. Annual Report 2022-2023

8.1

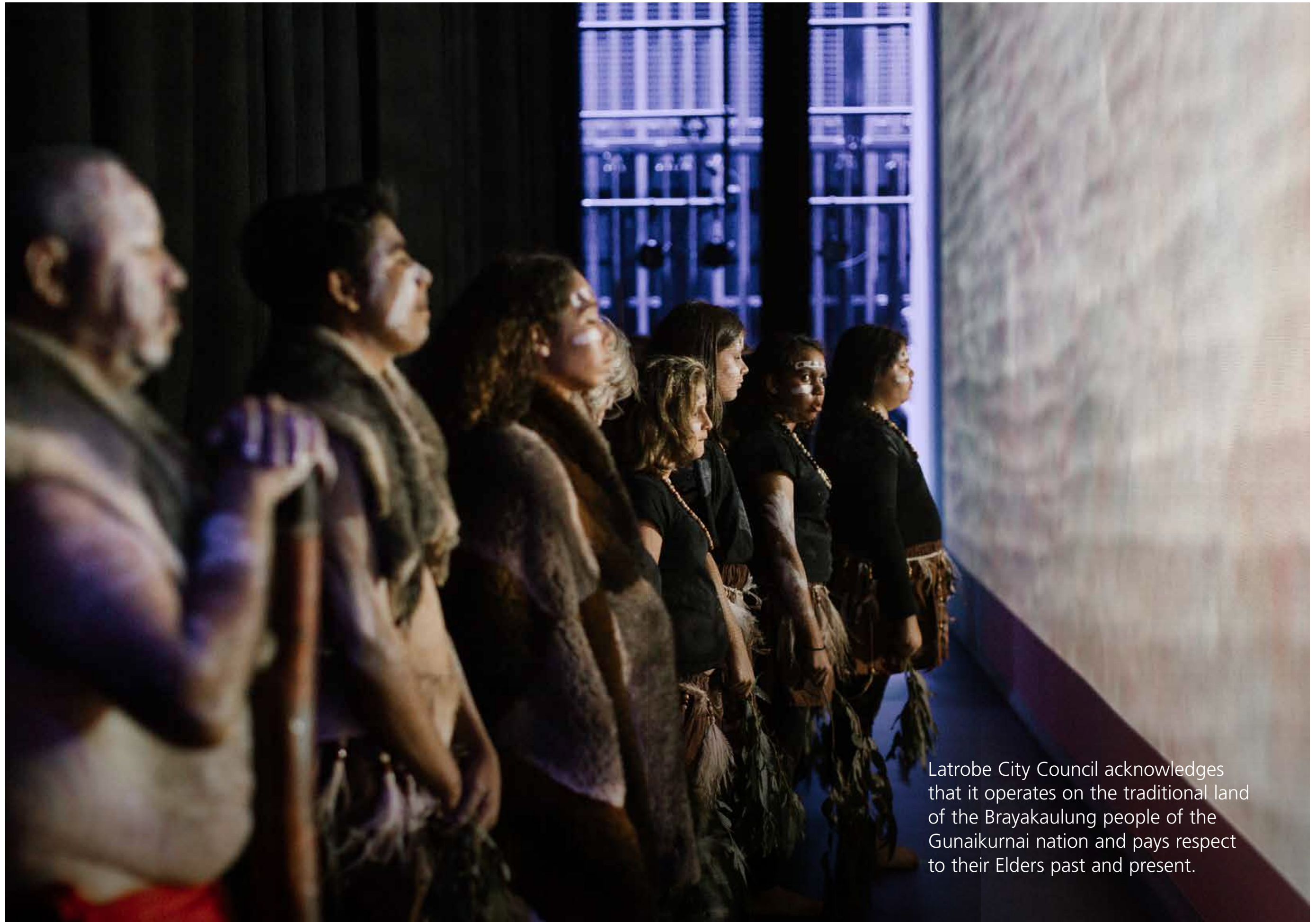
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Latrobe City
Annual Report
2022-2023





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

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Why do we have an Annual Report?

Under the *Local Government Act 2020*, Councils are required to report to the community on a variety of topics covering Council operations, performance and finances.

How to obtain a copy of this report

A copy of this report can be found on the Latrobe City Council website www.latrobe.vic.gov.au/annualreport or a printed version can be viewed at any one of our libraries or service centres.

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

Morwell

Council Offices
Morwell Corporate Headquarters
141 Commercial Road

Morwell Library
63-65 Elgin Street

Moe

Moe Service Centre and
Frank Bartlett Memorial Library
1-29 George Street

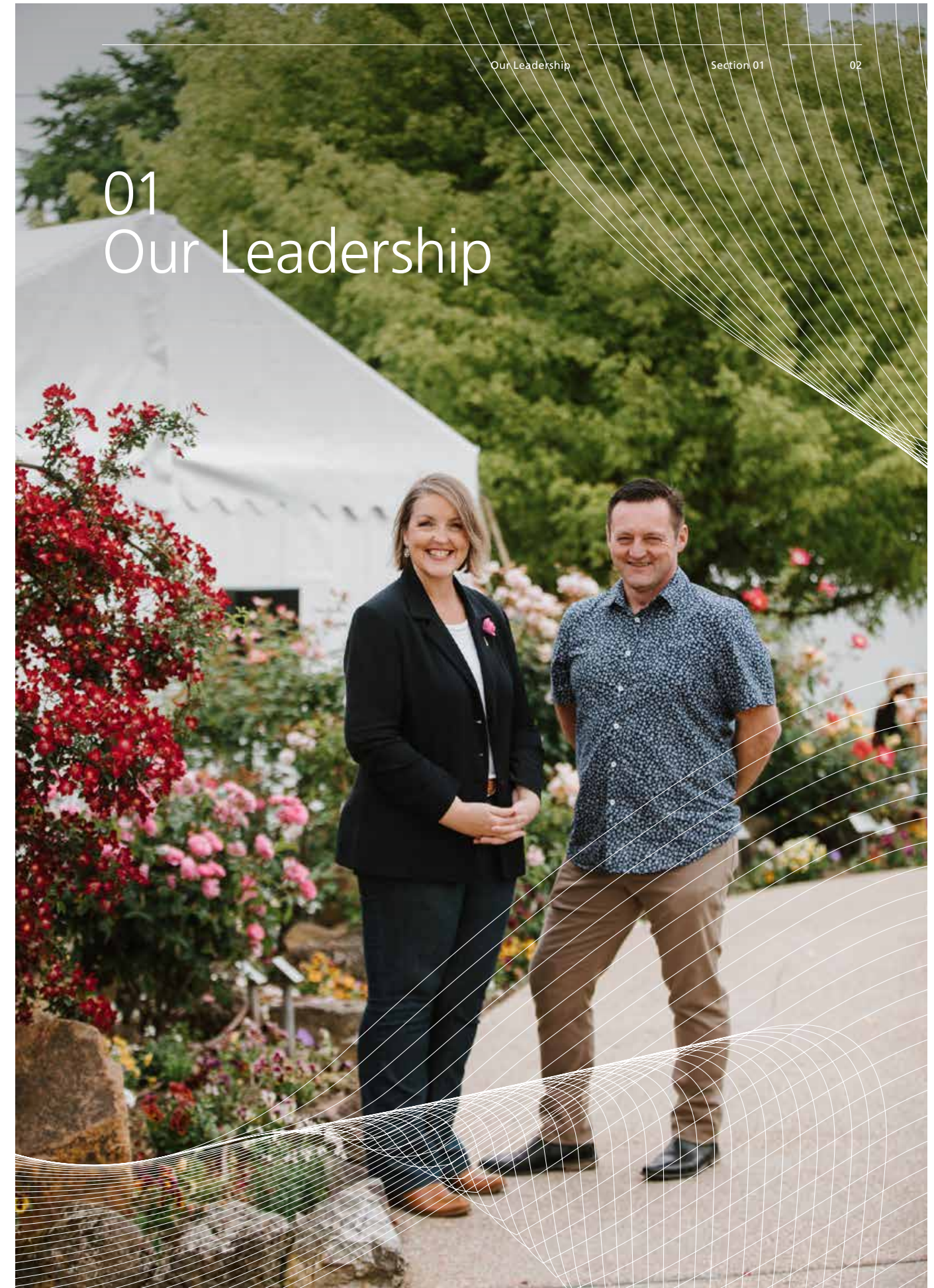
Traralgon

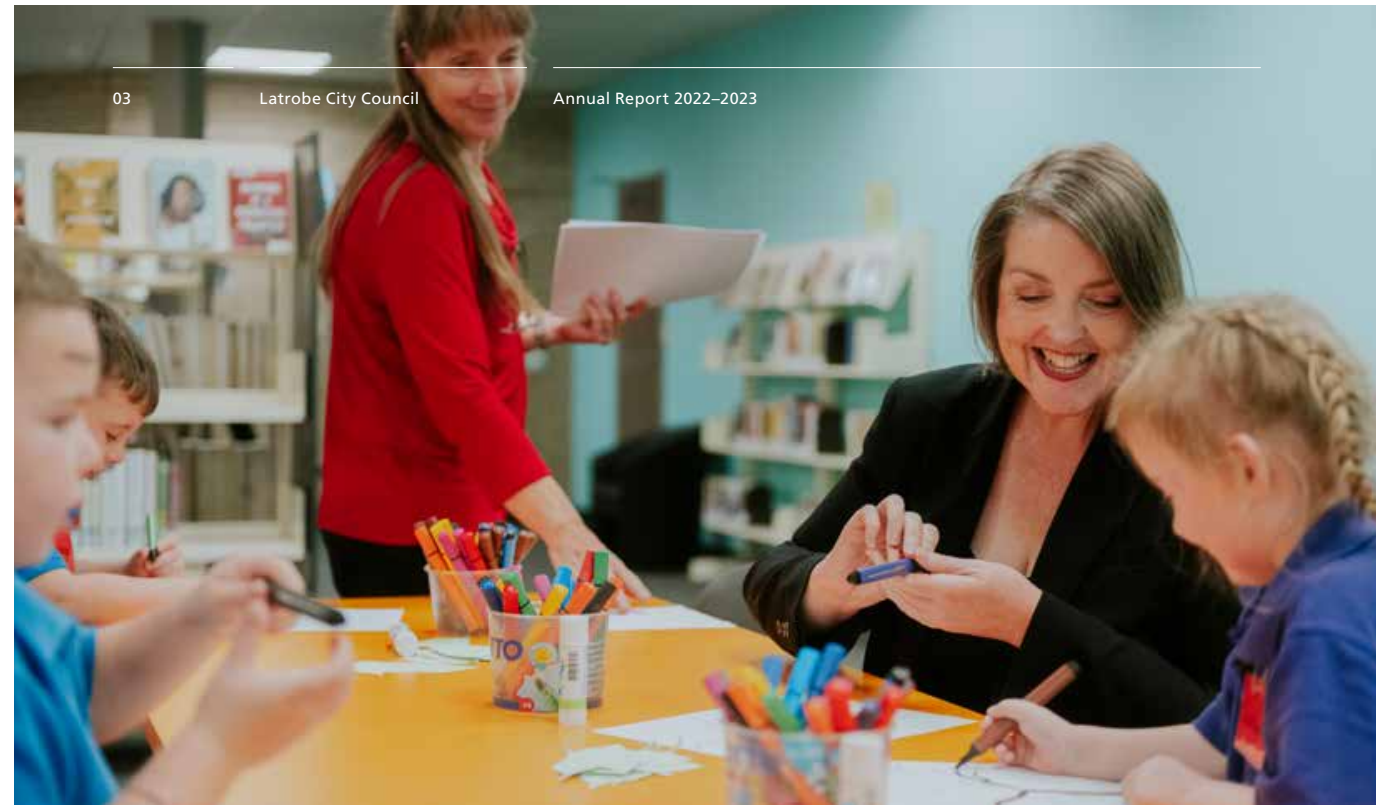
Traralgon Service Centre and Library
34/38 Kay Street

Churchill

Churchill and District Community Hub
9/11 Philip Parade

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Message from the Mayor

Over the past year, Latrobe City has faced a range of challenges – however, together we have shown our unwavering determination to overcome them. I remain grateful to those who have generously informed our work, supported and encouraged our team and provided clear and constructive pathways for accessible and inclusive participation in all that we do.

As Latrobe City continues to experience a significant economic transition, we have renewed our commitment to leadership that will provide a solid foundation for our community as we shift toward a more sustainable and diverse economy. We strive to build on our strengths that will further support the region's economic transition and transformation.

Our region has long been known for its traditional industries, having served as the centre of power generation in Victoria for more than 100 years. The global transition to new sources of energy has seen the operators of the region's coal fired power stations confirm their closure dates which provides a clear timeframe to support the shift of our community and economy.

The impacts of transition are not limited to the power generation as the Victorian Government's announcement of the early transition from native timber logging by 1 January 2024 will also undoubtedly impact our community. Council recognises the significant contributions the timber industry

has made to our local economy and the fabric of our community, including the Maryvale Mill which has been a cornerstone for Latrobe City's economic landscape for over 85 years.

We remain committed to an equitable diversification of Latrobe City's economic base as we transition towards a low emission future ensuring our community is at the heart of all that we do.

While the power generation, mining and timber industries have contributed significantly to our community's growth, we are now at a pivotal juncture where we must navigate a transition toward a more sustainable and resilient future.

The transition away from industry is not a straightforward process. As Victoria's most heavily impacted and transitioning region, we stand with our community to support the equitable transition of our region's industry landscape and economy and have sought opportunities to highlight *Our Transition* plan.

In April 2023, I launched our community informed *Our Transition*, a comprehensive roadmap that outlines our community's collective journey towards a brighter and more sustainable future. The plan includes key actions focused on attracting investment, upskilling to meet needs, skilled workforce promotion, understanding future job opportunities, providing business support, promoting Latrobe City and more.

Our advocacy work continues to ensure our community's voices are heard, and for the creation of a sustainable and prosperous future for our city.

Over the past year I have had the opportunity to advocate for both public and private investment to support community aspirations. Our participation in Federal and State delegations

and attendance at the annual National General Assembly and Australian Council of Local Government meeting created an even broader platform for our advocacy, and ensured our calls for support of the region's community led transition were always at the fore.

All of our engagements with government provided an opportunity to raise Latrobe City's transition needs with Ministers and Members of Parliament from both sides of government. At the invitation of the government, I met with Prime Minister Anthony Albanese which provided a platform to highlight the challenges of the region's changing economic landscape, the strengths of the Latrobe community and opportunities for all levels of government to partner and work together on our region's transition.

Latrobe City is committed to fostering economic diversification by attracting new industries, supporting local entrepreneurship, and promoting innovation. *Our Transition* plan highlights opportunities in emerging sectors such as renewable energy, advanced manufacturing, tourism and creative industries, where we aim to generate new employment opportunities and stimulate economic growth.

In March this year, Council and Swinburne University of Technology signed a partnership agreement to collaboratively co-design the future of Advanced Air Mobility (AAM). The announcement was made at the Avalon Air Show with the partnership set to explore how advanced air mobility can be established at the Latrobe Aerospace Technology Precinct, driving economic growth in the region.

Council and Swinburne have a shared vision to position and develop Victoria as a national and global leader of advanced air mobility, creating innovative new economic, social and environmental opportunities for Australia. The diversification of Latrobe Regional Airport will create new industry and enable investment and employment opportunities.

Council welcomed the Victorian Government's commitment to re-establish the State Electricity Commission (SEC) in Morwell as noted in the Victorian Budget 2023/24. As an election commitment, the re-establishment of the SEC in Morwell will generate long-term employment opportunities for Latrobe City and support the community through a significant period of change now and into the future.

The commitment aligns with Council's own goals to harness opportunities in renewable energy and attract cutting-edge industry to our region.

The financial year 2022-2023 was marked by remarkable progress against the Council Plan 2022-2025. This Annual Report encapsulates our journey through a year which saw our ongoing commitment to sustainable practices in environmental stewardship, with initiatives focused on reducing our carbon footprint and creating a more sustainable future for generations to come.

We prioritised infrastructure development to enhance the quality of life for our community. From road improvements to community facilities, such as the ongoing works at Stage 2 of the Moe Revitalisation Project and Stage 1 of Kernot Hall refurbishment, these investments lay the foundation for a more connected and prosperous Latrobe City.

Cultural enrichment remains a central focus of our efforts. Our commitment to the arts and culture has resulted in vibrant events, exhibitions and initiatives that celebrate our diversity and foster a sense of belonging. The Morwell Rose Garden was once again the focus of another wonderful celebration of all things roses as this year's Festival provided an opportunity for community to connect and gather. The AGL Night Light Installation was appreciated by many who took the time to smell the roses while exploring the garden.

We celebrated the work of our city's volunteers with our first Volunteer Expo, which provided not only a platform to acknowledge the efforts of our wonderful volunteers but also connected individuals looking to volunteer with community groups.

Our businesses, organisations and individual community members have shown remarkable adaptability and innovation, reaffirming our status as a dynamic and forward-thinking community. Council continues to support small business, with a focus on supporting their growth and development. In August 2022, we hosted the very successful Small Business Festival providing attendees with the opportunity to hear from expert speakers whilst networking and sharing experiences with other local business owners and operators.

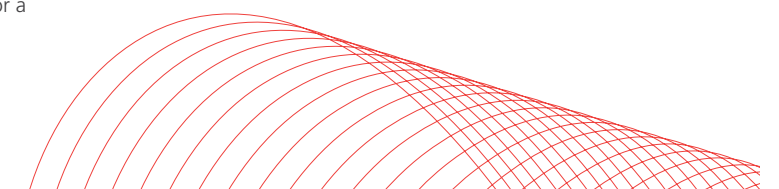
As we look ahead to the future, Latrobe City Council remains dedicated to supporting our community. We are committed to fostering economic growth, improving infrastructure, enhancing the quality of life for our community and ensuring that Latrobe City continues to be a place where opportunities flourish.

I extend my appreciation to our dedicated staff, led by Chief Executive Officer Steven Piasente, and to my fellow councillors who have tirelessly worked to make Latrobe City a better place for all. Your dedication is the driving force behind our accomplishments.

It is an enormous honour and privilege to be able to represent Latrobe City, and I thank everyone for their generous support. I continue to be in awe of our community's commitment to the betterment of Latrobe City.

This report is a testament to the collective efforts of our community, and I invite you to explore the milestones and achievements we've reached together. As we move forward, let us continue to build on our successes and face the future with optimism, determination and the knowledge that together there is no challenge too great.

Cr Kellie O'Callaghan
Mayor
Latrobe City Council





Message from the CEO

I am pleased to present the Annual Report for 2022/2023 on behalf of Latrobe City Council. It is with immense pride that we reflect on the progress and accomplishments of the past year, highlighting our commitment to serving our community and driving positive change.

In a year marked by challenges, with confirmation of closure dates for our region's power stations and the early cessation of the native timber industry, we have remained steadfast in our vision to enhance our community's quality of life and create an environment where everyone can prosper. Our goal remains to be known as the most liveable regional city at the forefront of innovation that is smart, creative, healthy, sustainable and connected.

We have persevered, despite these challenges, by adapting and innovating to meet the evolving needs of our community... Our dedicated team, in collaboration with community members, have worked tirelessly to deliver services and support, address the actions in our Council Plan 2021-2025, and ensured the voice of our community is continually heard by all levels of government through strong and effective advocacy efforts.

Our key accomplishments include the launch of *Our Transition*, a comprehensive road map to support our region's transition and transformation. Our approach to transition reflects the key actions and performance measures of the Council Plan, while remaining responsive to a dynamic and ever-changing environment.

As Gippsland's Regional City, Council plays a pivotal leadership role in advocating for both public and private investment to support our community's aspirations. Central to our efforts has been the diligent pursuit of Council's investment roadmap, aimed at attracting investments that will catalyse our region's growth and development.

A significant milestone on this journey included the signing of a partnership agreement with Swinburne University of Technology in March 2023. This partnership marks a substantial step towards positioning Latrobe City at the forefront of Advanced Air Mobility (AAM) technology. It underscores our commitment to innovation and the exploration of emerging technologies that have the potential to transform our region's economy and create new opportunities. Through collaborations like these, we are actively shaping the future of our City, fostering a culture of innovation and actively pursuing investments that will bring about positive change and long-term prosperity.

We remain committed to supporting the prosperity and growth of our existing businesses. Throughout the past year, we continued to demonstrate our dedication through initiatives such as the Small Business Festival. This event served as a platform to empower and celebrate the entrepreneurial spirit of our local businesses, providing them with valuable insights and resources to thrive in a dynamic market.

Additionally, we supported the formation of the Latrobe City Business Chamber, a significant milestone in our efforts to foster a thriving business community. Our commitment to this endeavour is exemplified by our funding contribution, supporting the Chamber's inaugural year of operation. We believe that a strong and united business community is essential for the overall economic wellbeing of Latrobe City. This partnership is a testament to our shared vision for growth and prosperity.

We have remained steadfast in our commitment to enhance our community's infrastructure, both through improvements to existing facilities and the development of new ones. Throughout the past year, we have made substantial progress.

As part of the 2022/2023 Black Spot Program, we successfully delivered a series of road safety improvements. Our major projects have been advancing steadily, with works progressing on

both the Stage Two Moe Relativisation Project and the Stage One Kernet Hall Redevelopment. These projects are pivotal in enhancing our region's infrastructure and ensuring that we provide first-class facilities for our community.

In line with our commitment to improving the quality of life for all residents and enhancing overall wellbeing, we introduced the Stroll and Roll program to local primary schools as part of the VicHealth Local Government Partnership project. This initiative encourages physical activity and healthy habits among our youngest community members, setting the foundation for a healthier future.

In October 2022, Council endorsed the Ageing Well Latrobe Action Plan 2022 – 2026. This strategic plan is a testament to our dedication to shaping a healthy, safe, and resilient community for older people to live. We are committed to ensuring that our senior residents enjoy a high quality of life, with access to the resources and support they need to thrive.

These initiatives, alongside our ongoing infrastructure developments, are essential components of our vision to create a vibrant, inclusive and prosperous Latrobe City. We remain committed to working hand in hand with our community to ensure that Latrobe City continues to evolve and improve, making it an even better place to live, work and play.

We remain dedicated to creating a more inclusive Latrobe City. Throughout the year, we celebrated and recognised the diverse tapestry of our staff and community members on various occasions, such as International Women's Day, IDAHOBIT Day, International Day of People with Disability and Reconciliation Week. These celebrations demonstrate our unwavering commitment to promoting equity, diversity and inclusion in all aspects of our work.

Council continued to deliver on its promise of active engagement with community. In April 2023, we launched the online *Have Your Say Latrobe* engagement platform, providing an

accessible and inclusive avenue for community members to share their thoughts and ideas with us.

This Annual Report is a record of another year of achievement by everyone at Latrobe City Council. We are proud of what our staff and Councillors have been able to achieve. I would like to acknowledge and thank everyone – from our Mayor, Councillor Kellie O'Callaghan, Councillors to our staff for their dedication and commitment to ensuring that the community has remained front of mind — despite the challenges presented.

I would also like to pass on my thanks to business and industry partners and community for the successes we have achieved in the last 12 months. It has been an incredible privilege to work with you all in delivering for Latrobe City. I look forward to carrying the momentum for many years to come as we continue to transform our vibrant City and deliver for our community as we seek a 'Life Transformed'.

As we move forward into the coming year, we are excited about the opportunities and challenges that lie ahead. We are committed to actively engaging with our community to shape our shared future, ensuring that our decisions reflect the values and aspirations of the people we serve.



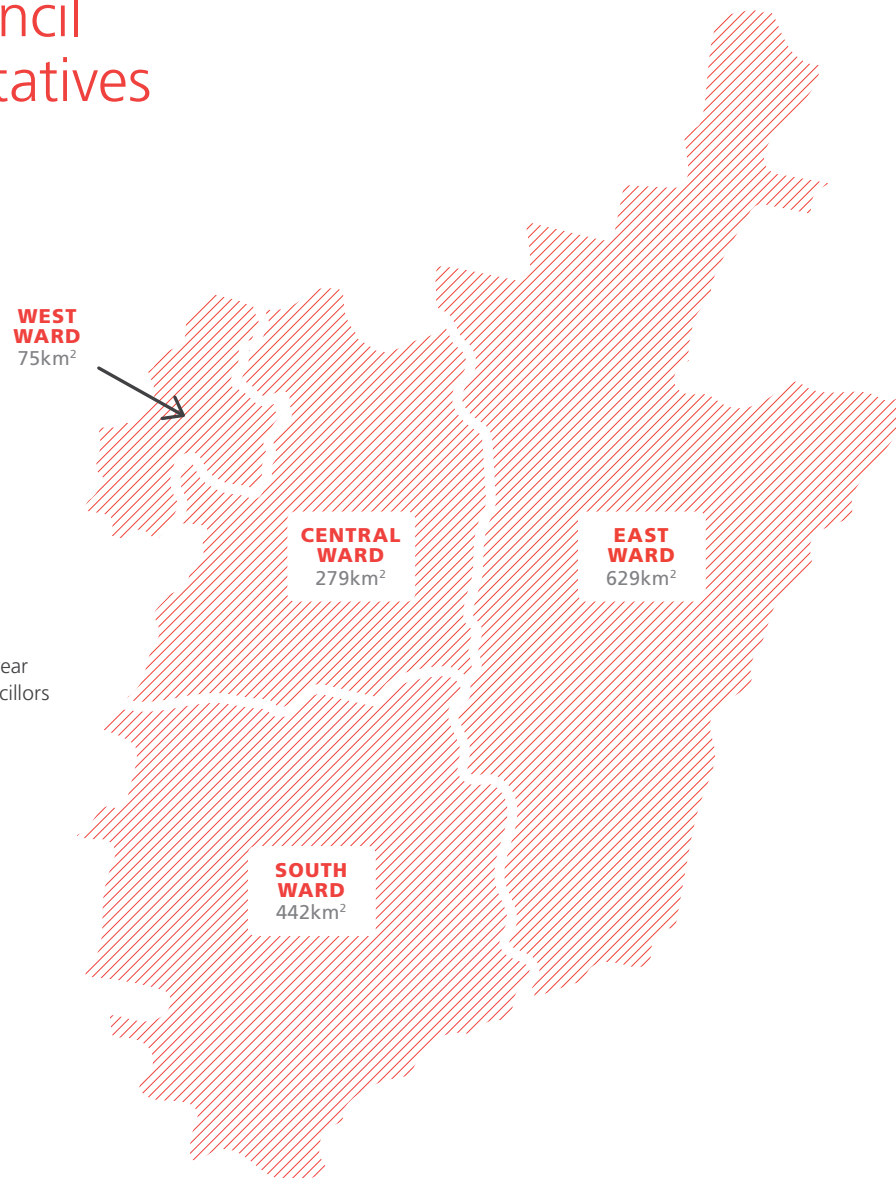
Steven Piasente

Chief Executive Officer
Latrobe City Council



Your Council Representatives

Latrobe City's Council was elected in 2020 for a four year term comprising nine Councillors representing four wards.



Mayor
Kellie O'Callaghan
East Ward

P: 5128 6185
E: kellie.o'callaghan@latrobe.vic.gov.au

Cr Kellie O'Callaghan was first elected in 2008. Cr O'Callaghan is the current Mayor and was previously Mayor in 2010, 2017 and 2022.



Deputy Mayor
Dan Clancey
East Ward

P: 0428 664 968
E: dan.clancey@latrobe.vic.gov.au

Cr Dan Clancey was first elected in November 2016. Cr Clancey was Mayor in 2020.



Councillor
Darren Howe
East Ward

P: 0429 113 015
E: darren.howe@latrobe.vic.gov.au

Cr Darren Howe was first elected in November 2016.



Councillor
Dale Harriman
East Ward

P: 0419 399 093
E: dale.harriman@latrobe.vic.gov.au

Cr Dale Harriman was first elected in 2011. Cr Harriman was Mayor in 2014.



Councillor
Graeme Middlemiss
Central Ward

P: 0417 379 059
E: graeme.middlemiss@latrobe.vic.gov.au

Cr Graeme Middlemiss was first elected in 1997 during the first Latrobe Shire Council elections. Cr Middlemiss has been on Council for over 20 years and was Mayor in 2003 and 2019.



Councillor
Tracie Lund
Central Ward

P: 0437 977 130
E: tracie.lund@latrobe.vic.gov.au

Cr Tracie Lund was first elected in November 2020.



Councillor
Bradley Law
West Ward

P: 0428 560 501
E: bradley.law@latrobe.vic.gov.au

Cr Bradley Law was first elected in November 2016.



Councillor
Sharon Gibson
West Ward

P: 0429 338 762
E: sharon.gibson@latrobe.vic.gov.au

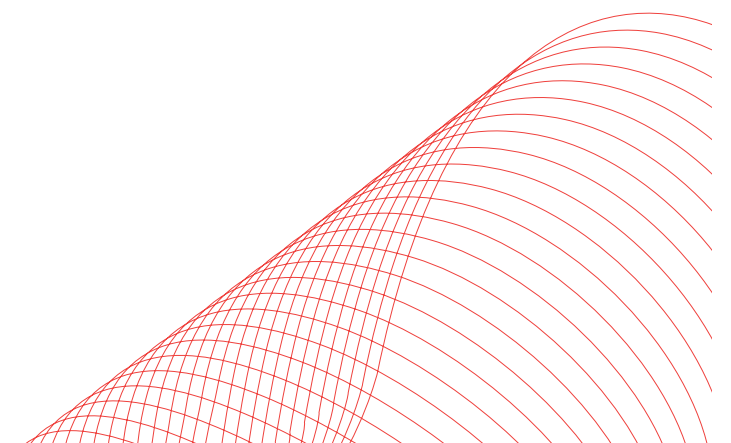
Cr Sharon Gibson was first elected in 2008. Cr Gibson was Mayor in 2013 and 2021.



Councillor
Melissa Ferguson
South Ward

P: 0437 744 491
E: melissa.ferguson@latrobe.vic.gov.au

Cr Melissa Ferguson was first elected in November 2020.



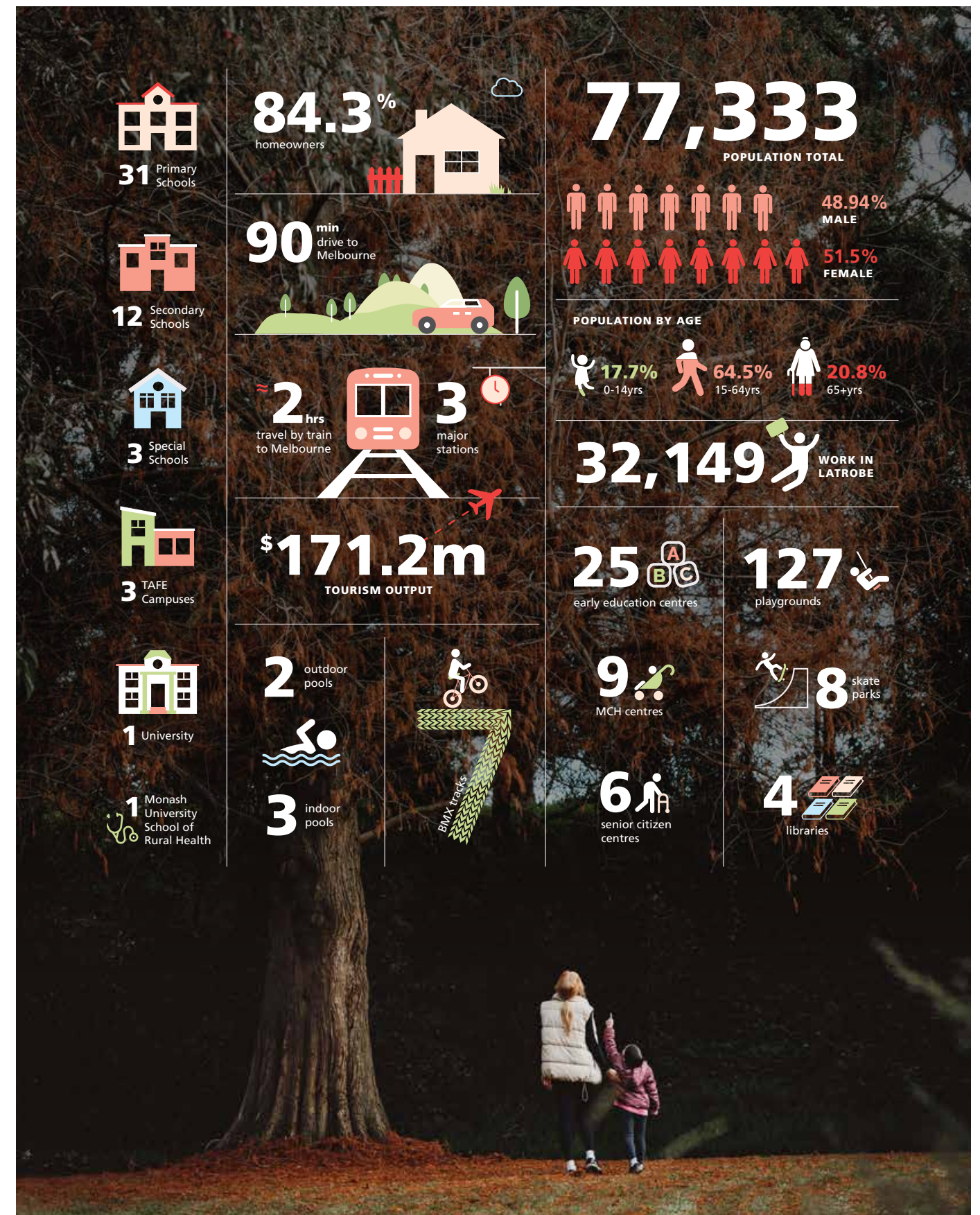
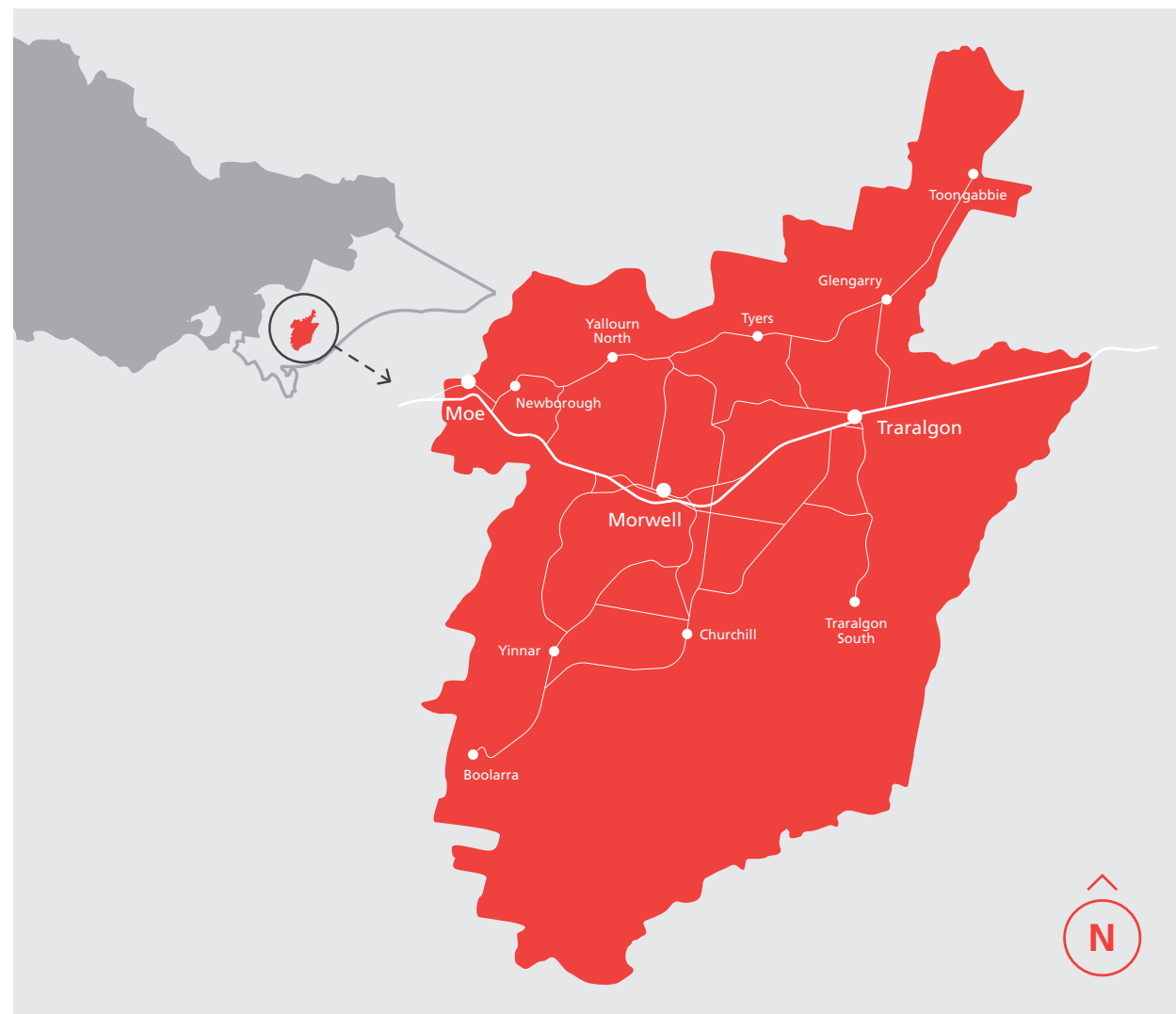
Latrobe City Snapshot & Profile

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.

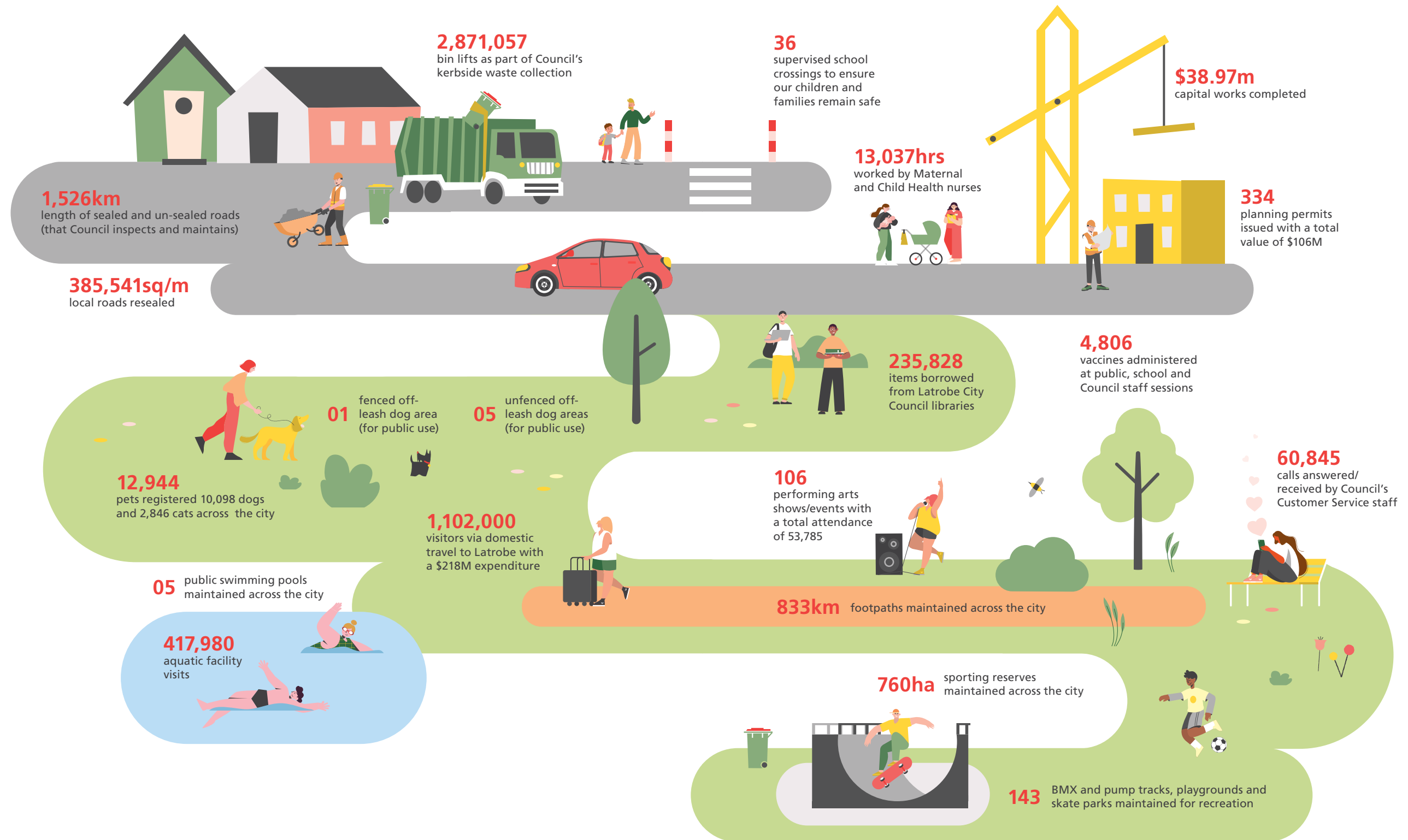
Latrobe City is located an hour and half drive east of Melbourne covering an area of 1,425 square kilometres situated between the Strzelecki Ranges to the south and the Great Dividing Range to the north.

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.



Year in Review



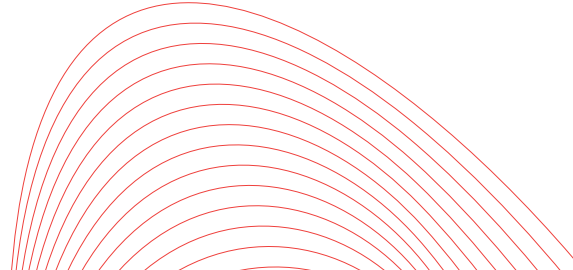
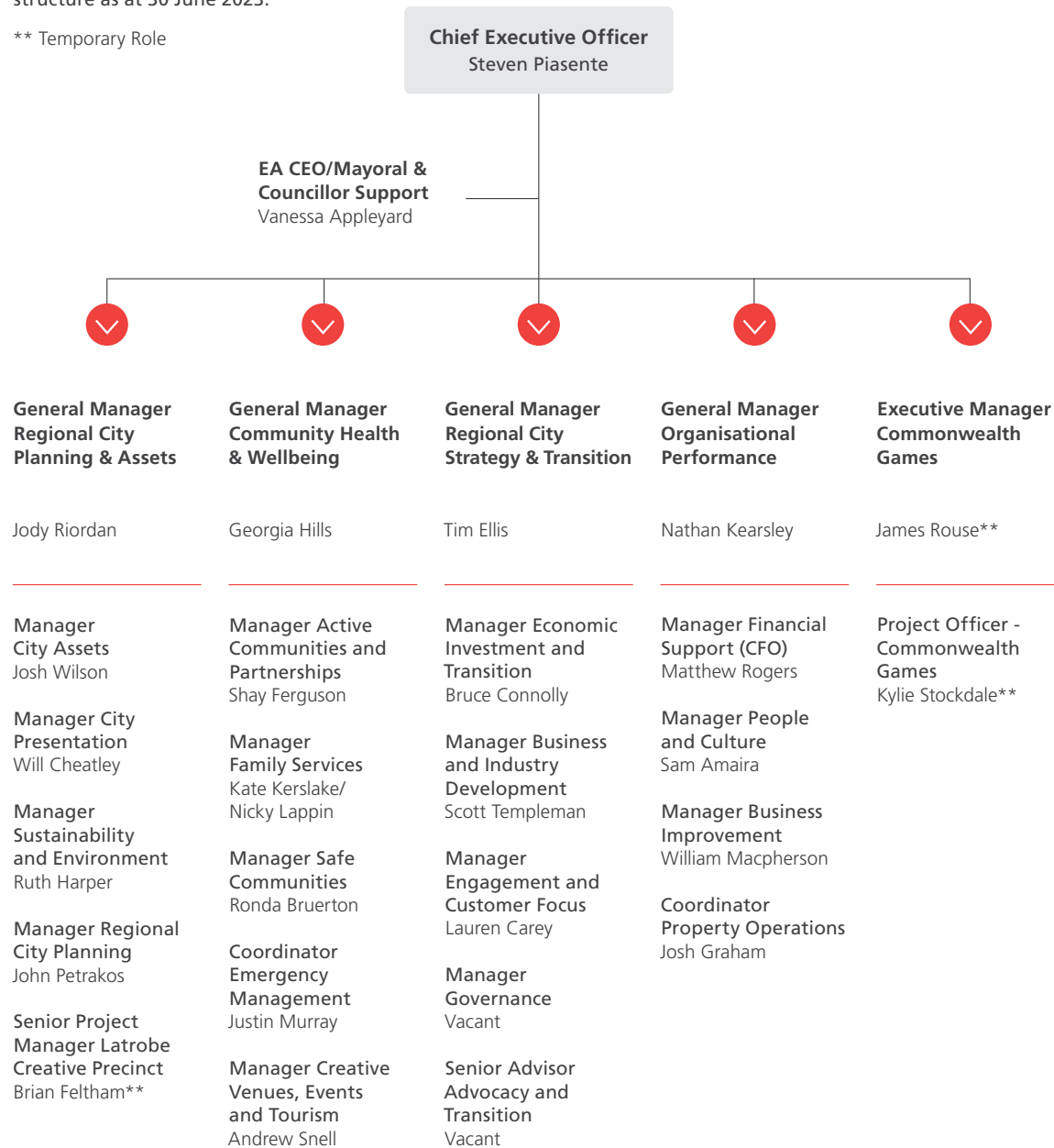
02 Our Organisation



Organisational Structure

We implemented this structure as at 30 June 2023.

** Temporary Role



Service Snapshot

BUSINESS DEVELOPMENT

- Investment attraction
- Manage, maintain and develop the Latrobe Regional Airport
- Support aviation-related employment at Latrobe Regional Airport
- Business development, support and training services
- Economic modelling and impact analysis
- New business support
- Startup ecosystem
- Pursue new business investment and employment growth
- Develop the Gippsland Logistics Precinct
- Concierge system to support people seeking permits and licences
- Focus on transitioning workforce
- Net Zero future and what does this mean
- Main street revitalisation
- Advanced Air Mobility developments
- New Energy opportunities – hydrogen, off shore wind, batteries and solar

CULTURE, LEISURE AND RECREATION

- Four indoor leisure centres and three outdoor pools
- 18 indoor stadiums/courts across four facilities
- Traffic School
- Support community committees
- 60 sporting reserves, BMX tracks and skate parks
- Maintain 626ha of open space parks and 14ha of garden beds
- Maintain 15.6ha of wetlands and rain gardens
- Maintain 127 playgrounds
- Support the Airlie Bank Nursery development
- Kerbside spraying and tree planting
- Garden competition
- Recreation planning
- Open space planning
- Latrobe Regional Gallery
- Gippsland Performing Arts Centre
- Provide halls and minor venues for community hire

COMMUNITY INFORMATION AND DEVELOPMENT

- Provide information about Council services
- Recording and processing customer requests
- Support the delivery of Council strategies, projects and programs to deliver improved health and wellbeing within our community
- Advocate on behalf of our community for better health and wellbeing outcomes
- Improve liveability for people with a disability within the community
- Support a more connected and engaged community across all ages
- Creation of training and employment opportunities for Indigenous people
- Promote Reconciliation



Service Snapshot (cont.)

ENVIRONMENT

- Council emissions reporting (water, electricity, gas and fuel)
- Approximately 400km of rural roadside weed management
- Vegetation removal permit assessments
- Vehicle emissions offsets (tree planting)
- Participate in industry and community environment committees and networks
- Bushland reserve management
- Forestry coup compliance reviews
- Initiate Carbon Offsets
- Environmental education services
- Trust for Nature property rate rebates
- Biodiversity protection incentive program grants
- Community tree planting
- Waterway management services

PLANNING

- Ensure adherence to the Planning and Environment Act 1987 and Subdivision Act 1988
- Provide statutory planning permit application and post-permit compliance services
- Undertake strategic planning research and land use policy development
- Manage Council and community initiated planning scheme amendments and development plans
- Manage development infrastructure contributions
- Facilitate infrastructure delivery planning and coordination

EVENTS AND TOURISM

- Develop, attract and promote events
- Support the facilitation of community events
- Deliver Council civic events and festivals
- Support Latrobe City and broader Gippsland's tourism industry
- Operate an accredited Visitor Information Centre
- Produce tourism brochures to promote region, including maps and scenic drives

LIBRARIES

- Operation of four public libraries
- Program of social and learning opportunities for adults and seniors including Tech Savvy, Social Seniors, Good Old Days, Movie Club and more
- Resourcing the community, including fiction and non-fiction books, CDs and DVDs, audio books, and hard copy newspapers and magazines
- Digital library resources including eBooks, eMagazines, eAudiobooks, eMovies, eNewspapers, family history databases, research and learning tools for leisure, skills updates and employment prospects
- Community access to meeting rooms, learning spaces, public computers and free WiFi
- Author talks and guest speakers/presentations, including an annual literary festival
- Community outreach program
- Preschool Storytime, Baby Bounce, Wiggle and Jiggle, school holiday program and other children's activities
- Work experience placements
- Podcast studio and electronic games for community use at the Moe Library

FAMILY AND CHILDREN

- 3 and 4 year old kindergarten programs delivered across 25 preschools
- Maternal and Child Health services provided throughout the municipality
- Enhanced Maternal and Child Health program
- Best Start program
- Early Years participation
- Preschool Field Officer program
- Long Day Care offered in three locations
- Supported Playgroups
- Parent education and new Parent groups
- Immunisation program
- Regional Assessment Service

INFRASTRUCTURE

- Design and deliver Council's capital works programs
- Engineering investigation and support
- Planning for Latrobe City's current and future civil infrastructure needs
- Ensure existing infrastructure is maintained and protected
- Asset management planning and traffic management
- After hours emergency works for buildings
- Fixed plant and equipment maintenance and upgrades
- Maintenance of buildings, roads and drainage
- Vegetation and other Council owned assets
- Planning and supervision of development works
- 833km of paths maintained annually
- 1,499km of roads maintained annually
- 760ha of open space area maintained annually; inclusive of trees, grassed areas, gardens and sports-fields
- 187 formalised playgrounds maintained annually



RUNNING COUNCIL

- Communications and community engagement
- Organisational business planning and performance reporting
- Facilitate Council meetings
- Office of the CEO
- Mayoral and Councillor support
- Facilitate Council elections
- Develop Latrobe City Council Plan and Annual Report
- Financial management and preparation of the Budget
- Information and technology solutions
- Corporate information management
- Facilitate compliance requirements including registers, policies and reporting
- Human resources services
- Risk management and insurance
- Legal services
- Occupational health and safety
- Facilitate internal audits
- Freedom of information requests
- Property services
- Recruitment
- Payroll

SAFE COMMUNITIES

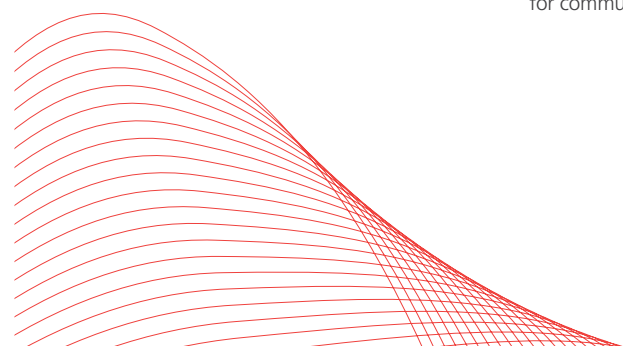
- Implementing Council local laws, environmental health and building standards, and relevant legislation
- Registration and monitoring of food and beauty premises
- Wastewater management
- School crossing supervision
- Animal management services, including:
 - Pet registrations, collection of stray pets and managing pound operations
 - Cat cage hire, animal adoptions and microchipping
 - Pet care education and promotion
- Unsafely/unsafe property inspections
- Road safety education and awareness
- Legal proceedings
- Building permit services
- Pool barriers audit program
- Ensure adherence to the Building Act 1993
- Building audits and education

EMERGENCY MANAGEMENT

- Fire risk preparedness and prevention property notices
- Plan and prepare communities for disasters
- Provide emergency support to disaster-affected communities

WASTE AND RECYCLING

- Management of kerbside garbage collections, processing of recyclables and organics, and transfer stations
- Hard Waste kerbside collection service
- Manage and monitor illegally dumped rubbish
- Manage and monitor landfill facilities
- Rehabilitation and after care of closed landfills
- Development of new landfill cells
- Lead initiatives to divert waste from landfill
- Implement biogas energy generation technology
- Management of Australian Carbon Credit Units (ACCU's) and Large-Scale Generation Certificates (LGC's)

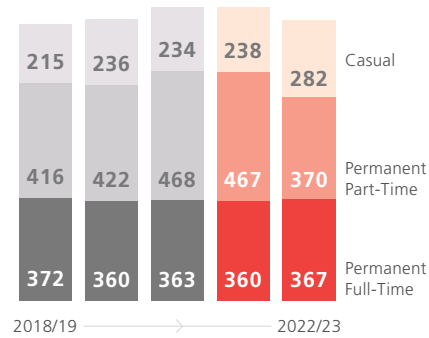


Our Employees

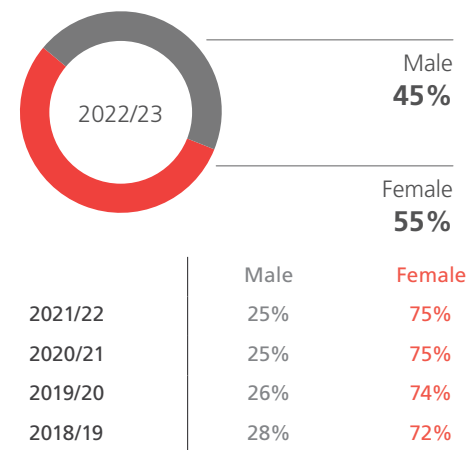
Latrobe City Council is committed to attracting, developing and retaining employees with a diverse range of qualifications, abilities and a passion for delivering quality services to the community.

Council values and celebrates the contribution of its people, working together in the spirit of honesty, teamwork and trust. As of 30 June 2023, Latrobe City Council employed 1019 people, comprising full-time, part-time and casual employees. The number of equivalent full-time positions (FTE) is 568.

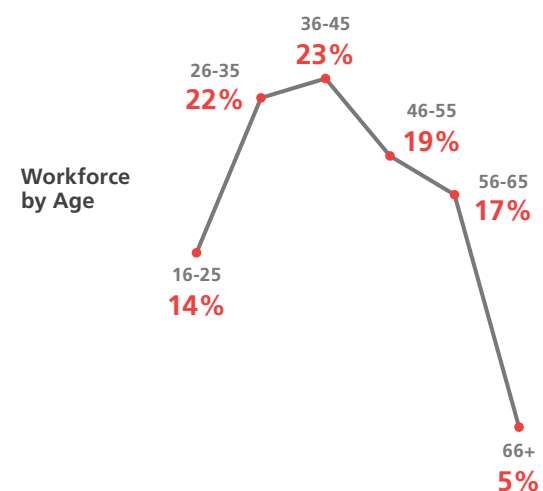
Staffing Levels



Gender Profile



The change in gender profile over the past year can be attributed to the Aged Care transition that occurred in the 2021/22 year.

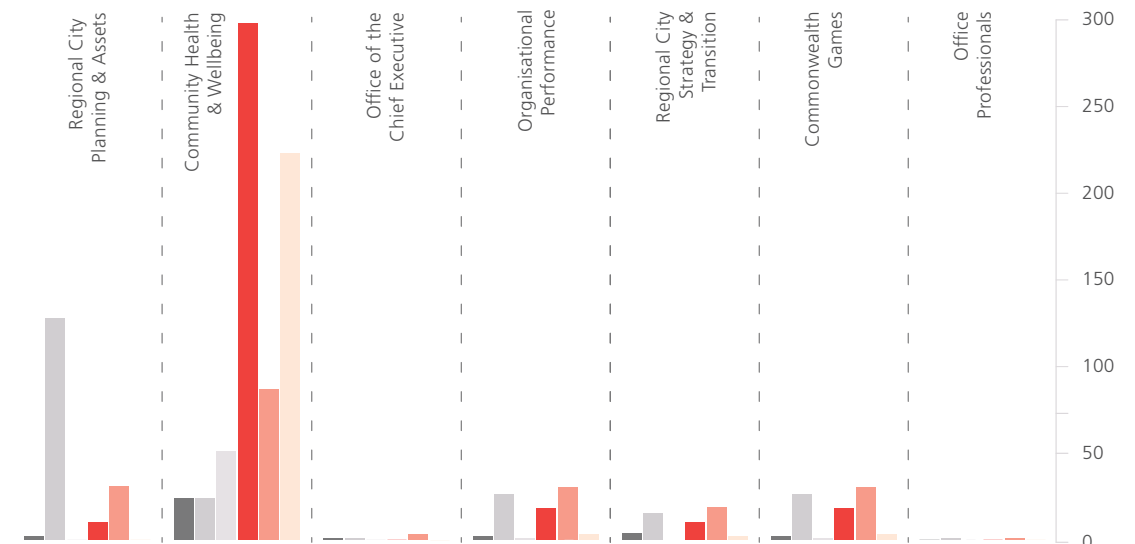
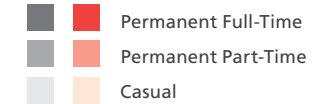


1019
staff overall

Council Staff

A summary of the number of full-time equivalent (FTE) Council staff by organisational structure, employment type and gender.

Male | Female



Four employees across the organisation have been identified as self described or prefer not to say. They have not been included in the above due to potential privacy concerns.

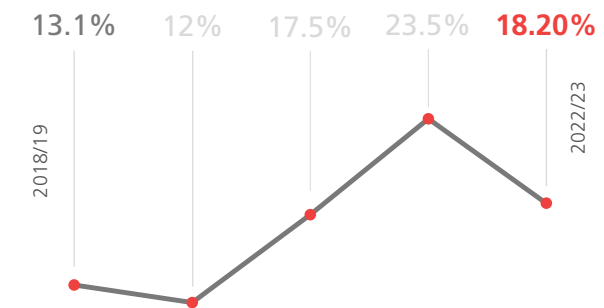
Salary Banding

Male	1	2	3	4	5	6	7	8	Other
<i>Permanent Full-Time</i>	0	1	54	15	34	34	25	16	16
<i>Permanent Part-Time</i>	9	2	9	4	4	4	1	0	0
<i>Casual</i>	2	2	32	16	0	0	0	0	0
Female	1	2	3	4	5	6	7	8	Other
<i>Permanent Full-Time</i>	0	4	9	34	35	44	16	10	19
<i>Permanent Part-Time</i>	28	11	19	82	30	25	4	1	136
<i>Casual</i>	11	25	75	48	2	2	0	0	65

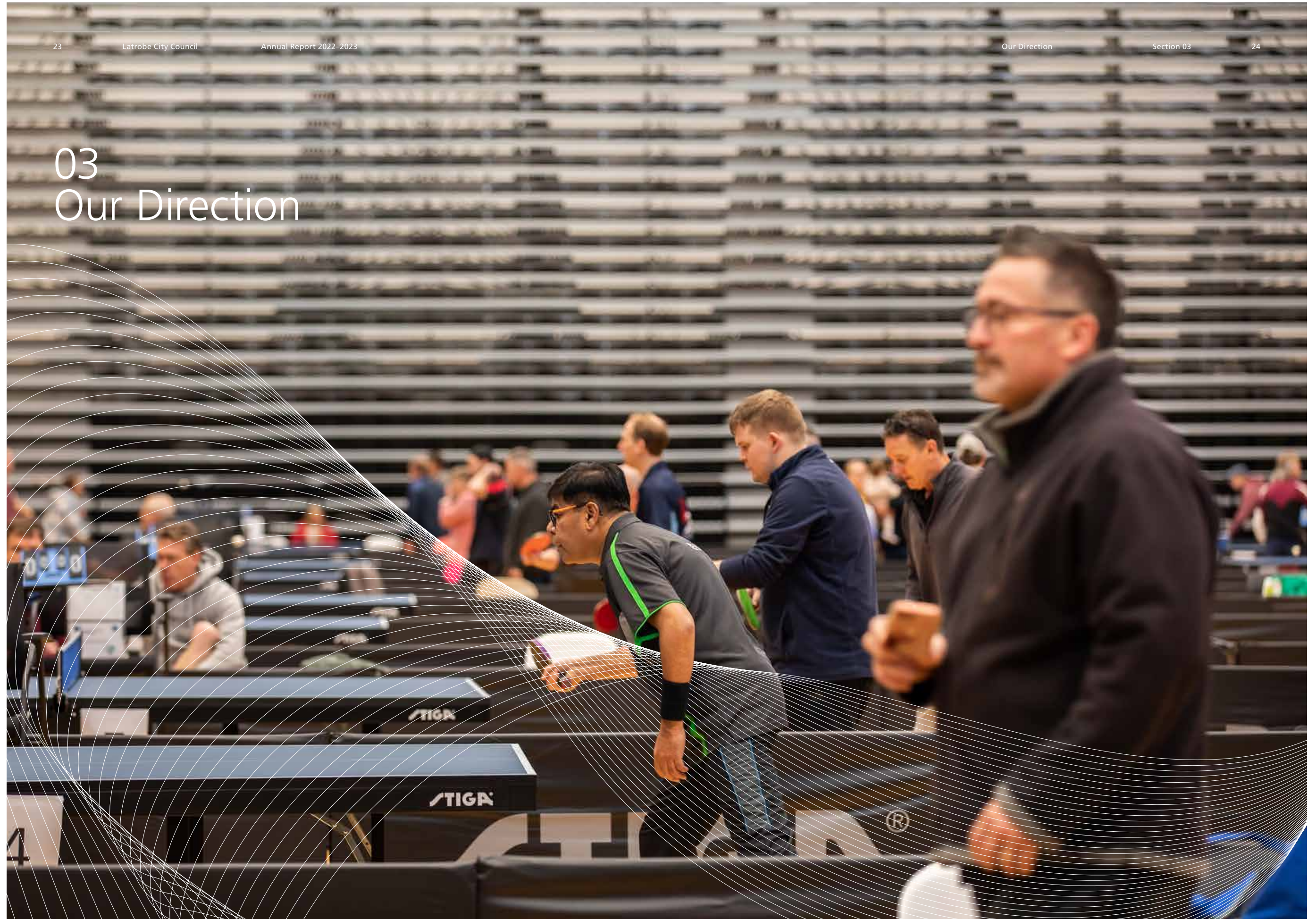
Four employees across the organisation have been identified as self described or prefer not to say. They have not been included in the above due to potential privacy concerns.

5.3%
decrease in
staff turnover

Council carefully reviews feedback from exiting employees to identify any issues that led to their departure. These results include seasonal and casual staff.



03 Our Direction



Council Plan Objectives 2021-2025

OUR VISION

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

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

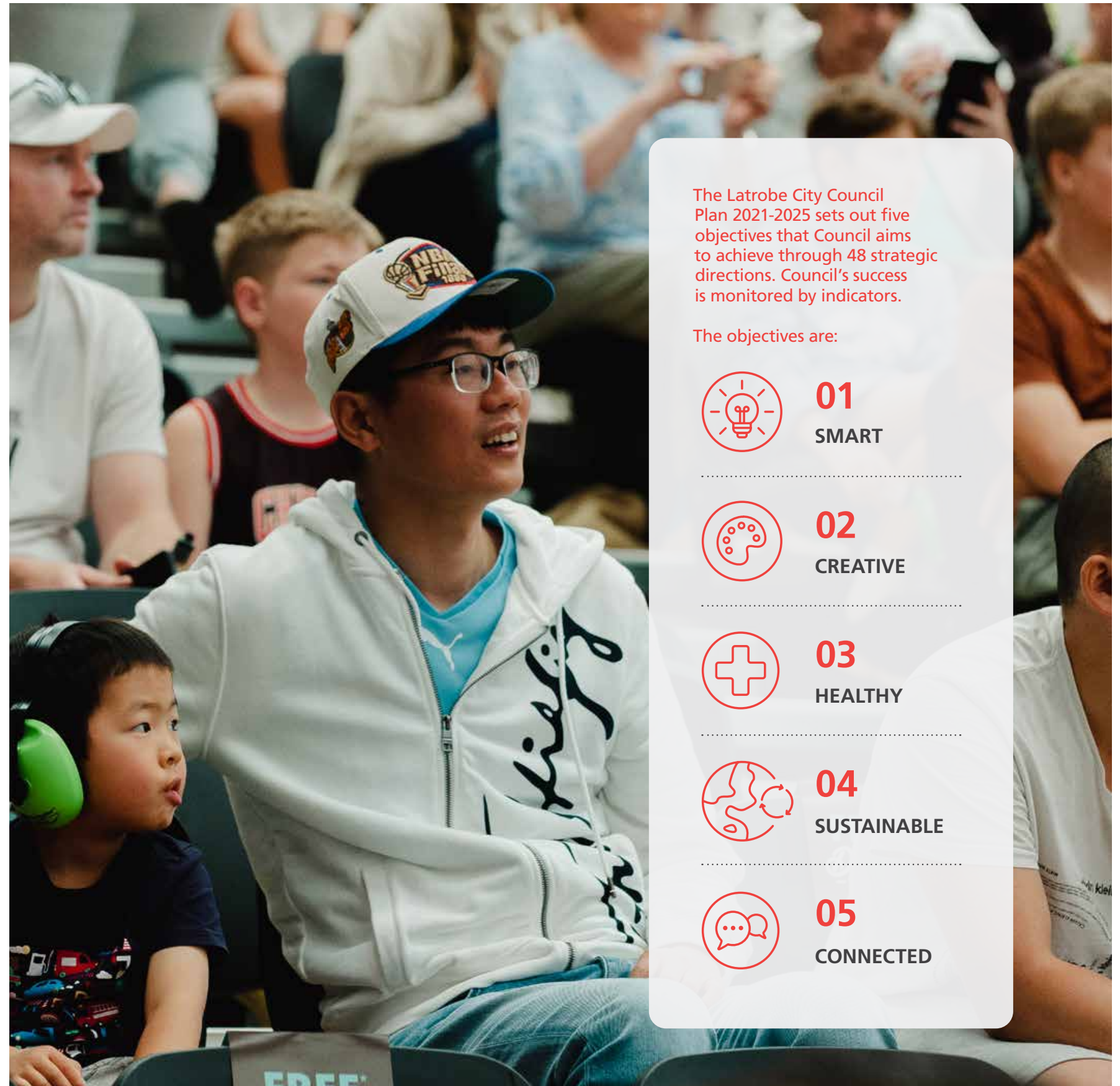
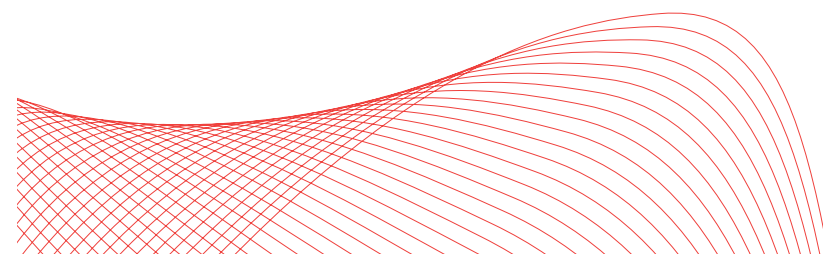
We are known as a community that is equitable, liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.

OUR VISION AND COUNCIL PLAN 2021-2025

In early 2021, over 1,500 people across all ages put forward their ideas for Latrobe City's future. The Community Vision seeks to capture what our community values most. It draws upon the interests and broad identities of our diverse community and their sense of what Latrobe City means now and into the future. Everyone counts in Latrobe City and we continually endeavour to tap into the voices of people from a variety of backgrounds to develop our plans.

The Community Vision sets out the challenge for the Council Plan and Municipal Public Health and Wellbeing Plan. Council has considered community input and survey results in settling on the final form of the Community Vision and Council Plan.

The strategic directions in this plan were drawn heavily from the work of the Community Panel and are drafted with reference to statements developed in the course of the Panel's work.



The Latrobe City Council Plan 2021-2025 sets out five objectives that Council aims to achieve through 48 strategic directions. Council's success is monitored by indicators.

The objectives are:



01
SMART



02
CREATIVE



03
HEALTHY



04
SUSTAINABLE



05
CONNECTED

REPORT OF OPERATIONS

The report of operations is Council's statement of progress on the implementation of the Council Plan. The Council Plan is a four year plan with associated strategies and actions. This report reflects actions that have either been completed or progressed in the second year of the Council Plan and does not include a statement of progress on every action.

Smart

STRATEGIC DIRECTIONS

Latrobe City has a highly skilled workforce, access to education and training and we are invested in growing the capacity of our community, supporting innovation and invention.

We are focused on creating opportunities and exploring health innovation, digital industries, alternative energy and value-added advanced technology and manufacturing. We support diversification of our industrial base and the development of opportunities for highly skilled employment into the future.

Support COVID-19 recovery priorities for the benefit of local businesses and community

Action	Comment
Continue to implement the Business and Community Recovery Support Package	The final projects of the COVID Safe Outdoor Activation Fund, the Café Umbrella and Barrier project and Business Support events/workshops were completed throughout the financial year.

Attract investment in key industries including working towards net zero emissions energy generation, food and fibre, engineering, manufacturing, hydrogen, education and health services through the delivery of Council's investment roadmap

Action	Comment
Continue to implement the Investment Roadmap 2030 and beyond, and report to Council on outcomes as requested	Investment activities undertaken include the Advanced Air Mobility project, Advanced Manufacturing at the Gippsland Logistics Precinct and liaison with Invest Victoria.
Develop and implement Investment Attraction strategies for identified focus areas	An abstract for Advanced Air Mobility was submitted and accepted for the upcoming Australian Association for Uncrewed Systems Melbourne summit. Letters have been provided to several businesses/organisations in support of their establishment at the Latrobe Regional Airport, a further meeting is scheduled with Invest Victoria. Meetings with recycling companies to establish at the Gippsland Logistics Precinct have taken place. Engagement has been conducted with Invest Victoria regarding further information relating to the Gippsland Logistics Precinct provided. Discussions continue the geo-thermal loop.
Formation of a new business trader group that is representative of all business and community groups in Latrobe City	Latrobe City Council is supporting the Latrobe City Business Chamber (LCBC) by providing a funding contribution to the Chamber's first year of operation. The LCBC aims to become the premier business networking, support and representation organisation representing the interests of all of Latrobe City.

Support reactivation of the local economy and deliver support to the start-up ecosystem through delivery of Council's economic development program

Action	Comment
Work with the Startup Gippsland Program	The LaunchVic 'Startups Start Here' campaign was launched in February 2023 to support the Ecosystem Building Program and an Ideation Bootcamp was held in April 2023.



Attract skilled business migrants to establish businesses in Latrobe City

Action	Comment
Develop and implement a Skilled Business Migration Strategy	The Skilled Migration Strategy has been incorporated into the reactivated International Engagement Committee.

Support innovative and sustainable uses of our diverse natural resources

Action	Comment
Coordinate the delivery of the annual roadside weed management and Forestry Coupe audit programs	The annual roadside weed control program for 2022/23 has been delivered.
Coordinate the implementation of changes to waste and resource recovery services in accordance with current legislation and the Victorian Government's Recycling Victoria Policy	All tenders have been assessed and accepted as the final terms and conditions are created. The contractual agreements, final scope of works for each Council and pricing mechanisms are being produced for Council endorsement.
Develop and deliver a utilities audit program to identify efficiencies and cost savings across Latrobe City Council facilities and services	A review of bills and tariffs was conducted, resulting in a saving of approximately \$50,000. Additionally, modifications were made to ensure new sites set up would be on the correct tariff and bill verification processes have been implemented.

Deliver a digitally connected city and support innovation

Action	Comment
No actions identified for this Strategy in 2022/23	

Continue to support our existing business community so they can prosper and grow

Action	Comment
Continue to deliver services to the business community	Small business workshops were held throughout the financial year including the Latrobe City Council Networking event and Start-Up Gippsland Activation program. The 2022/23 financial year saw 300 attendees and 76 businesses participate across all workshops, events and campaigns.
Deliver the Latrobe City Small Business Festival	In August the team hosted the Latrobe City Small Business Festival, a week-long celebration of small business with over 300 people in attendance across numerous events aimed at business and the broader community.

Support the development of our education and training institutions through partnerships promoting skills development within our local workforce including support for the Morwell Innovation Centre and Teaching Space at the Gippsland Performing Arts Centre

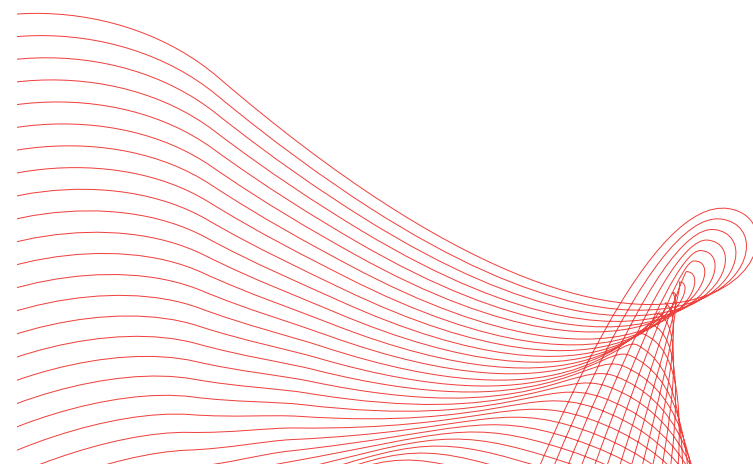
Action	Comment
Creative Industries Training Centre (CITC)	The final stages of the CITC fitout are about to commence, which includes construction of the classroom space; however, this is subject to the building permit process completion.

Continue to support excellence in early childhood services delivering exceptional early learning experiences and positive maternal and children's health outcomes

Action	Comment
First 1000 days project	Welcome Boorai to Country was a success, held at GPAC in September 2022. Evaluation of the program has been undertaken with recommendations made to improve the program.

Activate the Gippsland Logistics Precinct with infrastructure and services to attract inward investment by industry and businesses

Action	Comment
Activate investment in the Gippsland Logistics Precinct	Ongoing work continues to be undertaken to follow up potential tenants, marketing collateral will be finalised when timeframes for the new infrastructure development are completed.
Delivery of Gippsland Logistics Precinct infrastructure works	Pre-construction requirements for the planning permit have been met with sewer pump, wastewater and water supply works underway. Funding agreement variations and government funding applications for subsequent stages are in progress.



REPORT OF OPERATIONS

Creative

STRATEGIC DIRECTIONS

We have a vibrant and diverse community where there are various opportunities for arts, culture and tourism. Our City has a range of arts and creative opportunities for community to engage in creative expression and develop social connectedness.

We are invested in the exceptional presentation of our City through public works across our interconnected townships and enhancement of our distinctive landscape features.



Prioritise a range of public space improvements across the municipality

Action	Comment
Advocate, plan and deliver the Traralgon Flood Recovery Project	Project Reference Groups have been established, to progress towards the delivery of the project.
Kingsford Reserve master plan	The Kingsford Street Master Plan was endorsed at the June 2023 Council Meeting.
Kernot Hall upgrade	Construction works are progressing including walling and ceiling framing, roofing repair and electrical maintenance.
Site selection of Youth Precinct	Potential sites have been investigated resulting in the recommendation to develop a master-plan for the preferred site of the Traralgon Youth Activity Precinct.

Develop a program of innovative, publicly accessible projects aimed at celebration of Latrobe City and its community

Action	Comment
Latrobe Public Art Program	Program development for the Latrobe Regional Gallery is underway and Council is currently delivering the Creative Latrobe Program, which includes a large public art component.

Support job creation and industry diversification including in creative industries to enable new directions for economic growth across Latrobe City

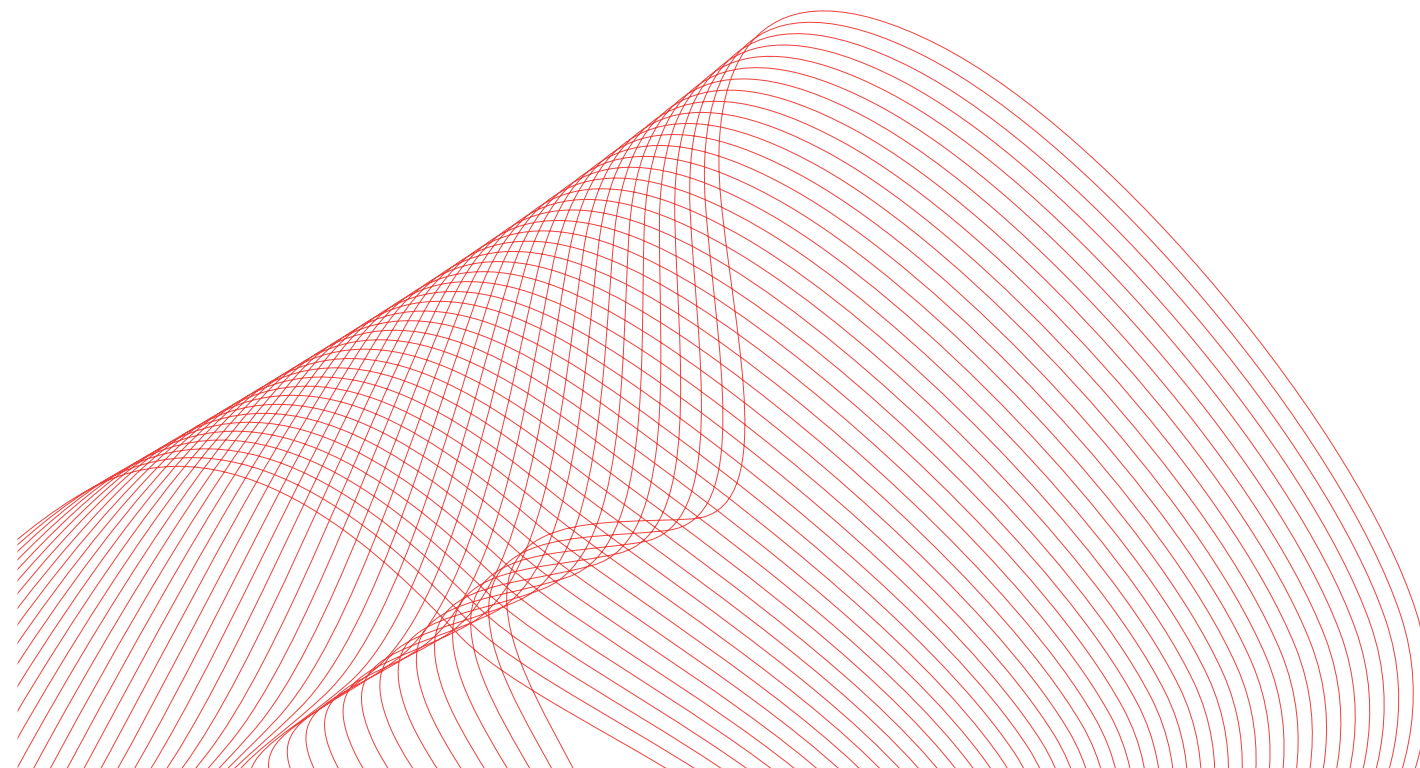
Action	Comment
Work with local businesses and industries to help them to create more jobs that suit their needs now and into the future	The Business Development Team continues to work with local businesses to match them with opportunities that will help business to grow and employ more people.

Improve the amenity and presentation of Latrobe City's town entrances, activity centres and public spaces through signage, art and plantings and greening of the City

Action	Comment
Moe Revitalisation Project - Stage 2	The skate park related infrastructure has now been completed. The construction of the garden beds has progressed to 95% completion with play equipment, switchboard upgrades and lighting being installed on the site.

Support job creation and industry diversification - including creative industries - to stimulate economic growth in Latrobe City

Action	Comment
No actions identified for this Strategy in 2022/23	



REPORT OF OPERATIONS

Healthy

STRATEGIC DIRECTIONS

Our vision is that Latrobe has a culture and environment that promotes and supports health and wellbeing for all. We will work together to significantly improve health and wellbeing outcomes and reduce inequalities.

We will celebrate the places, people and cultures that make this a distinctive, vibrant and creative community. We continue to build on our community's recognised and proven capacity for connection, social participation, volunteerism and care for one another.

Our community's health, wellbeing and safety will be assured with abundant green spaces that are accessible, inclusive and safe. We maintain our focus on preventative measures to promote positive health outcomes for all generations by ensuring Latrobe is a healthy place to live, learn and work.

We continue to prioritise opportunities to overcome shared barriers we face as we focus on achieving improved health outcomes for our community.



Delivery of the objectives in Living Well Latrobe, our community's Municipal Public Health and Wellbeing Plan by promoting community safety, mental and physical health and activity, incorporating active design principles in open space, neighbourhood design and supporting community resilience

Action	Comment
Commence a Planning Scheme Amendment to introduce recommendations Major Gas Pipelines Project	Amendment was lodged with the Minister for Planning for approval on 9 July 2022. Awaiting approval and gazettal from the Minister for Planning. No further action required by Latrobe City Council.
Commence a Planning Scheme Amendment to introduce the changes to the Land Subject to Inundation Overlay (LSIO) and Flood Overlay (FO) to the Latrobe Planning Scheme	The Amendment has experienced delays due to further work required in the consideration of submissions. Background review of documents to commence.
Prepare and adopt a revised Reconciliation Action Plan (RAP)	Progress on the new Reconciliation Action Plan (RAP) has been delayed in order to conduct a review of the Brayakaulung Advisory Committee Terms of Reference.

Provide spaces and services that support the community's physical health and mental wellbeing for the benefit of all

Action	Comment
Complete long term landfill liability and future land use assessment for open and closed landfill locations	Preliminary works, landfill liability and aftercare costs have been completed. A report of findings has been drafted.
Complete the construction of New Leachate Pond at Hyland Highway Landfill	There have been delays experienced with external design approval due to a requirement to amend the landfill boundary. The final design has been completed and submitted to the EPA as a result of auditor verification and Council approval of the tender. Once approval is granted, construction will commence.
Complete the rehabilitation of Landfill Cells 4 and 5 at Hyland Highway Landfill	The design work has been completed and submitted to the auditor for approval. The budget for this action has been carried forward to the 2023/24 FY.
Deliver the 2022/23 Black Spot Program	Quarry Road and Vary Street Projects are complete. Working with the Department of Transport for a variation to increase the scope of works at the Maryvale Road project, the initial works have been completed. Monash Road project is progressing with survey and design for the raised pedestrian crossing points.
Improve the condition and presentation of reserves outside of the playing surfaces, to encourage more casual and informal use by the community	Regular maintenance practices engaged and continued through winter months. This work will continue through the engagement of contractors to assist maintenance staff in the removal or tidy up of reserve outers; including tidying up of trees around reserve perimeters, removal/control of non native or invasive vegetation, mowing of hard to reach areas such as drains, cleaning/reinstating spoon drains etc.

Ensure health and wellbeing planning to the centre of Council planning in promoting safe communities, positive mental and physical health programs, resilience and connection to natural and built environments

Action	Comment
Commence a Planning Scheme Amendment to implement the recommendations and findings of the Industrial Interface Assessment	This project is expected to commence in the 2023/24 financial year.
Commence an Industrial Interface Assessment	Work on background reports is commencing and the Final Noise Assessments and the Environment Assessment will be submitted in the 2023/24 financial year.
Finalise a Planning Scheme Amendment to introduce the recommendations from the Bushfire Assessment and Rural Rezoning (BARR) to Council for their consideration	A Council Report was presented to the 1 May 2023 Council Meeting for recommendation of next steps. A funding application was sought and granted for the further work required.
Prepare and adopt a revised Building Over Easements policy	This policy is designed to protect Latrobe City assets in easements vested in Council and the interest of the subject property owner. It describes how Council's delegated officer will decide applications to building over an easement and is available on the Latrobe City Council website.
Prepare and adopt a revised Demolition Works Policy	The policy has been established to protect buildings and structures that may offer historical value and is available on the Latrobe City Council website.

Increase accessibility to utilise our green spaces and facilities to connect community and achieve positive health and wellbeing outcomes

Action	Comment
Improve user experience for sports clubs, community groups and the public when looking to utilise sporting reserves and open green space	User experience has been improved throughout this financial year via projects including enabling the use of facilities for football and soccer grand finals, facilitation of more ground sharing by user groups and workshops and preliminary work for a new booking system.

Develop programs which provides increased access to Council's extensive arts and recreation facilities and other Council services, for our community that face barriers to participation

Action	Comment
No actions identified for this Strategy in 2022/23	

Demonstrate and promote gender equity practices

Action	Comment
No actions identified for this Strategy in 2022/23	

Ensure a wholistic approach to community safety in the planning and development of infrastructure, and the delivery of service to our community

Action	Comment
Coordinate Statutory and Strategic Planning advice and assessment in accordance Council obligations for the preservation of native vegetation and biodiversity	The environment team has continued to supply statutory and strategic planning advice as required throughout the year.
Gippsland Performing Arts Centre	There are works still to be completed in the Creative Industries Training Centre which will be guided by the intended use of the building.
Prepare and adopt a revised Asset Management Strategy 2014-2018	The purpose of the Asset Management Strategy is to define and document the necessary approaches that need to be undertaken to achieve the requirements of the Local Government Act 2020 and the adopted Latrobe City Asset Management Policy 2021-2025. This Strategy was adopted at the June 2023 Council Meeting.

Support community preparedness aligned to growing responsibilities for Local Government in emergency management systems, response and recovery

Action	Comment
Review and develop an Emergency Management Strategy and policies/procedures to support the response	A suite of identified policies and procedures are currently in development, working towards an Emergency Management Strategy.

Prioritise social planning and infrastructure for young people and their families, which provides additional programs and opportunities for young people to engage with health, wellbeing and connection to natural and built environments within the municipality

Action	Comment
Deliver the VicHealth Local Government Partnership project	The Stroll & Roll travel to school program was delivered in three primary schools during 2023. Partnering with Latrobe Leisure a workshop was delivered with 110 grade 5/6 students to hear thoughts and ideas on Latrobe Leisure school holiday programming and the upcoming Latrobe Sport and Recreation Expo. Worked with GippSport to deliver a workshop to local women and girls to hear thoughts on what they would like to see in local sporting clubs to make a more welcoming environment. Moving forward the Latrobe Sport and Recreation Expo will be held in September 2023; funding received to install an 18-hole disc golf course in Latrobe as a way of activating an underused space; and continued support to Food For All Latrobe Valley by attending meetings, working towards actions and supporting the Food Share Latrobe initiative.

Remain focused on ensuring a community where our elders and seniors are respected, valued and supported to age well in place

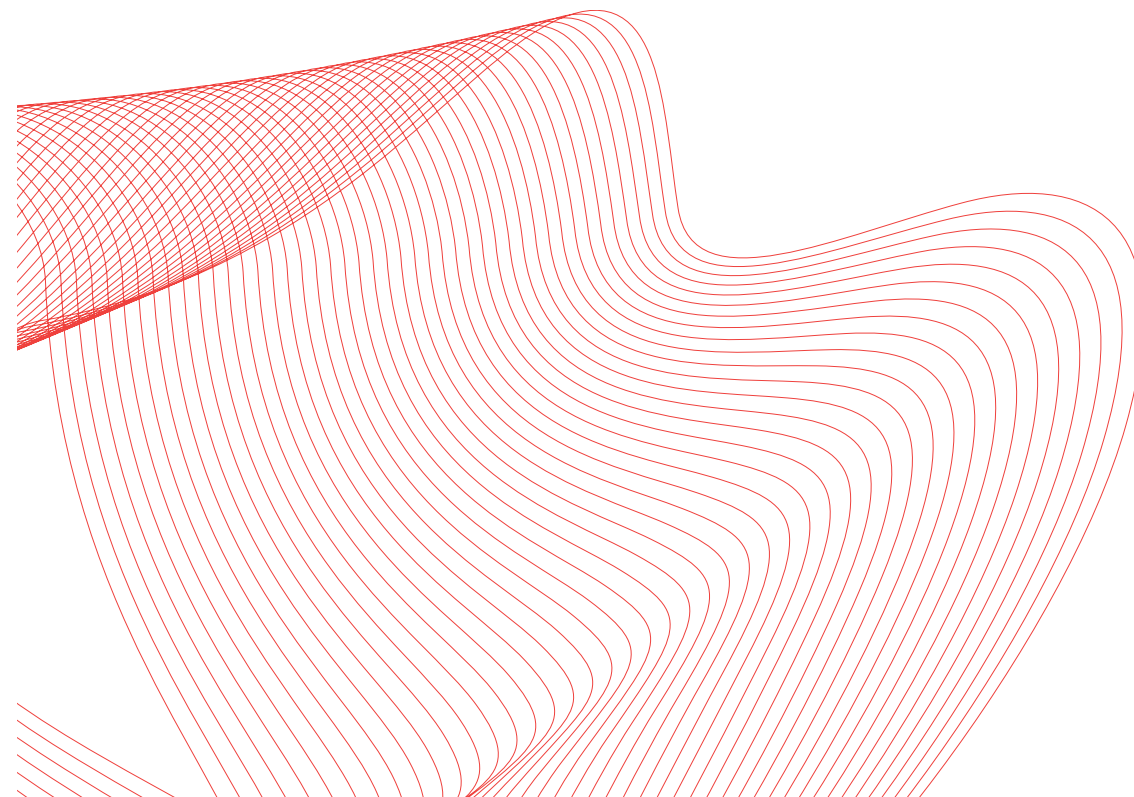
Action	Comment
Prepare and adopt the Ageing Well Latrobe Action Plan 2022 - 2026	Ageing Well Latrobe is our community's plan to help shape a healthy, safe and resilient community for older people to live. The Action Plan was completed and presented at the October 2022 Councillor Briefing and has been promoted to the community.

Recognise the importance and support for, community recovery programs in response to the COVID-19 pandemic

Action	Comment
No actions identified for this Strategy in 2022/23	

Continue to position Latrobe City for major sporting events that are accessible and inclusive for all of our community

Action	Comment
No actions identified for this Strategy in 2022/23	



REPORT OF OPERATIONS

Sustainable

STRATEGIC DIRECTIONS

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



Work towards net zero energy emissions across Latrobe City Council operations through the delivery of new energy initiatives, efficiencies and offsets

Action	Comment
Assist the development of Latrobe City Council's Net Zero energy emissions target and coordinate the delivery of projects and programs to reduce energy demand and increase generation across facilities and services	1.5 - 2 MW of solar projects scheduled for delivery over the next 18 months. The project tender has been completed for the solar project with the contract currently being finalised.
Coordinate the delivery of public lighting upgrades	The tender has been finalised and the installation and material contracts have been completed. The works are scheduled for completion between November 2023 and March 2024.
Coordinate the extension of landfill gas well field at Hyland Highway Landfill to maximise the landfill gas capture	The vertical gas well and the flow lines and well stations have been installed. No further work is to be done until the installation of horizontal wells in 2023/24 financial year.
Coordinate the operation and function of the Hyland Highway Biogas Generator to maximise reliability and energy generation	The 13,000-hour service was completed with no issues present. Gas collection is being balanced monthly to ensure maximum performance of the generator. Biogas is steady with generation capacity approx 821 kW/h.

Efficiently utilise the assets that we have for the economic stimulus and benefit of our community while protecting the environment

Action	Comment
No actions identified for this Strategy in 2022/23	

Work in partnership with indigenous custodians in sustainable land management and preservation and regeneration of our natural environment

Action	Comment
Supporting the GLaWAC natural resource management program from the Airlie Bank nursery	A number of buildings were required to be removed by Latrobe City Council following a building assessment. Latrobe City Council has supported the establishment of the nursery and GLaWAC Natural Resource Management works crew through building upgrades, training and development across various locations including Waterhole, Narracan and Traralgon Creeks, bushland reserves and rail trails.
Prepare urban waterway management plans for selected rivers and streams	Development of Waterway Management Plans are well under way. Initial stakeholder consultation has been conducted and the values and risks are being prepared.

Invest in increased urban greening initiatives and increasing the City's tree canopy in appropriate sites using appropriate species in built up areas for improved amenity and reduced heat stress

Action	Comment
Support urban greening initiatives including the propagation of trees from the Airlie Bank Nursery and delivery of revegetation projects across Latrobe City Council Bushland Reserves, waterways and parklands	Further site development is required to increase propagation activities and is awaiting completion.

Restore waterways and bushland areas to improve health and wellbeing of community and presentation of Latrobe City as well as our important biodiversity values

Action	Comment
Complete a review and update of the Crinigan Bushland Reserve Management Plan	Preliminary activities required for the review have now been completed and the review and update of the plan is progressing.
Develop fuel management plans for Latrobe City Council managed bushland reserves	Fuel management plans for Latrobe City Council managed bushland reserves have been drafted and reviewed.

In partnership with community and business, deliver sustainability initiatives and take actions to adapt to a changing climate

Action	Comment
Develop and deliver the annual sustainability education, communications and events program	Awaiting on finalisation of transition of Sustainability Victoria to Recycling Victoria and the signing of regional contracts on Kerbside Collection, Organics and Co-mingled recycling. Recycling Victoria will drive a new regional approach to education and communications. The process for the creation of a new education program is currently being explored.
Prepare a Sustainability Strategy 2022-2026 for consideration and adoption by Council	Following input from Federation University and other key stakeholders and a review by the Communications Team, this Strategy is now complete in draft form and will be presented to Council in 2023/24 for endorsement to go to public exhibition.
Review and update content included on the Sustainability and Environment team webpages	Draft content for new web-pages has been completed and is undergoing review.

REPORT OF OPERATIONS

Connected

STRATEGIC DIRECTIONS

A regional City which recognises the connectedness between our goals and towns and efficiently utilises the assets that we have for the benefit of our whole community while protecting the environment.



Facilitate appropriate urban growth, industry diversification, liveability and connectivity throughout Latrobe City

Action	Comment
MI 18/19 - Morwell to Traralgon Shared Pathway (C0698 CF)	Project complete. This project delivered a shared path from Morwell to Traralgon, the last item of the project has now been completed which involved a pedestrian rail crossing at Alexanders Road Morwell.
Prepare small town structure plans for Yallourn North	Extensive background reporting has been completed and the development of the Small Town Structure Plan is scheduled to commence in the 2023/24 financial year.
Progress the proponent led request to update the Philip Parade Development Plan	The external application to amend the Philip Parade Development Plan was accepted by Council in April 2022, subject to the applicant responding to Councils request for further information.
Review of the Traralgon Parking Framework Plan and Parking Overlay	Currently awaiting draft report.
Support the relocation of the Latrobe Valley Aero Club	Officers are currently reviewing the potential for a relocation site. Project is reliant on agreement with a third party.

Facilitate appropriate urban growth, industry diversification, liveability and connectivity throughout Latrobe City

Action	Comment
Commence a Planning Scheme Amendment to implement the recommendations and findings of the Morwell Activity Centre Plan	The amendment was formally gazetted on 2 June 2023.
Commence a Planning Scheme Amendment to introduce the recommendation from the South East Traralgon Precinct Structure Plan	Further geotechnical work to confirm the suitability of the existing mine buffer is currently being undertaken by the Department of Jobs, Precincts and Regions and is required to be completed prior to consideration of authorisation by State Government.
Implement Ashworth Drive Implementation Plan	The final Bushfire Hazard Assessment for the precinct has been completed and is undergoing review. The waterway management plan will be out for tender in the 2023/24 financial year.
Commence a Planning Scheme Amendment to introduce the recommendations of the Toongabbie Structure Plan	Amendment Completed. Amendment was submitted to the Minister for Planning for approval on 7 March 2023. The Amendment was approved by the Minister for Planning on 22 June 2023. The Amendment was published in the Government Gazette on 28 June 2023. The Amendment now forms part of the Latrobe Planning Scheme.
Undertake a review of the Lake Narracan Precinct Structure Plan and Development Contribution Plan	Project is currently on hold and will be recommenced in the 2023/24 financial year.
Undertake Investigations into the potential of the Development of the Traralgon West Area for residential purposes	Inception Meeting held on 4 May 2023. Background report received for review. Awaiting draft Issues, Opportunities and Options Report to be submitted. Landowner feedback has been collated and provided to the consultant.
Prepare and adopt an Active Transport Plan 2022-2032	Preparation of the Active Transport Plan is underway. This action will carry forward to the 23/24 FY.

Connect communities by completing the Traralgon to Morwell Shared Path with the Gippsland Plains Rail Trail to where the Energy Australia Trail starts and advocate for connection of Yallourn North and Moe/ Newborough by linking to the Grand Ridge Rail Trail

Action	Comment
Plan, advocate for and deliver the connection between Traralgon to Morwell Shared Path and the Gippsland Plains Rail Trail	This will form part of the Active Transport Plan. Concept planning is complete and advocacy efforts continue through state budget submission.

Develop the plan for staged development of dog parks across the towns of Latrobe City

Action	Comment
Develop a prioritised implementation plan for delivery of dog parks as funding permits	The consultation period has closed, officers are currently reviewing feedback before making changes and presenting to Council for endorsement by the end of 2023.

Promote ongoing community engagement activities and work in partnership with our community focusing on promoting leadership, resilience, creative and forward-thinking initiatives

Action	Comment
Develop and implement a Community Engagement Plan and associated tool kit and embed across the organisation	Finalisation of the Engagement Framework is underway. Discussion has been had with the external engagement consultant who will be conducting engagement training for identified Council officers in the coming month. The current draft is being updated to include online engagement tool platform Engagement HQ ahead of a broader review and update by the consultant. This work will carry over into the 2023/24 financial year.

Pursue improvements to public transport services to increase community access to employment and education

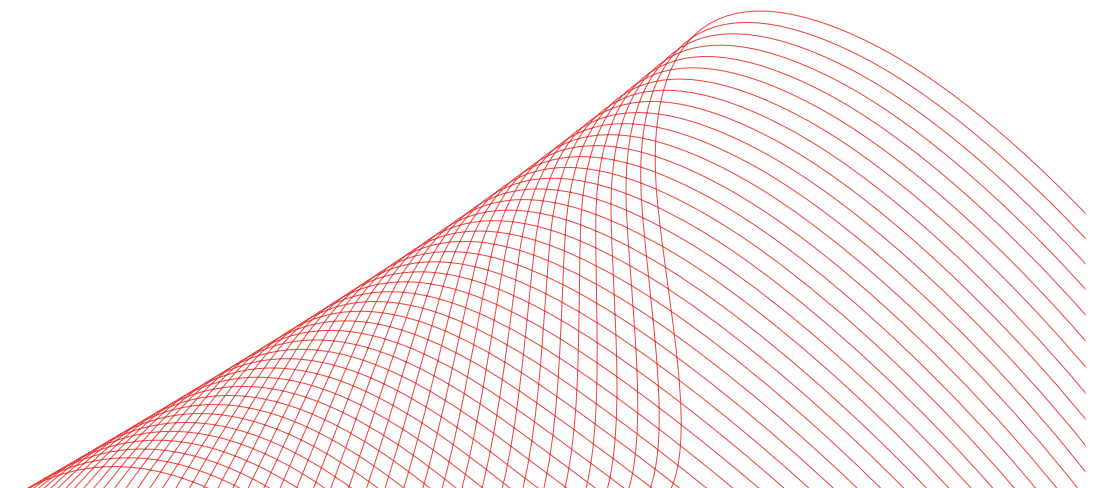
Action	Comment
No actions identified for this Strategy in 2022/23	

Promote our role as Gippsland's Regional City to support economic growth and events programming, cultural events and recreation and sporting attractions

Action	Comment
Prepare and adopt a revised Economic Development Strategy for 2023-2028	The Economic Development Strategy will support the transition plan to ensure that Council is helping to support existing and new businesses to make the most of the structural changes in the economy.

Connect people facing barriers to opportunities in education, recreation, sport, culture and the community

Action	Comment
Build the capacity of the Indigenous community in jobs creation and employment	Project complete and targets met. Currently renegotiating additional numbers with Federal Government.
Deliver 100% of agreed targets through the Tailored Assistance Employment Grants Program	Project complete and contract has been fulfilled. Total placements exceed target for this period.





Latrobe City Council and Swinburne University of Technology collaborate on future of clean, green air mobility

Working collaboratively to co-design the future of advanced air mobility (AAM) was the focus of a partnership between Latrobe City Council and Swinburne University of Technology.

The partnership will explore how advanced air mobility can be established at the Latrobe Aerospace Technology Precinct to drive economic growth in the region.

Researchers from Swinburne's Aerostructures Innovation Research Hub (AIR Hub) will work with Latrobe City Council, local research and industry partners, and certification organisations such as CASA, to pioneer new technologies in AAM for the region and develop green aviation solutions to address real-world problems.

Latrobe City Council and Swinburne have a shared vision to position and develop Victoria as a national and global leader of advanced air mobility, creating innovative new economic, social and environmental opportunities for Australia.

The partnership supports future economic growth through the creation of new industry as the local economy transitions from a reliance on energy and manufacturing industries.

The Latrobe Aerospace Technology Precinct is located at Latrobe Regional Airport in Morwell. The partnership will re-energise the established capabilities, facilities, and space to enable advanced air mobility technologies and craft.

Swinburne's AIR Hub is one of Australia's largest and most active industry-research collaborations, driving the future of air mobility and developing the next generation of aerostructures in Australia.

Mayor of Latrobe City Council, Councillor Kellie O'Callaghan said advanced air mobility is at the forefront of innovation.

"Through this collaborative arrangement, with one of Australia's leading education and research institutions in Swinburne University of Technology, we can create a pathway to design the new technologies of the future in the Latrobe City region," said the Mayor.

"As our region transitions from the traditional industries that have underpinned our economy, we need to look towards new industry and be innovative in our thinking of what the jobs of the future look like.

"The Latrobe Aerospace Technology Precinct presents an opportunity to position Latrobe Regional Airport at the forefront of the emerging aviation sector."

OBJECTIVE MET: 01

Ageing Well in the Spotlight

Latrobe City Council was proud to welcome Commissioner for Senior Victorians Gerard Mansour to the region as he hosted an Ageing Well consultation to understand the perspectives of local seniors and elders.

The session was held as part of a state-wide consultation for the Commissioner to hear about what matters most to older Victorians including enhancing respect and addressing ageism, digital inclusion, social connection and health.

During the session, the Commissioner together with the Mayor of Latrobe City Councillor Kellie O'Callaghan officially launched Latrobe City's Positive Ageing Festival.

Mayor of Latrobe City, Councillor Kellie O'Callaghan thanked Commissioner Mansour for visiting Latrobe City and taking the time to engage with our valued seniors and elders.

"It has been an honour to host Commissioner for Senior Victorians Gerard Mansour and the Ageing Well consultations in Latrobe City. We thank the Commissioner for his visit and for providing our community with an opportunity to provide their feedback and ideas," said the Mayor.

"The session aligns with our work in this space, acknowledging the importance of supporting positive ageing in our community and the broader Statewide approach to prioritising ageing well.

"It was also wonderful to officially launch our first ever expanded month long Positive Ageing Festival. It forms part of the broader Victorian Seniors Festival, which has been a much-loved part of our social calendar for many years. We hope to see many of our local people involved in the events including our Country Concert with Lonnie Lee, story time featuring Latrobe Orchestra Chamber and gentle moves classes."





Rewarding Partnership established with GLaWAC at Airlie Bank Nursery

The Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) and Latrobe City Council have formalised a partnership that has created employment opportunities for the local Aboriginal community, and healed Country through on-ground environmental works.

Both organisations signed a memorandum (MoU) of understanding to deliver a natural resource management works program based at Latrobe City's Airlie Bank Nursery in Morwell.

The program has focused on creating employment opportunities for Aboriginal community members to reconnect with Country and develop and share their skills and knowledge.

GLaWAC and Council have worked closely together over the past 12 months to deliver the program, which has included revegetation works, waterway restoration, pest management, bushfire fuel reduction, seed collection and plant propagation.

The MoU aligns with the Gunaikurnai Whole of Country Plan and supports the achievement of the Council's Reconciliation Action Plan 2020-2022 (RAP).

Mayor of Latrobe City Cr Kellie O'Callaghan said the partnership acknowledged a shared commitment to respect and was an opportunity for Council to broaden its cross-cultural understanding.

"We have been very proud to work together with GLaWAC to achieve the goals of this MoU, creating genuine employment outcomes for Aboriginal community members and protecting and enhancing waterways and bushland reserves within the Gunaikurnai Native Title area," said the Mayor.

Daniel Miller, CEO, GLaWAC said, "GLaWAC is committed to providing employment opportunities for the Traditional Owner and Aboriginal community right across our RAP area, and we are excited to work with LCC to grow this side of our business. Caring for Country and culture provides opportunities for community and personal healing."



OBJECTIVE MET: 03

Latrobe City receives vital Black Spot Program funding

Latrobe City Council were fortunate enough to receive vital funding under the Australian Government's Black Spot Program. This program was implemented to substantially improve 47 dangerous crash sites on Victorian roads in 2022-23.

The Black Spot Program funds safety measures such as traffic signals and roundabouts at locations where serious crashes are known to have occurred or are at risk of occurring.

The funding for Gippsland represented 41% of the total funding provided across Regional Victoria. Latrobe City had a total of four project sites nominated and approved with a funding value of just over \$1.59 million.

The four sites that received upgrades were:

- Quarry Road, Yallourn North**
 Install safety barriers at two bends. Improve delineation, including curve warning, road markings, raised pavement markers, advisory speed signs and install safety barriers.
 Australian government contribution: \$265,000
- Monash Road and Shanahan Parade, Newborough**
 Traffic calming, signage, wombat crossings and street lighting.
 Australian government contribution: \$605,850
- Vary Street and Churchill Road, Morwell**
 Reduce speed from 60 km/h to 50 km/h. Install speed cushions and delineation.
 Australian government contribution: \$349,650
- Hannah Street and Old Melbourne Road, Morwell**
 Upgrade Intersection at Old Melbourne Road and Hannah Street.
 Australian government contribution: \$369,600

These projects have now all been completed except for Monash Road. This is currently in detailed design phase with construction due to begin next financial year.

Mayor of Latrobe City Cr Kellie O'Callaghan said that the funding has played an important contribution towards reducing serious injuries and deaths on local roads.

"Road safety is a responsibility we take seriously at Council. It is our priority to create a road network that mitigates risk and aims to provide residents and visitors with a safe experience while driving in our region."

"The safety measures that have been added to these dangerous sites will make a positive difference in that were of a high concern."

Black Spot Consultative Panels provide the opportunity for stakeholders to have a say in the project selection process to ensure that nominations of the highest priority and importance to the local community.

With funding available annually and a commitment to community road safety, Council will apply again in the next financial year.





Council continues to support Business Chamber

Latrobe City Council has shown support for the Latrobe City Business Chamber by providing a funding contribution to the Chamber's first year of operation.

As part of Council's COVID support and recovery package, \$69,000 was allocated for the establishment and first year of funding for the combined chamber.

Council assisted representatives from the three major towns business associations Traralgon Chamber, Advance Morwell and Moe Traders Group to develop the Latrobe City Business Chamber.

The Latrobe City Business Chamber aims to become the premier business networking, support and representation organisation representing the interests of all of Latrobe City.

Mayor of Latrobe City Council, Councillor Kellie O'Callaghan, said Council is proud to support the Latrobe City Business Chamber.

"The Latrobe City Business Chamber is one voice representing all businesses within Latrobe City, leading a collaborative effort to develop the region," said the Mayor.

"The aim of the Latrobe City Business Chamber is to provide positive leadership and marketing of the Latrobe City as a regional hub supporting business in the region.

"Facilitating the establishment of the Latrobe City Business Chamber helps to support the delivery of actions noted in Our Transition Plan to support the attraction of new industries and business, to support the transition of our economy."

The Chamber aims to establish a strong membership base, along with well-established networks across all sectors and will boast a fresh new brand and website to support promotion and marketing.

The funding provided by Council will be used to focus on attracting new members, providing member benefits and the delivery of business events.

The Latrobe City Business Chamber plan states the Chamber will work with larger organisations, including the Victorian Chamber of Commerce and Industry (VECCI), Regional Development Victoria (RDV), the Latrobe Valley Authority (LVA) and importantly Council to connect businesses, offer targeted support and help showcase what Latrobe City has to offer.

OBJECTIVE MET: 01

Greater Gliders find new homes

OBJECTIVE MET: 04

A research project aiming to strengthen the population of Greater Gliders, the largest gliding mammal in Australia, has been completed in Latrobe City.

The project was a collaboration between Latrobe City Council, Latrobe Catchment Landcare Network, Federation University and Greening Australia.

Until early 2018, numbers of Gliders recorded in the Victorian Biodiversity Atlas were low, with the 2019/20 bushfires also impacting previously recorded populations in East Gippsland.

In 2022, Federation University PhD student, Cassey Briggs, documented the presence of the federally listed Greater Glider to better understand the population size, their range and estimated family groups.

Greening Australia has since added 118 Greater Glider records within the southern portion of Latrobe City and adjoining South Gippsland Shire, due to the increased surveying effort. These records now represent some of the highest densities of Greater Gliders known in Victoria.

The project was supported by a \$50,000 Community-Volunteer Action Grant from the Department of Energy, Environment and Climate Action.

Mayor of Latrobe City Council, Councillor Kellie O'Callaghan, said the discovery of Greater Gliders on the outskirts of Boolarra highlighted the richness of biodiversity to be found in Latrobe City.

"Council's 2021-2025 Community Vision highlights the importance of nurturing and respecting Latrobe City's natural environment, supported by key actions to improve and protect biodiversity, waterways and bushland reserves," said the Mayor.

"As part of this commitment, Council partnered in the exciting initiative to install 25 custom-designed nest boxes in a section of bushland south of Boolarra. The nest boxes were monitored using digital cameras to determine how the animals used them. These boxes are fire-retardant, heat resistant and make a safer home for all wildlife.

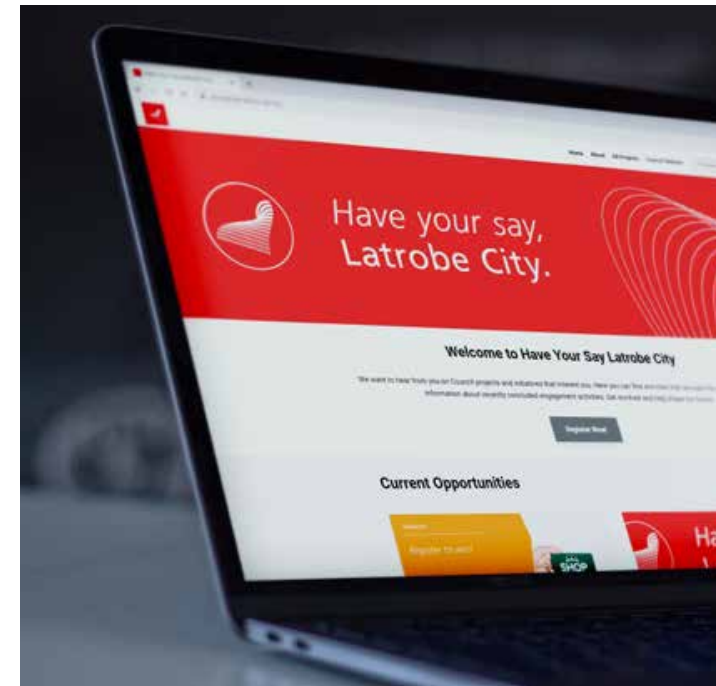
"One of the reasons the Greater Glider is threatened is because there aren't enough large, old hollow-bearing trees remaining, so adding these nest boxes will provide more homes in Boolarra for the species."

The project also brought together local schools and community members to participate in surveys, educational activities and spotlight tours.

The research project included creating awareness, engaging the community and educating about Greater Gliders and how we can help the species in the future.



TO VIEW THE PROJECT VIDEO SCAN THE QR CODE



New Have Your Say Latrobe City Website Launched



Latrobe City Council encouraged all community members to register for the new Have Your Say Latrobe City engagement platform as more opportunities to share feedback become available.

The website is a central place where community members can be kept up-to-date and provide feedback on Council projects and services. It is one way that Council is increasing engagement efforts with the community and residents can shape the future of Latrobe City.

Community members can register for the website where they will be notified of future projects or services that are of interest to them. This will ensure they don't miss any engagement opportunities to share their views and ideas.

Mayor of Latrobe City, Councillor Kellie O'Callaghan, encouraged all community members to get involved with Have Your Say Latrobe City platform.

"Council would like to encourage all Latrobe City residents and visitors to register for Have Your Say Latrobe City. The engagement platform has been designed to make giving feedback easy for our community," said the Mayor.

"Have Your Say Latrobe City is a central location where community members can be notified of engagement opportunities and share their thoughts. It will complement other ways we engage with our community such as face-to-face sessions and community workshops.

"The new engagement platform will provide us with new ways to engage with our community including forums, online mapping tools and more, along with similar methods we have used before such as surveys and submissions. We look forward to working alongside our community as we shape the future of our City."

OBJECTIVE MET: 05

Hyland Highway Gas Project Reduces Council Emissions

Last year, Latrobe City Council completed an extension of the Hyland Highway Landfill Gas Project.

The Gas Project extension increases power generation of the biogas generator from enough electricity to power an average of 1134 households to 1482 households.

The Sustainability and Environment team are focused on reducing emissions, and with utility costs rising, they have been looking into increasing generation of Council's own power.

Increasing power generation will save Council \$252,000 a year in retail costs. Council will also receive further revenue from carbon credits, secured through the Clean Energy Regulator.

In 2022, the Loy Yang Landfill Gas Generator and small solar exports saved Council \$746,000 in retail electricity costs, not including the savings of electricity used at the landfill. This reduced Council's emissions by an estimated 13,000 tonnes of CO₂e a year.

This ties in with the sustainable aspect of the Council Plan. Council is working towards net zero energy emissions through the delivery of new energy initiatives, efficiencies and offsets.

Mayor of Latrobe City Council, Councillor Kellie O'Callaghan said she is proud that Council is a leader in the space of renewable energy.

"We have received requests from private consultancies, State departments and other Councils to visit our Hyland Highway Landfill Gas Project, to witness what can be achieved and learned from the project," said the Mayor.

"The Gas Project has generated clean, low emission energy though utilising captured landfill gas, offsetting over 80 percent of Council's electricity needs.

"Harnessing gas and converting it to energy has the added benefit of providing a new localised energy source that can be placed back into the electricity grid."



OBJECTIVE MET: 04





Indigenous Employment Program

OBJECTIVE MET: 05



Latrobe City Council is committed to providing employment and training opportunities in the Gippsland region.

In partnership with Department of Prime Minister and Cabinet, the 'Steps to the Future' Program was developed to improve indigenous employment opportunities in Gippsland.

The program is not limited to any industry or region in Gippsland and both private and public sector employers participate.

The program offers: pre-employment training, wage assistance, cross-cultural training and mentor and support.

The program has achieved and exceeded employment and training outcomes continues to meet the overall program milestones.

Mayor of Latrobe City Council, Councillor Kellie O'Callaghan said the program has also strengthened partnerships.

"Some participants of the program were involved with major infrastructure projects for the Gippsland Line Upgrade Line upgrade and were provided with pre-employment packages and relevant training," said the Mayor.

"The program continues to provide extensive support to a vast range of business across the region, including health organisations, local indigenous businesses and Gippsland environmental agencies.

"Participants of the program also work closely with workforce providers and the local Gippsland Tafe and other training providers in the region. This project plays an integral role in providing pathways for participants and has led to many success stories."

For more information about the Steps to the Future Program, visit Council's website: latrobe.vic.gov.au/Community/Indigenous_Services/Indigenous_Employment



Net Zero energy emissions target

The reviewed October 2022/23 Federal Budget outlined close to \$25 billion committed by the Federal Government towards renewables and clean energy spending.

This commitment is vital for Latrobe's transition to new energy – which is necessary for the development of new jobs and business opportunities for the future as our region undergoes significant transition.

Investment has been earmarked for a Powering the Regions Fund with \$1.9 billion to assist regional communities transition to net zero emissions and \$250 million for the Local Roads and Community Infrastructure Fund.

Mayor of Latrobe City, Councillor Kellie O'Callaghan was pleased to see the commitment to renewables and clean energy alongside core programs that service the local community.

"Council is grateful to the Federal Government for their commitment to renewables and clean energy. This type of funding is crucial to the ongoing prosperity of our region as we transition to new industry and job opportunities," said the Mayor.

"Council has held a position on climate change for over a decade, with its first statement underlining the need to address climate change back in 2010. We have been preparing for anticipated closures of traditional energy and mining industries, with support for the adoption of alternative energy solutions and low emission technologies."

Council's position was further refined in 2020, where community shared their voice through the Community Vision, Council Plan and Living Well Latrobe.

"As a result of community feedback, we developed actions within the Council Plan, such as working towards zero energy emissions across Council operations; delivering sustainability initiatives and actions to adapt to a changing climate; along with investing in urban greening initiatives and the City's tree canopy."

OBJECTIVE MET: 04

Small Business Festival inspires

In August 2022, Latrobe City Council held the week-long Small Business Festival to celebrate the important role that small businesses play in our local economy and our broader community.

The festival provided a range of events to prospective and current business owners within Latrobe City. Over 300 people took the opportunity to hear from experts in their fields, while also enjoying the opportunity to network with other small business owners.

Mayor of Latrobe City, Councillor Kellie O'Callaghan, said these types of events can be a valuable source of ideas to aid business owners in enhancing and growing their businesses.

"Our City has more than 4,500 small businesses, from the traditional bricks and mortar shop front, to Ecommerce and those run from individuals' homes. These businesses play an important role in the fabric of our broader community, and are the engine room of our economy" Cr O'Callaghan said.

"Small business is an important contributor to our local economy and provides significant employment."

The festival hosted special guest speakers such as Matt Jones, Four Pillars Gin Co-Founder and Brand Director, who served up a tantalising gin taster before encouraging those in attendance to build a brand story. There was also an event with the leader of Business Chicks (Australia's largest networking organisation for women) and author of two books, Emma Isaacs, who provided an insight as to how small businesses can grow and improve their customer base and service.

The Festival also saw the launch of the Latrobe City Business Chamber at a networking breakfast with Dr Keith Suter, one of Australia's most influential global futurists and media commentators in national and foreign affairs.

The Small Business Festival was organised and delivered by Latrobe City Council Business Development Team and was made possible through the support of the Victorian Government's COVIDSafe Outdoor Activation Fund.

OBJECTIVE MET: 01



Stage Two Close to Completion for Moe Revitalisation Project

OBJECTIVE MET: 02



Latrobe City Council is close to completing Stage Two of the Moe Revitalisation Project. The project includes a new youth precinct that is currently under construction and due to be finalised and ready for public use later this year.

The new space will include a skate park catered for beginners to intermediate skaters, play space, barbeque and picnic areas along with green spaces and associated amenities.

The project is being constructed by Multipro Civil.

Mayor of Latrobe City, Councillor Kellie O'Callaghan has been very excited to see this long-awaited project for the local community making progress.

"Stage Two of the Moe Revitalisation Project will reinvigorate Moe's Central Business District and bring to life the considerable input provided by our community," said the Mayor.

"We appreciate the patience shown by the community during construction and want to reassure our residents that it will be well worth the wait."

"With only the final touches to go, this is a very exciting time for our community and we look forward to opening the space for them very soon."

Startup Gippsland Ideation Bootcamp

OBJECTIVE MET: 01

Startup Gippsland ran an Ideation Bootcamp in April designed to quickly test business ideas, discover which ideas are likely to succeed and develop a strategy for the next step to launch a new business or product.

Over the two days, the Bootcamp covered discovering how to come up with business ideas, testing a business idea using customer interviews, problem-solution fit - does your idea really solve the customer's problem? Developing a one-page business model using Lean Canvas Prototype and rapid testing - how to avoid wasting time on ideas that won't work out and next steps and further supports available.

Mayor of Latrobe City Council, Councillor Kellie O'Callaghan said the Bootcamp provided businesses the opportunity to make the most of the expertise and resources available to them.

"The Ideation Bootcamp was just one of the events hosted by Startup Gippsland throughout the year and was followed by the Scale Up Bootcamp in May and the Pitch Showcase in June," said the Mayor.

"Startup Gippsland is an excellent program for local businesses and entrepreneurs, providing them the tools they need to grow a successful business."

Startup Gippsland is fortunate to have the support of LaunchVic via funding through the Support for Regional Victoria Entrepreneurs Program, that provides the opportunity to deliver programs designed to build our local startup ecosystem.

Startup Gippsland's main purpose is to support entrepreneurs to develop, launch or grow their business through a 12-week schedule of masterclasses, mentoring and meetups.

The Startup Gippsland ecosystem program focuses on building the capacity of the local community, this approach is one thing that sets Startup Gippsland apart. Startup Gippsland aims to grow businesses and business leaders, both among participants and the broader community.

In 2019 Latrobe City Council, along with the five other Gippsland Council's, formed Startup Gippsland.





Stroll and Roll program



OBJECTIVE MET: 03

In Latrobe City, we want children and young people to feel safe and confident to walk, ride, skate or scoot in their local neighbourhood.

That is why Council started the Stroll & Roll Active Travel to School program, which was co-designed with the community and aims to increase the number of children and young people actively travelling to school.

Mayor of Latrobe City Council, Councillor Kellie O'Callaghan said after its first year, the program reached over 800 children and families across Latrobe City.

"Council saw an increase in active travel rates of the participating schools by 44% which also resulted in 120 less cars dropping children off at the front gate," said the Mayor.

"The program also looks at creating individual behaviour change, using incentives, to get more students walking, riding, scooting or skating to and from school."

The program was designed to address the barriers reported by students, parents and teachers that currently prevent students from actively travelling to school.

Schools that join the Stroll & Roll program are supported by Council over a school year to implement sustainable changes.

The program included road safety education, access to free bike ed facilitator training and the use of 'My Active Travel Passports' to offer some extra encouragement to stay consistent.

The program is funded by Latrobe City Council and VicHealth.



Latrobe City Council remains steadfast in our dedication to enhancing the health and wellbeing of our community. Together, we can create a brighter future for all.

Advancing Community Health and Wellbeing: Latrobe City Council's Municipal Public Health and Wellbeing Plan

Our municipality is a diverse and dynamic region with a unique blend of urban and rural areas, Latrobe City offers a range of opportunities and challenges in the realm of public health and wellbeing. Our Municipal Public Health and Wellbeing Plan serves as a roadmap to address these challenges and capitalise on our strengths.

In our pursuit of a healthier, happier and more vibrant community, *Living Well Latrobe: Municipal Health and Wellbeing Plan 2022-2025* guides the strategic work of Council in prevention, health promotion and community engagement activities.

The Plan provides direction for addressing key health issues under the priority areas of:

- Safe
- Healthy and Active
- Resilient and Supported
- Natural and Built Environments

Over the past year, Latrobe City Council has made significant strides in achieving the objectives outlined in our Municipal Public Health and Wellbeing Plan. Notable achievements include:

- Increased participation in community fitness programs, resulting in improved physical health. Support for disability access building projects, at nine locations, at sporting club

and community facilities and lighting upgrade projects to increase both perceived and genuine safety of outdoor public spaces.

- Sustainable practices leading to a cleaner environment and reduced carbon footprint. Ensuring that natural spaces are included in the planning stages of new developments, continued support of the Gunaikurnai Land and Waters Aboriginal Cooperation partnership.
- Strengthened community bonds through cultural events and initiatives including support of Welcome to Boorai 1000 Days program, LGBTQIA+ provide events, Positive Ageing Festival, Small Business Festival, Candlelight Vigil Event, Walk for Gender Equity Event, 16 Days of Activism Against Gender Based Violence.

Council is required to review its Municipal Health and Wellbeing Plan on a yearly basis, an implementation plan was developed for Year One to aid in informing the evaluation. The reporting process confirmed a satisfactory level of achievement and positive outcomes for our community. Of the 106 identified actions, 92 were completed and 10 are in progress, equating to an 87% completion rate (actions fully completed) and a 96% progression rate (actions completed or progressed).



Capturing Community Moments





Setting Our Direction

Each year, Latrobe City Council reviews its four-year business plans, setting out activities and objectives that align with the strategic directions of the Council Plan.

Delivering on the objectives of the Council Plan is measured against the achievement of identified actions and a number of performance indicators that form part of the performance reporting process.

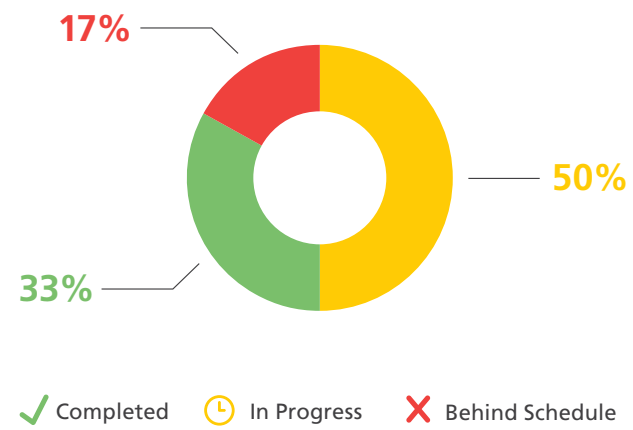
This process is outlined in the following Planning and Reporting Framework.



Council Report Card

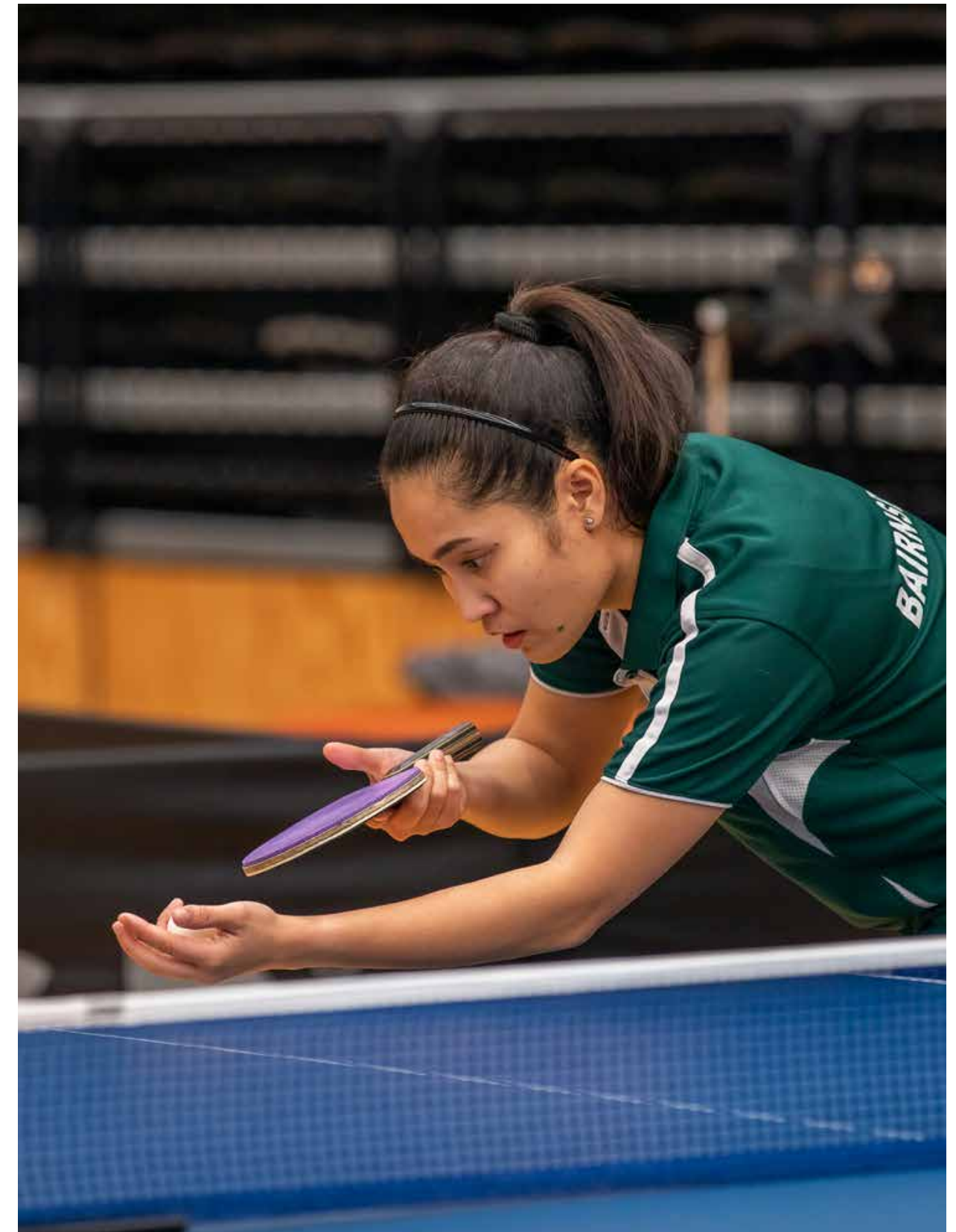
MAJOR INITIATIVES

Most significant annual actions included within the Latrobe City Council Annual Budget 2022/23. Measured by the delivery of listed projects.



OF THE 6 MAJOR INITIATIVES THE FOLLOWING SUMMARY IS PROVIDED:

Action	2022/23 Result
MI 01 Gippsland Logistics Precinct	🕒
MI 02 Kernot Hall upgrade	✗
MI 03 Performing Arts and Culture activities implementation	🕒
MI 04 Community Health & Wellbeing Plan	✓
MI 05 Supporting the GLaWAC natural resource management program from the Airlie Bank nursery	✓
MI 06 Moe Revitalisation Project – Stage 2	🕒



Local Government Performance Reporting Framework Indicators

The Local Government Performance Reporting Framework provides the foundation for standardising and strengthening performance measuring and reporting across the local government sector.

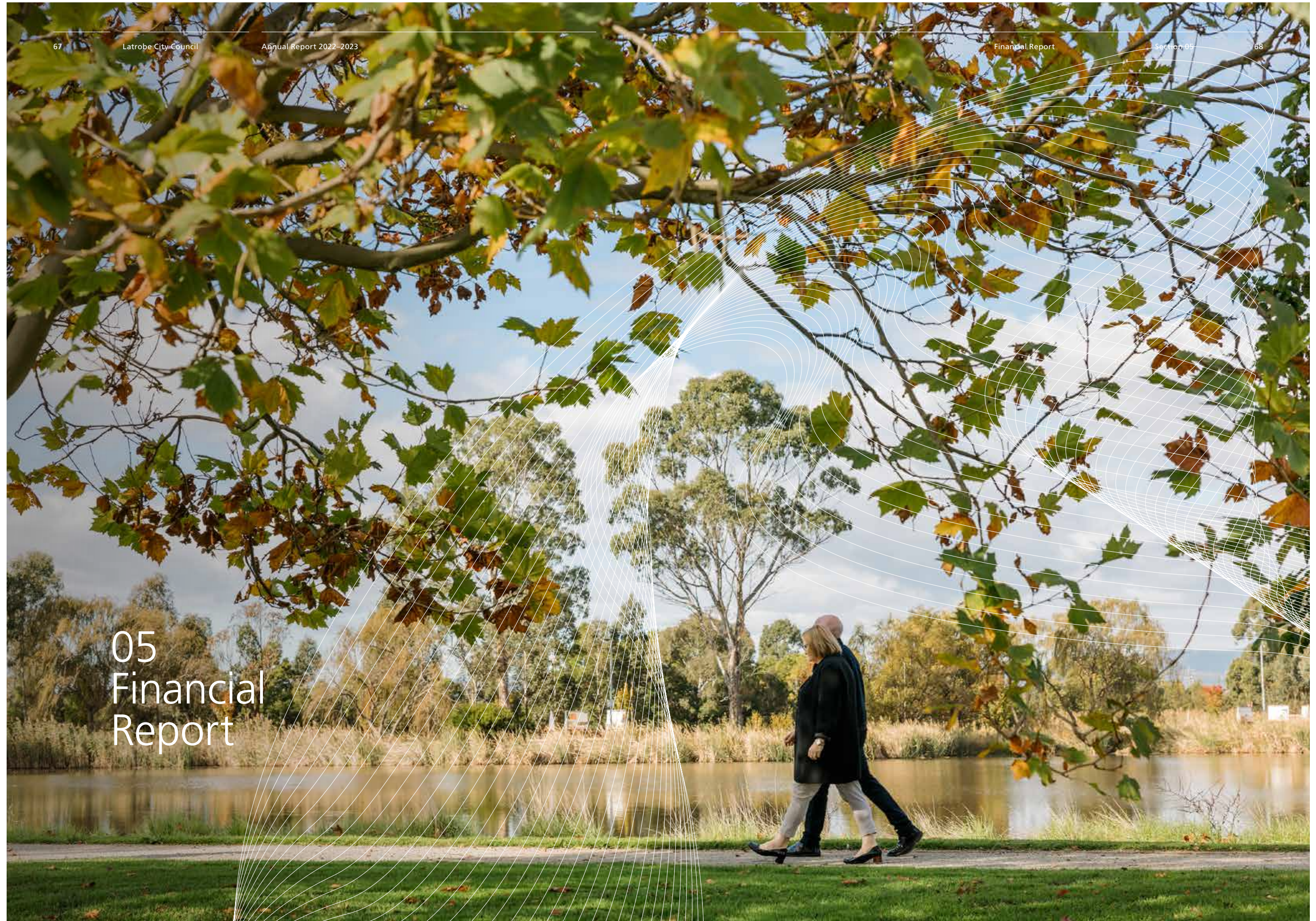
As a tool, the framework enables local communities to compare how their council has performed during the year against others.

Our Report of Operations and audited Performance Statement provide comparative performance data for 2022/23 and data trends for the last four years.

Ratepayers, residents and other stakeholders can compare our performance results against other large rural Victorian councils via the Know Your Council website www.knowyourcouncil.vic.gov.au

KPI	Measure	2022/23	2021/22	2020/21	2019/20	2018/19
AF2	Health inspections of aquatic facilities	2.20	0.60	1.00	1.00	2.00
AF6	Utilisation of aquatic facilities	5.39	3.17	2.39	3.59	4.92
AF7	Cost of aquatic facilities	\$5.75	\$9.10	\$10.46	\$7.19	-
AM1	Time taken to action animal management requests	2.08	1.92	1.49	2.27	2.69
AM2	Animals reclaimed	36.36%	40.05%	44.00%	42%	40%
AM5	Animals rehomed	28.48%	28.25%	29.28%	10.72%	-
AM6	Cost of animal management service per population	\$12.62	\$10.70	\$10.67	\$9.65	\$7.54
AM7	Animals management prosecutions	100%	100%	100%	100%	-
C1	Expenses per head of municipal population	\$2,003.71	\$2,018.54	\$1,844.30	\$1,804.54	\$1,812.98
C2	Infrastructure per head of municipal population	\$15,315.49	\$14,342.36	\$14,243.89	\$13,865.12	\$13,210.02
C3	Population density per length of road	50.86	52.53	52.46	45.66	45.92
C4	Own-source revenue per head of municipal population	\$1,447.70	\$1,349.74	\$1,279.87	\$1,356.27	\$1,325.92
C5	Recurrent grants per head of municipal population	\$444.32	\$445.60	\$361.42	\$375.31	\$352.82
C6	Relative Socio-Economic Disadvantage	1	1	1	1.00	1.00
C7	Staff turnover rate	13.15%	26.60%	17.24%	10.70%	12.46%
E2	Expenses per property assessment	\$3,894.22	\$3,896.48	\$3,612.97	\$3,518.91	\$3,534.00
E4	Average rate per property assessment	\$1,613.23	\$1,600.58	\$1,556.02	\$1,541.57	-
FS1	Time taken to action food complaints	1.86	2.24	\$3.14	2.18	1.64
FS2	Food safety assessments	151.13%	93.05%	118.67%	75.38%	130%
FS3	Cost of food safety service	\$566.76	\$488.02	\$403.48	\$383.59	\$343.00
FS4	Critical and major non-compliance outcome notifications	60.41%	39.79%	75.33%	63.12%	88.54%
G1	Council decisions made at meetings closed to the public	17.48%	13.38%	14.36%	20.09%	21.90%
G2	Satisfaction with community consultation and engagement	53.00	55.00	58.00	55.00	57.00
G3	Councillor attendance at Council meetings	93.16%	93.16%	97.78%	97.04%	94.15%
G4	Cost of governance	\$45,508.76	\$41,213.89	\$36,960.36	\$41,516.42	\$39,306.84
G5	Satisfaction with Council decisions	55.00	52.00	56.00	53.00	54.00
L1	Current assets compared to current liabilities	254.73%	259.47%	253.01%	267.49%	324.70%
L2	Unrestricted cash compared to current liabilities	-23.46%	7.62%	29.26%	25.13%	-71.18%

KPI	Measure	2022/23	2021/22	2020/21	2019/20	2018/19
LB1	Library collection usage	2.19	1.87	1.62	2.54	2.36
LB2	Standard of library collection	67.00%	34.92%	48.01%	49.94%	45.56%
LB4	Active library members	8.36%	9.06%	9.76%	10.31%	10.34%
LB5	Cost of library service per population	\$34.75	\$37.59	\$34.27	\$36.32	\$36.72
MC2	Infant enrolments in the MCH service	101.50%	101.11%	100.11%	101.15%	100.98%
MC3	Cost of the MCH service	\$101.11	\$98.52	\$79.39	\$80.56	\$80.39
MC4	Participation in the MCH service	71.66%	71.51%	74.51%	72.59%	70.48%
MC5	Participation in the MCH service by Aboriginal children	84.75%	82.45%	86.68%	76.04%	69.14%
MC6	Participation in first MCH home visit	94.92%	95.46%	92.23%	93.67%	-
O2	Loans and borrowings compared to rates	17.16%	17.90%	20.39%	12.72%	19.31%
O3	Loans and borrowings repayments compared to rates	2.06%	2.07%	1.24%	11.98%	2.91%
O4	Non-current liabilities compared to own source revenue	27.08%	25.97%	32.34%	24.74%	26.91%
O5	Asset renewal and upgrade compared to depreciation	104.03%	84.97%	82.71%	152.23%	-
OP1	Adjusted underlying surplus (or deficit)	-3.73%	-4.02%	-5.00%	-1.47%	-5.01%
R1	Sealed local road requests	100.26	114.30	76.68	37.85	34.56
R2	Sealed local roads maintained to condition standards	99.87%	99.69%	99.70%	99.98%	99.71%
R3	Cost of sealed local road reconstruction	\$226.24	\$79.13	\$132.18	\$155.75	\$104.92
R4	Cost of sealed local road resealing	\$15.68	\$14.98	\$13.00	\$11.25	\$11.68
R5	Satisfaction with sealed local roads	54.00	57.00	61.00	57.00	60.00
S1	Rates compared to adjusted underlying revenue	59.44%	57.53%	61.32%	60.11%	60.08%
S2	Rates compared to property values	0.48%	0.61%	0.66%	0.69%	0.69%
SP1	Time taken to decide planning applications	81.00	76.00	63.00	52.00	56.00
SP2	Planning applications decided within required time frames	88.02%	91.92%	95.04%	96.30%	95.57%
SP3	Cost of statutory planning service	\$2,946.68	\$2,080.37	\$1,991.09	\$2,514.72	\$2,477.90
SP4	Council planning decisions upheld at VCAT	100%	0%	0%	40.00%	40.00%
WC1	Kerbside bin collection requests	139.09	142.41	146.11	148.12	126.63
WC2	Kerbside collection bins missed	2.84	2.58	2.90	3.16	2.80
WC3	Cost of kerbside garbage bin collection service	\$133.29	\$121.07	\$108.84	\$106.57	\$103.97
WC4	Cost of kerbside recyclables collection service	\$30.07	\$27.69	\$26.06	\$26.34	\$26.20
WC5	Kerbside collection waste diverted from landfill	49.33%	50.15%	49.17%	51.43%	52.08%



05 Financial Report

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Certification of the Financial Statements

In my opinion the accompanying financial statements have been prepared in accordance with the *Local Government Act 2020*, the *Local Government (Planning and Reporting) Regulations 2020*, Australian Accounting Standards and other mandatory professional reporting requirements.



Matthew Rogers CPA
Principal Accounting Officer
Dated: 02/10/2023
Morwell

In our opinion the accompanying financial statements present fairly the financial transactions of Latrobe City Council for the year ended 30 June 2023 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 2020* to certify the financial statements in their final form.



Cr Darren Howe
Councillor
Dated: 02/10/2023
Morwell



Cr Bradley Law
Councillor
Dated: 02/10/2023
Morwell



Steven Piasente
Chief Executive Officer
Dated: 02/10/2023
Morwell

Auditor-General's Report on Financial Report



Independent Auditor's Report

To the Councillors of Latrobe City Council

Opinion	<p>I have audited the financial report of Latrobe City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • balance sheet as at 30 June 2023 • comprehensive income statement for the year then ended • statement of changes in equity for the year then ended • statement of cash flows for the year then ended • statement of capital works for the year then ended • notes to the financial statements, including significant accounting policies • certification of the financial statements. <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the council as at 30 June 2023 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 4 of the <i>Local Government Act 2020</i>, the <i>Local Government (Planning and Reporting) Regulations 2020</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the financial report	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, the <i>Local Government Act 2020</i> and the <i>Local Government (Planning and Reporting) Regulations 2020</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

Auditor's responsibilities for the audit of the financial report

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors
- conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Comprehensive Income Statement

For the year ended
30 June 2023

	Note	2023 \$'000	2022 \$'000
Income / Revenue			
Rates and charges	3.1	89,109	85,023
Statutory fees and fines	3.2	2,741	2,872
User fees	3.3	12,307	11,257
Grants - operating	3.4	35,860	43,292
Grants - capital	3.4	8,735	13,101
Contributions - monetary	3.5	1,237	872
Contributions - non monetary	3.5	16,707	16,080
Other income	3.6	8,193	3,639
Total income / revenue		174,889	176,136
Expenses			
Employee costs	4.1	(61,039)	(62,516)
Materials and services	4.2	(46,385)	(46,196)
Depreciation	4.3	(30,213)	(29,087)
Amortisation - intangible assets	5.2	(497)	(93)
Amortisation - right-of-use assets	5.8	(77)	(40)
Bad and doubtful debts - allowance for impairment losses		(9)	(62)
Borrowing costs		(285)	(305)
Finance costs - leases		(36)	(29)
Net loss on disposal of property, infrastructure, plant and equipment	4.9	(8,408)	(9,645)
Landfill rehabilitation provision movement	5.5	(2,839)	(1,166)
Other expenses	4.10	(5,712)	(4,585)
Total expenses		(155,500)	(153,724)
Surplus/ (deficit) for the year		19,389	22,412
Other Comprehensive Income			
ITEMS THAT WILL NOT BE RECLASSIFIED TO SURPLUS OR DEFICIT IN FUTURE PERIODS			
Net asset revaluation increment/(decrement)	6.1	83,301	54,147
Total other comprehensive result		83,301	54,147
Total comprehensive result		102,690	76,559

The above comprehensive income statement should be read in conjunction with the accompanying notes.

Balance Sheet

As at 30 June 2023

	Note	2023 \$'000	2022 \$'000
Assets			
Current Assets			
Cash and cash equivalents	5.1	24,181	27,825
Trade and other receivables	5.1	4,613	5,913
Other financial assets	5.1	95,000	80,000
Prepayments	5.2	1,443	1,154
Accrued income	5.2	3,418	5,650
Total current assets		128,655	120,542
Non-Current Assets			
Trade and other receivables	5.1	4	10
Other financial assets	5.1	2	2
Property, infrastructure, plant and equipment	6.1	1,447,440	1,347,937
Right-of-use assets	5.8	1,221	700
Intangible assets	5.2	2,335	-
Total non-current assets		1,451,002	1,348,649
Total assets		1,579,657	1,469,191
Liabilities			
Current Liabilities			
Trade and other payables	5.3	14,835	10,436
Trust funds and deposits	5.3	5,447	5,182
Unearned income/revenue	5.3	10,720	13,174
Provisions	5.5	16,240	16,076
Interest-bearing liabilities	5.4	3,127	1,570
Lease liabilities	5.8	137	19
Total current liabilities		50,506	46,457
Non-Current Liabilities			
Provisions	5.5	17,124	12,334
Interest-bearing liabilities	5.4	12,163	13,645
Lease liabilities	5.8	1,132	713
Total non-current liabilities		30,419	26,692
Total liabilities		80,925	73,149
Net assets		1,498,732	1,396,042
Equity			
Accumulated surplus		849,159	831,565
Reserves	9.1	649,573	564,477
Total equity		1,498,732	1,396,042

The above balance sheet should be read in conjunction with the accompanying notes.

Statement of Changes in Equity

For the year ended
30 June 2023

	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2023					
Balance at beginning of the financial year		1,396,042	831,565	558,993	5,484
Surplus for the year		19,389	19,389	-	-
Net asset revaluation increment	6.2	83,301	-	83,301	-
Transfers to other reserves	9.1	-	(1,909)	-	1,909
Transfers from other reserves	9.1	-	114	-	(114)
Balance at end of the financial year		1,498,732	849,159	642,294	7,279
2022					
Balance at beginning of the financial year		1,319,483	810,012	504,846	4,625
Surplus for the year		22,412	22,412	-	-
Net asset revaluation decrement	6.1	54,147	-	54,147	-
Transfers to other reserves	9.1	-	(871)	-	871
Transfers from other reserves	9.1	-	12	-	(12)
Balance at end of the financial year		1,396,042	831,565	558,993	5,484

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 2023

	Note	2023 \$'000	2022 \$'000
Cash Flows from Operating Activities			
Rates and charges		90,578	83,503
Statutory fees and fines		2,743	2,896
User fees		12,918	12,276
Grants - operating		32,235	41,227
Grants - capital		13,429	14,975
Contributions - monetary		1,243	872
Interest received		2,909	1,001
Trust funds and deposits taken		13,818	14,147
Other receipts		4,169	2,841
Net GST refund/ (payment)		4,151	3,697
Employee costs		(63,373)	(61,617)
Materials and services		(50,070)	(55,857)
Short-term, low value and variable lease payments		(152)	(97)
Trust funds and deposits repaid		(13,553)	(12,744)
Other payments		(5,472)	(3,830)
Net cash provided by operating activities	9.2	45,573	43,290
Cash Flows from Investing Activities			
Payments for property, infrastructure, plant and equipment		(34,474)	(44,681)
Proceeds from sale of property, infrastructure, plant and equipment		555	336
Payments for investments		(145,000)	(165,000)
Proceeds from sale of investments		130,000	155,800
Loans and advances made		-	(11)
Payments of loans and advances		5	5
Net cash used in investing activities		(48,914)	(53,551)
Cash Flows from Financing Activities			
Finance costs		(281)	(303)
Proceeds from borrowings		1,635	-
Repayment of borrowings		(1,559)	(1,459)
Interest paid - lease liability		(36)	(29)
Repayment of lease liabilities		(62)	(28)
Net cash used in financing activities		(303)	(1,819)
Net increase/ (decrease) in cash and cash equivalents		(3,644)	(12,080)
Cash and cash equivalents at the beginning of the financial year		27,825	39,905
Cash and cash equivalents at the end of the financial year		24,181	27,825
Financing arrangements	5.6		

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 2023

	Note	2023 \$'000	2022 \$'000
Property			
Land		-	234
Total land		-	234
Buildings		6,857	16,990
Heritage buildings		-	-
Total buildings		6,857	16,990
Total property		6,857	17,224
Plant and Equipment			
Plant, machinery and equipment		3,049	1,584
Fixtures, fittings and furniture		131	358
Computers and telecommunications		1,058	305
Art collection		13	24
Total plant and equipment		4,251	2,271
Infrastructure			
Roads		19,273	13,219
Bridges		581	857
Footpaths and cycleways		1,223	1,617
Drainage		313	615
Recreational, leisure and community facilities		10	30
Waste management		430	3,457
Parks, open space and streetscapes		3,470	866
Off street car parks		1,318	180
Other infrastructure		1,252	1,325
Total infrastructure		27,870	22,166
Total capital works expenditure		38,978	41,661
Represented by:			
New asset expenditure		7,340	16,945
Asset renewal expenditure		28,317	22,272
Asset expansion expenditure		207	-
Asset upgrade expenditure		3,114	2,444
Total capital works expenditure	2.1.2	38,978	41,661

The above Statement of Capital Works should be read in conjunction with the accompanying notes.

Notes to the Financial Statement

For the year ended
30 June 2023

Note 1: Overview

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 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The Council is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a not-for-profit entity under the Australian Accounting Standards.

Significant Accounting Policies

Basis of Accounting

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported. Accounting policies applied are disclosed in sections where the related balance or financial statement matter is disclosed.

The accrual basis of accounting has been used in the preparation of these financial statements, except for the cash flow information, 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.

The financial statements are based on the historical cost convention unless a different measurement basis is specifically disclosed in the notes to the financial statements.

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.

The financial statements have been prepared on a going concern basis. The financial statements are in Australian dollars. The amounts presented in the financial statements have been rounded to the nearest thousand dollars unless otherwise specified. Minor discrepancies in tables between totals and the sum of components are due to rounding.

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 6.1)

- The determination of depreciation for buildings, infrastructure, plant and equipment (refer to note 6.1)
- 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.
- 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.

Goods and Services Tax (GST)

Income and expenses are recognised net of the amount of associated GST. Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Note 2: Analysis of Our Results

2.1 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 2020* 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 6 June 2022. 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 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

2.1.1 Income / Revenue and Expenditure

	Budget 2023 \$'000	Actual 2023 \$'000	Variance \$'000	Variance %	Ref
Income / Revenue					
Rates and charges	88,619	89,109	490	1%	1
Statutory fees and fines	2,710	2,741	31	1%	
User fees	10,712	12,307	1,595	15%	2
Grants - operating	24,462	35,860	11,398	47%	3
Grants - capital	5,300	8,735	3,435	65%	4
Contributions - monetary	90	1,237	1,147	1274%	5
Contributions - non monetary	4,070	16,707	12,637	310%	6
Other income	3,350	8,193	4,843	145%	7
Total income / revenue	139,313	174,889	35,576	26%	
Expenses					
Employee costs	59,303	61,039	(1,736)	(3%)	8
Materials and services	39,708	46,385	(6,677)	(17%)	9
Bad and doubtful debts - allowance for impairment losses	4	9	(5)	(125%)	
Depreciation	31,782	30,213	1,569	5%	10
Amortisation - Intangible assets	733	497	236	32%	11
Amortisation - Right-of-use assets	38	77	(39)	(103%)	12
Borrowing costs	421	285	136	32%	13
Finance Costs - Leases	27	36	(9)	(33%)	
Net loss on disposal of property, infrastructure, plant and equipment	-	8,408	(8,408)	100%	14
Other expenses	4,090	5,712	(1,622)	(40%)	15
Landfill provision movement	-	2,839	(2,839)	100%	16
Total expenses	136,106	155,500	(19,394)	(14%)	
Surplus/ (deficit) for the year	3,207	19,389	16,182	505%	

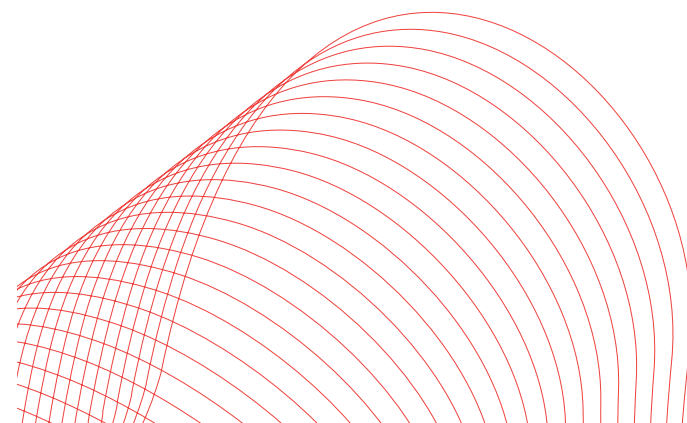
(i) Explanation of material variations - Income and Expenditure

Ref	Item	Explanation
1	RATES AND CHARGES	Outcome: Favourable \$490K 1% Higher than expected growth in Council's rates revenue is primarily a result of additional revenue from supplementary valuations associated with new subdivisions, property improvements and additional waste services.
2	USER FEES	Outcome: Favourable \$1,595K 15% Favourable landfill gate fees \$709K largely due to a temporary increase in waste due to another landfill temporarily restricting their commercial waste intake, increased rates debt collection fee cost recovery \$291K, higher than anticipated subdivision supervision fees \$277K, Leisure Facility fees \$89K and Performing Arts income \$88K as a result of increased activity.
3	GRANTS - OPERATING	Outcome: Favourable \$11,398K 47% The favourable variance is mainly due to the Federal government decision to advance 100% of the 2023/24 Victorian Grants Commission Financial Assistance Grants (FAGS) which is \$4,147K more than budget, additionally FAGS grants received were \$1,316K higher than expected. In addition a number of unbudgeted/increased grants were received e.g. emergency management and recovery \$1,875K and pre school programs \$1,762K.
4	GRANTS - CAPITAL	Outcome: Favourable \$3,435K 65% The favourable variance is largely due to unbudgeted grants received for Local Roads and Community Infrastructure (LRCI) program projects \$2,489K, Regional Carpark fund \$1,254K, Federal Blackspot funding \$439K, Parklands Pre School refurbishment \$0.376K, Agrilinks funding for Flynn Creek Road \$350K, Public Wifi \$348K. These variances have been partially offset by timing variances in the recognition of grants for the Gippsland Logistic Precinct \$2,473K with the funding now expected to be recognised in future financial years.
5	CONTRIBUTIONS - MONETARY	Outcome: Favourable \$1,147K 1274% The favourable variance is mainly due to the higher than expected receipt of contributions for developer contribution plans (DCPs) \$638K, public open space \$256K, future infrastructure \$213K and other works associated with new property subdivision development.
6	CONTRIBUTIONS - NON MONETARY	Outcome: Favourable \$12,637K 310% Council receives non-monetary contributions of land and infrastructure from property developers. It is difficult to predict the annual level of contributions as they are realised at the time the subdivision statement of compliance is received. This year saw a higher than expected level of development activity which resulted in higher contributions.
7	OTHER INCOME	Outcome: Favourable \$4,843K 145% Increasing interest rates and higher than expected funds available for investment led to a favourable variance of \$3,479K in investment income. Other favourable variances were received for unbudgeted insurance proceeds \$628K and various other reimbursements received \$658K.
8	EMPLOYEE COSTS	Outcome: Unfavourable \$1,736K 3% The unfavourable variance is mainly due to increased long service leave accrued expenditure as a result of increasing indexation rates associated with higher wage inflation across the industry which impacts the liability provision \$1,231K. Other factors include increased costs of additional positions that were funded by unbudgeted government grants and initiatives e.g. Emergency Management \$808K, Family Services \$743K and Creative Arts & Venues \$412K. These items have been partially offset by a lower than expected workcover premium \$777K and other savings related to positions that were vacant for part of the year.
9	MATERIALS AND SERVICES	Outcome: Unfavourable \$6,677K 17% The variance is predominantly a result of expenditure funded from unbudgeted government grants and income received in previous financial years e.g. LRCI program projects \$1,858K (including the McNairn Road pedestrian railway crossing \$773K). Other factors include higher than expected costs/demand for Transfer Stations \$703K, Hard Waste Collection \$462K, Kerbside waste collection \$463K, Debt Collections costs \$327K, fuel \$254K and gas \$151K.

Note 2: Analysis of Our Results (cont.)

(i) Explanation of material variations - Income and Expenditure (cont.)

Ref	Item	Explanation		
10	DEPRECIATION	Outcome: Favourable	\$1,569K	5%
		The favourable variance is mainly in the Buildings category (\$2,255K) due to an overestimation of the impact of recent large capital projects on depreciation together with the later than expected opening of cell 6 at the Hyland Highway landfill facility \$512K. Partially offsetting this are higher levels of infrastructure depreciation largely as a result of unbudgeted gifted assets and new and upgraded infrastructure funded from government grants increasing the depreciable value of assets over the past two years.		
11	AMORTISATION - INTANGIBLE ASSETS	Outcome: Favourable	\$236K	32%
		Variance mainly due to the later than expected opening of Landfill cell 6 as a result of cell 5 still having unused capacity.		
12	AMORTISATION - RIGHT-OF-USE ASSETS	Outcome: Unfavourable	\$39K	103%
		New lease entered for Leisure fitness equipment which was not factored in to the adopted budget calculations.		
13	BORROWING COSTS	Outcome: Favourable	\$136K	32%
		Lower loan repayments due to a lower than expected interest rate received and the delay in drawdown of loan funds for the Moe Revitalisation Project Stage 2 and Kernot Hall Refurbishment works.		
14	NET LOSS ON DISPOSAL OF PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT	Outcome: Unfavourable	\$8,408K	100%
		The variation is associated with the write down of the residual value of assets renewed as part of the capital works program. This process was not allowed for in to the 2022/23 budget due to the uncertainty in identifying the values and relates mainly to asset classes of infrastructure (\$4,376K) and buildings (\$4,205K).		
15	OTHER EXPENSES	Outcome: Unfavourable	\$1,622K	40%
		The unfavourable variance is mainly due to higher than expected State Government landfill levies associated with increased levels of waste to landfill during the year (\$787K), together with grant funds paid out for the externally funded Cleanup and Storm Resilience in Gippsland program \$599K and the expensing of items from opening Capital Works in Progress (\$306K) due to them not meeting Council's capitalisation criteria.		
16	LANDFILL PROVISION MOVEMENT	Outcome: Unfavourable	\$2,839K	100%
		An internal annual review of the expected costs to rehabilitate Council's existing and legacy landfill sites has resulted in an increase in the required provision. The main factors are increasing costs and additional works required as a result of EPA notices and audits undertaken. At the time the 2022/23 budget was formulated it was not anticipated that there would be a movement in this provision.		



	Budget 2023 \$'000	Actual 2023 \$'000	Variance \$'000	Variance %	Ref
2.1.2 Capital Works					
Property					
Buildings	5,563	6,857	(1,294)	(23%)	1
Total buildings	5,563	6,857	(1,294)	(23%)	
Total property	5,563	6,857	(1,294)	(23%)	
Plant and Equipment					
Plant, machinery and equipment	2,391	3,049	(658)	(28%)	2
Fixtures, fittings and furniture	70	131	(61)	(87%)	3
Computers and telecommunications	600	1,058	(458)	(76%)	4
Art collection	15	13	2	13%	
Total plant and equipment	3,076	4,251	(1,175)	(38%)	
Infrastructure					
Roads	15,440	19,273	(3,833)	(25%)	5
Bridges	415	581	(166)	(40%)	6
Footpaths and cycleways	1,155	1,223	(68)	(6%)	
Drainage	1,784	313	1,471	82%	7
Recreational, leisure and community facilities	73	10	63	86%	8
Waste management	550	430	120	22%	9
Parks, open space and streetscapes	7,930	3,470	4,460	56%	10
Off street car parks	455	1,318	(863)	(190%)	11
Other infrastructure	3,600	1,252	2,348	65%	12
Total infrastructure	31,402	27,870	3,532	11%	
Total capital works expenditure	40,041	38,978	1,063	3%	
Represented by:					
New asset expenditure	12,020	7,340	4,680	39%	13
Asset renewal expenditure	20,098	28,317	(8,219)	(41%)	14
Asset expansion expenditure	-	207	(207)	100%	15
Asset upgrade expenditure	7,923	3,114	4,809	61%	16
Total capital works expenditure	40,041	38,978	1,063	3%	

(i) Explanation of material variations - Capital Works

Ref	Item	Explanation		
1	BUILDINGS	Outcome: Overspend	(\$1,294K)	23%
		<ul style="list-style-type: none"> TwinCity Archery Club Extension - jointly funded project carried forward from prior year (overspend \$610K) Refurbishment of Parklands Preschool - unbudgeted part grant funded project (overspend \$0.44M) Building renewal program carried forward from prior year (overspend \$436K) Gippsland Performing Arts centre funded from carry forward (overspend \$527K) Hazelwood South Reserve Change Pavillion funded from carry forwards and grants (overspend \$200K) Kernot Hall Refurbishment to be carried over to the next financial year (underspend \$1,194K) 		
2	PLANT, MACHINERY AND EQUIPMENT	Outcome: Overspend	(\$658K)	28%
		Acquisition of Landfill Compactor funded from carry forwards from previous years due to delivery delays (\$536K)		
3	FIXTURES, FITTINGS AND FURNITURE	Outcome: Overspend	(\$61K)	87%
		Office chair and desk replacement funded from carry forwards and budget reallocations (\$61K)		

Note 2: Analysis of Our Results (cont.)

(i) Explanation of material variations - Capital Works (cont.)

Ref	Item	Explanation		
4	COMPUTERS AND TELECOMMUNICATIONS	Outcome: Overspend • Free Public WiFi Services. A grant funded project delivered across multiple years (\$347K) • Photocopier replacement funded from carry forwards (\$111K)	(\$458K)	76%
5	ROADS	Outcome: Overspend • Landslip Reconstruction. Unbudgeted works largely funded from Disaster Recovery grants (overspend \$8,397K) • Nation Building Blackspot Program - unbudgeted government funded projects (overspend \$452K) • Flynn's Creek Road Stage 3 - unbudgeted government funded project (overspend \$414K) • Signalised Intersection - Maffra/Marshalls Rd. Delay in commencement (underspend \$4,925K) • Road Rehabilitation Program - Scrubby Lane works carried over to 2023/24 (underspend \$1,055K)	(\$3,833K)	25%
6	BRIDGES	Outcome: Overspend • Mathison Park Boardwalk renewal. Fully funded grant project (\$94K)	(\$166K)	40%
7	DRAINAGE	Outcome: Underspend • Minor Drainage - Upgrade and New Program partly carried forward to future years (\$992K)	\$1,471K	82%
8	RECREATIONAL, LEISURE AND COMMUNITY FACILITIES	Outcome: Underspend • Cricket Nets Duncan Cameron Memorial Park project carried over to 2023/24 (\$74K)	\$63K	86%
9	WASTE MANAGEMENT	Outcome: Underspend • Leachate Pond Construction Hyland Highway carried over to 2023/24 (\$345K)	\$120K	22%
10	PARKS, OPEN SPACE AND STREETSCAPES	Outcome: Underspend • Moe Revitalisation Project Stage 2 (\$4,694K). Project will carry over to the next financial year.	\$4,460K	56%
11	OFF STREET CAR PARKS	Outcome: Overspend • Regional Car Parks grant funded program (\$1,254K)	(\$863K)	190%
12	OTHER INFRASTRUCTURE	Outcome: Underspend • Gippsland Logistics Precinct and Intermodal Freight Terminal (\$2,427K). Grant funded multiple year project that will carry over to 2023/24.	\$2,348K	65%
13	NEW ASSET EXPENDITURE	Outcome: Underspend • Moe Revitalisation Project Stage 2 (underspend \$4,694K). Project will carry over to the next financial year. • Gippsland Logistics Precinct and Intermodal Freight Terminal (underspend \$2,427K). Grant funded multiple year project that will carry forward to 2023/24. • Regional Car Parks unbudgeted grant funded program (overspend \$1,254K)	\$4,680K	39%
14	ASSET RENEWAL EXPENDITURE	Outcome: Overspend • Unbudgeted Landslip Reconstruction largely funded from Disaster Recovery grants (overspend \$8,397K) • Road Rehabilitation Program - Scrubby Lane rehabilitation works carried over to 2023/24 (underspend \$1,055K)	(\$8,219K)	41%
15	ASSET EXPANSION EXPENDITURE	Outcome: Overspend • Hazelwood South Reserve Change Pavilion (\$200K). A jointly funded project carried forward from prior year.	(\$207K)	100%
16	ASSET UPGRADE EXPENDITURE	Outcome: Underspend • Signalised Intersection - Maffra/Marshalls Rd. Delay in commencement (underspend \$4,925K) • Kernot Hall Refurbishment (underspend \$1,194K) to be carried over to the next financial year • TwinCity Archery Club Extension - jointly funded project carried forward from prior year (overspend \$610K)	\$4,809K	61%

2.2 Analysis of Council Results by Program

Council delivers its functions and activities through the following programs.

2.2.1

OFFICE OF THE CHIEF EXECUTIVE

- Office of the Chief Executive
- Mayoral and Council Support and Operations

CAPITAL WORKS PROGRAM

- Capital Works Program (includes items not capitalised, excludes Latrobe Valley Sports and Community Initiative and Waste and Landfill capital works)

REGIONAL CITY PLANNING AND ASSETS

- City Assets (Engineering Services, Asset Planning, Capital Works, Building Projects and Maintenance and Recreation and Open Space Planning)
- City Presentation (Infrastructure Maintenance, Open Space Maintenance and Recreation Liaison and Reserve Maintenance)
- Environment
- Regional City Planning

REGIONAL CITY STRATEGY AND TRANSITION

- Engagement and Customer Focus
- Economic Investment and Transition
- Business and Industry Development
- Governance
- Advocacy and Transition

COMMUNITY HEALTH AND WELLBEING

- Active Communities and Partnerships (Active and Liveable Communities, Libraries and Leisure Facilities)
- Creative Venues, Events and Tourism
- Safe Communities (Building Services, Health Services, Local Laws and Legal Proceedings)
- Family Services (Regional Assessment Service, Pre Schools and Childcare, Family Health and Development)
- Emergency Management

ORGANISATIONAL PERFORMANCE

- Financial Support
- People and Culture
- Business Improvement
- Property Operations

SUSTAINABILITY

- Landfill Services
- Waste and Recycling
- Litter Bins
- Sustainability Rates and Charges

OTHER OPERATING

- Other unattributable items e.g. Loan interest, unattributable cash and investments and sundry receivables. A surplus is expected to be generated to fund repayment of loan principal

2.2.2 Summary of Income / Revenue, Expenses, Assets and Capital Expenses by Program

	Income / Revenue \$'000	Expenses \$'000	Surplus/ (deficit) \$'000	Grants incl. in income / revenue \$'000	Total Assets \$'000
2023					
Office of the Chief Executive	1,635	(1,744)	(109)	236	31
Regional City Strategy and Transition	10,290	(10,054)	236	1,600	31,452
Organisational Performance	15,407	(14,854)	553	2,629	8,954
Regional City Planning and Assets	67,786	(53,188)	14,598	11,553	1,139,693
Community Health and Wellbeing	50,596	(51,874)	(1,278)	19,575	241,356
Sustainability	19,593	(19,257)	336	143	36,092
Other Operating	127	264	391	-	68,428
Capital Works Program	9,455	(4,793)	4,662	8,859	53,651
	174,889	(155,500)	19,389	44,595	1,579,657
2022					
Office of the Chief Executive	1,591	(1,986)	(395)	256	38
Regional City Strategy and Transition	10,529	(11,328)	(799)	2,318	28,674
Organisational Performance	14,522	(16,403)	(1,881)	3,058	6,039
Regional City Planning and Assets	65,700	(56,210)	9,490	13,019	1,053,032
Community Health and Wellbeing	49,793	(49,077)	716	20,918	241,415
Sustainability	17,042	(13,534)	3,508	179	31,459
Major Recreation Projects	169	3	172	-	118
Other Operating	(17)	205	188	-	74,502
Capital Works Program	16,807	(5,394)	11,413	16,645	33,914
	176,136	(153,724)	22,412	56,393	1,469,191

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 those who contribute under a Payment in lieu of Rates scheme (power generators) or where a rating agreement is in place (Opal).

The valuation base used to calculate general rates for 2022/23 was \$18.504 billion (2021/22 was \$13.836 billion).

	2023 \$'000	2022 \$'000
General rates	58,617	56,104
Municipal charge	5,723	5,515
Garbage charge	14,089	12,865
EPA Victoria landfill levy	1,150	890
Supplementary rates and rates adjustments	1,087	1,527
Cultural and recreational	78	80
Revenue in lieu of rates	8,365	8,042
Total rates and charges	89,109	85,023

The date of the latest general revaluation for rating purposes within the municipal district was 1 January 2023, and the valuation will be first applied in the rating year commencing 1 July 2023.

Annual rates and charges are recognised as revenue when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice is issued.

3.2 Statutory Fees and Fines

	2023 \$'000	2022 \$'000
Infringement and costs	495	486
Land information certificates	93	89
Permits	882	1,031
Health registrations	480	411
Animal registrations	581	592
Other	210	263
Total Statutory fees and fines	2,741	2,872

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

	2023 \$'000	2022 \$'000
Aged and health services	9	1,833
Leisure centre and recreation	2,936	1,927
Child care/children's programs	4,151	3,759
Waste management services	3,345	2,552
Subdivision Supervision	477	479
Creative Arts and Venues	397	178
Other fees and charges	992	529
Total user fees	12,307	11,257
User fees by timing of revenue recognition		
User fees recognised over time	-	-
User fees recognised at a point in time	12,307	11,257
Total user fees	12,307	11,257

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	2023 \$'000	2022 \$'000
Commonwealth funded grants	23,365	31,091
State funded grants	21,230	25,302
Total grants received	44,595	56,393
(a) Operating Grants		
Recurrent – Commonwealth Government		
Financial assistance grant	18,608	18,719
Aged and disability programs	87	2,283
Employment facilitation	284	486
Family and children programs	68	56
Recurrent – State Government		
Preschools	7,046	5,286
Family and children programs	2,478	2,131
Maternal and child health	799	830
Aged and disability programs	2,095	1,507
Libraries	560	552
School crossing supervision	236	194
Arts programs	175	155
Environment sustainability	36	36
Community support and development programs	310	-
Total recurrent operating grants	32,782	32,235
Non-Recurrent – Commonwealth Government		
Recreational, Leisure and Community Facilities	-	1,769
Economic development	-	40
Events And International Relations	18	66
Employment Facilitation Programs	50	-
Other	-	23
Non-Recurrent – State Government		
Working for Victoria COVID19 Response	-	289
Recreational, Leisure and Community Facilities	124	1,577
Pre Schools	367	651
Economic development	107	846
Community support and development programs	129	119
Natural disaster recovery	-	5,009
Employment Facilitation Programs	-	75
Infrastructure Planning	-	35
Family and children programs	1	245
Events and International Relations	30	5
Aged and Disability	6	-
Emergency Management	1,683	-
Environment sustainability	197	-
Libraries	68	-
Maternal and child health	50	-
Strategic Planning	104	-
Other	144	308
Total non-recurrent operating grants	3,078	11,057
Total operating grants	35,860	43,292

Note 3: Funding for the Delivery of Our Services (cont.)

	2023 \$'000	2022 \$'000
(b) Capital Grants		
Recurrent – Commonwealth Government		
Roads to recovery program	1,700	1,700
Total recurrent capital grants	1,700	1,700
Non-Recurrent – Commonwealth Government		
Buildings	2,492	5,029
Roads	-	586
Recreation, leisure and community facilities	-	101
Parks, Open Spaces and Streetscapes	-	23
Bridges	-	210
Footpath and Cycleways	58	-
Non-Recurrent – State Government		
Buildings	1,996	2,453
Recreation, leisure and community facilities	-	19
Parks, Open Spaces and Streetscapes	-	724
Roads	789	1,536
Footpath and Cycleways	28	16
Offstreet Carparks	-	170
Other Infrastructure	1,672	534
Total non-recurrent capital grants	7,035	11,401
Total capital grants	8,735	13,101
Total grants	44,595	56,393

(c) Recognition of Grant Income

Before recognising funding from government grants as revenue the Council assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with AASB 15 Revenue from Contracts with Customers. When both these conditions are satisfied, the Council:

- identifies each performance obligation relating to revenue under the contract/agreement
- determines the transaction price
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfies its performance obligations, at the time or over time when services are rendered

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the Council applies AASB 1058 Income for Not-for-Profit Entities.

Grant revenue with sufficiently specific performance obligations is recognised over time as the performance obligations specified in the underlying agreement are met. Where performance obligations are not sufficiently specific, grants are recognised on the earlier of receipt or when an unconditional right to receipt has been established. Grants relating to capital projects are generally recognised progressively as the capital project is completed. The following table provides a summary of the accounting framework under which grants are recognised.

	2023 \$'000	2022 \$'000
Income recognised under AASB 1058 Income of Not-for-Profit Entities		
General purpose	18,608	18,719
Specific purpose grants to acquire non-financial assets	8,735	13,101
Other specific purpose grants	13,191	15,486
Revenue Recognised Under AASB 15 Revenue from Contracts with Customers		
Specific purpose grants	4,061	9,087
	44,595	56,393

(d) Unspent Grants Received on Condition That They be Spent in a Specific Manner	2023 \$'000	2022 \$'000
Operating		
Balance at start of year	6,526	3,948
Received during the financial year and remained unspent at balance date	6,800	6,037
Received in prior years and spent during the financial year	(4,215)	(3,459)
Balance at year end	9,111	6,526

Unspent grants are determined and disclosed on a cash basis.

3.5 Contributions

	2023 \$'000	2022 \$'000
Monetary	1,237	872
Non-monetary	16,707	16,080
Total contributions	17,944	16,952

Contributions of non-monetary assets were received in relation to the following asset classes

	2023 \$'000	2022 \$'000
Roads	4,033	3,012
Drainage	8,765	2,065
Land	3,187	7,985
Buildings	-	1,967
Footpaths	677	1,038
Other	45	13
Total non-monetary contributions	16,707	16,080

Monetary and non-monetary contributions are recognised as revenue at their fair value when Council obtains control over the contributed asset.

3.6 Other Income

	2023 \$'000	2022 \$'000
Interest	4,229	1,170
Contributions other	1,100	1,315
Sales	1,019	322
Other Rent	741	683
Insurance Claim Refunds	628	30
Rebates	332	96
Other	144	23
Total other income	8,193	3,639

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.

Note 4: The Cost of Delivering Services

4.1	2023 \$'000	2022 \$'000
(a) Employee Costs		
Salaries and wages	52,399	53,781
Workcover	587	1,054
Superannuation	5,367	5,210
Fringe benefits tax	253	250
Other	2,433	2,221
Total employee costs	61,039	62,516

Note 4: The Cost of Delivering Services (cont.)

(b) Superannuation

Council made contributions to the following funds:

	2023 \$'000	2022 \$'000
Defined Benefit Fund		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	245	263
Employer contributions payable at reporting date	-	-
	245	263
Accumulation Funds		
Employer contributions to Local Authorities Superannuation Fund (Vision Super)	4,541	4,352
Employer contributions payable at reporting date	581	595
	5,122	4,947
Total Superannuation	5,367	5,210

Refer to note 9.3 for further information relating to Council's superannuation obligations.

4.2 Materials and Services

	2023 \$'000	2022 \$'000
General maintenance	5,312	5,678
Domestic Rubbish Collection	3,983	3,636
Utilities	3,935	3,466
Other Contracts	3,807	5,017
Information technology	3,040	2,716
Office administration	2,694	2,356
Consultants	2,012	3,105
Hard Waste Collection	1,926	417
Transfer Stations	1,845	1,202
Insurance	1,412	1,285
Sporting Grounds and Facilities	1,396	765
Materials Recovery Facility	1,316	1,400
Finance and Legal Costs	1,224	571
Vehicle Expenses	1,219	1,046
Building maintenance	1,156	1,642
Cleaning	1,038	993
Management and Operation of Gippsland Regional Aquatic Centre	866	1,384
Green Waste Processing	797	796
Non-Council Asset works	773	-
Street Sweeping	742	557
Parks and Reserves	592	557
Litter Bins	454	443
Natural Disaster Recovery works	-	2,470
Other	4,846	4,694
Total materials and services	46,385	46,196

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

4.3 Depreciation

	2023 \$'000	2022 \$'000
Property	6,961	6,692
Plant, furniture and equipment	2,716	2,581
Infrastructure	20,536	19,814
Total depreciation and amortisation	30,213	29,087

Refer to note 5.2(b) and 6.2 for a more detailed breakdown of depreciation and amortisation charges.

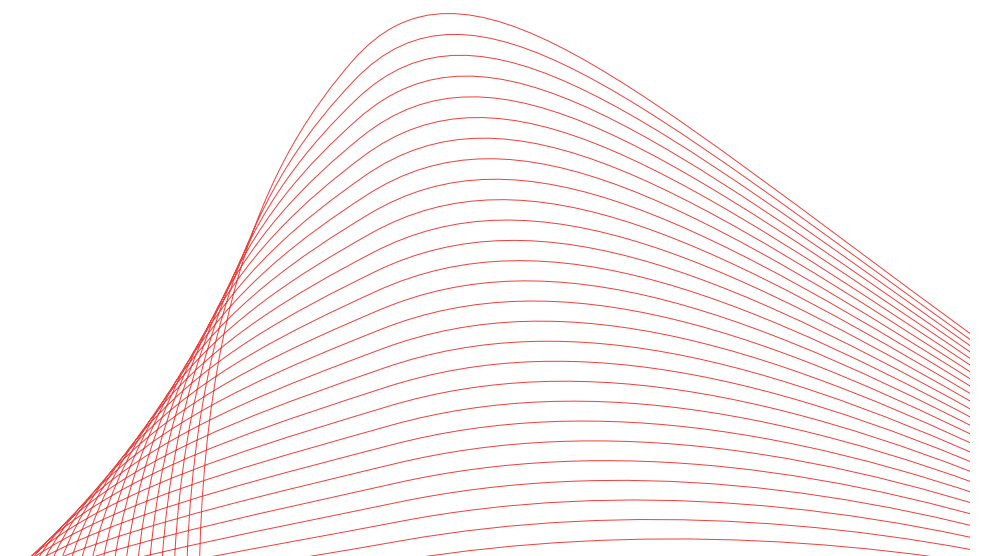
4.4 Net Gain/(Loss) on Disposal of Property, Infrastructure, Plant and Equipment

	2023 \$'000	2022 \$'000
Proceeds of sale	555	336
Write down value of assets disposed (sold/written off)	(4,150)	(1,428)
Write down value of assets disposed (asset renewal)	(4,813)	(8,553)
Total net gain/(loss) on disposal of property, infrastructure, plant and equipment	(8,408)	(9,645)

The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.

4.5 Other Expenses

	2023 \$'000	2022 \$'000
Auditors' remuneration - VAGO	92	85
Auditors' remuneration - Internal Audit	138	87
Audit other	19	78
Councillors' allowances	354	339
Operating lease rentals	138	88
Grants	1,790	1,156
Levies	2,875	1,944
Assets written-off / impaired	306	808
Total other expenses	5,712	4,585



Note 5: Our Financial Position

	2023 \$'000	2022 \$'000
5.1 Financial Assets		
(a) Cash and Cash Equivalents		
Cash on hand	11	11
Cash at bank	24,170	27,814
Total cash and cash equivalents	24,181	27,825
(b) Other Financial Assets		
Current		
Term Deposits - current (>90days)	95,000	80,000
Total current other financial assets	95,000	80,000
Non-Current		
Shares - non-current	2	2
Total non-current other financial assets	2	2
Total other financial assets	95,002	80,002
Total financial assets	119,183	107,827

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.

Other financial assets include term deposits and those with original maturity dates of three to 12 months are classified as current, whilst term deposits with maturity dates greater than 12 months are classified as non-current.

	2023 \$'000	2022 \$'000
(d) Trade and Other Receivables		
Current		
STATUTORY RECEIVABLES		
Rates debtors*	2,736	4,108
Health Registrations	-	1
Net GST receivable	897	1,167
NON-STATUTORY RECEIVABLES		
Loans and advances to community organisations	5	5
Other debtors	988	684
Provision for doubtful debts - other debtors	(13)	(52)
Total current trade and other receivables	4,613	5,913

*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.

	2023 \$'000	2022 \$'000
Non-Current		
NON-STATUTORY RECEIVABLES		
Loans and advances to community organisations	4	10
Total non-current trade and other receivables	4	10
Total trade and other receivables	4,617	5,923

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.

(e) Ageing of Receivables

The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:

	2023 \$'000	2022 \$'000
Current (not yet due)	560	350
Past due by up to 30 days	308	163
Past due between 31 and 60 days	30	53
Past due between 61 and 90 days	12	55
Past due by more than 90 days	74	26
Total trade and other receivables	984	647

(f) Ageing of Individually Impaired Receivables

At balance date, other debtors representing financial assets with a nominal value of \$13K (2022 \$52K) were impaired. The amount of the provision raised against these debtors was \$13K (2022 \$52K). 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.

	2023 \$'000	2022 \$'000
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	13	52
Total trade and other receivables	13	52

	2023 \$'000	2022 \$'000
5.2 Non-Financial Assets		
(a) Other Assets		
Prepayments	1,443	1,154
Accrued income	3,418	5,650
Total other assets	4,861	6,804
(b) Intangible Assets		
Landfill Air Space	2,335	-
Total intangible assets	2,335	-

Note 5: Our Financial Position (cont.)

	Software \$'000	Landfill Air Space \$'000	Total \$'000
Gross Carrying Amount			
Balance at 1 July 2022	1,147	18,422	19,569
Additions from internal developments	-	2,832	2,832
Other additions	-	-	-
Balance at 30 June 2023	1,147	21,254	22,401
Accumulated Amortisation and Impairment			
Balance at 1 July 2022	(1,147)	(18,422)	(19,569)
Amortisation Expense	-	(497)	(497)
Balance at 30 June 2023	(1,147)	(18,919)	(20,066)
Net Book Value at 30 June 2022	-	-	-
Net book value at 30 June 2023	-	2,335	2,335

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.

5.3 Payables, Trust Funds and Deposits and Unearned Income / Revenue

	2023 \$'000	2022 \$'000
(a) Trade and Other Payables		
Current		
NON-STATUTORY PAYABLES		
Trade Payables	12,500	5,927
Accrued Expenses	2,335	4,509
Total current trade and other payables	14,835	10,436
(b) Trust Funds and Deposits		
Current		
Refundable deposits	4,279	3,729
Fire Service Levy	627	811
Retention amounts	95	95
Other refundable deposits	446	547
Total current trust funds and deposits	5,447	5,182

	2023 \$'000	2022 \$'000
(c) Unearned income / revenue		
Current		
Grants received in advance - operating	-	3,819
Grants received in advance - capital	10,720	9,355
Total unearned income / revenue	10,720	13,174

Unearned income/revenue represents contract liabilities and reflect consideration received in advance from customers in respect of government grants. Unearned income/revenue are derecognised and recorded as revenue when promised goods and services are transferred to the customer (Refer to Note 3).

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 the fire services property 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 lapsing of time, these amounts will be paid to the relevant contractor in line with Council's contractual obligations.

5.4 Interest-Bearing Liabilities

	2023 \$'000	2022 \$'000
Current		
Treasury Corporation of Victoria Borrowings – Secured	2,613	967
Borrowings – Secured	514	603
Total current	3,127	1,570
Non-Current		
Treasury Corporation of Victoria Borrowings – Secured	6,104	7,082
Borrowings – Secured	6,059	6,563
Total non-current	12,163	13,645
Total interest-bearing loans and borrowings	15,290	15,215
All borrowings are secured over Council's Rate Revenue.		
The maturity profile for Council's borrowings is:		
Not later than one year	3,127	1,570
Later than one year and not later than five years	9,503	9,405
Later than five years	2,660	4,240
	15,290	15,215

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.

Note 5: Our Financial Position (cont.)

	Employee \$'000	Landfill Restoration \$'000	Total \$'000
5.5 Provisions			
2023			
Balance at Beginning of the Financial Year	12,745	15,665	28,410
Additional/(Reduced) Provisions	2,813	6,306	9,119
Amounts Used	(3,599)	(860)	(4,459)
Increase/ (Decrease) in the discounted amount arising because of time and effect of any change in the discount rate	929	(635)	294
Balance at the end of the financial year	12,888	20,476	33,364
PROVISIONS - CURRENT	11,518	4,722	16,240
PROVISIONS - NON-CURRENT	1,370	15,754	17,124
2022			
Balance at Beginning of the Financial Year	14,318	16,853	31,171
Additional/(Reduced) Provisions	4,987	1,563	6,550
Amounts Used	(5,861)	(2,354)	(8,215)
Increase/ (Decrease) in the discounted amount arising because of time and effect of any change in the discount rate	(699)	(397)	(1,096)
Balance at the end of the financial year	12,745	15,665	28,410
PROVISIONS - CURRENT	11,886	4,190	16,076
PROVISIONS - NON-CURRENT	859	11,475	12,334
		2023 \$'000	2022 \$'000
(a) Employee Provisions			
Current Provisions Expected to be Wholly Settled Within 12 months			
Annual leave		4,023	4,848
Long service leave		2,295	2,219
		6,318	7,067
Current Provisions Expected to be Wholly settled After 12 months			
Annual leave		304	366
Long service leave		4,897	4,453
		5,201	4,819
Total current employee provisions		11,518	11,886
Non-Current			
Long service leave		1,370	859
Total non-current employee provisions		1,370	859
Aggregate Carrying Amount of Employee Provisions			
Current		11,518	11,886
Non-Current		1,370	859
		12,888	12,745

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.

Annual Leave

A liability for annual leave is recognised in the provision for employee benefits as a current liability because the Council does not have an unconditional right to defer settlement of the liability. Liabilities for annual leave are measured at:

- nominal value if the Council expects to wholly settle the liability within 12 months
- present value if the Council does not expect to wholly settle within 12 months

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.

Long Service Leave

Liability for long service leave (LSL) is recognised in the provision for employee benefits. Unconditional LSL is disclosed as a current liability as the Council does not have an unconditional right to defer settlement. Unconditional LSL is measured at nominal value if expected to be settled within 12 months or at present value if not expected to be settled within 12 months. 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 and measured at present value.

	2023 \$'000	2022 \$'000
Key assumptions:		
• discount rate	4.06%	2.38%
• inflation rate	4.35%	2.70%
(b) Landfill restoration	2023 \$'000	2022 \$'000
Current	4,722	4,190
Non-Current	15,754	11,475
	20,476	15,665

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.

Council reviews the landfill restoration provision on an annual basis, including the key assumptions listed below.

	2023 \$'000	2022 \$'000
Key assumptions:		
• discount rate	3.64%	3.05%
• inflation rate	4.00%	4.00%

5.6 Financing Arrangements

The Council has the following funding arrangements in place as at 30 June.

	2023 \$'000	2022 \$'000
Bank overdraft	1,000	1,000
Credit card facilities	500	500
Treasury Corporation of Victoria facilities	17,082	18,048
Other facilities	6,574	7,167
Total facilities	25,156	26,715
Used facilities	15,401	15,290
Unused facilities	9,755	11,425

Note 5: Our Financial Position (cont.)

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 1yr \$'000	Later than 1yr and not later than 2yrs \$'000	Later than 2yrs and not later than 5yrs \$'000	Later than 5yrs \$'000	Total \$'000
(a) Commitments for Expenditure					
2023					
OPERATING					
Garbage Collection	2,051	-	-	-	2,051
Collection of Hard Waste	1,650	1,650	1,650	-	4,950
Recycling	1,555	-	-	-	1,555
Processing of Organic Waste	1,210	-	-	-	1,210
Cleaning contracts for Council buildings	1,161	-	-	-	1,161
Cleaning contracts for Council amenities/streets	1,158	704	1,848	-	3,710
Management and Operation of GRAC	820	820	-	-	1,640
Landfill	723	353	-	-	1,076
Software	326	-	-	-	326
Secretarial Support and Advocacy Services	136	-	-	-	136
Building Assets Condition Assessment	87	-	-	-	87
Total	10,877	3,527	3,498	-	17,902
CAPITAL CONSTRUCTION					
Streetscape	3,806	-	-	-	3,806
Buildings	3,570	-	-	-	3,570
Logistics Precinct and Intermodel Freight Terminal	3,215	-	-	-	3,215
Roads	1,627	-	-	-	1,627
Landfill	1,141	-	-	-	1,141
Off Street Carparks	740	-	-	-	740
Bridges	94	-	-	-	94
Total	14,193	-	-	-	14,193
2022					
OPERATING					
Recycling	2,754	-	-	-	2,754
Garbage collection	3,868	1,934	-	-	5,802
Processing of Organic Waste	957	-	-	-	957
Cleaning contracts for Council amenities/streets	1,147	139	-	-	1,286
Cleaning contracts for Council buildings	990	-	-	-	990
Landfill	677	550	-	-	1,227
Software	10	-	-	-	10
Management and Operation of GRAC	1,166	-	-	-	1,166
Building Assets Condition Assessment	72	-	-	-	72
Total	11,641	2,623	-	-	14,264

	Not later than 1yr \$'000	Later than 1yr and not later than 2yrs \$'000	Later than 2yrs and not later than 5yrs \$'000	Later than 5yrs \$'000	Total \$'000
CAPITAL CONSTRUCTION					
Buildings	796	-	-	-	796
Landfill	186	-	-	-	186
Other Infrastructure	21	-	-	-	21
Logistics Precinct and Intermodel Freight Terminal	3,787	-	-	-	3,787
Car Parks	1,156	-	-	-	1,156
Roads	733	-	-	-	733
Total	6,679	-	-	-	6,679

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.

Under AASB 16 Leases, Council as a not-for-profit entity has elected not to measure right-of-use assets at initial recognition at fair value in respect of leases that have significantly below-market terms.

Note 5: Our Financial Position (cont.)

	Property \$'000	Vehicles \$'000	Other, etc. \$'000	Total \$'000
Right-of-Use Assets				
Balance at 1 July 2022	700	-	-	700
Additions	43	57	498	598
Amortisation charge	(28)	(20)	(29)	(77)
Balance at 30 June 2023	715	37	469	1,221
Balance at 1 July 2021	670	14	-	684
Additions	56	-	-	56
Amortisation charge	(26)	(14)	-	(40)
Balance at 30 June 2022	700	-	-	700

	2023 \$'000	2022 \$'000
Lease Liabilities		
Maturity analysis - contractual undiscounted cash flows		
Less than one year	159	22
One to five years	516	112
More than five years	1,164	1,118
Total undiscounted lease liabilities as at 30 June	1,839	1,252

	2023 \$'000	2022 \$'000
Lease liabilities included in the Balance Sheet at 30 June		
Current	137	19
Non-Current	1,132	713
Total lease liabilities	1,269	732

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.

	2023 \$'000	2022 \$'000
Expenses relating to:		
Short-term leases	138	88
Leases of low value assets	-	-
Total	138	88
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:

	2023 \$'000	2022 \$'000
Payable:		
Within one year	-	3
Later than one year but not later than five years	1	1
Later than 5 years	3	4
Total lease commitments	4	8

Note 6: Assets We Manage

6.1 Property, Infrastructure, Plant and Equipment

	Carrying amount 30 June 2022 \$'000	Acquisitions \$'000	Contributions \$'000	Revaluation \$'000	Depreciation \$'000	Disposal \$'000	Transfers \$'000	Carrying amount 30 June 2023 \$'000
Land	255,680	-	3,187	-	-	-	-	258,867
Buildings	293,791	2,644	-	4,389	(6,961)	(4,206)	3,448	293,105
Plant and equipment	14,298	4,251	45	-	(2,716)	(381)	614	16,111
Infrastructure	765,192	10,636	13,475	78,912	(20,536)	(4,376)	11,400	854,703
Work in progress	18,976	21,447	-	-	-	(306)	(15,462)	24,655
	1,347,937	38,978	16,707	83,301	(30,213)	(9,269)	0	1,447,440

	Opening WIP \$'000	Additions \$'000	Transfers \$'000	Write offs \$'000	Closing WIP \$'000
Summary of Works in Progress					
Buildings	4,133	4,213	(3,891)	(33)	4,422
Infrastructure	14,843	17,234	(11,571)	(273)	20,233
Total	18,976	21,447	(15,462)	(306)	24,655

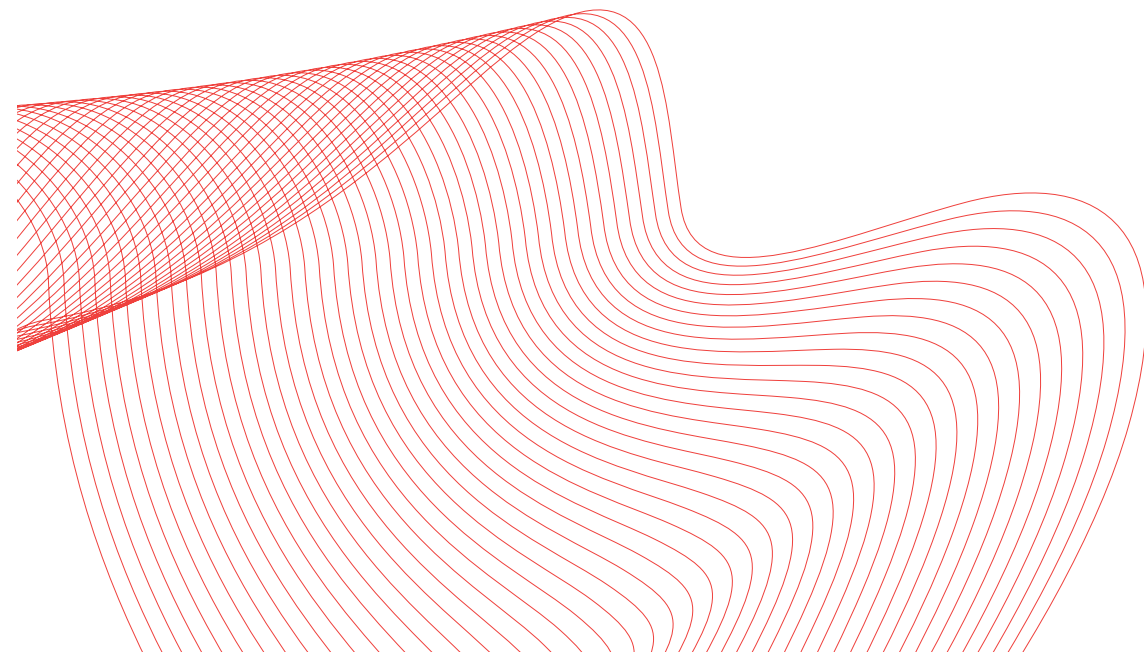
	Land specialised (incl. land under roads) \$'000	Land non- specialised \$'000	Total land \$'000	Buildings specialised \$'000	Total buildings \$'000	Work in progress \$'000	Total property \$'000
(a) Property							
At fair value 1 July 2022	172,683	82,998	255,681	379,871	379,871	4,133	639,684
Accumulated depreciation at 1 July 2022	-	-	-	(86,080)	(86,080)	-	(86,080)
	172,683	82,998	255,681	293,791	293,791	4,133	553,604

	Land specialised (incl. land under roads) \$'000	Land non- specialised \$'000	Total land \$'000	Buildings specialised \$'000	Total buildings \$'000	Work in progress \$'000	Total property \$'000
Movements in Fair Value							
Additions	-	-	-	2,645	2,645	4,213	6,858
Contributions	3,187	-	3,187	-	-	-	3,187
Revaluation	-	-	-	25,048	25,048	-	25,048
Disposal	-	-	-	(5,751)	(5,751)	-	(5,751)
Write-off	-	-	-	-	-	(33)	(33)
Transfers	-	-	-	3,448	3,448	(3,891)	(443)
	3,187	-	3,187	25,390	25,390	289	28,866

	Land specialised (incl. land under roads) \$'000	Land non- specialised \$'000	Total land \$'000	Buildings specialised \$'000	Total buildings \$'000	Work in progress \$'000	Total property \$'000
Movements in Accumulated Depreciation							
Depreciation and amortisation	-	-	-	(6,961)	(6,961)	-	(6,961)
Revaluation	-	-	-	(20,659)	(20,659)	-	(20,659)
Accumulated depreciation of disposals	-	-	-	1,545	1,545	-	1,545
	-	-	-	(26,075)	(26,075)	-	(26,075)
At fair value 30 June 2023	175,870	82,998	258,868	405,261	405,261	4,422	668,550
Accumulated depreciation at 30 June 2023	-	-	-	(112,155)	(112,155)	-	(112,155)
Carrying amount	175,870	82,998	258,868	293,106	293,106	4,422	556,395

Note 6: Assets We Manage (cont.)

	Plant machinery and equipment \$'000	Fixtures, fittings and furniture \$'000	Computers and telecomms \$'000	Art collection \$'000	Total plant and equipment \$'000
(b) Plant and Equipment					
At fair value 1 July 2022	20,104	2,196	7,442	3,938	33,680
Accumulated depreciation at 1 July 2022	(11,373)	(1,587)	(6,422)	-	(19,382)
	8,731	609	1,020	3,938	14,298
Movements in Fair Value					
Additions	2,962	202	1,073	13	4,250
Contributions	-	-	-	45	45
Revaluations	-	-	-	-	-
Disposal	(1,880)	-	-	-	(1,880)
Transfers	-	-	614	-	614
	1,082	202	1,687	58	3,029
Movements in Accumulated Depreciation					
Depreciation and amortisation	(1,982)	(114)	(619)	-	(2,715)
Accumulated depreciation of disposals	1,499	-	-	-	1,499
Contributions	-	-	-	-	-
	(483)	(114)	(619)	-	(1,216)
At fair value 30 June 2023	21,186	2,398	9,129	3,996	36,709
Accumulated depreciation at 30 June 2023	(11,856)	(1,701)	(7,041)	-	(20,598)
Carrying amount	9,330	697	2,088	3,996	16,111



	Roads \$'000	Bridges \$'000	Footpaths and cycleways \$'000	Drainage \$'000	Waste management \$'000	Parks open spaces and streetscapes \$'000	Aerodromes \$'000	Off street car parks \$'000	Recreation, leisure and community facilities \$'000	Work in progress \$'000	Total infrastructure \$'000
(c) Infrastructure											
At fair value 1 July 2022	743,053	52,539	100,261	237,401	10,251	10,436	4,928	10,674	23,362	14,843	1,207,748
Accumulated depreciation at 1 July 2022	(247,654)	(18,796)	(41,287)	(98,925)	(10,251)	(3,977)	(1,595)	(3,313)	(1,915)	-	(427,713)
	495,399	33,743	58,974	138,476	-	6,459	3,333	7,361	21,447	14,843	780,035
Movements in Fair value											
Additions	9,114	211	489	13	425	311	-	63	10	17,233	27,869
Contributions	4,033	-	677	8,765	-	-	-	-	-	-	13,475
Revaluations	78,376	6,712	10,737	25,581	-	1,724	-	1,088	-	-	124,218
Disposal	(6,680)	(95)	(342)	(42)	-	(153)	-	(743)	(127)	(273)	(8,455)
Transfers	5,544	277	686	68	3,532	362	-	488	443	(11,571)	(171)
	90,387	7,105	12,247	34,385	3,957	2,244	-	896	326	5,389	156,936
Movement in Accumulated Depreciation											
Depreciation and amortisation	(13,349)	(604)	(1,836)	(2,461)	(688)	(485)	(226)	(226)	(661)	-	(20,536)
Revaluations	(26,749)	(2,459)	(4,531)	(10,534)	-	(689)	-	(344)	-	-	(45,306)
Accumulated depreciation of disposals	3,307	11	173	2	-	84	-	223	6	-	3,806
	(36,791)	(3,052)	(6,194)	(12,993)	(688)	(1,090)	(226)	(347)	(655)	-	(62,036)
At fair value 30 June 2023	833,440	59,644	112,508	271,786	14,208	12,680	4,928	11,570	23,688	20,232	1,364,684
Accumulated depreciation at 30 June 2023	(284,445)	(21,848)	(47,481)	(111,918)	(10,939)	(5,067)	(1,821)	(3,660)	(2,570)	-	(489,749)
Carrying amount	548,995	37,796	65,027	159,868	3,269	7,613	3,107	7,910	21,118	20,232	874,935

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.

Note 6: Assets We Manage (cont.)

Asset Category	Depreciation period	Threshold limit \$'000
PROPERTY		
land	na	Nil
buildings	10-100 years	10.0
PLANT AND EQUIPMENT		
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
INFRASTRUCTURE		
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
INTANGIBLE ASSETS		
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.

Valuation of Land and Buildings

Valuation of land and buildings were undertaken by qualified independent valuers Gippsland Property Valuations (Registration number: 71139) 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 and type of the current valuation is detailed in the following table.

Details of the Council's land and buildings and information about the fair value hierarchy as at 30 June 2023 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation	Type of valuation
Land – Non specialised	-	82,998	-	Jun-2022	Full
Land – Specialised	-	-	175,870	Jun-2022	Full
Buildings – Specialised	-	-	293,106	Jun-2023	Full
Total	-	82,998	468,976		

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 and type of the current valuation is detailed in the following table.

The valuation is at fair value based on current replacement cost less accumulated depreciation as at the date of valuation. An indexed revaluation was conducted in the current year on most infrastructure classes, this revaluation was based on Rawlinson's Australian Construction Handbook. Full revaluations of these assets are scheduled to be conducted over the 2023/24 and 2024/25 financial years.

Details of the Council's infrastructure and information about the fair value hierarchy as at 30 June 2023 are as follows:

	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	Date of valuation	Type of valuation
Roads	-	-	548,995	Jun-2023	Index
Bridges	-	-	37,796	Jun-2023	Index
Footpaths and cycleways	-	-	65,027	Jun-2023	Index
Drainage	-	-	159,868	Jun-2023	Index
Recreational, Leisure and community facilities	-	-	21,118	Jun-2019	Full
Waste management	-	-	3,269	n/a	n/a
Parks, open space and streetscapes	-	-	7,613	Jun-2023	Index
Aerodromes	-	-	3,107	n/a	n/a
Off street car parks	-	-	7,910	Jun-2023	Index
Total	-	-	854,703		

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 \$951 per square metre

Specialised buildings are valued using a current 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 \$170 to \$7,595 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 current 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.

Note 6: Assets we manage (cont.)

	2023 \$'000	2022 \$'000
Reconciliation of Specialised Land		
Land under roads	31,245	31,143
Parks, reserves and other specialised land	144,625	141,540
Total specialised land	175,870	172,683

6.2 Investments in Associates, Joint Arrangements and Subsidiaries

(a) Associates and Joint Arrangements

Council had no investments in associates or joint arrangements in 2022/23 (2021/22 nil).

(b) Subsidiaries

Council had no subsidiaries in the 2022/23 financial year (2021/22 nil).

(c) Community Asset Committee

All entities controlled by Council that have material income, expenses, assets or liabilities, such as community asset committees, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

Note 7: People and Relationships

7.1 Council and Key Management Remuneration

(a) Related Parties

PARENT ENTITY
Latrobe City Council

Councillors	2023 No.	2022 No.
Councillor K O'Callaghan (Mayor)	1	1
Councillor D Clancey (Deputy Mayor)	1	1
Councillor S Gibson	1	1
Councillor D Harriman	1	1
Councillor D Howe	1	1
Councillor B Law	1	1
Councillor T Lund	1	1
Councillor G Middlemiss	1	1
Councillor M Ferguson	1	1
Total Number of Councillors	9	9

Details of KMP at any time during the year are:

Other KMP	2023 No.	2022 No.
Chief Executive Officer	1	1
General Manager Regional City Planning & Assets	1	1
General Manager Community Health and Wellbeing*	4	2
General Manager Regional City Strategy & Transition	1	1
General Manager Organisational Performance*	3	1
Executive Manager Office of the CEO**	1	1
Executive Manager Commonwealth Games*	2	-
Total Number of Chief Executive Officer and other KMP	13	7
Total Key Management Personnel	22	16

* Note: During the 2022/23 year, some KMP positions had multiple incumbents due to vacancies. These include General Manager Community Health and Wellbeing (4 incumbents), General Manager Organisational Performance (3 incumbents) and Executive Manager - Commonwealth Games (2 incumbents).

**The position of Executive Manager Office of the CEO was discontinued from 11 December 2022 and the new role of Executive Manager Commonwealth Games was created from 12 December 2022.

(c) Remuneration of Key Management Personnel

Remuneration comprises employee benefits including all forms of consideration paid, payable or provided by Council, or on behalf of the Council, in exchange for services rendered. Remuneration of Key Management Personnel and Other senior staff is disclosed in the following categories.

Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Other long-term employee benefits include long service leave, other long service benefits or deferred compensation.

Post-employment benefits include pensions, and other retirement benefits paid or payable on a discrete basis when employment has ceased.

Termination benefits include termination of employment payments, such as severance packages and unused Long Service Leave and Annual Leave entitlements.

Total remuneration of key management personnel was as follows:

	2023 \$'000	2022 \$'000
Short-term benefits	1,766	1,474
Other long-term benefits	44	32
Post employment benefits	144	108
Termination benefits	74	14
Total	2,029	1,628

The numbers of key management personnel whose total remuneration from Council and any related entities, fall within the following bands:

	2023 No.	2022 No.
\$0 - \$9,999	1	-
\$10,000 - \$19,999	1	-
\$20,000 - \$29,999	2	6
\$30,000 - \$39,999	5	2
\$40,000 - \$49,999	3	-
\$50,000 - \$59,999	-	1
\$60,000 - \$69,999	2	-
\$70,000 - \$79,999	-	1
\$90,000 - \$99,999	2	2
\$120,000 - \$129,999	1	-
\$170,000 - \$179,999	2	-
\$230,000 - \$239,999	1	-
\$240,000 - \$249,999	-	3
\$260,000 - \$269,999	1	-
\$340,000 - \$349,999	-	1
\$370,000 - \$379,999	1	-
Total	22	16

(d) Remuneration of other senior staff

Other senior staff are officers of Council, other than Key Management Personnel, whose total remuneration exceeds \$160,000 and who report directly to a member of the KMP. *

Total remuneration of other senior staff was as follows:

	2023 \$'000	2022 \$'000
Short-term benefits	2,306	2,663
Other long-term benefits	25	39
Post employment benefits	229	255
Termination benefits	-	-
Total	2,560	2,956

Note 7: People and Relationships (cont.)

The number of other senior staff are shown below in their relevant income bands:

Income Range	2023 No.	2022 No.
\$151,000 - \$159,999	-	8
\$160,000 - \$169,999	9	6
\$170,000 - \$179,999	2	4
\$180,000 - \$189,999	4	-
Total	15	18
Total remuneration for the reporting year for other senior staff included above, amounted to: (\$,000)	\$2,560	\$2,956

* Due to a definitional change the comparative figures in this note may not align with the previous year's annual report, which included disclosure of senior officers as defined in the Local Government Act 1989.

There were 3 fewer Senior Officers in 2023 than 2022, this was due to one role being discontinued and two other roles now falling below the threshold limits.

7.2 Related Party Disclosure

(a) Transactions with Related Parties

During the period Council entered into the following transactions with related parties:

	2023 \$'000	2022 \$'000
Purchase of materials and services from related parties of key management personnel	61	33
Total	61	33

(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.

Note 8: Managing Uncertainties

8.1 Contingent Assets and Liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed and if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable, respectively.

(a) Contingent Assets

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council.

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

Contingent liabilities are:

- possible obligations that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the Council; or
- present obligations that arise from past events but are not recognised because:
 - it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation; or
 - the amount of the obligation cannot be measured with sufficient reliability.

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 2023.

Latrobe City Council has paid unfunded liability payments to Vision Super totalling \$nil (2021/22 \$nil). There were \$nil contributions outstanding and \$nil loans issued from or to the above schemes as at 30 June 2023. The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2024 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 (2021/22 \$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 current 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.

On 4 November 2022 the EPA issued a notice to the CEO that they have revoked the Environmental Action Notice (EAN). The EPA appointed auditor provided an Environmental Audit Statement to the EPA prior to the revocation on their findings and recommendations. While the clean-up works associated with the EAN has been completed and resulted in the revocation, the recommendations by the auditor in their statement are to be adhered to. Among the recommendations is the implementation of the Groundwater

Quality Management Plan (GQMP) to be in force until March 2025. The GQMP requires Council to undertake ground water monitoring each year in March to determine if the residual contamination is changing in its risk profile. At the completion of monitoring the appointed auditor will determine if the GQMP needs to be updated or no longer required. It is important to note that if there is unexpected activity with the contamination where the auditor determines that the risk profile has increased, it could result in further clean up works or further monitoring.

(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 2023 reporting period. Council assesses the impact of these new standards. As at 30 June 2023 there were no new accounting standards or interpretations issued by the AASB which are applicable for the year ending 30 June 2024 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), bank and/or TCV 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.

Note 8: Managing Uncertainties (cont.)

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 made an favourable impact on the Council's year end result with an additional \$3.1M earned on cash and investments compared to the 2022 financial year.

(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 4.10%.

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. (For plant and equipment carrying amount is considered to approximate fair value given short useful lives). 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. The following table sets out the frequency of revaluations by asset class.

Where the assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except for 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.

Asset class	Revaluation Frequency
Land	3 to 5 years
Buildings	3 to 5 years
Roads	3 to 5 years
Bridges	3 to 5 years
Footpaths and cycleways	3 to 5 years
Drainage	3 to 5 years
Recreational, leisure and community facilities	3 to 5 years
Waste management	na
Parks, open space and streetscapes	3 to 5 years
Aerodromes	na

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.

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Note 9: Other Matters

9.1 Reserves

(a) Asset Revaluation Reserves

	Balance at beginning of reporting period	Increment/ (Decrement)	Balance at end of reporting period
	\$'000	\$'000	\$'000
2023			
PROPERTY			
Land	189,364	-	189,364
Buildings	110,489	4,389	114,878
	299,853	4,389	304,242
INFRASTRUCTURE			
Roads	117,377	51,627	169,004
Bridges	30,575	4,253	34,828
Footpaths and cycleways	18,205	6,206	24,411
Off street carparks	8,282	744	9,026
Drainage	79,047	15,047	94,094
Recreation, leisure and community facilities	1,159	-	1,159
Parks, open space and streetscapes	3,387	1,035	4,422
	258,032	78,912	336,944
OTHER			
Artworks	1,095	-	1,095
Other	13	-	13
	1,108	-	1,108
Total asset revaluation reserves	558,993	83,301	642,294
2022			
PROPERTY			
Land	135,217	54,147	189,364
Buildings	110,489	-	110,489
	245,706	54,147	299,853
INFRASTRUCTURE			
Roads	117,377	-	117,377
Bridges	30,575	-	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
	258,032	-	258,032
OTHER			
Artworks	1,095	-	1,095
Other	13	-	13
	1,108	-	1,108
Total asset revaluation reserves	504,846	54,147	558,993

The asset revaluation reserve is used to record the increased (net) value of Council's assets over time.

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	Balance at beginning of reporting period	Transfer from accumulated surplus	Transfer to accumulated surplus	Balance at end of reporting period
	\$'000	\$'000	\$'000	\$'000
(b) Other Reserves				
2023				
Developer Contributions	5,484	(114)	1,909	7,279
Total other reserves	5,484	(114)	1,909	7,279
2022				
Developer Contributions	4,625	871	(12)	5,484
Total other reserves	4,625	871	(12)	5,484

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.

9.2 Reconciliation of Cash Flows from Operating Activities to Surplus (Deficit)

	2023 \$'000	2022 \$'000
Surplus/(Deficit) for the Year	19,389	22,412
Depreciation and amortisation	30,787	29,220
Net (gain)/loss on disposal of property, infrastructure, plant and equipment	8,408	9,645
Contributions non-monetary assets	(16,707)	(16,080)
Finance costs	321	334
Impairment losses/ Work in progress written off	306	808
Changes in Assets and Liabilities		
(Increase) / decrease in trade and other receivables	1,304	(380)
(Increase) / decrease in prepayments	(290)	(12)
(Increase) / decrease in accrued income	2,229	(336)
(Increase) / decrease in landfill intangible asset	(2,832)	-
Increase / (decrease) in trade and other payables	(107)	106
Increase / (decrease) in unearned income/revenue	(2,454)	(1,071)
Increase / (decrease) in trust funds and deposits	265	1,403
Increase / (decrease) in provisions	4,954	(2,759)
Net cash provided by operating activities	45,573	43,290

9.3 Superannuation

Latrobe City Council (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 2023, this was 10.5% as required under Superannuation Guarantee legislation (2022: 10.0%)).

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 Council 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.

Note 9: Other Matters (cont.)

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 investigation is currently underway for the Defined Benefit category which is expected to be completed by 31 December 2023. Council was notified of the 30 June 2023 VBI during August 2023 (2022: August 2022). The financial assumptions used to calculate the 30 June 2023 VBI were:

- Net investment returns 5.7% pa
- Salary information 3.5% pa
- Price inflation (CPI) 2.8% pa

As at 30 June 2022, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 102.2%. The financial assumptions used to calculate the VBI were:

- Net investment returns 5.5% pa
- Salary inflation 2.5% pa to 30 June 2023, and 3.5% pa thereafter
- Price inflation (CPI) 3.0% pa

Council was notified of the 30 June 2022 VBI during August 2022 (2021: August 2021).

Vision Super has advised that the estimated VBI at June 2023 was 104.1%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2022 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

(A) REGULAR CONTRIBUTIONS

On the basis of the results of the 2022 interim 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 2023, this rate was 10.5% of members' salaries (10.0% in 2021/22). 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 2022 interim 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.

(B) 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.

The 2022 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. An interim investigation was conducted as at 30 June 2022 and the last 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:

	2022 (interim)	2021 (triennial)
	\$m	\$m
A VBI surplus	44.6	214.7
A total service liability surplus	105.8	270.3
A discounted accrued benefits surplus	111.9	285.2

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 2022.

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 2022.

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 2022.

The 2023 Interim Actuarial Investigation

A triennial actuarial investigation is being conducted for the Fund's position as at 30 June 2023. It is anticipated that this actuarial investigation will be completed by 31 December 2023. The financial assumptions for the purposes of this investigation are:

	2023 Triennial Investigation \$m	2022 Triennial Investigation \$m
Net Investment return	5.7% pa	5.6% pa
Salary inflation	3.5% pa	2.5% pa for the first two years and 2.75% pa thereafter
Price inflation	2.8% pa	2.0% pa

Superannuation Contributions

Contributions by Latrobe City Council (excluding any unfunded liability payments) to the above superannuation plans for the financial year ended 30 June 2023 are detailed below:

Scheme	Type of Scheme	Rate	2023 \$'000	2022 \$'000
Vision Super	Defined Benefits	"10.5% (2022:10.0%)"	245	263
Various	Accumulation	"10.5% (2022:10.0%)"	4,541	4,352

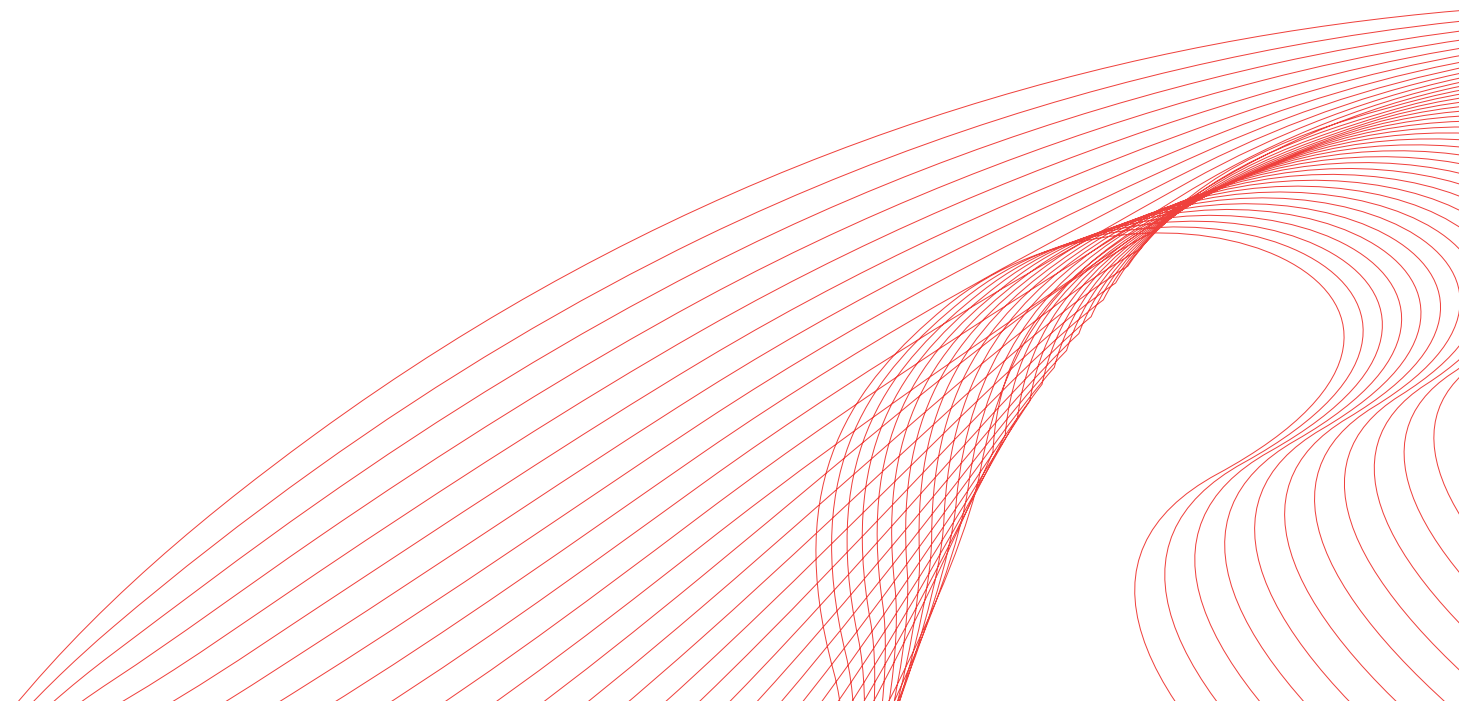
In addition to the above contributions, Latrobe City Council has paid unfunded liability payments to Vision Super totalling \$nil (2021/22 \$nil).

There were \$581K contributions outstanding (2021/22 \$595K) and \$nil loans issued (2021/22 \$nil) from or to the above schemes as at 30 June 2023.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2024 is \$200K.

Note 10: Change in Accounting Policy

There have been no changes to accounting policies in the 2022-23 year.





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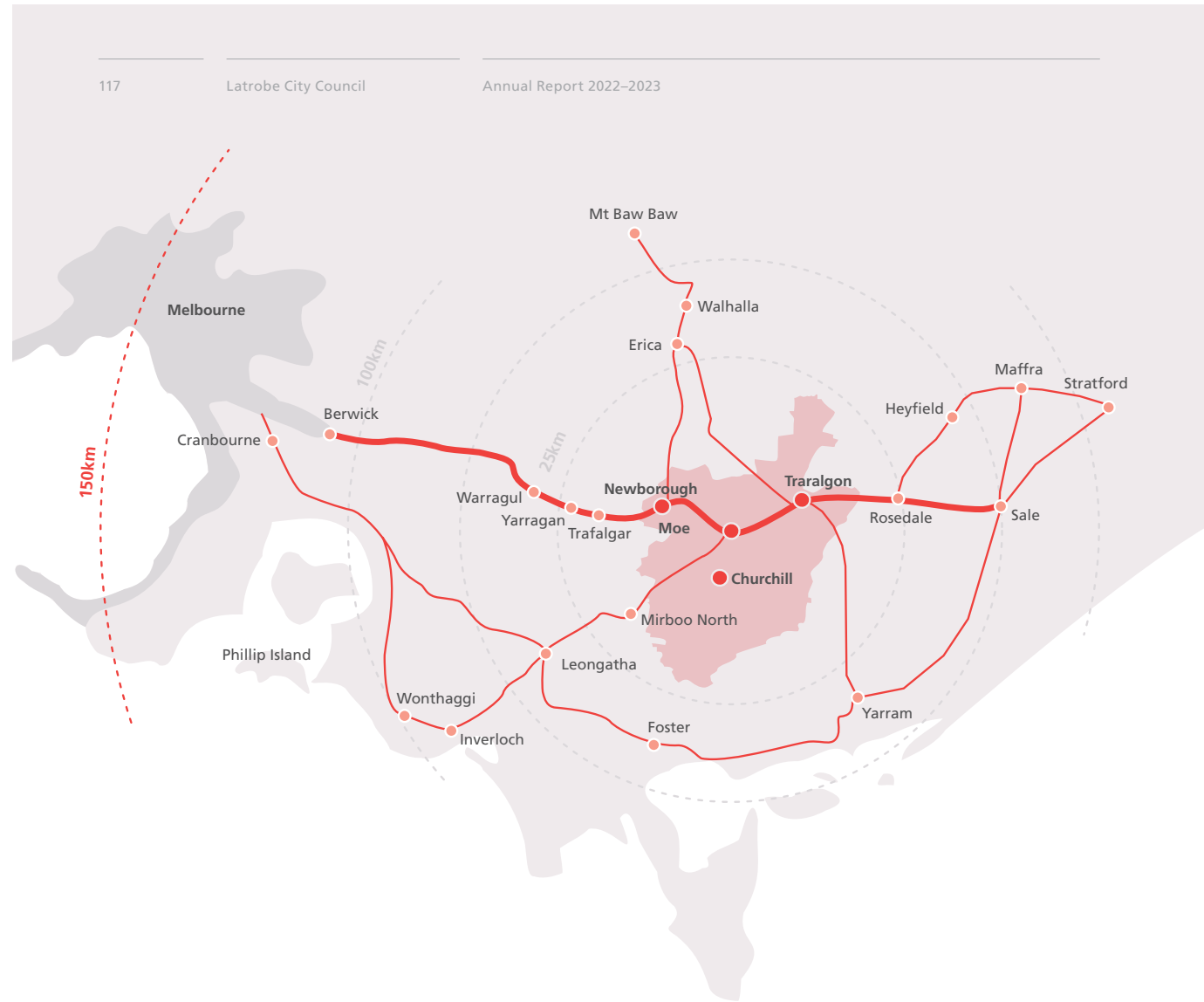
Performance Statement

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06 Performance Statement

FOR THE YEAR ENDED
30 JUNE 2023



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 76,1561.

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.

1 Australian Bureau of Statistics Regional Population, 2020-21 Australia, 29 March 2022 ERP 2021

Overview of 2023

During the financial year Council experienced growth in residents and demand for services. Extensive works were undertaken to improve infrastructure.

Certification of the Performance Statement

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

Matthew Rogers CPA
Principal Accounting Officer
Dated: 02/10/2023

In our opinion, the accompanying performance statement of the Latrobe City Council for the year ended 30 June 2023 presents fairly the results of Council's performance in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

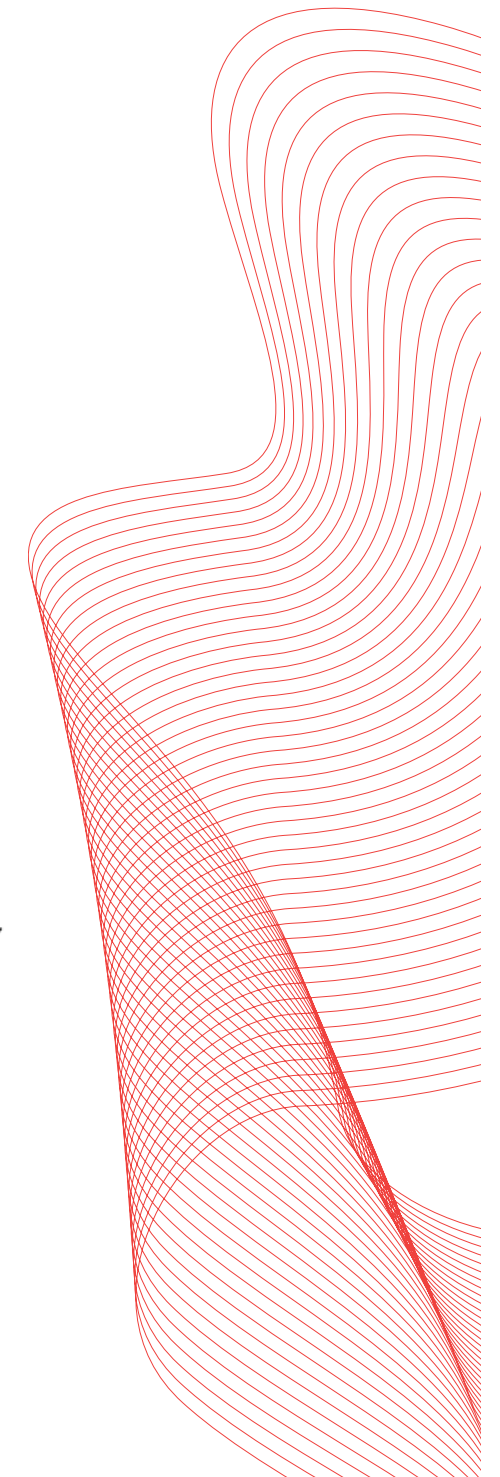
At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the *Local Government (Planning and Reporting) Regulations 2020* to certify this performance statement in its final form.

Cr Darren Howe
Councillor
Dated: 02/10/2023

Cr Bradley Law
Councillor
Dated: 02/10/2023

Steven Piasente
Chief Executive Officer
Dated: 02/10/2023



Auditor-General's Report on Performance Statement



Independent Auditor's Report

To the Councillors of Latrobe City Council

Opinion	<p>I have audited the accompanying performance statement of Latrobe City Council (the council) which comprises the:</p> <ul style="list-style-type: none"> • description of municipality for the year ended 30 June 2023 • overview of 2023 • sustainable capacity indicators for the year ended 30 June 2023 • service performance indicators for the year ended 30 June 2023 • financial performance indicators for the year ended 30 June 2023 • other information • certification of the performance statement. <p>In my opinion, the performance statement of Latrobe City Council in respect of the year ended 30 June 2023 presents fairly, in all material respects, in accordance with the performance reporting requirements of Part 4 of the <i>Local Government Act 2020</i> and <i>Local Government (Planning and Reporting) Regulations 2020</i>.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the performance statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Councillors' responsibilities for the performance statement	<p>The Councillors are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 2020</i> and the <i>Local Government (Planning and Reporting) Regulations 2020</i> and for such internal control as the Councillors determines is necessary to enable the preparation and fair presentation of a performance statement that is free from material misstatement, whether due to fraud or error.</p>

Auditor's responsibilities for the audit of the performance statement

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement. As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Sustainable Capacity Indicators

Indicator/Measure	Results 2020	Results 2021	Results 2022	Results 2023	Comments
Population Expenses per head of municipal population [Total expenses / Municipal population]	\$1,805	\$1,844	\$2,019	\$2,004	The result for this measure has remained consistent with the previous year, cost increases resulting from high inflation have been largely offset by reduced expenditure as a result of the transition of the Commonwealth Home Support Program and Community Care Program for Young People (HACC PYP) services, to other service providers within the community, at the end of the 2021-22 financial year.
Infrastructure per head of municipal population [Value of infrastructure / Municipal population]	\$13,865	\$14,244	\$14,342	\$15,315	The result for this measure increased by \$973 per capita in 2023 largely due to increased valuations due to increasing replacement costs for infrastructure assets.
Population density per length of road [Municipal population / Kilometres of local roads]	46	52	53	51	The result for this measure has remained stable over the 3 year period.
Own-source Revenue Own-source revenue per head of municipal population [Own-source revenue / Municipal population]	\$1,356	\$1,280	\$1,350	\$1,448	Minor increase in 2023 as a result of rates growth and increased income from user fees post pandemic (COVID) restrictions.
Recurrent Grants Recurrent grants per head of municipal population [Recurrent grants / Municipal population]	\$375	\$361	\$446	\$444	Recurrent grants reduced slightly in the 2022- 2023 year due to Council's transition out of direct provision of Aged and Disability services to the Commonwealth and State Governments. This was mostly offset by increased grants received for three and four year old preschool programs due to the State Government introducing fee free preschools in 2023.
Disadvantage Relative socio-economic disadvantage [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.
Workforce Turnover Percentage of staff turnover [Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x100	10.7%	17.2%	26.5%	13.2%	The decrease in turnover rate over the past year can be attributed to the Aged Care transition that occurred in the 2021-22 year. The 2022-23 year result brings Council back to a 'normal' range in relation to the years prior to 2021-22.

Definitions

Adjusted Underlying Revenue

Total income other than:

- non-recurrent grants used to fund capital expenditure; and
- non-monetary asset contributions; and
- contributions to fund capital expenditure from sources other than those referred to above.

Infrastructure

Non-current property, plant and equipment excluding land.

Local Road

A sealed or unsealed road for which the Council is the responsible road authority under the *Road Management Act 2004*.

Population

The resident population estimated by Council.

Own-source Revenue

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

Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its Internet website.

Unrestricted Cash

All cash and cash equivalents other than restricted cash.

Service Performance Indicators

Service/Indicator/Measure	Results 2020	Results 2021	Results 2022	Results 2023	Comments
Aquatic Facilities UTILISATION Utilisation of aquatic facilities [Number of visits to aquatic facilities / Municipal population]	3.6	2.4	3.2	5.4	Utilisation of aquatic centres has increased due to a combination of additional programs and events being delivered across centre sites. Council has seen an increase in participation of sport and social activities along with group fitness classes. Learn to Swim enrolments and participation has seen a steady increase during the financial year.
Animal Management HEALTH AND SAFETY Animal management prosecutions [Number of successful animal management prosecutions/ Number of animal management prosecutions]x100	100%	100%	100%	100%	Council has recorded 100% successful prosecutions for the 2022-2023 year, with an increase of four lodgements in comparison to last year.
Food Safety HEALTH AND SAFETY Critical and major non-compliance notifications [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] x 100	63.1%	75.3%	39.8%	60.5%	Follow ups of non-compliant items resulted in an increase in the categories of critical and major. The team increased the number of premises which had at least one inspection for routine food safety assessments. In doing so, the team proactively looked at community groups that hold less frequent events in an attempt to complete their inspections for the year.
Governance SATISFACTION Satisfaction with Council decisions [Community satisfaction rating out of 100 with how Council has performed in making decisions in the interest of the community]	53	56	52	55	The annual Community Satisfaction Survey assesses the community's satisfaction with Council's performance. As the survey is undertaken by a random sample of 400 participants annually, the reason for variation from year to year is difficult to ascertain as the survey sample is not the same individuals each year.

Service Performance Indicators (cont.)

Service/Indicator/Measure	Results 2020	Results 2021	Results 2022	Results 2023	Comments
Libraries	10.3%	9.8%	9.1%	8.4%	Active library member count has held steady this year, with no membership drive during this period and more focus on Library Programs and Events.
PARTICIPATION					
Active library members [Number of active library borrowers in the last 3 years / The sum of the population for the last three years] x100					
Maternal and Child Health (MCH)	72.6%	74.5%	71.5%	71.7%	During the year, 3642 children were enrolled in the Maternal and Child Health (MCH) service with 2610 of those children having attended the service at least once during the year. This has stayed consistent with last year's results.
PARTICIPATION					
Participation in the MCH service [Number of children who attend the MCH service at least once (in the year) / Number of children enrolled in the MCH service] x100					
PARTICIPATION	76.0%	86.7%	82.5%	84.8%	During the year, 223 Aboriginal children were enrolled in the Maternal and Child Health (MCH) service, and of those, 189 children attended the service at least once during the year. This is a slight increase from the previous year due to a focus of the 'Best Start' partnership.
Participation in the MCH service by Aboriginal children [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					
Roads	57	61	57	54	The annual Community Satisfaction Survey assesses the community's satisfaction with Council's performance. Satisfaction with sealed local roads has decreased to a rating of 54%. Council's understanding of the sealed local road network, gained through customer service requests and ongoing inspection program, indicates the network is generally in good condition. There may be instances of confusion between roads maintained by Council and those maintained by the Department of Transport.
SATISFACTION					
Satisfaction with sealed local roads [Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads]					
Statutory Planning	40.0%	0.0%	0.0%	100%	In the 2022-2023 financial year one application was reviewed at VCAT, with VCAT upholding Council's decision.
DECISION MAKING					
Council planning decisions upheld at VCAT [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					
Waste Collection	51.4%	49.2%	50.2%	49.3%	A lack of community understanding regarding contamination of kerbside collection bins continues to impact this result.
WASTE DIVERSION					
Kerbside collection waste diverted from landfill [Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100					

Definitions

Aboriginal Child

A child who is an Aboriginal person.

Aboriginal Person

Has the same meaning as in the *Aboriginal Heritage Act 2006*.

Active Library Member

A member of a library who has borrowed a book from the library.

Annual Report

An annual report prepared by a Council under sections 98 of the Act.

Class 1 Food Premises

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

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

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

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

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

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

The resident population estimated by Council.

Financial Performance Indicators

Dimension/ Indicator/Measure	Results 2020	Results 2021	Results 2022	Results 2023	Forecasts 2024	Forecasts 2025	Forecasts 2026	Forecasts 2027	Material Variations
Efficiency									
EXPENDITURE LEVEL	\$3,519	\$3,613	\$3,896	\$3,894	\$3,547	\$3,636	\$3,726	\$3,815	The result for this measure has remained consistent with the previous year, cost increases resulting from high inflation have been largely offset by reduced expenditure as a result of the transition of the Commonwealth Home Support Program and Community Care Program for Young People (HACC PYP) services, to other service providers within the community, at the end of the 2021-22 financial year.
Expenses per property assessment [Total expenses / Number of property assessments]									
REVENUE LEVEL	\$1,542	\$1,556	\$1,601	\$1,613	\$1,681	\$1,736	\$1,793	\$1,852	The average rate per property assessment is expected to increase in line with the expected Rate Cap amount of 3.5% in 2024, and is currently estimated at 4% per annum from 2024 to 2026.
Average rate per property assessment [Total General rates and Municipal charges / Number of property assessments]									
Liquidity									
WORKING CAPITAL	267.5%	253.0%	259.5%	254.7%	225.6%	211.9%	226.6%	239.9%	The result for this measure has had a minor decrease in 2023, it is expected to fall in 2024 as Council expends carry forward capital works and unspent grants reducing the levels of cash and investments.
Current assets compared to current liabilities [Current assets / Current liabilities] x100									

Financial Performance Indicators (cont.)

Dimension/ Indicator/Measure	Results 2020	Results 2021	Results 2022	Results 2023	Forecasts 2024	Forecasts 2025	Forecasts 2026	Forecasts 2027	Material Variations
Liquidity									
UNRESTRICTED CASH Unrestricted cash compared to current liabilities [Unrestricted cash / Current liabilities] x100	25.1%	29.3%	7.6%	(23.5%)	(20.5%)	(18.3%)	(20.0%)	(20.5%)	The ratio has decreased in 2023 due to higher levels of restricted cash (\$11.7M increase) mainly due to higher capital works commitments, statutory reserves and unspent conditional grants as at the end of the year. Unrestricted cash is expected to remain fairly stable between negative 18% and 25% over the projected period. This ratio is in a negative as Council invests most of its surplus cash in other financial assets with a maturity of greater than 90 days and thereby maintains a relatively small cash balance compared to the size of restricted amounts such as unspent grants, trust funds and statutory reserves. These investments are timed to mature when the cash will be required.
Obligations									
LOANS AND BORROWINGS Loans and borrowings compared to rates [Interest bearing loans and borrowings / Rate revenue] x100	12.7%	20.4%	17.9%	17.2%	19.3%	16.0%	9.7%	6.9%	The result for this measure has decreased to 17.2% in 2023 due to the repayment of borrowings during the year. The ratio is forecasted to increase to 19.3% in 2024 as Council further draws down on existing loan facilities for the Moe Rail Precinct Revitalisation Stage 2 and Kernot Hall Refurbishment projects. The ratio is then forecast to decrease with no further borrowings currently planned across the remaining three year period.
Loans and borrowings repayments compared to rates [Interest and principal repayments on interest bearing loans and borrowings / Rate revenue] x100	12.0%	1.2%	2.1%	2.1%	3.1%	3.0%	6.1%	2.6%	The result for this measure remained stable in 2023. The measure is forecasted to increase to 3.1% in 2024, as Council further draws down on existing loan facilities for the Moe Rail Precinct Revitalisation Stage 2 and Kernot Hall Refurbishment projects. The 6.1% ratio forecasted in 2026 is due to the principal repayment of an interest only loan falling due in that year.
INDEBTEDNESS Non-current liabilities compared to own source revenue [Non-current liabilities / Own source revenue] x100	24.7%	32.3%	26.0%	27.1%	27.5%	20.0%	18.0%	15.1%	The ratio is forecasted to remain relatively steady before a large decrease in 2025 as an interest only loan moves into current liabilities for repayment in 2026.
ASSET RENEWAL AND UPGRADE Asset renewal and upgrade compared to depreciation [Asset renewal and upgrade expense / Asset depreciation] x100	152.2%	82.7%	85.0%	104.0%	91.1%	75.5%	74.3%	76.2%	The ratio has had a 22.4% increase in 2023 largely supported from external grant funding. The reduction in the ratio in future years is symbolic of conservative estimates of government grants. Council's largest asset class, roads, is expected to be maintained around 100%, however other classes such as drainage, which is renewed only on a reactive basis, and buildings which are often reliant on government funding for major renewal and upgrade works are forecasted to remain below 100%.

Dimension/ Indicator/Measure	Results 2020	Results 2021	Results 2022	Results 2023	Forecasts 2024	Forecasts 2025	Forecasts 2026	Forecasts 2027	Material Variations
Operating Position									
ADJUSTED UNDERLYING RESULT Adjusted underlying surplus (or deficit) [Adjusted underlying surplus (deficit) / Adjusted underlying revenue] x100	(1.5%)	(5.0%)	(4.0%)	(3.7%)	(2.7%)	(2.0%)	(1.2%)	(0.5%)	Council's underlying deficit is trending towards a return to surplus in future years. The results are forecasted to remain in deficit mainly due to restrictions on Council's ability to increase revenue and uplifts in depreciation expenses resulting from the recent construction of major new infrastructure, e.g. Gippsland Regional Aquatic Facility and the Gippsland Performing Arts Centre.
Stability									
RATES CONCENTRATION Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	60.1%	61.3%	57.5%	59.4%	66.9%	67.2%	67.5%	67.8%	Minor increase to 59.4% in 2023. Council's reliance on rates revenue 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.
RATES EFFORT Rates compared to property values [Rate revenue / Capital improved value of rateable properties in the municipality] x100	0.7%	0.7%	0.6%	0.5%	0.4%	0.5%	0.5%	0.5%	The ratio has decreased in 2023 due to a 30% increase in property values compared to 4.8% growth in total rate revenue rate revenue.

Definitions

Adjusted Underlying Revenue

Total income other than:

- non-recurrent grants used to fund capital expenditure; and
- non-monetary asset contributions; and
- contributions to fund capital expenditure from sources other than those referred to above.

Adjusted Underlying Surplus (or Deficit)

Adjusted underlying revenue less total expenditure.

Asset Renewal Expenditure

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

The same meaning as in the AAS.

Current Liabilities

The same meaning as in the AAS.

Non-current Assets

All assets other than current assets.

Non-current Liabilities

All liabilities other than current liabilities.

Non-recurrent Grant

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

Adjusted underlying revenue other than revenue that is not under the control of Council (including government grants).

Population

The resident population estimated by Council.

Rate Revenue

Revenue from general rates, municipal charges, service rates and service charges.

Recurrent Grant

A grant other than a non-recurrent grant.

Residential Rates

Revenue from general rates, municipal charges, service rates and service charges levied on residential properties.

Restricted Cash

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

All cash and cash equivalents other than restricted cash.

Other Information

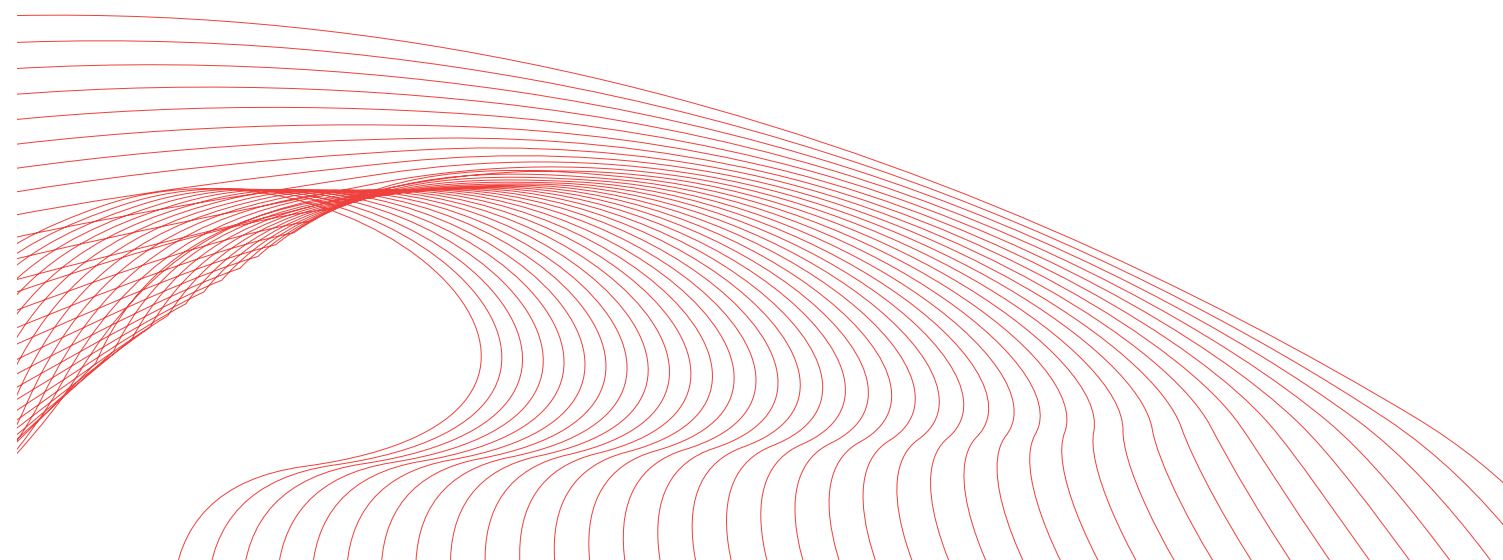
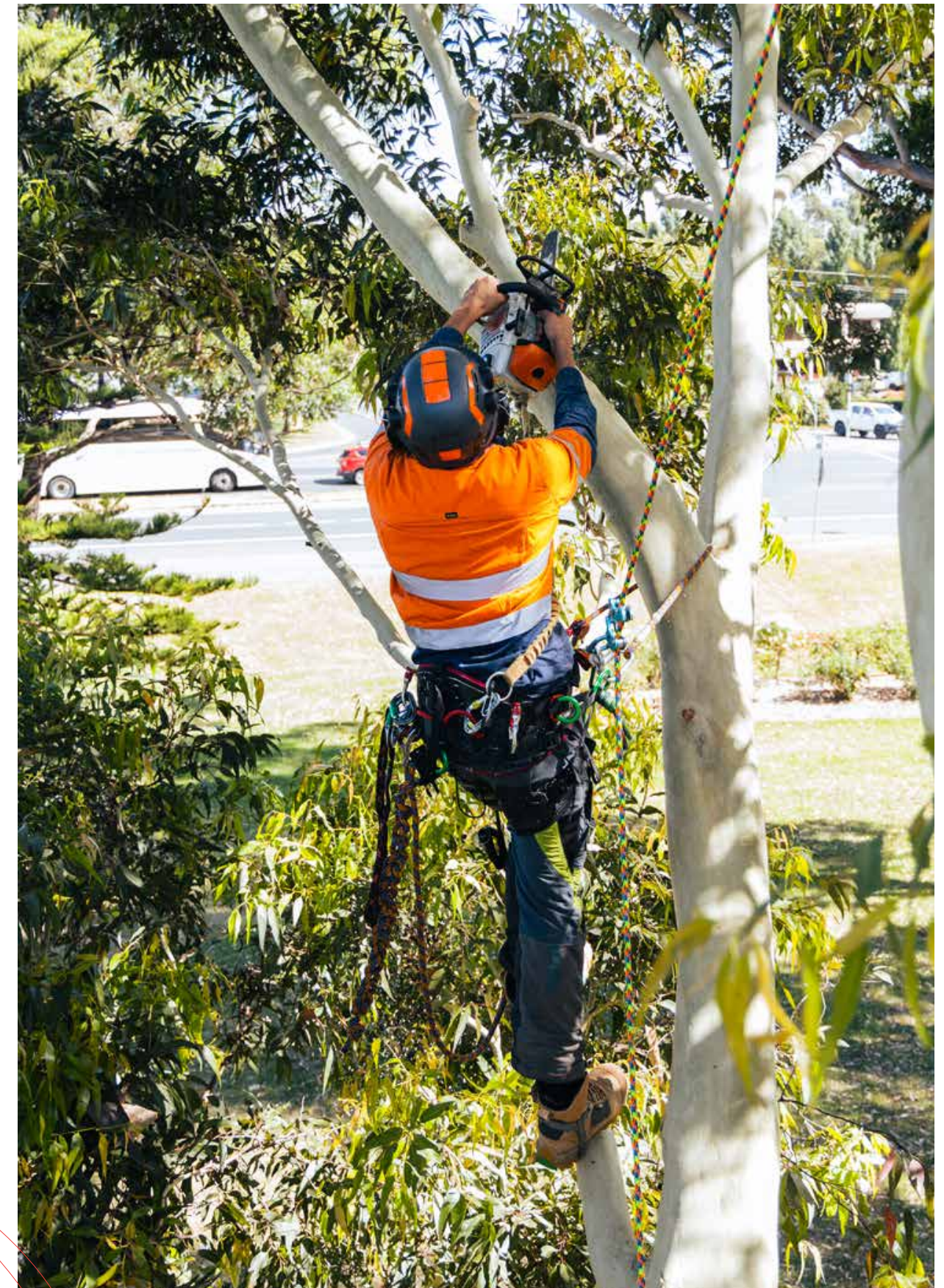
1. Basis of Preparation

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 2020 and Local Government (Planning and Reporting) Regulations 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 2020 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 5 June 2023. 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.





07 Governance, Management and Other Information

FOR THE YEAR ENDED
30 JUNE 2023

Statutory Information

What Council Does and How Council Works

Councils are representative governments elected by the community to manage local issues and to establish and plan for the community's needs.

Latrobe City Council is a public statutory body which operates under the legislative requirements of the *Local Government Act 1989* and *Local Government Act 2020*.

These Acts set out the role of the elected Council that is responsible for the leadership and good governance of the municipal district and local community.

Council approves the annual budget, long-term financial plan, development and implementation of strategies and plans and establishes local policies in response to local needs and priorities.

Management of the day-to-day operational matters is the role of the Chief Executive Officer, under delegation of the Council and in accordance with the *Local Government Act 2020*.

Audit and Risk Committee

The Audit and Risk Committee is appointed by Council under Section 53 of the *Local Government Act 2020*.

The Audit and Risk Committee Charter describes the authorities and scope of the Committee, which includes assisting Council in the discharge of its oversight of:

- Corporate reporting processes, including financial and performance reporting processes and internal control
- Risk management
- Fraud prevention systems and controls
- Business continuity
- External audit
- Internal audit
- Compliance with laws, regulations, internal policies and industry standards

The Audit and Risk Committee consists of two Councillors (and one alternate) and three independent external members as outlined below.

Remuneration is currently set at \$1554 per meeting for the Chair and \$1036 per meeting for the other independent members.

The Committee currently consists of the following as at 30 June 2023:

INDEPENDENT CHAIR: MS BEVERLEY EXCELL

Reappointed by Council as Chair on 2 March 2020 for an additional two year period (until 1 August 2023)

INDEPENDENT MEMBER: MR DAVID KORTUM

Appointed by Council on 6 June 2022 for a three-year period (until 6 June 2025)

INDEPENDENT MEMBER: MR JOHN PURCELL

Appointed by Council on 6 June 2022 for a two and a half year period (until 6 December 2024)

COUNCIL REPRESENTATIVE:

Cr Melissa Ferguson (resigned 16 March 2023)

Cr Bradley Law (commenced on 3 March 2022)

Cr Darren Howe (commenced 3 April 2023)

ALTERNATE COUNCIL REPRESENTATIVE:

Cr Graeme Middlemiss (appointed 3 April 2023)

The Audit and Risk Committee held four meetings in the 2022/2023 financial year. All independent members attended each of the meetings in 2022/2023.

Councillors not appointed to the Committee are also invited to attend to observe proceedings, and members of management are present to respond to questions from the Committee.

The Committee has regular reports relating to:

- External audit process and outcomes
- Internal audit planning, reports and action implementation
- Risk management
- Performance reporting
- Awareness of VAGO, IBAC and Ombudsman reports tabled in state parliament (relating to local and Victorian Government agencies)
- Key policies that have been reviewed that relate to internal controls.

These reports assist the Committee to provide the oversight and input as required under its Charter.

Internal audits that were reported to the Audit and Risk Committee in the 2022/2023 financial year included:

- Procurement and Contract Management
- Fraud and Corruption Control Framework (High Level)
- Review of Information Technology General Controls
- IT Disaster Recovery

Council Meetings and Decisions

Following the COVID-19 pandemic, in person Council meetings resumed in November 2022 once a month commencing at 6.00pm. Initially held at Latrobe City Council Corporate Headquarters in Morwell, meetings were relocated to the Gippsland Performing Arts Centre (GPAC) in Traralgon from April 2023. Each Council meeting includes a public question time as a standard agenda item, designed to encourage community participation in the overall affairs of Council. Members of the public who have an interest in an open item on the advertised agenda are also able to register to speak.

A Council Meeting is where Councillors are able to make formal decisions on items presented to them. Council Meetings include scheduled meetings (the regular meetings scheduled for a full calendar year), unscheduled meetings (additional meetings arranged as needed throughout the year) and statutory meetings which are all open to the public (unless Council resolves to close the meeting in accordance with guidelines of the *Local Government Act 2020*).

All Council Meeting dates are advertised in the Latrobe Valley Express newspaper and detailed on the Latrobe City Council website, as well as on its corporate Facebook page.

In the spirit of open, accessible and transparent governance, Latrobe City Council live streams open Council Meetings on YouTube. Recordings of Council meetings can be found on the Latrobe City Council YouTube page under the Council Meeting tab.

Councillors also meet for closed briefing meetings. At these meetings, Councillors have the opportunity to be briefed on strategic items in relation to Council business and on matters of interest within the community.

The Council Meeting schedule, agendas and minutes are available on the Latrobe City Council website www.latrobe.vic.gov.au

Council Meeting Attendance 2022/23

During 2022/2023, there were 12 Scheduled Council Meetings and one Unscheduled Council Meeting held.

Councillor attendance at these meetings is shown in the adjacent table.

12 Scheduled Council Meetings	01 Unscheduled Council Meetings
---	---

Councillor		Scheduled Council Meeting	Unscheduled Council Meeting
Cr Dan Clancey	East Ward	12	1
Cr Melissa Ferguson	South Ward	8	0
Cr Sharon Gibson	West Ward	9	0
Cr Dale Harriman	East Ward	10	1
Cr Darren Howe	East Ward	11	0
Cr Bradley Law	West Ward	12	1
Cr Tracie Lund	Central Ward	9	1
Cr Graeme Middlemiss	Central Ward	12	1
Cr Kellie O'Callaghan	East Ward	12	1

Councillor Code of Conduct

After a Council election, every Victorian Council is required to undertake a process of reviewing and amending its Councillor Code of Conduct within four months. Latrobe City Council reviewed the Councillor Code and adopted an updated version on Monday 08 February 2021.

The Councillor Code of Conduct is designed to:

- Assist Councillors to maintain the highest standards of conduct and behaviour as well as provide a means to deal with problems they may encounter
- Attract the highest level of confidence from Council's stakeholders
- Assist the mayor and Councillors to discharge the responsibilities of their public office appropriately.

In addition to setting out the Councillor Conduct Principles, the Code also outlines:

- Other conduct definitions under the Act, such as those relating to misuse of position, improper direction, breach of confidentiality and conflict of interest
- Roles and relationships
- Dispute resolution procedures.

Latrobe City Council's Councillor Code of Conduct is available at www.latrobe.vic.gov.au

Statutory Information (cont.)

Councillor Remuneration

The Mayor, Deputy Mayor and Councillors are entitled to receive from the Council an allowance as determined by the Victorian Independent Remuneration Tribunal.

Effective from the 18 December 2021 the Victorian Independent Remuneration Tribunal issued Determination No 01/2022 – Allowance payable to Mayors, Deputy Mayors and Councillors (Victoria) which set the level of annual allowances for a category 2 Council as follows: Mayor \$96,470, Deputy Mayor \$48,235 and Councillors \$30,024. The allowance is inclusive of any Superannuation Guarantee Contribution amount, or equivalent, that may be payable under Commonwealth law to the Council member with respect to their service.

In addition to the Mayor, Deputy Mayor and Councillor allowances, Councillors are also provided with a number of resources and support to assist them in undertaking their duties. This includes office administration and support, professional development support, and equipment such as mobile phones, computers, tablets and printers. Councillors are also entitled to seek reimbursement for expenses such as travel and childcare.

In addition to the above, the Mayor also receives use of a fully maintained motor vehicle, a dedicated office, and support from an assistant. These expenses and resources are specified in the Councillors and Delegated Committee Members Expenses, Resources and Support Policy, a copy of which is available from the Latrobe City Council website: www.latrobe.vic.gov.au

Councillor Expenses

Councillor	Elected	Ward	Councillor Allowance	Travel Expenses	Professional Development	Expenses to support the role	Total
Cr Brad Law	24/10/2020	West	\$30,738.52	\$-	\$-	\$731.62	\$31,470.14
Cr Dale Harriman%	24/10/2020	East	\$28,599.81	\$9,330.57	\$-	\$3,689.93	\$41,620.31
Cr Dan Clancey*	24/10/2020	East	\$49,355.45	\$-	\$-	\$3,592.23	\$52,947.68
Cr Darren Howe	24/10/2020	East	\$30,738.52	\$2,502.22	\$6,165.66	\$2,400.46	\$41,806.86
Cr Graeme Middlemiss	24/10/2020	Central	\$30,738.52	\$-	\$-	\$1,131.36	\$31,869.88
Cr Kellie O'Callaghan#	24/10/2020	East	\$98,710.32	\$-	\$-	\$8,000.13	\$106,710.45
Cr Melissa Ferguson	24/10/2020	South	\$30,738.52	\$-	\$-	\$3,129.23	\$33,867.75
Cr Sharon Gibson	24/10/2020	West	\$30,738.52	\$3,460.24	\$-	\$4,346.00	\$38,544.76
Cr Tracie Lund^	24/10/2020	Central	\$23,911.13	\$-	\$-	\$699.37	\$24,610.50
			\$354,269.31	\$15,293.03	\$6,165.66	\$27,720.33	\$403,448.33

Cr Kellie O'Callaghan: Mayor 01/07/2022 to 30/06/2023

* Cr Dan Clancey: Deputy Mayor 01/07/2022 to 30/06/2023

^ Cr Tracie Lund elected not to receive her Councillor allowance for the period 6 September to 27 November 2022

% Cr Dale Harriman elected not to receive his Councillor Allowance for the period 2 November to 27 November 2022

Councillor representation on Committees

To assist Council in the delivery of a range of complex tasks, committees are constituted to undertake specific delegated functions (delegated committees and community asset committees) or to provide expert advice on specific topics or projects (for example advisory committees or project reference groups).

These committees provide insight and information that Council may not otherwise receive either internally or externally. The role of a committee is to inform and enhance, not replace the role or responsibilities of Council and individual Councillors.

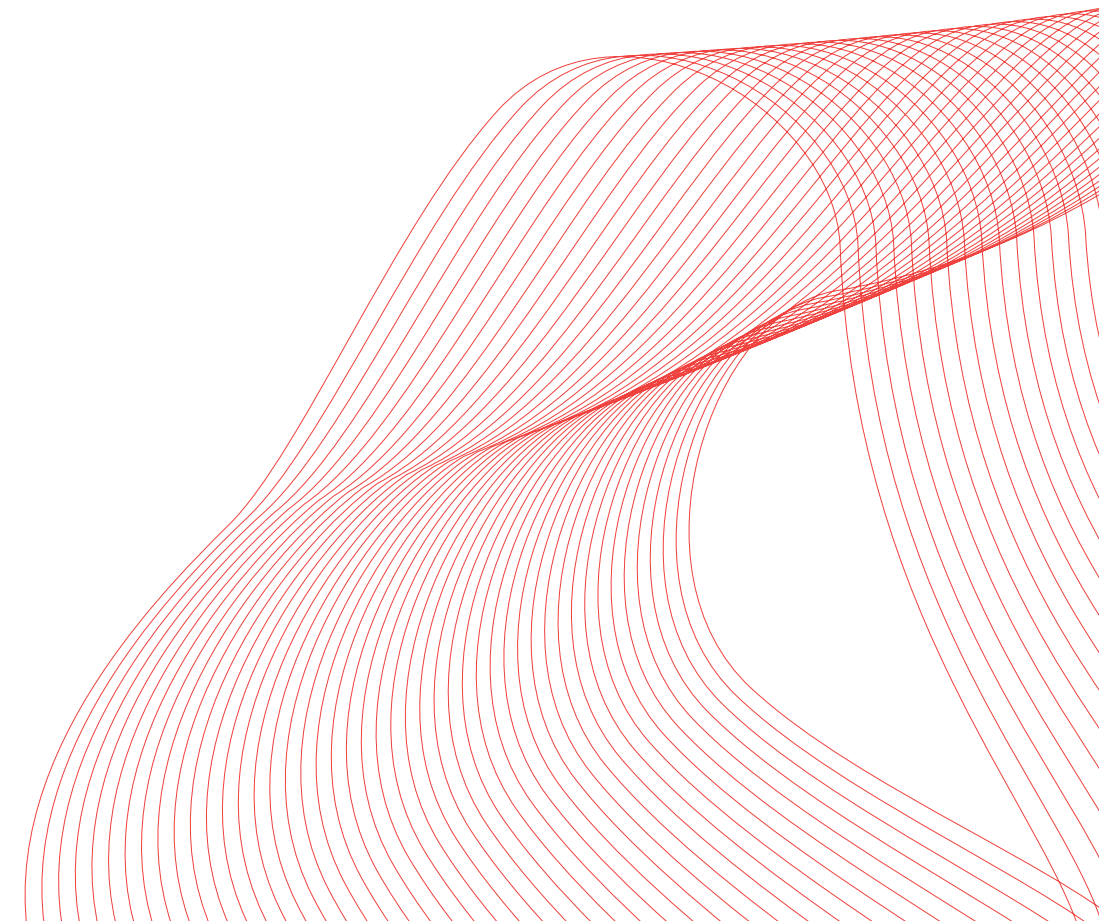
As at 30 June 2023, Latrobe City Council had 38 committees which Councillors are appointed to.

These are as follows:

- Community Asset Committees (12)
- Statutory Committees (2)
- Advisory Committees (24)

These committees are governed under the Establishment of Council Committee Policy, which defines the types of committees that Council currently has.

In addition to Latrobe City Council Committees, Councillors or Officers represent Council on 16 external committees and associations.



Statutory Information (cont.)

Council Membership as at 30 June

Committees	Cr Brad Law	Cr Dale Harriman	Cr Dan Clancey	Cr Darren Howe	Cr Graeme Middlemiss	Cr Kellie O'Callaghan	Cr Melissa Ferguson	Cr Sharon Gibson	Cr Tracie Lund
COMMUNITY ASSET COMMITTEES									
Latrobe Regional Airport Committee				○	●				
Yallourn North Community Housing Committee					●				○
Morwell Centenary Rose Garden Committee					○				●
Callignee and Traralgon South Sporting Facilities Committee				●					
Traralgon Railway Reservoir Conservation Reserve Committee		●	●	●					
George Bates Reserve Committee					●				●
Baillie Reserve Tyers Committee		○		●					
Mathison Park Committee							●		
Sporting Hall of Fame Committee						▲		●	
Crinigan Bushland Reserve Community Asset Committee					●				
Edward Hunter Heritage Bush Reserve Community Asset Committee	●							●	
Ollerton Avenue Bushland Reserve Committee	●							●	
STATUTORY COMMITTEES									
Audit and Risk Committee	●			●					
Municipal Emergency Management Planning Committee					○			●	●
OTHER COUNCIL COMMITTEES AND USER GROUPS									
Australia Day Advisory Committee			▲	▲					
Animal Welfare Advisory Committee						▲		●	○
CEO Recruitment, Performance and Remuneration Review Advisory Committee			DM		●	M		●	
Cultural Diversity Advisory Committee			▲	●					
Early Years Reference Committee			●			▲			
Economic Development Advisory Committee			DM			M			
Latrobe City Hyland Highway Municipal Landfill Consultative Committee		●		●					
Latrobe City International Relations Committee		●	▲					●	
Latrobe City Lake Narracan Advisory Committee	●							●	
Latrobe City Transition Taskforce			DM			M			
Latrobe City Tourism and Major Events Advisory Committee		●		▲				●	
Latrobe Creative Precinct PRG		●	●	●					
Latrobe Regional Gallery Advisory Committee			●				●		●

● Member ○ Alternate ▲ Chair
M Member as Mayor DM Member as Deputy Mayor

Committees	Cr Brad Law	Cr Dale Harriman	Cr Dan Clancey	Cr Darren Howe	Cr Graeme Middlemiss	Cr Kellie O'Callaghan	Cr Melissa Ferguson	Cr Sharon Gibson	Cr Tracie Lund
OTHER COUNCIL COMMITTEES AND USER GROUPS									
Moe Rail Project (Stage 2) PRG	●							●	
Moe Southside Community Precinct Advisory Committee	●							●	
Motorsports Complex Advisory Committee				●	●			●	
Rail Freight Working Group	●				●			●	
Road and Place Name Advisory Committee		●	●			M			
Social Planning for Wellbeing Committee / Municipal Public Health and Wellbeing Reference Group			●			▲		●	●
South Ward Community Disaster Recovery Committee							●		
Latrobe City Community Safety Committee	●			●					
Traralgon Recreation Reserve and Showgrounds Advisory Committee		○		●					
Victorian Farmers Federation Working Group		●		●			▲		
Victory Park Precinct Advisory Committee		●	●						
War Memorials Advisory Committee						M			
EXTERNAL COMMITTEES AND ASSOCIATIONS									
Alliance of Councils for Rail Freight Development	●				●				
Gippsland Climate Change Network Board			○						●
Gippsland Local Government Waste Forum					●				○
Gippstown Reserve Committee of Management Inc. (by Invitation)	●							○	
Latrobe City Trust			DM			M	●	●	
Latrobe Valley Mine Rehabilitation Advisory Committee					●				
Moe Yallourn Rail Trail Committee Inc.	●							●	
Municipal Association of Victoria (MAV)		○						●	
National Timber Councils Association		●						○	
One Gippsland (formerly GLGN)						M			
Regional Cities Victoria						M			
Roadsafe Gippsland Community Road Safety Council				●				●	
South East Australia Transport Strategy (SEATS)	○				●				
Timber Towns Victoria		●						●	

● Member ○ Alternate ▲ Chair
M Member as Mayor DM Member as Deputy Mayor

Information Management

Council Delegations

Many of the elected Council's powers under the *Local Government Act 1989*, the *Local Government Act 2020* or any other act may be delegated by an instrument of delegation to a Delegated Committee of Council, to the Chief Executive Officer or to an individual Council Officer. Council generally delegates powers, duties and functions to the Chief Executive Officer who is empowered to further delegate some or all of those powers to other officers and to Community Asset Committees. Delegation is a vital element in assisting Council administration to function effectively and efficiently.

Delegation facilitates the achievement of good governance for the community by empowering appropriate members of staff or committees to make decisions on behalf of Council. When enacting on a delegated power, the staff member or committee is acting on behalf of Council.

Council's delegation document also provides that only certain officers are allowed to make decisions of a financial nature, and the limit of their authority is carefully specified to ensure prudent financial management. Decisions under delegations are sometimes restricted by limitations imposed by Council or the Chief Executive Officer, including numerous requirements to report back on the decisions that have been made under that delegation. Decisions made under a delegation must always adhere to existing Council policy or directions.

Council delegations are reviewed and updated twice a year using the Maddocks Authorisation and Delegation service.

Freedom of Information

Where documents are not available for public inspection or available on Latrobe City Council's website, then access to them may be sought pursuant to the *Freedom of Information Act 1982* (FOI Act). The FOI Act grants the public the right to seek access to all Latrobe City Council documents. This general right of access is limited by a number of exceptions and exemptions, which have been prescribed to protect public interests and the private and business affairs of people about whom Latrobe City Council holds information. Local governments are required to publish information about the documents they hold, particularly those which affect members of the public in their dealings with Council. Each person has a legally enforceable right to access information, limited only by exemptions necessary for the protection of the public interest and the private and business affairs of persons from whom information is collected by Latrobe City Council. People may request inaccurate, incomplete, out-of-date or misleading information in their personal records be amended. People may also appeal against a decision not to give access to information or not to amend a personal record.

Latrobe City Council received 22 requests to access information under the Freedom of Information Act 1982, in the 2022/2023 financial year. This was an increase of 7 compared to the previous year. Freedom of Information requests must be made in writing and accompanied with a \$30.60 application fee. A total of 2 requests were made under the hardship provisions of the Act and no fee was charged.

Requests for access to information should be addressed to:

Freedom of Information Officer
Latrobe City Council
PO Box 264
MORWELL VIC 3840

In accordance with the *Freedom of Information Act 1982*, Latrobe City Council must decide if this information will be provided within 28 days. Of the 22 requests received, 12 were deemed valid within the 2022/23 financial year and all were processed within the statutory timeframe.

Information Privacy

Latrobe City Council is obliged to ensure the personal privacy of all residents and ratepayers in accordance with the *Privacy & Data Protection Act 2014* and *Health Records Act 2001*.

Latrobe City Council will only collect, use or disclose personal information where it is necessary to perform Latrobe City Council functions or where required by law. Latrobe City Council has an adopted Privacy policy which can be viewed on Council's website.

In 2022/23, Council received eight privacy complaints or concerns, with one referred to the Office of the Victorian Information Commissioner.

Public Interest Disclosures

The *Public Interest Disclosures Act 2012* aims to ensure openness and accountability in government by encouraging people to disclose improper conduct within the public sector and provide protection for people who make disclosures. The *Public Interest Disclosures Act 2012* relates to behaviours and actions of Councillors and Council Officers.

Procedures on how to make a disclosure are available on Council's website.

Latrobe City Council supports the aims and objectives of the *Public Interest Disclosures Act 2012* and has implemented the Public Interest Disclosure Procedure in accordance with it.

During 2022/23 there were no disclosures that required notification to the Independent Broad-based Anti-Corruption Commission.

Fraud and Corruption

There is a "zero tolerance" approach to fraud and corruption at Latrobe City Council. Council is committed to the elimination of all forms of fraud and corruption and to creating an ethical environment and culture that discourages and prevents fraud and corruption.

In order to achieve this, Latrobe City Council has in place a Fraud and Corruption Control framework. The framework is comprised of the Fraud and Corruption Control Policy, Fraud and Corruption Control Plan, and Fraud and Corruption Control Action Plan, and sets out fraud education, prevention, detection, response, reporting and monitoring requirements. This includes reporting options for staff, contractors and the

community to report suspected fraudulent or corrupt activity of Council staff, contractors or Councillors. The framework underwent significant review during 2021/22, to align with the updated Australian Standard AS8001:2021 Fraud and Corruption Control. The review involved endorsement by the Audit & Risk Committee, prior to Council's adoption of the Policy and CEO approval of the Plan and Action Plan. The Fraud and Corruption Control Policy is available on Council's website.

Documents for Public Inspection

Under legislation, certain information held within Latrobe City Council is available for viewing by the public during normal office hours or by prior arrangement at Latrobe City Council's Corporate Headquarters, 141 Commercial Road, Morwell.

Summarised below is a list of documents that are available for public inspection in accordance with sections 57 and 58 of the *Local Government Act 2020* and Council's Public Transparency Policy.

Inspection of these documents can be arranged by phoning Latrobe City Council on 1300 367 700.

- Details of overseas or interstate travel taken in an official capacity by Councillors or Council officers in the previous 12 months (with the exception of interstate travel by land for less than three days)
- Agendas and minutes for Council Meetings held in the previous 12 months, kept under Council's Governance Rules, except where such minutes relate to parts of meetings which have been closed to members of the public section 66 of the *Local Government Act 2020*
- Minutes of Delegated Committees established under section 63 of the *Local Government Act 2020* and held in the previous 12 months, except if the minutes relate to parts of meetings which have been closed to members of the public under section 66 of the *Local Government Act 2020*
- A register of delegations made in accordance with the *Local Government Act 2020*
- Details of all leases involving land which were entered into by Council as lessor
- Register maintained under section 224 (1A) of the *Local Government Act 1989* of authorised officers appointed under that section
- A list of donations and grants made by Latrobe City Council during the financial year

Other Information Available to the Public

- Council Support and Expenses Policy
- Councillor Code of Conduct
- All adopted Council policies
- Local Laws 1, 2 and 3
- The Council Plan
- The Financial Plan
- The Annual Budget
- The Annual Report including the Auditor's Report

In accordance with Council's Public Transparency Policy, a number of these documents are also available on Latrobe City Council's website.

Contracts

Under Council's procurement policy, Council did not enter into any contracts valued above \$250,000 for goods services or works without engaging in a competitive process.

Contracts entered into in 2022/23 valued at \$250,000 or more, where a public process occurred are listed below:

- Footpath Replacement Program
- Intersection upgrade at Haunted Hills Road and Bill Schultz Drive, Newborough
- Gippsland Logistics Precinct Stage 1A - Water supply and wastewater construction
- Gippsland Logistics Precinct Stage 1A - Sewer pump station construction
- Supply and Delivery of Kiosk Products and Fresh Produce
- Mowing Open Space Areas Across Latrobe City
- Provision of an Asset Maintenance Management System and Associated Asset Management Services
- Provision of Security Services
- Essential Safety Measures - Compliance
- Extension of Parklands Preschool, Morwell
- Essential Safety Measures - Fire Extinguishers
- Toners Lane Reserve Archery Pavilion
- Provision of Urban Block Pruning
- Provision of Cardio Equipment for Latrobe Leisure
- Supply of Natural Gas for Small Buildings and Facilities
- Hyland Highway Landfill - Management of Landfill Gas Collection System and Flare
- Hyland Highway Landfill - Installation of Gas Wells - Stage 4
- Supply and Maintenance of Printer and Photocopier Hardware
- Morwell Landfill - Landfill Gas Management
- Provision of Secretarial Support and Advocacy Consultancy Services
- Moe Revitalisation Project - Stage 2
- Provision of Kerbside Collection of Hard Waste
- Kernot Hall Refurbishment - Stage 1
- Provision of Street Sweeping Services
- Supply of Natural Gas for Large Buildings and Facilities
- Provision of Shopfitting and Glazing Services
- Provision of Internal Audit Services
- Bridge Reconstruction at Lewis Road, Yinnar
- Provision of Servicing of Auto Doors
- Reconstruction of Gwalia Street, Traralgon
- Traralgon Multi-Level Car Park Project
- Bill Payment Services (Australia Post)
- Construction of Leachate Pond - Hyland Highway Landfill

Information Management (cont.)

Development Contributions Plan

Section 46QD of the *Planning and Environment Act 1987* require Councils to provide a report on development contributions.

Total DCP Levies received in 2022/23 financial year

DCP name and year approved	Levies received in 2022/23 financial year (\$)
Lake Narracan DCP - 2015	\$641,673.82
Total	\$641,673.82

DCP Land, Works, Services or Facilities Accepted as Works-in-kind in 2022/23 financial year

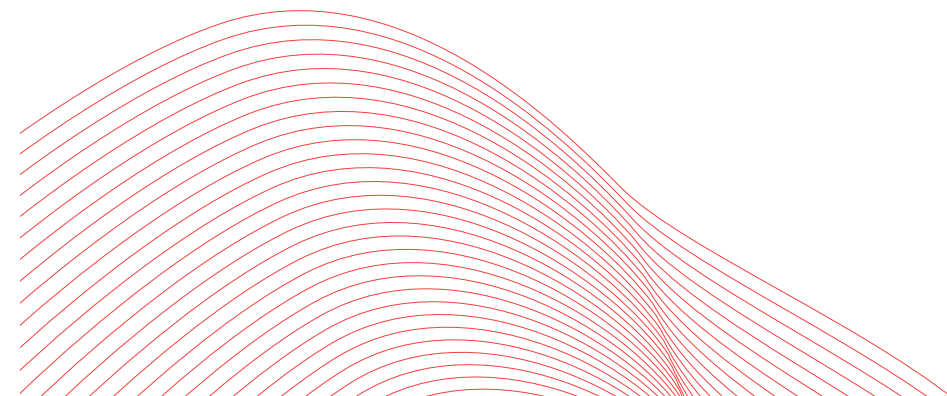
DCP name and year approved	Project ID	Project description	Item purpose	Project value (\$)
Lake Narracan DCP - 2015	CW_05	Construction of waterway (between Thompsons Road) and Centre Way) and associated landscaping	Drainage	\$1,312,250.80
Lake Narracan DCP - 2015	RD_02-L	Purchase of land from property 32 for widening of Thompsons Road and construction of 24m wide 2 lane arterial boulevard	Purchase of land for road	\$91,048.72
Total				\$1,403,299.52

Total DCP Contributions Received and Expended to Date (for DCPs approved after 1 June 2016)

DCP name and year approved	Total levies received (\$)	Total levies expended (\$)	Total works-in-kind accepted (\$)	Total DCP contributions received (levies and works-in-kind) (\$)
Lake Narracan DCP - 2015	N/A	N/A	N/A	N/A
Total	\$0.00	\$0.00	\$0.00	\$0.00

Land, Works, Services or Facilities Delivered in 2022/23 financial year from DCP Levies Collected

Project description	Project ID	DCP name and year approved	DCP fund expended (\$)	Works-in-kind accepted (\$)	Council's contribution (\$)	Other contributions (\$)	Total project expenditure (\$)	Percentage of item delivered
N/A	N/A	Lake Narracan DCP - 2015	N/A	N/A	N/A	N/A	N/A	N/A
Total			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	



Local Government Performance Reporting Framework

Governance and Management Checklist

The checklist provides an indication of Council's governance frameworks including community engagement, planning, monitoring and decision-making.

Theme	Checklist Item	Definitions	Yes/No	Date of operation and expiry date/strategy	If no policy/strategy - insert explanation
COMMUNITY ENGAGEMENT	Community Engagement Policy	Policy under section 55 of the <i>Local Government Act 2020</i> outlining Council's commitment to engaging with the community on matters of public interest	Yes	Community Engagement Policy Date of operation: 12 April 2021	
	Community Engagement Guidelines	Guidelines to assist staff to determine when and how to engage with the community	Yes	Community Engagement Strategy 2015-2019 Date of operation: 14 September 2015	
				Community Engagement Action Plan 2015-2019 Date of operation: 14 September 2015	
PLANNING	Financial Plan	Plan under section 91 of the Act outlining the financial and non-financial resources required for at least the next 10 financial years	Yes	Financial Plan 2021-2031 Date of operation: 25 October 2021	
	Asset Plan	Plan under Section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required	Yes	Asset Plan 2022-2032 Date of operation: 25 October 2021	
	Revenue and Rating Plan	Plan setting out the rating structure of Council to levy rates and charges	Yes	Revenue and Rating Plan 2021-2025 Adopted in accordance with Section 93 of the Act Adopted: 7 June 2021	
	Annual Budget	Plan setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other resources required	Yes	Budget 2022/2023 Date of operation: 6 June 2022	

Local Government Performance Reporting Framework (cont.)

Category	Policy/Plan Name	Description	Compliance	Details
PLANNING (CONTINUED)	Risk Policy	Policy outlining Council's commitment and approach to minimising the risks to Council's operations	Yes	Risk Management Policy Updated and adopted: 2 August 2021
	Fraud Policy	Policy outlining Council's commitment and approach to minimising the risk of fraud	Yes	Fraud and Corruption Control Policy Updated and adopted: 7 February 2022
	Municipal Emergency Management Plan	Plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery	Yes	Latrobe City Municipal Emergency Management Plan (LCMEMP) Date of operation: 11 November 2021
	Procurement Policy	Policy outlining the principles, processes and procedures that will apply to all purchases of goods and services by the Council	Yes	Procurement Policy Version 22-POL-14 Date of operation: 7 December 2021
	Business Continuity Plan	Plan setting out the actions that will be taken to ensure that key services continue to operate in the event of a disaster	Yes	Latrobe City Council Business Continuity Plan Date of operation: 2 March 2020 Review commenced in late 2022/23
	Disaster Recovery Plan	Plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster	Yes	The disaster recovery plan is incorporated as part of our Business Continuity Plan
MONITORING	Risk Management Framework	Framework outlining Council's approach to managing risks to the Council's operations	Yes	Risk Management Plan 2021-2023 Date of Operation: 11 August 2021
	Audit and Risk Committee	Advisory committee of Council under section 53 and 54 of the Act	Yes	Established in accordance with Section 53 of the <i>Local Government Act 2020</i> Audit and Risk Committee Charter Adopted: 6 March 2023
	Internal Audit	Independent accounting professionals engaged by the Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls	Yes	It is anticipated that the Audit and Risk Committee will approve the 2023/24 Internal Audit Program on 24 August 2023
	Performance Reporting Framework	A set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the <i>Local Government Act 1989</i>	Yes	Integrated Planning Framework Date of operation: December 2016

Category	Report Name	Description	Compliance	Details
REPORTING	Council Plan Report	Report reviewing the performance of the Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year	Yes	Quarterly Organisation Report - includes Strategic Indicators Quarterly Performance Report - includes Council Plan Action progress reporting. Both reports are provided for September, December, March and June every year.
	Financial Reporting	Quarterly statements to Council under section 138(1) of the <i>Local Government Act 1989</i> comparing budgeted revenue and expenditure with actual revenue and expenditure	Yes	Statements presented to Council in accordance with section 138(1) of the Act. Finance Report presented to Council quarterly. Dates of reports: 08 November 2021 07 February 2022 02 May 2022
	Risk Reporting	Six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies	Yes	Risk reports are provided to Audit and Risk Committee and Executive Risk Management Committee (ERMC) on a quarterly basis. Dates of reports: Audit and Risk Committee 25 August 2022 24 November 2022 2 March 2023 25 May 2023 Executive Risk Management Committee (ERMC) 1 September 2022 10 November 2022 2 February 2023 4 May 2023
	Performance Reporting	Six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the 1989 Act	Yes	Quarterly Performance Report - includes Council Plan Action progress reporting. Both reports are provided for September, December, March and June every year.
	Annual Report	Annual report under sections 131, 132 and 133 of the <i>Local Government Act 1989</i> containing a report of operations and audited financial performance statements	Yes	Considered at meeting of the Council in accordance with Section 134 of the Act Date of consideration: 18 October 2021
	MONITORING	Councillor Code of Conduct	Code setting out the standards of conduct to be followed by Councillors and other matters	Yes
Delegations		Documents setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff	Yes	Reviewed in accordance with relevant legislation S5 - Council to CEO - 4/5/2023 S6 - Council to Staff - 4/5/2023 S7 - CEO to Staff - 4/5/2023 S13 - of CEO Powers, duties, and functions - 4/5/2023
Meeting Procedures		Governance Rules governing the conduct of meetings of Council and delegated committees	Yes	Council has adopted Governance Rules in accordance with section 60 of the Act on 2 August 2021.



Latrobe City Council

Phone 1300 367 700

Post PO Box 264, Morwell, 3840

Email latrobe@latrobe.vic.gov.au

Website www.latrobe.vic.gov.au

Service Centres & Libraries

Morwell

Corporate Headquarters
141 Commercial Road, Morwell

Morwell Library
63-65 Elgin Street, Morwell

Moe

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

Traralgon

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

Churchill

Churchill Community Hub
9-11 Philip Parade, Churchill

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



TOURISM & MAJOR EVENTS ADVISORY COMMITTEE RECOMMENDATIONS, OCTOBER 2023

PURPOSE

To present the recommendations from the Tourism and Major Events Advisory Committee and seek Council approval to fund three events (2024 – 2026 Australian Club Championship Inline Hockey Tournament, 2024 Tennis Men's and Women's Pro Tour Double Header Tournament and the 2024 – 2025 Deakin Melbourne Boomers Women's National Basketball League Matches) through the major events attraction budget.

EXECUTIVE SUMMARY

- At its meeting held on Wednesday, 4 October 2023, the Tourism and Major Events Advisory Committee (TAMEAC) recommended funding support for the 2024 – 2026 Australian Club Championship (ACC) Inline Hockey Tournament occurring 27 March – 1 April 2024 at Stadium 34 in Moe.
- Due to short timeframes, the 2024 Tennis Men's and Women's Pro Tour Double Header Tournament and 2024 – 2025 Deakin Melbourne Boomers Women's National Basketball League Matches were endorsed by TAMEAC out-of-session.
- All three events can be funded from the Major Event Attraction budget and, as a result, there are no budget implications.
- The Hockey and Tennis events have been reviewed and considered by officers based on an assessment prepared outlining economic benefit, community engagement, return on investment and benefit to the local community. Details of the assessments are provided in the attachments.
- The approval sought for the Boomers WNBL matches is based on assessments conducted for previous events and is to allow officers scope to conclude negotiations for a further two-years, prior to the Boomers visit on November 26, 2023, an event that has already been approved by Council.

OFFICER'S RECOMMENDATION

That Council:

- 1. Adopt the recommendations of the Tourism and Major Events Advisory Committee and authorises officers to enter into a suitable agreement to fund the following events through the annual Major Events Attraction budget;**
 - 2024 – 2026 Australian Club Championship Inline Hockey Tournament (27 March – 1 April 2024) for \$10,000 per year, for three years.**
 - 2024 Tennis Men's and Women's Pro Tour Double Header Tournament (18 February – 3 March 2024) for \$20,000.**
 - 2024 – 2025 Deakin Melbourne Boomers Women's National Basketball League Matches (Date TBC) for \$25,000 per year, for two years.**

BACKGROUND

2024 – 2026 Australian Club Championship (ACC) Inline Hockey Tournament

The 2024 Inline Hockey Australian Club Championship will be celebrating its 11th year as it continues to be the biggest inline hockey tournament in Australia. The event expanded in 2023 to include a women's division that saw more than 350 players across 57 teams competing throughout the six days, with every state and territory (except Northern Territory) represented. It is anticipated that these numbers will be matched or increased for the 2024 Championships.

2024 Tennis Men's and Women's Pro Tour Double Header Tournament

This two-week tournament attracts international players from Australia, UK, New Zealand, Asia, USA, India, Germany and France, ranked above 350 in the world. The tournament offers a total prize money pool of \$100,000 dollars, providing players with a competitive pathway, all-important earning opportunities, and world ranking points that facilitate a player's livelihood as a professional player. The tournament involves 208 competitors and officials, plus many accompanying families; based on an average 10-night stay, we estimate 3,060 bed nights.

2024 – 2025 Deakin Melbourne Boomers Women's National Basketball League

The Boomers will return to Gippsland Regional Indoor Sports Stadium for the fifth and sixth years running to compete in an in-season Women's National Basketball League Match in 2024 and 2025. These events will be broadcast live on 9Now and FIBA YouTube, ensuring national and international exposure for Latrobe City. The event will also provide opportunities for local community engagement, allowing residents to actively participate and immerse themselves in the basketball festivities.

At the Council meeting held on Monday, 3 July 2023, Council endorsed the financial support of the 2023 event, which occurs on 26 November. The extension of this agreement has been driven in part by the Boomers successfully negotiating a three-year sponsorship with AGL to support their annual visit.

While the 2024 - 2025 sponsorship is an \$11,000 per annum increase on 2023 support provided, it brings Council's support of women's basketball in line with that offered to the SEM Phoenix men's team for their visit. We aim to make GRISS the Boomers' home from home as they are only able to stage one home match per season away from their regular home base at Parkville. We anticipate this will bring about a growth in engagement and attendance, which can be driven by the certainty of a longer-term agreement. A further advantage of this agreement being extended to match the commercial arrangement with AGL, is that it also allows Council to better leverage the less tangible benefits, by allowing for longer lead times to arrange peripheral events, such as school visits, coaching clinics, etc. Council's agreement with the Phoenix allows for significant community activation, whereas the 'late notice' agreements previously entered into with the Boomers has precluded much of this activity being deliverable with the female athletes and coaches.

Event	Council Contribution (per year)	Economic Impact (estimated) per year	Return on Investment (estimated)
2024 – 2026 Australian Club Championship (ACC) Inline Hockey Tournament Venue: Stadium 34, Moe 27 March - 1 April 2024	\$10,000 per year	\$2,638,626	\$264:\$1
2024 Tennis Men's and Women's Pro Tour Double Header Tournament Venue: Traralgon Tennis Centre 18 February - 3 March 2024	\$20,000	\$1,185,907	\$59:\$1
2024 – 2025 Deakin Melbourne Boomers Women's National Basketball League Venue: GRISS Dates TBC	\$25,000 per year	\$289,130	\$11:\$1

ANALYSIS

In accordance with the Major Events Selection Framework the recommendation to progress this event is presented to Council for adoption.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Major event doesn't meet safety or regulatory requirements.	Low <i>Unlikely x Minor</i>	All events supported by Council are required to submit and have approved an event permit.

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Inability to deliver event by scheduled date	Low <i>Unlikely x Minor</i>	Event timeframes are developed in conjunction with the Latrobe City events team. Strict oversight of this is monitored by Council officers.
FINANCIAL Opportunity cost of lost economic benefit from these major events if not supported.	Low <i>Unlikely x Minor</i>	Use of the major events assessment process and review by Council officers and TAMEAC.
STRATEGIC Major event negatively impacts on the reputation of Latrobe City Council as an events destination.	Low <i>Unlikely x Minor</i>	TAMEAC consideration of event proposal and assessment. Strict oversight of operations and arrangements by Council officers.

CONSULTATION

Consultation has occurred with internal stakeholders to determine support of these major events. Further, major event proposals and assessments are presented to TAMEAC for consideration and recommendation.

COMMUNICATION

All major events have extensive marketing and community engagement activities associated with their delivery. These are managed in conjunction with officers from Latrobe City Council.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The opportunity to host these major events is expected to enhance and boost civic pride and Latrobe's reputation as a centre for sporting excellence.

Cultural

These events are public sporting event and will be promoted to all backgrounds and various community groups to encourage a diverse mix of spectators.

Health

Hosting major events provides the opportunity for the local community to experience high profile events which have an impact on overall community health and wellbeing.

Environmental

It is not anticipated that these events will generate any adverse environmental impacts.

Economic

Economic impacts have been undertaken and assessed based on their economic benefit, return on investment and benefit to the local business community. These events offer an excellent economic benefit to the municipality.

Financial

Event funding is covered under the annual Major Events Attraction budget and part of BAU budget preparations.

Attachments

1. Event Assessment, 2024 - 2026 Australian Club Championships Inline Hockey Tournament
2. Event Assessment, 2024 Tennis Men's and Women's Pro Tour Double Header Tournament

8.2

Tourism & Major Events Advisory Committee Recommendations, October 2023

- 1 **Event Assessment, 2024 - 2026 Australian Club
Championships Inline Hockey Tournament 196**
- 2 **Event Assessment, 2024 Tennis Men's and Women's Pro
Tour Double Header Tournament..... 202**



TAMEAC Major Events Funding Assessment Form



Latrobe City Major Events: TAMEAC Assessment Form | Page 2

EVENT ASSESSMENT			
Date proposal received:	21 August 2023		
Application assessed by:	Jess Middlemiss		
EVENT CONTACT DETAILS			
Contact Name:	Gloria Hawken	Email:	office@skatevictoria.com.au
Title/Position:	CEO Skate Victoria	Phone:	5182 6816
EVENT DETAILS & DELIVERABLES			
Event:	2024 Australian Club Championship (ACC) Inline Hockey Tournament		
Event date:	27 March – 1 April 2024		
Event description: <i>Please provide detailed event description including the who, what, where, when?</i>	<p>The 2024 Inline Hockey Australian Club Championship will be celebrating its 11th year as it continues to be the biggest inline hockey tournament in Australia. The event was expanded in 2023 to include a women's division that saw more than 350 players across 57 teams competing throughout the 6 days, with every state and territory (except Northern Territory) represented. From event feedback it is anticipated that these numbers will be matched or increased for the 2024 Championships. The event has always, and will continue to be staged at Stadium 34 in Moe and work in partnership with Stadium 34 Manager and Tournament Director, Matt Beatson.</p>		
Is the event new or existing?	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Existing Event: How long has your event been running for? 10 Years		
Purpose/Aims/Objectives:	<p>This event will showcase the best of the best in inline hockey and provides an opportunity to strengthen the link between clubs within each State to further develop the skill of athletes across clubs. Inline Hockey is accessible to different genders and the event places no restriction on mixed gender teams.</p> <p>Furthermore, it encourages players of mixed skill levels to participate in one of the five divisions, local members will have the opportunity to participate at their home facility, Stadium 34, which is the largest and only purpose-built Inline Hockey Stadium in the Country.</p> <p>It has been evident over the 10 years that the main objective of the event is to provide a welcoming and inclusive environment for participants and spectators. The event also provides free entry to the community and visitors can spectate the action and excitement of the sport.</p>		

Latrobe City Major Events: TAMEAC Assessment Form | Page 3

Benefit/Outcomes:	<p>This event provides several benefits and outcomes including:</p> <ul style="list-style-type: none"> • The experience of playing in a 6-day tournament provides immeasurable experience to increase skill level of players to take back to their clubs. With streaming of games, clubs can review coverage post event to improve the development of their skill levels and gameplay. • Stadium 34 continues to demonstrate its commitment by providing both the local and wider inline hockey communities the opportunity to experience the sport in senior and junior in-house programs. • It has been evident from previous events that a national sporting event in regional Victoria creates interest from the community with the flow-on being increased participation, not only for Inline Hockey at Stadium 34, but for skating recreational programs and sessions. • The benefit to the community is keeping people across the region healthy and active, whilst participating in either inline hockey or recreational skating. 		
EVENT BUDGET			
INCOME		EXPENDITURE	
Latrobe City Council	\$20,000	Event Operations	\$
Additional Grants / Sponsorship	\$	Venue Hire	\$22,500
Team Entry / Ticket Sales	\$25,000	Marketing and Promotion	\$3,500
In-kind	\$	Administration	\$2,000
Applicants Contribution	\$	Infrastructure	\$
Other – please specify	\$	Referee & Scorers Fees and Accommodation	\$9,000
Other – please specify	\$	Awards, Trophies and Pro Prize Money	\$3,000
		Pro Division Prize Money	\$5,000
TOTAL	\$45,000.00	TOTAL	\$45,000.00

Latrobe City Major Events: *TAMEAC Assessment Form* | Page 4

EVENT GRADING		
Estimated economic benefit to Latrobe Valley	ROI	Rating
Projected economic impact: \$2,638,626.29 (figures based on 2023 event) ROI – based on: <ul style="list-style-type: none"> \$20,000 funding support – \$132 : \$1 \$10,000 funding support – \$264 : \$1 	Up to \$10	<input type="checkbox"/> 1
	\$11 – \$19	<input type="checkbox"/> 2
	\$20 +	<input checked="" type="checkbox"/> 3
Event commitment to the region		
1 year only – annual event, agreement is for 1 year		<input type="checkbox"/> 1
2 years		<input type="checkbox"/> 2
3 years		<input checked="" type="checkbox"/> 3
Event budget		
Event budget supplied is sufficient.	Poor	<input type="checkbox"/> 1
	Good	<input checked="" type="checkbox"/> 2
	Excellent	<input type="checkbox"/> 3
Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond? (Please select one)		
None allocated		<input type="checkbox"/> 0
Latrobe City Only		<input type="checkbox"/> 1
Gippsland		<input type="checkbox"/> 2
Intrastate		<input type="checkbox"/> 3
Interstate		<input checked="" type="checkbox"/> 4
In addition to the above, does the event provide opportunity to market and promote Latrobe City as a tourist destination through the events existing and established marketing channels? i.e. membership data base, TV / live streaming digital media other.		
Membership Database: The event can be leveraged from the membership database to directly reach out to past attendees, interested parties, and stakeholders. Email marketing campaigns can be tailored to showcase Latrobe City's attractions, unique features, and upcoming events. Special promotions or discounts related to local attractions and accommodations can also be included to entice potential tourists.		<input checked="" type="checkbox"/> Yes (1) <input type="checkbox"/> No (0)

Latrobe City Major Events: TAMEAC Assessment Form | Page 5

<p>Live Streaming: Broadcasting the event through live streaming can provide exposure to a wide audience. During these broadcasts, we could potentially highlight Latrobe City's tourism offerings, showcasing its natural beauty, cultural heritage, and recreational activities.</p> <p>Digital Media: Various digital media platforms including social media channels and websites to promote Latrobe City. Dedicated posts, stories, and videos could be created to showcase tourist attractions, local cuisine, accommodations, and upcoming events. Engaging visuals and user-generated content could help create a buzz and encourage sharing.</p> <p>Collaborations and Partnerships: Collaborate with local businesses, travel agencies, and tourism boards to cross-promote Latrobe City. Joint marketing campaigns, giveaways, and packages that combine event attendance with tourism experiences could be designed to attract visitors.</p> <p>Content Marketing: The ACC can create valuable content such as blog posts, articles, and videos that highlight Latrobe City's unique offerings. This content can be shared on event websites, newsletters, and social media platforms, helping potential visitors learn more about the destination.</p> <p>Promotional Materials: Incorporate Latrobe City's branding and key attractions into event promotional materials such as brochures, banners, posters, and event programs. Attendees can take these materials home, extending the reach of the destination's marketing efforts.</p>	
<p>Is there a proposed community engagement plan / content? If yes, is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:</p>	
<p>None – tournament only allows for entered teams to compete.</p>	<p><input type="checkbox"/> Yes (1) <input checked="" type="checkbox"/> No (0)</p>
<p>Calendar/market fit for Latrobe City Calendar of Events</p>	
<p>Good fit in the calendar.</p>	<p>Poor <input type="checkbox"/> 1</p>
	<p>Good <input checked="" type="checkbox"/> 2</p>
	<p>Excellent <input type="checkbox"/> 3</p>
<p>Are there other activities/programs included in the proposal that have not been mentioned previously? If so, please provide details:</p>	
<p>None</p>	
<p>Please provide details on any other activities, programs or information and any further information below in regard to this event application</p>	
<p>None</p>	
<p>Grading guide: 0 – 6 = GOOD, 7 – 12 = V GOOD, 13 and above = EXCELLENT</p>	<p>Score 15/20</p>
<p>STRATEGIC GOALS / FOCUS</p>	



Latrobe City Major Events: TAMEAC Assessment Form | Page 6

Does the event support the following strategic goals:	
Adding to our region's Economic prosperity	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Being complementary to community members and groups	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Increasing the region's image and visibility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
IDENTIFY KEY ISSUES / BENEFITS	
Issues:	None.
Benefits:	Great event that achieves a high economic impact and ROI. Event has been running for over 10 years and continuously adds components onto the event to grow and develop it.
RECOMMENDATION	
<p>Taking the above application into consideration, it is recommended to proceed with this proposal.</p> <p>Skate Victoria has requested Council support this event for \$20,000 per year. This event has been supported by Council over the past 10 years with a range of funding from \$2,000 to \$10,000. Taking into consideration the significant economic impact, ROI and the event budget supplied, it is recommended that this event is funded for \$10,000 per year for 3 years.</p> <p>This recommendation aligns with the Latrobe City Events & Tourism Strategy 2018–2022:</p> <p>1. Increase Visitation Through developing major destination attractions, experiences, and hallmark events by leveraging events as a catalyst for tourism growth through a diverse year-round calendar of events.</p> <p>2. Increase Length of Stay and Visitor Spend By stopping passing through traffic and convert day trippers into overnight stays. Via increased spend through value-adds and the packaging of events and tourism experiences.</p> <p>3. Increase Destination Profile Through brand development, destination and event marketing and PR. By prioritising digital and social media and collaboration with regional, state, and national partners.</p> <p>It also supports the Latrobe City Council Plan 2021 - 2025 objectives:</p> <p>1. Healthy</p> <ul style="list-style-type: none"> Continue to position Latrobe City for major sporting events that are accessible and inclusive for all our community. <p>2. Connected</p> <ul style="list-style-type: none"> Promote our role as Gippsland's Regional City to support economic growth and events programming, cultural events and recreation and sporting attractions. 	



TAMEAC Major Events Funding Assessment Form



Latrobe City Major Events: TAMEAC Assessment Form | Page 2

EVENT ASSESSMENT			
Date proposal received:	16 October 2023		
Application assessed by:	Jess Middlemiss		
EVENT CONTACT DETAILS			
Contact Name:	Fiona Luscombe	Email:	FLuscombe@Tennis.com.au
Title/Position:	Pro Tour Manager	Phone:	0413 047 920
EVENT DETAILS & DELIVERABLES			
Event:	2024 Tennis Men's and Women's Australian Pro Tour Tournaments (Double Header)		
Event date:	18 – 25 February 2024 – Pro Tour #1 (Women's and Men's) 25 February – 3 March 2024 – Pro Tour #2 (Women's and Men's)		
Event description: <i>Please provide detailed event description including the who, what, where, when?</i>	<p>The opportunity exists for the Traralgon Tennis Association to host 2 back-to-back Men's and Women's Australian Pro Tour Tournaments across 2 weeks in February/March 2024.</p> <p>Each tournament will have \$25K Men's and \$25K Women's Prize money, a total prize pool across both events of \$100K.</p> <p>In Australia, the Pro Tour calendar offers a total prize money pool of over US\$1.81 million dollars annually providing players with a competitive pathway; all-important earning opportunities, and ATP/WTA Tour world ranking points that facilitate a player's livelihood as a professional player.</p> <p>The Pro Tour regularly attracts international players from Australia, UK, New Zealand, Asia, USA, India, Germany, Australia and France who are ranked from 350 + in the world.</p>		
Is the event new or existing?	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Existing Event: How long has your event been running for? 1 Year		
Purpose/Aims/Objectives:	<p>Provide players with a competitive pathway; all-important earning opportunities, and ATP/WTA Tour world ranking points that facilitate a player's livelihood as a professional player.</p> <p>Event also provides an opportunity to showcase elite level tennis in regional cities in Australia to grow and develop the sport.</p>		
Benefit/Outcomes:	<p>Branding:</p> <ul style="list-style-type: none"> • Live Streamed through international websites • Significant Media coverage • Unique website visitors in excess of 1.878 million annually 		

Latrobe City Major Events: *TAMEAC Assessment Form* | Page 3

		Community: <ul style="list-style-type: none"> • Significant community engagement opportunities throughout the 2 weeks including Tennis Hot Shots Tournaments. • Opportunity for the Traralgon Tennis Association to raise funds and grow and develop the sport locally. 	
EVENT BUDGET			
Please outline your event 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.			
INCOME		EXPENDITURE	
Latrobe City Council	\$20,000	Event Operations	\$97,000
Destination Gippsland (Events Gippsland)	\$10,000	Venue Hire (including cleaning, temporary build, portables if required)	\$12,000
Team Entry / Ticket Sales	\$7,200	Marketing and Promotion	\$8,000
In-kind	\$	Administration	\$14,600
Applicants Contribution	\$	Infrastructure	\$13,500
		Prizemoney	\$147,000
		Officials	\$78,000
TOTAL	\$37,200	TOTAL	\$370,100

Latrobe City Major Events: TAMEAC Assessment Form | Page 4

EVENT GRADING		
Estimated economic benefit to Latrobe Valley	ROI	Rating
Projected economic impact: \$1,185,907.82 ROI – \$59:\$1	Up to \$10	<input type="checkbox"/> 1
	\$11 – \$19	<input type="checkbox"/> 2
	\$20 +	<input checked="" type="checkbox"/> 3
Event commitment to the region		
1 year only – annual event, agreement is for 1 year		<input checked="" type="checkbox"/> 1
2 years		<input type="checkbox"/> 2
3 years		<input type="checkbox"/> 3
Event budget		
Budget provided	Poor	<input type="checkbox"/> 1
	Good	<input type="checkbox"/> 2
	Excellent	<input checked="" type="checkbox"/> 3
Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond? (Please select one)		
None allocated		<input type="checkbox"/> 0
Latrobe City Only		<input type="checkbox"/> 1
Gippsland		<input type="checkbox"/> 2
Intrastate		<input type="checkbox"/> 3
Interstate		<input checked="" type="checkbox"/> 4
In addition to the above, does the event provide opportunity to market and promote Latrobe City as a tourist destination through the events existing and established marketing channels? i.e. membership data base, TV / live streaming digital media other.		
Live Streaming on all courts for 2 weeks. Court signage for Latrobe City and Gippsland will feature at all times on this broadcast vision that has international reach.		<input checked="" type="checkbox"/> Yes (1) <input type="checkbox"/> No (0)
Is there a proposed community engagement plan / content? If yes, is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:		
Tennis Australia and Tennis Victoria collaborated media/PR and community engagement campaign for the event includes:		<input checked="" type="checkbox"/> Yes (1) <input type="checkbox"/> No (0)

Latrobe City Major Events: TAMEAC Assessment Form | Page 5

<ul style="list-style-type: none"> • Lead up media announcement profiling the player field, event facts, sponsors, and community activities on offer for the week. • Storytelling through web stories, media releases and social media posts will generate interest in the event and greater awareness at a local, state and national level via Traralgon Tennis Association, Tennis Victoria and Tennis Australia channels • Local businesses engagement • Player / community engagement • Ballcrew – Q&A with the players • Social Media & Radio advertising campaign • Club volunteers and members involved in running the event – showcasing the facilities and sense of satisfaction of running an international level event. Volunteer reward and recognition • Community engagement – event promotion and advertised to the volunteers, local community of Latrobe & Gippsland to witness high-performance tennis and participate in the event activities. • Local school event as well as an inter-club BBQ • Tennis in schools campaign • Volunteer recruitment campaign • Business community through sponsorship • Links on all media and marketing material will have links to TA, TV and the International Tennis Federation – all 3 websites contain all the information & awareness about tennis and promote the region through the title and location • Main Draw media wrap up / result updates – circulated to national media and uploaded on the TA website • Dedicated Latrobe City Tennis International Pro Tour website page: usual stats during the 2-week event period are: 10,834 Page views / 4,526 Unique Page Views 	
Calendar/market fit for Latrobe City Calendar of Events	
No conflicting major events	Poor <input type="checkbox"/> 1
	Good <input type="checkbox"/> 2
	Excellent <input checked="" type="checkbox"/> 3
Are there other activities/programs included in the proposal that have not been mentioned previously? If so, please provide details:	
None	



Latrobe City Major Events: TAMEAC Assessment Form | Page 6

Please provide details on any other activities, programs or information and any further information below in regard to this event application	
None	
Grading guide: 0 – 6 = GOOD, 7 – 12 = V GOOD, 13 and above = EXCELLENT	Score 16/20
STRATEGIC GOALS / FOCUS	
Does the event support the following strategic goals:	
Adding to our region's Economic prosperity	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Being complementary to community members and groups	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Increasing the regions image and visibility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
IDENTIFY KEY ISSUES / BENEFITS	
Issues:	Due to short timeframes and the need to add this event to Tennis Australia's calendar of events, this event requires urgent endorsement and approval of hosting this event.
Benefits:	<ul style="list-style-type: none"> • High economic impact and ROI • Internationally streamed • Significant media coverage • Highly regarded reputation for hosting international tennis events
RECOMMENDATION	
Taking the above application into consideration, it is recommended to proceed with this proposal. Recommended funding allocation: \$20,000.	
These recommendations align with the Latrobe City Events & Tourism Strategy 2018–2022:	
1. Increase Visitation	
Through developing major destination attractions, experiences, and hallmark events. By leveraging events as a catalyst for tourism growth through a diverse year-round calendar of events.	
2. Increase Length of Stay and Visitor Spend	
By stopping passing through traffic and convert day trippers into overnight stays. Via increased spend through value-adds and the packaging of events and tourism experiences.	
3. Increase Destination Profile	
Through brand development, destination and event marketing and PR. By prioritising digital and social media and collaboration with regional, state, and national partners.	
4. Promote Community Connectiveness	
By encouraging community support. Through participation in events and tourism initiatives.	

OLD METHODIST CHURCH - COMMUNITY CONSULTATION OUTCOMES AND NEXT STEPS

PURPOSE

To provide Councillors with the outcomes of the community consultation in respect of the future use of the Old Methodist Church for noting and propose that Council request a new lease from VicTrack to retain the Church in situ.

EXECUTIVE SUMMARY

- The Old Methodist Church (“the Church”) is currently vacant and housed in the forecourt at Traralgon Railway Station under a lease with Department of Transport which is currently in overholding on a month-to-month basis.
- Council have been considering the future of the Church since the decision was made to transition the Visitor Information Service from the Church to the new Gippsland Performing Arts Centre, in 2018.
- Council has no identified service use for the building and as such it is surplus to requirements.
- In November 2021 Council decided to demolish the building and consult in relation to the retention of heritage elements of the building.
- A *Structural Inspection and Assessment Report* (attached) conducted in 2021 confirmed that the building is in disrepair and unfit for use in its current state.
- A Heritage Assessment conducted in 2022 has determined the building has local historical value and makes several non-binding recommendations on this basis.
- Revised costings (Plus GST) have been sourced (attached) and are summarised as follows:
 - Demolish the building \$86,000
 - Refurbish the building in the current location \$340,000
 - Relocate and refurbish the building (within 20km) \$775,000
- At the Council Meeting held on Monday, 6 December 2021, Council resolved to defer implementation of the resolution so that further community consultation on the future of the building could be undertaken.
- Further to this, Council resolved at the Council Meeting held on Monday, 1 May 2023 as follows:

That Council:

1. *Allocates \$86,000 (plus GST) from the 2022/23 full year forecast surplus to be utilised in relation to the future of the old Methodist Church.*

2. *Undertakes further community consultation seeking proposals for the future use and location of the Old Methodist Church as generally outlined in Attachment 1.*
 3. *The Chief Executive Officer approves a community and stakeholder engagement plan prior to commencement of further community consultation.*
 4. *Is provided a future report detailing the outcomes of the submissions received following the consultation phase.*
- In accordance with the approved *Community and Stakeholder Engagement Plan* the consultation process was conducted on Council's *Have Your Say* Platform and ran between 23 August and 19 September 2023 respectively.
 - This process was supported by an open consultation session on 29 August 2023 and approximately 20 people attended.
 - Council received 21 submissions. 16 were received on the *Have Your Say* Platform and five by email. Those received by email did not respond to the above questions but provided broad input.
 - In considering submissions received, broad trends can be summarised as follows:
 - the Church should be preserved on the basis of its historical value,
 - the Church should be maintained on its current site, noting that Victory Park and Glenview Park were also mooted as possible locations,
 - the Church be used for community use which may include as a base for community groups, a museum, a café, a social enterprise, a wedding venue.
 - Council was considered the responsible entity to fund the works, however in general grants and fundraising were also proposed.
 - One proposal provided an opportunity for Council to work in partnership with the proposers as a collective committee, the *Old Methodist Church Futures Committee* (the Committee) to progress the work required to preserve the Church and oversee its future use.
 - One proposal indicated that the Church had reached the end of its life and should be demolished.
 - The outcomes of the consultation have been discussed in an Out of Sessions Briefing on 18 October 2023.
 - Given the preference of the majority of respondents is that the Church should remain at its current site, the potential to achieve this is critical to informing any further consideration regarding the future of the Church.

OFFICER'S RECOMMENDATION

That Council:

- 1. Note the outcomes of the community consultation relating to the future use of the Old Methodist Church and thanks community members who made submissions.**
- 2. Request VicTrack enter a new lease for Lot 84 Traralgon as a precondition to further considerations regarding the future of the Old Methodist Church and the site.**
- 3. Note a further report will be presented to Council in the first quarter of 2024 regarding the outcome of item 2 (above) and options for next steps.**

BACKGROUND

The Church is currently vacant and housed in the forecourt at Traralgon Railway Station under a lease with VicTrack which is currently in overholding on a month-to-month basis.

Council have been considering the future of the Church since the decision was made to transition the Visitor Information Service from the Church to the new Gippsland Performing Arts Centre, in 2018.

Council has no identified service use for the building and as such it is surplus to requirements.

At the Council Meeting held on Monday, 8 November 2021, Council resolved to demolish the building and consult in relation to the retention of heritage elements of the building.

A *Structural Inspection and Assessment Report* (attached) conducted in 2021 confirmed that the building is in disrepair and unfit for use in its current state. Further, it will require significant renovation to meet *Disability Discrimination Act 1992* building standards subject to the nature of future use.

A Heritage Assessment (attached) conducted in 2022 has determined the building has local historical value and makes several non-binding recommendations on this basis.

Revised costings (Plus GST) have been sourced (attached) and are summarised as follows:

- Demolish the building \$86,000
- Refurbish the building in the current location \$340,000
- Relocate and refurbish the building (within 20km) \$775,000

At the Council Meeting held on Monday, 6 December 2021, Council resolved to defer implementation of the resolution made at the November 2021 Council meeting to demolish the Church, so that further community consultation on the future of the building could be undertaken.

Further to this, at the Council Meeting held on Monday, 1 May 2023, Council resolved as follows:

That Council:

1. *Allocates \$86,000 (plus GST) from the 2022/23 full year forecast surplus to be utilised in relation to the future of the old Methodist Church.*
2. *Undertakes further community consultation seeking proposals for the future use and location of the Old Methodist Church as generally outlined in Attachment 1.*
3. *The Chief Executive Officer approves a community and stakeholder engagement plan prior to commencement of further community consultation.*
4. *Is provided a future report detailing the outcomes of the submissions received following the consultation phase.*

In accordance with the approved *Community and Stakeholder Engagement Plan* the consultation process was conducted on Council's *Have Your Say* Platform and ran between Wednesday, 23 August and Tuesday, 19 September 2023 respectively. The questions posed on *Have your Say* were as follows:

1. *Name*
2. *Email*
3. *In what capacity are you submitting a proposal or idea for the future use of the Old Methodist Church?*
4. *Please detail your proposal or idea for the future of the Old Methodist Church.*
5. *Please detail how you see your proposal will benefit the community*
6. *Do you have an understanding of what costs would be associated with delivering your proposal or idea?*
7. *Does your proposal relate to the delivery of a service or programs from the Old Methodist Church? If so who will be responsible for the delivery of these?*
8. *Have you considered how you would source funding for your proposal or idea?*
9. *If you know where you would propose to situate the Old Methodist Church please provide details of this location? If this is Council owned/managed land or on private property please indicate if you have discussed and /or have permission from the relevant landowner manager.*
10. *Do you have any idea as to who will be responsible for the ongoing management and maintenance of the building and the site?*
11. *Please provide any further information or commentary in support of your proposal or idea.*

This process was supported by an open consultation session to support community members to develop their proposals and provide any additional information requested. This session was held over five hours and GPAC on Tuesday, 29 August 2023 and approximately 20 people attended. Most were directly known to officers or from groups that have previously registered an interest in the Old Methodist Church.

Council received 21 submissions. 16 were received on the *Have Your Say* Platform and 5 by email. Those received by email did not respond to the above questions but provided broad input. Submissions can be viewed in summary in Attachment 1 in full in Attachment 2.

In considering submissions received, broad trends can be summarised as follows:

- the Church should be preserved on the basis of its historical value,
- the Church should be maintained on its current site, noting that Victory Park and Glenview Park were also mooted as possible locations,
- the Church be used for community use which may include as a base for community groups, a museum, a café, a social enterprise, a wedding venue.

In terms of funding the required works all in support of retention of the church saw this sitting with Council as the responsible entity, however in general grants and fundraising were also considered without any specifics around proportionality, source or amount.

One proposal was made on the basis that that requested information requires a coordinated and ongoing approach to flesh out and provided an opportunity for Council to work in partnership with the proposers as a collective committee, the *Old Methodist Church Futures Committee* (the Committee) This submission articulated a three staged approach to deal with the structural integrity and condition of the building, the location of the building and finally arrangements for determining the use of and oversight of the use of the building moving forward. This proposal was supported by signatories to a petition amounting to circa 272 people and through one other submission from a member of this group. In respect of the petition the exact nature of the information provided to signatories is unknown and on the face of information provided has limited value in demonstrating support for preservation of the Church in full appreciation of the facts.

One proposal indicated that the Church had reached the end of its life and should be demolished.

Councillors have been presented with the consultation outcomes in summary and in full and have had an opportunity to discuss the consultation outcomes in an Out of Session briefing on Wednesday, 18 October 2023.

ANALYSIS

The feedback received demonstrated clear preference for the Church to be retained and in its current location, accordingly a sensible first step is to explore the potential to deliver this outcome with VicTrack. For clarity this step is intended to inform further consideration in respect of the future of the Church and does not in itself mean that the Church will be preserved and/or on what basis.

Should effort to secure a lease be nominally successful, the duration and conditions of any proposed lease will be critical factors in assessing the respective merit of entering the lease, including the impact on future use of the building, level of investment required and any impact on successful fundraising.

Subject to the outcome of these negotiations, a review of the current Masterplan may be required which is currently unbudgeted. The outcomes of this review may not result in an outcome that situating the Church in its current location is an optimal use of this precinct.

Moving forward Council also need to consider the proposal made by the Committee and how future engagement with this group will be framed. Officers will maintain communication with the Committee as a key stakeholder while the currently proposed actions are undertaken and considered by Council.

Given that the most pressing issue relates to capacity to enter into a lease to retain the Church on site, it is proposed that this form the first step in progressing this matter and that a determination as to if, and in what form, any future preservation will be undertaken, is deferred.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE</p> <p>Risk of non-compliance with lease conditions.</p> <p>Non-compliance with OH&S requirements.</p>	<p>Low</p> <p><i>Unlikely x Minor</i></p>	<p>Council currently occupies the site on an agreed overholding of an expired lease. Entering negotiations regarding a future lease is an activity itself that is low risk.</p> <p>The Church is currently not structurally sound and therefore is not in use for service delivery or community use. It is locked to prevent public access.</p>
<p>FINANCIAL</p> <p>Risk of unforeseen financial consequences to Council</p>	<p>Low</p> <p><i>Unlikely x Minor</i></p>	<p>There is limited financial impact incurred through the negotiation process itself however once understood any financial implications arising from a new lease arrangement can be considered alongside other known costs in determining the future of the Church.</p>
<p>STRATEGIC</p> <p>Failing to deliver an outcome in relation to the future of the Church in line with community expectations of the process.</p>	<p>Low</p> <p><i>Unlikely x Minor</i></p>	<p>Progress discussions with State Government to seek a further lease in accordance with the preferences expressed from the consultation.</p>

CONSULTATION

The community consultation in respect of the future of the Methodist Church occurred in accordance with the approved Communication Plan and was delivered as described in this report.

COMMUNICATION

All respondents have been advised that the matter will be presented to Council at the November Council meeting and provided part of a generic thank you for their participation.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

There are no social impacts in respect of the current proposal to enter lease negotiations with VicTrack to maintain the Church in its current location, noting that there may be outcomes that may impact social functioning in respect of building use.

Cultural

There are no cultural impacts in respect of the current proposal to enter lease negotiations with Victrack to maintain the Church in its current location, noting that the key driver for this is to preserve a building with cultural and heritage value.

Health

Not Applicable.

Environmental

There are no environmental impacts in respect of the current proposal to enter lease negotiations with VicTrack to maintain the Church in its current location, noting that any such issues will be identified and addressed through any Masterplan review necessitated as an outcome of this proposal.

Economic

Not applicable.

Financial

There are no financial impacts in respect of the current proposal to enter lease negotiations with VicTrack to maintain the Church in its current location.

Attachments

Nil

PREVENTION OF SEXUAL HARASSMENT POLICY 2023

PURPOSE

To present the Prevention of Sexual Harassment Policy 2023 for adoption.

EXECUTIVE SUMMARY

- The Victorian Auditor-General's Office (VAGO) conducted an audit around the prevalence and nature of sexual harassment in the local government sector.
- The findings outlined that Latrobe City Council included sexual harassment in the Prevention of Bullying and Harassment Policy and Managing Misconduct and Serious Misconduct Procedure but did not reference the *Equal Opportunity Act 2010* or the *Sex Discrimination Act 1984*.
- Eleven actions were issued, one being that Council implement a standalone prevention of sexual harassment policy.

OFFICER'S RECOMMENDATION

That Council adopt the Prevention of Sexual Harassment Policy 2023 with the policy made available on Council's website.

BACKGROUND

In 2020 the Victorian Auditor-General's Office (VAGO) conducted an audit around the prevalence and nature of sexual harassment in the local government sector.

The findings outlined that no audited council had a standalone sexual harassment policy, with four having relevant information included in their broader documents about bullying, appropriate workplace behaviour and discrimination, Latrobe City Council being one of the four Councils.

Based on the above, one of the eleven recommendations from the audit was to introduce a stand-alone Sexual Harassment Policy that:

- Aligns with the Victorian Equal Opportunity and Human Rights Commission's Guideline: Preventing and responding to workplace sexual harassment that complies with the *Equal Opportunity Act 2010* and the Victorian Public Sector Commission's Model Policy for the Prevention of Sexual Harassment in the Workplace;
- Includes clear links to relevant council policies and procedures;
- Covers the applicability of council policies to different roles and workplace settings, including councillors, customer-facing staff and members of the public;

The development of the Draft Policy is in line with the recommendation above and complies with the *Equal Opportunity Act 2010* and *Sex Discrimination Act 1984* and will be implemented in line with a new standalone Prevention of Sexual Harassment Operational Policy which covers Council's internal processes to reporting, confidentiality, support and outcomes.

ANALYSIS

Council has a duty to eliminate discrimination, sexual harassment and victimisation in the workplace. This is called the positive duty.

The positive duty is about being proactive and identifying problems and taking reasonable and proportionate measures to eliminate the causes of sexual harassment, as far as possible, that may be part of the systems or culture in the workplace.

Sexual harassment and victimisation in the workplace are unlawful under Victoria's Equal Opportunity Act and federal anti-discrimination laws in addition to the *Occupational Health and Safety Act 2004*, the *Crimes Act 1958*, the *Sex Discrimination Act 1984* and the *Fair Work Act 2009*.

The Draft Policy applies to all Councillors, Council employees (including contractors), volunteers, clients and other external parties, and sets out the legal responsibilities and obligations for Council and individuals undertaking Council duties or activities.

This Policy has been drafted to support the prevention of sexual harassment against all Councillors, Council employees, contractors and volunteers from each other and other external parties including members of the public and sets out the legal responsibilities and obligations for Council and individuals undertaking Council duties or activities.

Section 18 of the *Councillor Code of Conduct* states that Councillors must take positive action to eliminate sexual harassment in accordance with the *Equal Opportunity Act 2010* and will take all reasonable steps to eliminate sexual harassment at Council.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE</p> <p>Council has obligations under the Equal Opportunity Act and federal anti-discrimination laws to provide a workplace free from harassment.</p>	<p>High</p> <p><i>Likely x Moderate</i></p>	<p>This policy aims to support a safe workplace and to limit the risk and incidents of sexual harassment at Council’s workplace or in connection with Council activities by defining what Sexual Harassment is and outlining the principals of management.</p>
<p>SERVICE DELIVERY</p> <p>The Human Rights Commission state that workplace sexual harassment is widespread across all areas of the workforce and can have profoundly harmful impacts on victim-survivors, as well as others in the workplace.</p>	<p>Medium</p> <p><i>Almost Certain x Minor</i></p>	<p>The Policy sets out principals of management when sexual harassment is reported, Council also has operational policies and procedures implemented to reduce the risk to the victim and others in the workplace and offer confidential support through the Employee Assistance Program (EAP).</p>

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>Poor rates of reporting and inadequate responses compound the problem of sexual harassment in the workplace which can cause reputational damage in the community.</p>	<p style="text-align: center;">High <i>Moderate x Likely</i></p>	<p>The Prevention of Sexual Harassment Policy outlines the introduction of the operational policy which includes reporting mechanisms and anonymous reporting channels to reduce the stigma of reporting and increase Council's ability to manage this issue. The Policy also provides avenues for management and further prevention to alleviate risk of reputational damage if unmanaged.</p>

CONSULTATION

Feedback has been received from staff as part of consultation and has been incorporated in the attached Draft Policy. External feedback has been received from GenderWorks Australia in order to comply with our obligations within Council's Gender Equality Action Plan (GEAP).

COMMUNICATION

When adopted, the Prevention of Sexual Harassment Policy will be communicated internally to Councillors and staff and will be available on the Latrobe City Council website.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The Draft Policy provides a framework to ensure that Latrobe City Council is compliant with audit recommendations and to be an organisation with zero tolerance towards sexual harassment.

Cultural

The Draft Policy aims to recognise, value and support staff with diverse backgrounds and protect them from any form of sexual harassment.

Health

The Draft Policy provides a framework to ensures that Latrobe City Council services and facilities remain safe workplaces for staff, free from harassment.

Environmental

Not applicable.

Economic

Not applicable.

Financial

Not applicable.

Attachments

1. Council Policy - Prevention of Sexual Harassment - Final Draft

8.4

Prevention of Sexual Harassment Policy 2023

1	Council Policy - Prevention of Sexual Harassment - Final Draft	223
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Prevention of Sexual Harassment Policy

Version 1

Approval Date: TBC
Review Date: TBC



Prevention of Sexual Harassment Policy

DOCUMENT CONTROL

Responsible GM	General Manager Organisational Performance	
Division	Organisational Performance	
Last Updated (who & when)	Manager People & Culture	October 2023
DOCUMENT HISTORY		
Authority	Date	Description of change
References		
Next Review Date	(October 2027)	
Published on website	Yes – TBC on date, one week after OCM endorsement	
Document Reference No	Not applicable	

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Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Prevention of Sexual Harassment Policy

1. Background

Sexual harassment is unlawful and prohibited by both the Equal Opportunity Act 2010 (Vic) and the Sex Discrimination Act 1984 (Cth).

Latrobe City Council (Council) is committed to providing a safe, flexible and respectful environment for Councillors, Council employees and the community that is free from all forms of sexual harassment.

2. Objectives

This policy aims to support a safe workplace and to limit the risk and incidents of sexual harassment at Council's workplace or in connection with Council activities.

Council will aim to prevent sexual harassment by:

- creating a safe physical and online working environment;
- providing information, instruction, training and support about the importance of preventing and addressing sexual harassment in the workplace;
- addressing unwanted or offensive behaviour early; and
- encouraging reporting of sexual harassment.

3. Scope

This Policy applies to all Councillors, Council employees (including contractors), volunteers, clients and other external parties, and sets out the legal responsibilities and obligations for Council and individuals undertaking Council duties or activities.

This policy applies to circumstances (including but not limited to):

- How Council provides services to clients and how it interacts with other members of the public (physical, or through digital or electronic mediums such as email, phone, social media);
- On-site, off-site, role-related social functions, conferences – wherever and whenever Councillors, employees and volunteers may be performing aspects of their role;
- Out of work hours interaction where there is a strong connection to the employment relationship, such as functions or events;
- Councillor, employees and volunteer treatment of others in the performance of their Council duties or activities;
- Client and other external party treatment of Councillors, employees and volunteers.

When managing reports of alleged sexual harassment by clients or other external parties, Council will liaise with the responsible authority to ensure proper procedures are followed and will provide support services. This may include direct contact with Police.

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Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Prevention of Sexual Harassment Policy

4. Principles of Management

General Provisions

The principles associated with this policy are that:

- Sexual harassment is unlawful and will not be tolerated by Council;
- A single incident can constitute sexual harassment;
- According to the Victorian Equal Rights Opportunity and Human Rights Commission, sexual harassment is gendered. Most instances of sexual harassment (but not all) are experienced by women;
- Council has a duty to ensure the health and safety of its Councillors, employees and volunteers:
 - to eliminate risks to health and safety so far as is reasonably practicable; and
 - if it is not reasonably practicable, to eliminate risks to health and safety, to reduce those risks so far as is reasonably practicable.
- Victimisation (subjecting or threatening to subject someone to detrimental or unfavourable treatment because they have raised a complaint or issue) is unlawful and will not be tolerated by Council;
- Councillors, employees and volunteers may be personally liable if allegations of sexual harassment are substantiated against them;
- Legal action (civil and/or criminal) may be taken against a person who has engaged in sexual harassment;
- Conduct constituting sexual harassment by a Councillor, employees or volunteer may also expose Council to liability. Council may be vicariously liable for an individual's conduct undertaken in the course of, or in connection with, their appointment, employment or placement;
- Council recognises that comments and behaviour that do not offend one person can offend another. All Councillors, employees and volunteers are required to treat others with dignity, courtesy, respect and professionalism and must not engage in unlawful conduct, including sexual harassment;
- Power dynamics, either direct or indirect, can impact the willingness of an employee to report sexual harassment; and
- Complaints will be reviewed with an intersectional gender lens and considered when assessing the appropriate response action and support required

What is Sexual Harassment?

The Equal Opportunity Act 2020 and the Sex Discrimination Act 1984 provide that sexual harassment occurs in circumstances in which the conduct is unwelcome and where a reasonable person, having regard to all the circumstances, would have anticipated that the other person would be offended, humiliated, or intimidated.

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Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Prevention of Sexual Harassment Policy

Sexual harassment in the workplace may take various forms and can be directed at, and perpetrated by, people of all genders. It may be physical, spoken or written and may include, but is not limited to:

- unwelcome physical contact of a sexual nature;
- comments or questions of a sexual nature about a person's private life or their appearance;
- sexually suggestive behaviour, such as leering or staring or offensive gestures;
- brushing up against someone, touching, fondling, or hugging;
- sexually suggestive comments or jokes;
- displaying offensive screen savers, photos, calendars, or objects;
- repeated requests to go out;
- unwanted displays or declarations of affection;
- requests for sex;
- sexually explicit emails, text messages or posts on social networking sites;
- sexual assault, indecent exposure, physical assault, and stalking (which are also criminal offences); and
- actions or comments of a sexual nature in a person's presence (even if not directed at that person).

Managing Sexual Harassment in the Workplace

Council will at all times maintain an internal Prevention of Sexual Harassment Operational Policy which will include, but not be limited to:

- Explanation of what constitutes and does not constitute sexual harassment in the workplace;
- How to report sexual harassment in the workplace;
- Support options available to individuals affected by sexual harassment in the workplace;
- The process that will be followed by Council when a report of sexual harassment is made;
- The relationship between sexual harassment, the Councillor Code of Conduct and the Staff Code of Conduct.

Latrobe City Council has zero tolerance for any forms of sexual harassment displayed to our Councillors, employees and volunteers and will refer to the Prevention of Sexual Harassment Operational Policy in responding to any such reported behaviour.

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Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Prevention of Sexual Harassment Policy

5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

5.1. Councillors

Councillor's are responsible for:

- Complying with this policy;
- Modelling appropriate behaviour;
- Participating in any training provided by Council;
- Treating information in relation to claims of sexual harassment with appropriate confidentiality;
- Ensuring that a person is not victimised for making, or being involved in, a sexual harassment complaint; and
- Acting in accordance with the Councillor Code of Conduct and Councils values, policies and procedures.

5.2 Chief Executive Officer

In addition to responsibilities as an employee, is responsible for:

- Overall responsibility for implementation of this policy;
- Promote and support initiatives aimed at preventing sexual harassment;
- Protecting the health and safety of staff while at work by providing and maintaining a working environment that is gender equitable, inclusive, safe and without risks to health;
- Assisting Councillors in understanding their roles and responsibilities; and
- Conducting reviews and/or engaging an independent external reviewer to do so in collaboration with the People and Culture Manager.

5.3 General Managers, Managers, Coordinators and Team Leaders

In addition to their responsibilities as an employee, are responsible for:

- Implementation of this policy;
- Promote gender equality in the workplace;
- Monitoring the work environment;
- Promoting awareness of this policy within their area;
- Treating all complaints seriously and take prompt and appropriate action to address them;
- Maintain confidentiality regarding any complaint, unless explicit permission is provided by the employees involved or where you are legally obliged to notify other employees regarding the issue i.e. health and safety concerns.
- Discussing the complaint with their immediate supervisor as appropriate, whilst managing the balance of confidentiality and duty of care;

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Prevention of Sexual Harassment Policy

- Contacting the People and Culture team for further information and support for the management of reports of sexual harassment as appropriate;
- Ensure that a person is not victimised for making, or being involved in, a sexual harassment complaint; and
- Proactively improve the work culture by adopting a zero-tolerance approach to sexual harassment and take active steps to prevent sexual harassment in the workplace.

5.4 Manager People and Culture

In addition to their responsibilities as an employee, is responsible for:

- Keep appropriate and confidential records of sexual harassment;
- Maintain confidentiality unless explicitly required by legislation to share information regarding the complaint or incident;
- Provide advice and support to employees and managers on in the prevention, identification and management of sexual harassment in the workplace;
- Role model gender equitable and inclusive behaviours;
- Support Managers to address patterns of concerns with individuals and teams;
- Assisting employees and volunteers in understanding their roles and responsibilities;
- Providing advice in relation to matters covered by this policy;
- Conducting reviews and/or engaging an independent external reviewer to do so;
- Assisting with assessing whether a complaint of sexual harassment requires action under a different process;
- Maintain knowledge of current legislation and best practice in dealing with sexual harassment and review this policy as required; and
- Reviewing and updating this policy and the operational policy for prevention of sexual harassment as required.

5.5 All Employees, Contractors and Volunteers, must:

- Comply with this policy;
- Model appropriate behaviour and support the organisation to be free from all forms of sexual harassment;
- Participate in related training provided by Council;
- Treat information in relations to claims of sexual harassment with appropriate confidentiality;
- Ensure that a person is not victimised for making, or being involved in, a sexual harassment complaint;
- Act in accordance with the Staff Code of Conduct and Council's values, policies and procedures; and
- Promote gender equality and inclusion in the workplace.

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Prevention of Sexual Harassment Policy

6. Definitions

In this policy:

Active Bystander	Someone who interrupts a potentially harmful situation, especially when it comes to sexual violence. They may not be directly involved but they do have the choice and opportunity to speak up and intervene.
Bullying	Bullying at work means: When a person or group of people repeatedly behave unreasonably towards another worker or group of workers; When the behaviour creates a risk to health and safety.
Bystander	A person who is present at an event or incident but does not take part.
Council	Means Latrobe City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020.
Councillors	Means the individuals holding the office of an elected member of Latrobe City Council.
Discrimination	Discrimination happens when a person, or a group of people, is treated less favourably than another person or group because of their background or certain personal characteristics.
Sexual Harassment	Means: <ul style="list-style-type: none">• an unwelcome sexual advance• an unwelcome request for sexual favours• other unwelcome conduct of a sexual nature in relation to another person. To be sexual harassment, it has to be reasonable to expect that there is a possibility that the person being harassed would be offended, humiliated or intimidated by the behaviour.
Volunteer	Volunteer means any person engaged by or a part of an organisation who provides a service without receiving a financial benefit, regardless of whether their role relates to children. There

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Prevention of Sexual Harassment Policy

	is no minimum period of engagement to be considered a volunteer.
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7. Evaluation and Review

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

8. Related Documents

Latrobe City Council Employee Code of Conduct
 Latrobe City Council Councillor Code of Conduct
 Latrobe City Council Enterprise Agreement
 Early Education Employee Agreement
 Managing Misconduct and Serious Misconduct Procedure
 Discrimination, Sexual Harassment and Bullying Policy
 Bullying and Harassment Operational Procedure

9. Reference Resources

Commonwealth

- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Australian Human Rights Commission Act 1986
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Fair Work Act 2009 including the National Employment Standards

State

- Local Government Act 2020
- Racial and Religious Tolerance Act 2001
- Occupational Health & Safety Act 2004
- Privacy and Data Protection Act 2014
- Charter of Human Rights and Responsibilities Act 2006
- Public Interest Disclosures Act 2012

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Prevention of Sexual Harassment Policy

- Crimes Act 1958 • Equal Opportunity Act 2010
- Gender Equality Act 2020
- Occupational Health & Safety Act 2004 (Vic)

This policy should be read in conjunction with Council's other relevant workplace policies and procedures which are located on Council's Intranet site, as listed in section 8 of this Policy.

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CHILD SAFE POLICY 2023

PURPOSE

To present the Child Safe Policy 2023 for adoption.

EXECUTIVE SUMMARY

- Victoria's Child Safe Standards (the Standards) are a set of mandatory requirements to protect children and young people from harm and abuse.
- The Standards commenced in Victoria in January 2016.
- Council maintains zero tolerance to any form of child abuse and a commitment to the safety, wellbeing and empowerment of children. Council has committed that we will create and maintain a child safe organisation where protecting children and preventing and responding to child abuse is embedded in everyday thinking and practice.
- After six years, the Commission for Children and Young People (the Commission) have implemented changes to make the Standards stronger. The new Standards came into effect on Friday, 1 July 2022.
- The Standards have increased from 7 to 11 and now include requirements such as:
 - involving families and communities in organisations' efforts to keep children and young people safe.
 - a greater focus on safety for Aboriginal children and young people.
 - managing the risk of child abuse in online environments.
- Standard 11 outlines the requirement for Council to have appropriate policies and procedures in place to support children and young people. The Executive have previously endorsed a Child Safety and Wellbeing Operational Policy and with the Council Policy (originally endorsed in 2017) to be updated.
- The updated Policy will supersede the policy currently on Council's website dated 10 July 2017.

OFFICER'S RECOMMENDATION

That Council adopt the Child Safe Policy 2023 (with any previous versions now superseded) with the policy available on Council's website.

BACKGROUND

Victoria's Child Safe Standards (the Standards) are a set of mandatory requirements to protect children and young people from harm and abuse. All children have the right to feel safe and be safe, but safety does not just happen. The Standards exist to prevent harm and abuse from happening in organisations.

The Standards commenced in Victoria in January 2016. After six years, the Commission for Children and Young People (the Commission) have implemented changes to make the Standards stronger. The new Standards came into effect on Friday, 1 July 2022.

The new Standards provide more clarity for organisations and are more consistent with standards in the rest of Australia.

There are now 11 Standards, which include new requirements such as:

- involving families and communities in organisations' efforts to keep children and young people safe.
- a greater focus on safety for Aboriginal children and young people.
- managing the risk of child abuse in online environments.

Under each standard, there are key actions/deliverables that make up the standard.

The Standards apply to Latrobe City Council in its entirety, all employees, Councillors, Volunteers, Contractors and Placements and apply to all areas of Council who have a direct or indirect connection with children and young people. Compliance with the Standards is a requirement of the *Child Wellbeing and Safety Act (2005)* and are regulated by the Commission.

This Policy references Council's operational policies and procedures and is an updated version of the Child Safety Policy (2017) currently on Council's website.

ANALYSIS

The purpose of this policy is to outline Council's commitment to child safety and reflect Council's legislative responsibility in meeting the requirement of the Standards.

Council has zero-tolerance towards child abuse and is committed to creating and maintaining a child safe and child friendly organisation where all children and young people are valued and protected from abuse, harm and neglect, and creating an environment where children and young people feel respected and included and is embedded in the everyday thinking and practice of Council, its employees, contractors and volunteers.

Section 22 of the Councillor Code of Conduct outlines Councillors commitment to the protection of children and young people in addition to Section 23 which covers Councillors commitment to best practice, resulting in Section 5 of the Policy further outlining the support and role that Councillors and Officers have in the protection of children and young people.

This policy meets Council’s obligations under Standard 2 of the Child Safe Standards: ‘A child safe policy or statement of commitment to child safety’ and provides the opportunity for Council to improve existing processes and practices and continue to embed a child safety culture within Latrobe City Council.

The Policy has been prepared in consideration of best practice as guided by the Commission.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE</p> <p>Council is legislated under the <i>Child Wellbeing and Safety Act 2005</i> to create and maintain a child safe and child friendly organisation where all children and young people are valued and protected from abuse, harm and neglect, and create an environment where they feel respected and included.</p>	<p style="text-align: center;">High <i>Likely x Moderate</i></p>	<p>This Policy outlines Council’s ongoing commitment to child safety and reflects Council’s legislative responsibility in meeting the requirement of the Standards.</p>
<p>SERVICE DELIVERY</p> <p>Child Safety is widespread across all areas of the workforce and can have profoundly harmful impacts on victim-survivors, as well as others in the workplace.</p>	<p style="text-align: center;">Medium <i>Almost Certain x Minor</i></p>	<p>The Policy sets out principals of management. Council also has operational policies and procedures implemented to reduce the risk to children and young people and others who may be affected in the workplace and offer confidential support through the Employee Assistance Provider (EAP).</p>

RISK	RISK RATING	TREATMENT
<p>FINANCIAL</p> <p>The Commission has a range of enforcement powers it can use in instances where organisations and businesses fail to comply with their obligations and can work with regulators such as the Quality Assessment and Regulation Division (QARD) in the Department of Education and Training, to enforce their powers, up to maximum penalties through civil or criminal proceedings of over \$20,000 for an organisation.</p>	<p>Low <i>Rare x Minor</i></p>	<p>The Policy sets out principals of management, in addition to the correct implementation of internal policies, procedures and Code of Conduct.</p>
<p>STRATEGIC</p> <p>Inadequate response, management and engagement of our children and young people compound issues relating to child safety which can cause reputational damage in the community.</p>	<p>High <i>Moderate x Likely</i></p>	<p>The Child Safe Policy outlines mandatory reporting mechanisms and anonymous reporting channels. The implementation of Child Safety Representatives internally will offer advice and guidance to other employees. The Policy also provides avenues for management and further prevention to alleviate risk of reputational damage, internal documents outline Council's obligations in the standards to further reduce the risk to children and young people.</p>

CONSULTATION

Feedback has been received from staff and Councillors as part of consultation and has been incorporated in the attached Policy. External feedback has been received from GenderWorks Australia in order to comply with our obligations within Council's Gender Equality Action Plan (GEAP).

COMMUNICATION

When adopted, the Child Safe Policy will be communicated internally to Councillors and staff and will be available on the Latrobe City Council website and will supersede version 1.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The Policy provides a framework to ensure that Latrobe City Council is compliant with the eleven standards as set out in the *Child Safety & Wellbeing Act 2005*.

Cultural

The Policy provides a framework to ensure that Latrobe City Council provides Children and young people access to information, support and processes in ways that are culturally safe, accessible, and easy to understand and the standards which underpin the Policy establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

Health

The Policy provides a framework to ensures that Latrobe City Council services and facilities remain safe for children and young people and ensures that staff understand the requirements of the child safe standards. This also provides the Community with an understanding of Council's zero tolerance mentality on child abuse.

Environmental

Not applicable.

Economic

Not applicable.

Financial

Not applicable.

Attachments

1. Commission for Children and Young People - Standards Information Sheet
2. Child Safe Policy 2023

8.5

Child Safe Policy 2023

1	Commission for Children and Young People - Standards Information Sheet	240
2	Child Safe Policy 2023.....	245

Victoria's 11 Child Safe Standards

Understanding Victoria's Child Safe Standards

The Child Safe Standards (the Standards) commenced in Victoria in January 2016. Since then, we have seen how the Standards have improved safety for children and young people.

Changes in 2022 and 2023 have made our Standards even stronger.

Since 1 July 2022, organisations¹ covered by the Standards have to comply with 11 new Standards.

The 11 Standards set out minimum requirements and outline the actions organisations must take to keep children and young people safe.

The Standards provide more clarity for organisations and are more consistent with Standards in the rest of Australia.

The 11 Standards include specific requirements:

- to involve families and communities in organisations' efforts to keep children and young people safe
- for a greater focus on safety for Aboriginal children and young people
- to manage the risk of child abuse in online environments
- in relation to governance, systems and processes to keep children and young people safe.

What do organisations need to do?

Organisations must comply with the 11 Standards

The Commission has a range of resources available on our [website](#) to help organisations understand the Standards and to implement them.

We would also encourage you to subscribe [here](#) to be emailed when the Commission issues new information and guidance to help organisations comply with the Standards.

The Commission has powers to take action where an organisation may not be compliant with the Standards.

¹ All references to 'relevant entities' have been replaced in this document with 'organisation/s' for reasons of accessibility. A relevant entity is defined in section 3(1) of the *Child Wellbeing and Safety Act 2005* and captures entities that are subject to the Child Safe Standards.

What are the Child Safe Standards?

There are 11 Child Safe Standards:

Child Safe Standard 1 – Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued

In complying with Child Safe Standard 1, an organisation must, at a minimum, ensure:

- 1.1 A child's ability to express their culture and enjoy their cultural rights is encouraged and actively supported.
- 1.2 Strategies are embedded within the organisation which equip all members to acknowledge and appreciate the strengths of Aboriginal culture and understand its importance to the wellbeing and safety of Aboriginal children and young people.
- 1.3 Measures are adopted by the organisation to ensure racism within the organisation is identified, confronted and not tolerated. Any instances of racism are addressed with appropriate consequences.
- 1.4 The organisation actively supports and facilitates participation and inclusion within it by Aboriginal children, young people and their families.
- 1.5 All of the organisation's policies, procedures, systems and processes together create a culturally safe and inclusive environment and meet the needs of Aboriginal children, young people and their families.

Child Safe Standard 2 – Child safety and wellbeing is embedded in organisational leadership, governance and culture

In complying with Child Safe Standard 2, an organisation must, at a minimum, ensure:

- 2.1 The organisation makes a public commitment to child safety.
- 2.2 A child safe culture is championed and modelled at all levels of the organisation from the top down and bottom up.
- 2.3 Governance arrangements facilitate implementation of the child safety and wellbeing policy at all levels.
- 2.4 A Code of Conduct provides guidelines for staff and volunteers on expected behavioural standards and responsibilities.
- 2.5 Risk management strategies focus on preventing, identifying and mitigating risks to children and young people.
- 2.6 Staff and volunteers understand their obligations on information sharing and recordkeeping.

Child Safe Standard 3 – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously

In complying with Child Safe Standard 3, an organisation must, at a minimum, ensure:

- 3.1 Children and young people are informed about all of their rights, including to safety, information and participation.
- 3.2 The importance of friendships is recognised and support from peers is encouraged, to help children and young people feel safe and be less isolated.

3.3 Where relevant to the setting or context, children and young people are offered access to sexual abuse prevention programs and to relevant related information in an age appropriate way.

3.4 Staff and volunteers are attuned to signs of harm and facilitate child-friendly ways for children and young people to express their views, participate in decision-making and raise their concerns.

3.5 Organisations have strategies in place to develop a culture that facilitates participation and is responsive to the input of children and young people.

3.6 Organisations provide opportunities for children and young people to participate and are responsive to their contributions, thereby strengthening confidence and engagement.

Child Safe Standard 4 – Families and communities are informed, and involved in promoting child safety and wellbeing

In complying with Child Safe Standard 4, an organisation must, at a minimum, ensure:

4.1 Families participate in decisions affecting their child.

4.2 The organisation engages and openly communicates with families and the community about its child safe approach and relevant information is accessible.

4.3 Families and communities have a say in the development and review of the organisation's policies and practices.

4.4 Families, carers and the community are informed about the organisation's operations and governance.

Child Safe Standard 5 – Equity is upheld and diverse needs respected in policy and practice

In complying with Child Safe Standard 5, an organisation must, at a minimum, ensure:

5.1 The organisation, including staff and volunteers, understands children and young people's diverse circumstances, and provides support and responds to those who are vulnerable.

5.2 Children and young people have access to information, support and complaints processes in ways that are culturally safe, accessible and easy to understand.

5.3 The organisation pays particular attention to the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.

5.4 The organisation pays particular attention to the needs of Aboriginal children and young people and provides/promotes a culturally safe environment for them.

Child Safe Standard 6 – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice

In complying with Child Safe Standard 6, an organisation must, at a minimum, ensure:

6.1 Recruitment, including advertising, referee checks and staff and volunteer pre-employment screening, emphasise child safety and wellbeing.

6.2 Relevant staff and volunteers have current working with children checks or equivalent background checks.

6.3 All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including record keeping, information sharing and reporting obligations.

6.4 Ongoing supervision and people management is focused on child safety and wellbeing.

Child Safe Standard 7 – Processes for complaints and concerns are child focused

In complying with Child Safe Standard 7, an organisation must, at a minimum, ensure:

7.1 The organisation has an accessible, child focused complaint handling policy which clearly outlines the roles and responsibilities of leadership, staff and volunteers, approaches to dealing with different types of complaints, breaches of relevant policies or the Code of Conduct and obligations to act and report.

7.2 Effective complaint handling processes are understood by children and young people, families, staff and volunteers, and are culturally safe.

7.3 Complaints are taken seriously, and responded to promptly and thoroughly.

7.4 The organisation has policies and procedures in place that address reporting of complaints and concerns to relevant authorities, whether or not the law requires reporting, and co-operates with law enforcement.

7.5 Reporting, privacy and employment law obligations are met.

Child Safe Standard 8 – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training

In complying with Child Safe Standard 8, an organisation must, at a minimum, ensure:

8.1 Staff and volunteers are trained and supported to effectively implement the organisation's child safety and wellbeing policy.

8.2 Staff and volunteers receive training and information to recognise indicators of child harm including harm caused by other children and young people.

8.3 Staff and volunteers receive training and information to respond effectively to issues of child safety and wellbeing and support colleagues who disclose harm.

8.4 Staff and volunteers receive training and information on how to build culturally safe environments for children and young people.

Child Safe Standard 9 – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed

In complying with Child Safe Standard 9, an organisation must, at a minimum, ensure:

9.1 Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities.

9.2 The online environment is used in accordance with the organisation's Code of Conduct and child safety and wellbeing policy and practices.

9.3 Risk management plans consider risks posed by organisational settings, activities, and the physical environment.

9.4 Organisations that contract facilities and services from third parties have procurement policies that ensure the safety of children and young people.

Child Safe Standard 10 – Implementation of the Child Safe Standards is regularly reviewed and improved

In complying with Child Safe Standard 10, an organisation must, at a minimum, ensure:

- 10.1 The organisation regularly reviews, evaluates and improves child safe practices.
- 10.2 Complaints, concerns and safety incidents are analysed to identify causes and systemic failures to inform continuous improvement.
- 10.3 The organisation reports on the findings of relevant reviews to staff and volunteers, community and families and children and young people.

Child Safe Standard 11 – Policies and procedures document how the organisation is safe for children and young people




In complying with Child Safe Standard 11, an organisation must, at a minimum, ensure:

- 11.1 Policies and procedures address all Child Safe Standards.
- 11.2 Policies and procedures are documented and easy to understand.
- 11.3 Best practice models and stakeholder consultation informs the development of policies and procedures.
- 11.4 Leaders champion and model compliance with policies and procedures.
- 11.5 Staff and volunteers understand and implement policies and procedures.

Where to get help

Child Safe Standards regulators and peak or industry bodies may be able provide information and support to assist organisations to comply with the Standards. An overview of the different Child Safe Standards regulators is provided on the Commission's [website](#).

You can contact the Commission with questions or queries:

-  Telephone: 1300 782 978
-  Email: contact@ccyp.vic.gov.au
-  Visit the Commission's website: www.ccyp.vic.gov.au

If you need an interpreter, please call the Translating and Interpreting Service on 13 14 50 and ask them to contact the Commission for Children and Young People on 1300 782 978.

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service. For more information, visit: www.relayservice.gov.au.



Child Safe Policy

Version 2

Approval Date: 10 July 2017
Review Date: 01 October 2023



Child Safe Policy

DOCUMENT CONTROL

Responsible GM	General Manager Organisational Performance	
Division	Organisational Performance	
Last Updated (who & when)	Manager People & Culture	October 2023
DOCUMENT HISTORY		
Authority	Date	Description of change
Administration Update	10 July 2017	Creation of new Policy to comply with Victorian Government legislative requirements.
Council	10 July 2017	Creation of new Policy to comply with Victorian Government legislative requirements.
Council	TBC OCM Date 2023	Update of Child Safe Policy to comply with Victorian Government legislative requirements
References	Refer to Section 7 of this policy	
Next Review Date	(June 2027)	
Published on website	Yes – TBC on date, one week after OCM endorsement	
Document Reference No	Not applicable	

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Child Safe Policy

1. Background

The Child Safe Standards (the Standards) are part of the response to the 2013 Victorian Parliamentary Inquiry into the Handling of Child Abuse by Religious and Other Non-Government Organisations (the Betrayal of Trust Inquiry).

The Standards were introduced via amendment to the *Child Safety and Wellbeing Act 2005*; and from January 2017, all Victorian organisations, which provide services for children, were required to comply with the Standards.

Since this time, Council has been committed to creating an organisation which is safe, inclusive and supports participation of all children and young people regardless of their abilities, gender, religion, sexual orientation or social, economic or cultural background. Council has worked towards compliance with the Standards, which were updated in 2022, and the Reportable Conduct Scheme.

1.1. The Child Safe Standards

The Standards were legislated to commence from July 2022. Key changes included the requirement to:

- involve families and communities in the organisations efforts to keep children and young people safe;
- provide a greater focus on safety for Aboriginal children and young people;
- manage the risk of child abuse in online environments;
- have greater clarity on governance, systems, and processes to keep children and young people safe.

The 11 Standards aim to promote the safety of children, prevent child abuse, and ensure organisations and businesses have effective processes in place to respond to and report all allegations of child abuse.

The Standards require changes in organisational culture through the embedding of child safety in everyday thinking and practice, providing a minimum standard of child safety across the organisation and highlight that we all have a role to play to keep children safe from abuse.

The 11 Standards are:

- **Child Safe Standard 1** – Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- **Child Safe Standard 2** – Child safety and wellbeing is embedded in organisational leadership, governance and culture.
- **Child Safe Standard 3** – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

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Child Safe Policy

- **Child Safe Standard 4** – Families and communities are informed, and involved in promoting child safety and wellbeing.
- **Child Safe Standard 5** – Equity is upheld and diverse needs respected in policy and practice.
- **Child Safe Standard 6** – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- **Child Safe Standard 7** – Processes for complaints and concerns are child focused.
- **Child Safe Standard 8** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Child Safe Standard 9** – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- **Child Safe Standard 10** – Implementation of the Child Safe Standards is regularly reviewed and improved.
- **Child Safe Standard 11** – Policies and procedures document how the organisation is safe for children and young people.

Although all children are vulnerable, some children face additional vulnerabilities, namely Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and children with disabilities. Consequently, in applying each standard, organisations must embed the following three key principles:

1. Promoting the cultural safety of Aboriginal Children
2. Promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
3. Promoting the safety of children with a disability

While children's primary caregivers can be a protective factor against neglect and abuse, it takes many components to build a child safe organisation. The Standards help build a child safe culture within an organisation and ensure that organisations are accountable for the safety of children using their services and facilities. Compliance with the Standards is regulated and monitored by the Commission for Children and Young People (the Commission).

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Child Safe Policy

The Standards closely align with the National Principles for Child Safe Organisations. These principles were developed following the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse and endorsed by the Council of Australian Governments in February 2019.

1.2 The Reportable Conduct Scheme

The Scheme requires organisations to respond to allegations of child-related misconduct made against employees, contractors and volunteers and report any allegations to the Commission.

There are five types of 'reportable conduct':

- Sexual offences committed against, with or in the presence of a child.
- Sexual misconduct committed against, with or in the presence of a child.
- Physical violence against, with or in the presence of a child.
- Any behaviour that causes significant emotional or psychological harm to a child.
- Significant neglect of a child.

The Commission has a range of powers in response to allegations under the Scheme, including but not limited to:

- Receive allegations and findings of reportable conduct;
- Assess an organisation's systems to prevent, notify and investigate reportable conduct;
- Provide oversight of workplace investigations;
- Investigate allegations in some circumstances;
- Refer findings to professional registration bodies and the Working with Children Check (WWCC) Unit;
- Build the capacity of organisations to respond to allegations of abuse; and
- Report to Parliament on performance of the scheme and trends.

The Scheme does not replace or interfere with Police investigations.

1.3 Mandatory Reporting

Mandatory reporting refers to the legal requirement of certain professional groups to report a reasonable belief of child abuse to child protection authorities.

In Victoria, under the *Children, Youth and Families Act 2005*, mandatory reporters must make a report to child protection authorities, if in the course of practising their profession or carrying out duties of their office, position or employment, they form a belief on reasonable grounds that a child is in need of protection from physical injury or sexual abuse.

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Child Safe Policy

In a Local Government setting, the Chief Executive Officer (CEO) is a mandatory reporter as the 'Head of Organisation.' To support mandatory reporting on behalf of Council, CEO delegation has been granted to two members of the People and Culture department, however any employee working with children can make a report to the Commission at any time.

2. Objectives

The purpose of this policy is to outline Council's commitment to child safety and reflect Council's legislative responsibility in meeting the requirement of the Standards.

All children or young people, regardless of their abilities, gender, religion, sexual orientation or social, economic or cultural backgrounds, who attend services, programs, and events delivered by, and at spaces owned or managed by Council, have the right to feel and be safe and welcome. The wellbeing and safety of children and young people in our care will always be our priority.

Council has zero-tolerance towards child abuse and is committed to creating and maintaining a child safe and child friendly organisation where all children and young people are valued and protected from abuse, harm and neglect, and creating an environment where they feel respected and included is embedded in the everyday thinking and practice of Council, its employees, contractors and volunteers.

Council encourages the voice of children and young people of all genders and backgrounds in organisational planning, delivery of services, programs and events, procedures, and management of facilities. Our priority is to involve children and young people in opportunities to influence matters that affect them as active citizens in their community. This will be achieved by:

- Providing children and young people of all abilities, genders, religions, sexual orientations, and social, economic and cultural backgrounds with opportunities to voice their opinions, be taken seriously, be actively involved in shaping their community and participate in decisions that affect them;
- Enhancing the skills of Council staff and local service providers to collaborate with children, young people and families in a respectful, inclusive, ethical and genuine way;
- Empowering children, young people and families to maximise their potential as they participate and grow in the Latrobe community.

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Child Safe Policy

3. Scope

This policy applies to all Councillors, Council employees, contractors, volunteers and students, irrespective of whether or not they are engaged in a child facing role.

Council will require contracted organisations to comply with the child safe legislation as part of their contractual agreements. Individuals who are employed by contracted organisations are not considered employees of Council under the Scheme. This means that contracted organisations are not in scope of this policy.

4. Principles of Management

This policy will be reviewed and updated every four years or following significant incidents if they occur or in line with legislative changes from the Commission. Feedback received from families and children will be considered as part of the review process.

When reviewing this policy, we will strive to work with children, young people, parents and families, as well as community members and organisations who represent the diversity of our community. This includes people of all genders, Aboriginal and Torres Strait Islander communities, culturally and linguistically diverse communities, LGBTIQ+ communities, children who can't live at home and people with disabilities.

When there are updates or changes to this policy, they will be communicated to all employees, contractors, volunteers, Councillors and other stakeholders following endorsement.

This policy meets Council's obligations under Standard 2 of the Child Safe Standards - 'A child safe policy or statement of commitment to child safety' and provides the opportunity for Council to improve existing processes and practices and continue to embed a child safety culture within Latrobe City Council.

5. Accountability and Responsibility

5.1. Councillors:

Councillor's are responsible for:

- Working in the best interests of the people within our municipality, using the best skill and judgement to uphold the expectations detailed in the Councillor Code of Conduct, including Section 22 'Interacting with Children'.

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Child Safe Policy

- Being aware of and understanding their obligations under the relevant legislation, and Council's policies and procedures in relation to child safety and wellbeing.
- Providing leadership and good governance of Council by acting as a responsible partner in fostering and developing a culture that has zero tolerance for child abuse. Council will advocate in the best interest of children to create and sustain a community in which children are safe and protected from child abuse.
- Obtaining a WWCC prior to becoming a Councillor, and maintaining this while a Councillor.
- Participating in training/education in relation to identifying, preventing and reporting child abuse.
- Contribute to creating an environment where children and young people of all abilities, genders, religions, sexual orientations, and social, economic and cultural backgrounds feel safe, respected and included, and have opportunities to have their voice heard and shape decisions which impact them.
- Reporting all concerns and reasonable beliefs to the Chief Executive Officer in relation to a child or young person being abused or at risk of being abused in the home, community or a Council service or facility.

5.2. Executive Officer:

In addition to responsibilities as an employee, the CEO as the head of relevant entity, as prescribed by the *Child Wellbeing and Safety Act 2005* is responsible for:

- Appointing, directing and managing employees, contractors and volunteers.
- The overall responsibility for compliance with this policy.
- The overall responsibility for enforcing accountability of this policy.
- Meeting specific obligations under the Reportable Conduct Scheme or designating these responsibilities to a member of the People and Culture department. These obligations include:
 - Notifying the Commission for Children and Young People within three working days of becoming aware of an allegation;
 - Investigating any allegations (subject to Police clearance on criminal matters) and notifying the Commission who is undertaking the investigation;

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Child Safe Policy

- Managing any risks to children;
- Updating the Commission within thirty calendar days, providing information on the reportable allegation and any action taken; and
- Notifying the Commission of investigation findings and any disciplinary actions (or why no action was taken).
- The CEO may also receive reports of suspected incidents of child abuse from Councillors in line with the Child Safe Reporting Process.
- Creating an environment where children and young people of all abilities, genders, religions, sexual orientations, and social, economic and cultural backgrounds feel safe, respected and included, and have opportunities to have their voice heard and shape decisions which impact them.

5.3. General Managers, Managers, Coordinators and Team Leaders:

In addition to their responsibilities as an employee, are responsible for:

- Regular communication and discussions with employees, contractors and volunteers on child safety to build a sense of child safety being everyone's responsibility.
- Ensuring the organisation has appropriate policies and procedures implemented in order support the prevention and reporting of child abuse.
- Ensuring allegations of child abuse are reported and fully investigated.
- Providing support to employees, contractors in undertaking their child safety and wellbeing obligations.
- Taking reasonable steps to identify any potential risks to child safety and wellbeing within their department and ensure that these risks are removed or minimised.

5.4 Manager People and Culture:

In addition to their responsibilities as an employee, is responsible for:

- Developing frameworks and procedures in compliance with this policy.
- Enforcing responsibilities to achieve compliance with frameworks and procedures.
- Providing appropriate resources for the execution of the frameworks and procedures.

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Child Safe Policy

- Ensuring that all Council staff, volunteers, contractors and Councillors receive and undertake regular training/education in relation to identifying, preventing and reporting child abuse, including on the unique needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disability, children who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children.
- Receiving and refer any child safety concerns to Council's Child Safety Representatives and/or the relevant authority depending on the urgency of the issue.
- Acting to protect a child or young person and initiate internal processes for reporting and/or investigation of allegations, including the disciplinary process if required.
- Ensuring that confidentiality and privacy of all personal information is maintained in line with relevant legislation and Council's policies and procedures.
- Enforcing compliance with Operational Recruitment Policies and Procedures to ensure WWCC and Background checks are completed for all new employees.

5.5 Employees, Contractors and Volunteers, must:

- Be aware of and understand their obligations under the relevant legislation, Code of Conduct and Council's policies and procedures in relation to child safety and wellbeing.
- Obtain and maintain an employee WWCC.
- Creating an environment and deliver programs and services in ways that are safe, inclusive and support participation of all children and young people regardless of their gender, abilities, sexual orientation, religion, or social, economic, or cultural background.
- Ensuring children and young people of all abilities, genders, religions, sexual orientations, and social, economic and cultural backgrounds have opportunities to have their voice heard and shape decisions which impact them.
- Participate in training/education in relation to identifying, preventing and reporting child abuse; and additional training for those with particular responsibilities for children and/or young people.

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Child Safe Policy

- Report all concerns and reasonable beliefs in relation to a child or young person being abused or at risk of being abused to Council's Child Safety Representatives and/or the relevant Manager.
- Report child abuse whether it has or is, suspected to have taken place in the home, community or a Council service.

6. Definitions

In this policy:

Council	Means Latrobe City Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020.
Councillors	Means the individuals holding the office of an elected member of Latrobe City Council.
Aboriginal and/or Torres Strait Islander Child	A person under the age of 18 who is of Aboriginal and/or Torres Strait Islander descent, identifies as Aboriginal and/or Torres Strait Islander, and is accepted as Aboriginal and/or Torres Strait Islander by an Aboriginal or Torres Strait Islander community.
Child	A person under 18 years of age
Child Abuse	Any act committed against a child involving: physical violence, sexual offences, serious emotional or psychological abuse and serious neglect.
Children from culturally and/or linguistically diverse backgrounds	A child or young person who identifies as having particular cultural or linguistic affiliations by virtue of their place of birth, ancestry or ethnic origin, religion, preferred language or language spoken at home or because of their parents' identification on a similar basis.
Child related work	Work within one or more of the occupational fields defined in the Act where the contact with children is direct, unsupervised, and part of a person's duties, not incidental to their work.
Child safe organisation	In the context of the child safe standards, a child safe organisation is one that meets the child safe standards by proactively taking measures to protect children from abuse.
Children with a disability	A disability can be any physical, sensory, neurological disability, acquired brain injury or intellectual disability or developmental delay that affects a child's ability to undertake everyday activities. A disability can occur at any time in life. Children can be born with a disability or acquire a disability suddenly through an injury or illness. Some disabilities may be obvious while others are hidden.

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Child Safe Policy

Child Safe Representative	Employees from across the organisation that are specifically trained to provide support and information to other employees in relation to Child Safety.
Cultural Safety	Cultural safety is the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination and more than 'cultural awareness' and 'cultural sensitivity'. It empowers people and allows them to contribute and feel safe to be themselves.
Gender	Part of how you understand who you are and how you interact with others. May be described as woman, man, girl, boy, or as a combination of these or neither.
LGBTIQ+	Means lesbian, gay, bisexual, trans and gender diverse, intersex and queer and others on the spectrum of gender.
Mandatory Reporting	In accordance with the Children Youth and Families Act, the legal obligation of certain groups of people to report a reasonable belief of child physical or sexual abuse to child protection authorities.
Volunteer	Volunteer means any person engaged by or a part of an organisation who provides a service without receiving a financial benefit, regardless of whether their role relates to children. There is no minimum period of engagement to be considered a volunteer.

7. Evaluation and Review

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

8. Related Documents

List all related Latrobe City Council Policies, Frameworks and Procedures.

Latrobe City Council policies	Latrobe City Council Reconciliation Action Plan Latrobe City Council Employee Code of Conduct Latrobe City Council Councillor Code of Conduct
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Child Safe Policy

	<p>Latrobe City Council Complaints Handling Policy.</p> <p>Responding To & Reporting Child Abuse – Employee Guidelines</p> <p>Child Safe Code of Conduct</p> <p>Child Safety and Wellbeing Operational Policy</p> <p>Latrobe City Council Gender Equality Actions Plan</p>
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9. Reference Resources

Legislation (Victoria)	<p>Children Youth and Families Act (2005)</p> <p>Working with Children Act (2005)</p> <p>Child Wellbeing and Safety Act (2005)</p> <p>Child Wellbeing and Safety Amendment (Child Safe Standards) Act (2015)</p> <p>Child Wellbeing and Safety Amendment (Oversight and Enforcement of Child Safe Standards) Act (2016)</p> <p>Child Wellbeing and Safety Amendment (Child Safe Standards) Regulations (2015)</p> <p>Crimes Act (1958)</p> <p>Gender Equality Act (2020)</p> <p>The Charter of Human Rights and Responsibilities Act (2006)</p> <p>The Commission for Children and Young People Act (2012)</p> <p>Privacy and Data Act (2014)</p>
Criminal offences	<p>Failure to protect a child from sexual abuse (2015)</p>

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Child Safe Policy

	Failure to disclose child sexual abuse (2014) Grooming offence (2014)
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DRAFT ROAD, FACILITY AND PLACE NAME POLICY AND ROAD AND PLACE NAME ADVISORY COMMITTEE TERMS OF REFERENCE

PURPOSE

To present the draft Road, Facility and Place Name Policy and Terms of Reference for the Road and Place Name Advisory Committee to Council for endorsement.

EXECUTIVE SUMMARY

- Victoria is unique in having a devolved naming process whereby naming authorities, typically councils, state government departments and agencies, undertake the naming of roads, features and localities.
- Council, as one of these naming authorities, has a significant role in the naming, and renaming, of roads, facilities, features and localities within the municipality.
- This role is subject to the requirements of the *Geographic Place Names Act 1998* and the Naming Rules for Places In Victoria, as prepared by Geographic Names Victoria.
- The draft Road, Facility and Place Name Policy has been created to give direction for the assessment of the naming of roads, facilities, features and localities that are owned or managed by Council, or where Council, as a naming authority, has been asked to facilitate a naming proposal.
- The Terms of Reference for the Road and Place Name Advisory Committee have been created to formalise the structure and objectives of the committee in recognition of its role in assisting Council to undertake its function as a naming authority.

OFFICER'S RECOMMENDATION

That Council:

- 1. Adopt the Road, Facility and Place Name Policy;**
- 2. Adopt the Terms of Reference for the Road and Place Name Advisory Committee; and**
- 3. Make the Road, Facility and Place Name Policy available on Council's website.**

BACKGROUND

Council, as a naming authority, is responsible for the naming of roads, features, facilities and localities within the municipality subject to adhering to the requirements of the Naming Rules for Places in Victoria (“the Naming Rules”) prepared and administered by Geographic Names Victoria (GNV).

Any member of the community can propose a new name for road, feature or locality for future use or propose renaming an existing name. The role of Council is to assess these requests to ensure their suitability, undertake community consultation and make an application to GNV to have the name registered in the Register of Geographic Names (VICNAMES).

Council does not currently have a Road, Facility and Place Name Policy (“the draft Policy”) in place. The draft policy has been developed to support the principles and procedures outlined in the Naming Rules and provide clear guidance on Councils commitment and process involved in the naming of roads, features, facilities and localities (Attachment One).

The draft Policy aims to provide a consistent approach to naming within Latrobe City and to ensure that all roads, features, facilities and localities are appropriately named. Appropriate naming is essential to not only assist in identifying locations but also to establish a link to the history of a particular place for the community.

When considering naming proposals, Council will ensure that it always abides by the principles, and follow the processes, set out in the Naming Rules and the draft Policy.

To assist Council in undertaking its role as a naming authority, the Road and Place Name Advisory Committee (“the Committee”) was established in 2020, comprised of the Mayor and up to three Councillors. This committee is convened on an ad hoc basis whenever there are sufficient naming matters requiring consideration.

The attached Terms of Reference have been developed to formalise the structure and objectives of the Committee (Attachment Two).

ANALYSIS

To facilitate the consideration of naming requests, a process has been established whereby any proposal that is received by Council is assessed by officers against the Naming Rules, following which it is referred to the Committee for review before being presented to Council for formal consideration.

It is important to note that adoption of a name by Council does not make it official until the Registrar of Geographic Names advises that it has been approved, gazetted and added to VICNAMES. The Registrar will review the process undertaken by Council and undertake a compliance audit in accordance with the Naming Rules as part of its approval process. The Registrar has the authority to reject or seek an amendment of any proposal if it does not satisfy the requirements of the Naming Rules.

The naming of roads in new subdivisions follows a different process whereby the names are the responsibility of the developer and approved as part of the subdivision process. Names must still be in accordance with the Naming Rules and obtain final approval of GNV. Currently, developers provide the proposed road names and must satisfy certain requirements when submitting the plan of subdivision for certification. Officers also undertake an assessment in relation to factors such as clarity for emergency services, spelling and comprehension as part of the process prior to providing approval of the names.

However, officers are currently in the process of having a register compiled of appropriate names relevant to the municipality. Once that is complete, the intention is that this register will be supplied to developers to consider and prioritise in road naming proposals. The register would be provided to the Committee for review and approval before being released, and any proposed additions to the register after that time would also be submitted to the Committee for endorsement.

With the adoption of the Policy and the Terms of Reference for the Committee, it is envisaged that there will a clear process and guidelines whenever a naming proposal is received, thereby ensuring that they are always well considered and consistent in approach prior to being presented to Council and, ultimately, submitted to GNV for assessment and registration.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE Failure to comply with the requirements of the Naming Rules in dealing with naming proposals.</p>	<p>Medium <i>Possible x Minor</i></p>	<p>Ensure that all naming proposals are assessed in accordance with the Policy and the Naming Rules.</p>
<p>SERVICE DELIVERY Difficulties in meeting the expectations of the community in considering and progressing naming proposals.</p>	<p>Medium <i>Possible x Minor</i></p>	<p>Ensure that the Policy is made available to the community and naming proposals are assessed and actioned consistently.</p>

RISK	RISK RATING	TREATMENT
STRATEGIC Inconsistent naming of roads, features and facilities across the municipality.	<p style="text-align: center;">Medium</p> <p style="text-align: center;"><i>Possible x Minor</i></p>	Ensure that all naming proposals are consistent with the Policy and are reviewed by the Committee prior to proceeding to Council for consideration.

CONSULTATION

Consultation has been undertaken with internal stakeholders and the members of the Road and Place Name Committee to obtain feedback on both the draft Policy and Terms of Reference.

As the Policy is based upon the requirements of the Naming Rules, it is not intended to undertake any community consultation, noting that it is an inherent requirement of any naming proposal to seek feedback from the community.

The Naming Rules prescribe varying levels of consultation dependent on the nature of the naming process that is being undertaken and the potential impact it may have on the community.

COMMUNICATION

If adopted, the Policy will be made available to the community on Council’s website and hardcopies available on request.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Place names can assist the community in identifying important historic and cultural locations and features, thereby commemorating and acknowledging our past, while preserving cultural identity through strong links to place.

Any naming proposals relating to indigenous naming will be referred to the Gunaikurnai Land and Waters Aboriginal Corporation (GLAWAC) for review and approval in accordance with the Policy and the Naming Rules.

With the review of the Naming Rules last year, Geographic Names Victoria will be developing initiatives to support and increase gender equality in naming while continuing to encourage the use of indigenous naming wherever possible.

Health

The registration of unique names, and application of addressing, assists emergency services in being able to readily identify and locate a place in the event of an emergency.

Environmental

Not applicable.

Economic

Not applicable.

Financial

The costs associated with undertaking a naming process are minimal and can be accommodated in existing budgets.

There will be costs associated with the installation of appropriate signage, consistent with the requirements of the Naming Rules, for a name that has been formally registered.

Attachments

1. Draft Road, Facility and Place Name Policy
2. Draft Road and Place Name Advisory Committee Terms of Reference

8.6

Draft Road, Facility and Place Name Policy and Road and Place Name Advisory Committee Terms of Reference

1	Draft Road, Facility and Place Name Policy	265
2	Draft Road and Place Name Advisory Committee Terms of Reference	277



Road, Facility And Place Name Policy

Version (1)

Approval Date: (insert date)

Review Date: (insert date)



Road, Facilities & Place Name Policy

DOCUMENT CONTROL

Responsible GM	Tim Ellis	
Division	Regional City Strategy & Transition	
Last Updated (who & when)	(Not applicable)	(Year)
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	(day, month & year)	(Insert detail of change to policy)
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	(Yes or No)	
Document Reference No		

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Road, Facilities & Place Name Policy

1. Background

Names are an important navigation and reference tool in our community. They tell the community where they are, define places, and are a major part of our community's identity.

Names should reflect our community's values and history, while also embracing the City's future and aspirations.

Latrobe City Council, as a naming authority, plays a key role in ensuring that the use of names for roads, facilities, features and localities within the municipality are consistent with community expectations and adhere to the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities – 2022*, as prepared by Geographic Names Victoria.

2. Acknowledgement of the Traditional Owners

Latrobe City Council acknowledges the Braiakaulung people of the Gunai/Kurnai nation as the traditional owners of this place we now call Latrobe City.

The Gunai/Kurnai had named their land long ago. This policy supports dual naming and recognition of Traditional Owners cultures in the public domain.

Names provide a very important link between the community and the country or places in which the name appears. Names can also reflect the history of our communities.

3. Objectives

The objective of this policy is to provide clear and consistent direction for the naming of roads, parks, open spaces, places and facilities that are owned, operated or managed by Latrobe City Council.

This policy provides principles for determining and approving a new name as well as determining when an existing name may be changed or considered for dual naming.

Naming of assets may be covered by various pieces of legislation. This policy ensures that naming principles meet legislative requirements while providing consistency in approach and clarity about naming opportunities.

4. Scope

This policy:

- applies to all roads, parks, open spaces and buildings owned, operated or managed by Latrobe City Council.
- applies to places and localities but does not supersede any requirements of Geographic Names Victoria.
- will also be used in the consideration of any names suggested by the general public or requests from the community for endorsement of a name that are received by Latrobe City Council as a naming authority.
- does not apply retrospectively.

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Road, Facilities & Place Name Policy

Principles of Management

5.1. Roads and New Subdivisions

New road names for plans of subdivision are the responsibility of the developer and will be considered as part of the planning process. When selecting proposed names, developers must ensure that the names adhere to the principles set out in the Naming Rules and they are encouraged to adopt a particular theme if multiple roads are to be named.

A Road Names Register for use in subdivisions will be created and maintained by Council and made available via Council's website for developers to consider for use in future subdivisions within Latrobe City.

Wherever possible, preference will be given to register suggestions that honour:

- The names of individuals or organisations that have significantly contributed to the community development of Latrobe City.
- The names of those from Latrobe City who served Australia and its allies during wartime.
- Significant events or moments in Gippsland, Victorian and Australian history.
- The names of those who have assisted in the development of the cultural and sporting life of Latrobe City, including those who have achieved Local, State or National recognition.

Names submitted by developers for any proposed subdivision will continue to be assessed and approved as part of the planning permit process with the above preferences for naming included in consideration wherever possible.

5.2. When will a name be allocated or changed.

From time to time, there are circumstances for considering the naming of new parks and community facilities created through the process of significant redevelopment and urban renewal.

The value of naming extends beyond wayfinding. Names provide clues to assist in understanding significant stories about, or the history of, a place. Many parks, open spaces, roads and buildings in Latrobe City have unregistered names that are already commonly used or are historic in nature.

The names in Latrobe City should always reflect and respond to the municipality's demographics, environments and values.

Naming proposals may be considered under the following circumstances:

- Naming of roads;
- The development of a new park or open space;

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Road, Facilities & Place Name Policy

- The development and opening of a new facility or the re-opening of an existing facility that has been significantly changed (for example, demolished and re-built) or whose use has been significantly changed.
- When a road, park, or open space does not have a name, and this may create confusion in the event of an emergency.
- When there is significant community interest in assigning or changing a name to a place, space or object.

When there is reason to change a name, consideration should be given to members of the public, expense in updating maps and associated collateral, and a loss of part of the history and heritage of an area.

5.3. Naming Principles

In addition to the naming principles detailed in the *Official Naming Rules for Places in Victoria*, the following principles will also be applied to any naming proposal considered by Latrobe City Council.

1. Names must have local or cultural relevance, reflecting the heritage and history of local people, events, the community or landscape.
2. Names should not refer to or reflect current commercial businesses in that location.
3. Names acknowledging the multicultural nature of our society will be viewed favourably.
4. Names that perpetuate the names of eminent persons, such as historical figures, prominent local residents or community identities may be considered.
5. The name of a person still holding public office will not be used.
6. Long and awkwardly constructed names, or names composed of three or more words, will be avoided except where the use is for cultural naming.
7. Separate names for different parts of the same feature, such as a park or building, will be avoided whenever possible with the one name applied throughout the entire space unless there are very clearly defined boundaries between one space and another or distinct features warranting a separate name.
8. Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original form; that spelling which is sanctioned by general usage should be adopted.

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Road, Facilities & Place Name Policy

9. In the event that an existing name becomes offensive or inflammatory for the community over time, consideration may be given to changing that name to another that is more reflective of the values of the community.

5.4. Aboriginal and Torres Strait Islander Cultural Recognition

The naming principles support dual naming and the application of Aboriginal words for new names. Acknowledgment of country on signage is another way to embed cultural recognition in the public domain.

5.4.1. Dual Naming

In Victoria, the approach to giving simultaneous and joint recognition of Aboriginal and non-Aboriginal cultures through naming is to form a dual name with two distinct name parts, usually one part of non-Aboriginal language origin and the other of Aboriginal language origin.

If Council or a developer wish to develop dual naming proposals, it will be necessary to ensure the following issues are considered:

- Dual names can be applied to natural topographical features (e.g. islands, mountains, mountain ranges and rivers) and mapped or bounded areas such as state forests, national parks, Crown land reserves and open space recreation reserves.
- To avoid possible confusion for addressing or the provision of emergency management, dual names cannot be adopted for:
 - localities, towns or rural districts
 - constructed features such as roads, highways, bridges or communication towers.

Note: roads and localities should only be assigned a name that is either an Aboriginal name or non-Aboriginal name.

- Dual naming is a priority consideration when a feature already has a widely accepted name of non-Aboriginal origin and newly available information indicates that an Aboriginal name could also apply.
- If a dual name is proposed, the non-Aboriginal name would appear first in the combined name, as long as it best reflects local community usage.
- If, following consultation, a non-Aboriginal name has weak support in the general community and the origin and application of an Aboriginal name is well supported, a dual name may be formed with the Aboriginal name part appearing first. In some cases, a single well-supported Aboriginal name could be substituted for the weakly supported non-Aboriginal name, instead of adopting a dual name.

Dual names once registered are to be used in full, particularly on maps, signs and legal documents. Shortened versions are not to be used.

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Road, Facilities & Place Name Policy

5.4.2. Aboriginal Language Words

Local words of Aboriginal origin are encouraged for new naming proposals for all assets, particularly parks and buildings. Consideration may be given to a name or word, for example, from the Gunai/Kurnai language that recognises or describes:

- the historic flora or fauna of the area.
- a generic term for a geographical feature or landmark.
- an event, gesture or occupation of historical or contemporary relevance to the place; or
- a name that recognises an Aboriginal or Torres Strait Islander person, or historic community event or connection.

5.4.3 Gender Equality

Gender equality in the naming of roads, features and localities is encouraged. It is acknowledged that, when developing a naming proposal, consideration should be given to gender equality.

Wherever possible, gender equality will be considered in the naming of roads, features and localities through encouragement of the use of names recognising those who have made a significant contribution to Latrobe City.

5.5. Responsibilities

5.5.1 Roads

Local Government has the statutory responsibility as a Naming Authority under the *Local Government Act 1989* and *Roads Management Act 2004* for naming, or renaming, regional roads and local roads.

For private roads, government roads, rights of ways and easements, Local Government are responsible for endorsing the authoritative road name and ensuring it is approved by Geographic Names Victoria.

When considering a naming proposal for a road, Council will ensure that the road type is based upon the road types accepted for registration in the Official Naming Rules for Places in Victoria.

5.5.2 Parks and Open Spaces

Latrobe City Council is responsible for the naming of parks and open spaces which it owns or manages. While there is no legislative requirement to officially name parks and open spaces, it may assist with addressing.

In recognition of the importance of naming parks and open spaces, Latrobe City Council will, wherever possible, make application to Geographic Names Victoria to have these names, including existing unregistered names, recorded in the Register of Geographic Names (VICNAMES).

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Responsible Division	(Governance	Approved Date	(day, month, Year)	Review Date	(month & year)
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Road, Facilities & Place Name Policy

5.5.3. Naming of parts of a Facility

Latrobe City Council may informally name its facility assets (or any components such as the foyer or a meeting room) as it sees fit. Facility names can assist with identity, clarity of purpose and addressing.

A building, or part thereof, may be informally named for a specific period of time to recognise financial support or benefit provided towards the construction or operation of the building. The length of time for which the name will apply will be dependent on the nature of the support or benefit and be subject to a formal agreement between Council and the sponsor or benefactor.

Any agreement to name a building, or part thereof, will not impose or imply conditions that would limit, or appear to limit, Council's ability to undertake its functions fully and fairly.

6. Policy Implementation

Implementation of this policy rests with Governance in consultation with the relevant service owners responsible for managing the asset to be named or renamed.

All naming proposals, with the exception of subdivision naming, will be referred to the Road and Place Name Advisory Committee for assessment and review prior to proceeding to a Council meeting for formal consideration.

The operational actions required to progress a naming proposal, and the internal and external consultation required, are outlined in the attached Road and Place Naming Procedure.

All Gunai/Kurnai language names, whether proposed as a single name or for dual naming, must be endorsed as culturally appropriate by the Gunai/Kurnai Land and Waters Aboriginal Corporation (GLWAC) prior to a Naming Proposal Report going to Council.

Council will generally consider a single name for public consultation.

All naming proposals must be:

- checked for conformance with the *Official Naming Rules for Places in Victoria*.
- checked for conformance with this policy.
- approved in principle by Geographic Names Victoria.
- approved in principle by Council for public exhibition.
- placed on public exhibition with consultation undertaken with emergency services, service authorities, local residents and businesses (as appropriate)
- formally endorsed by Council.
- submitted to Geographical Names Victoria for approval or registration via the Vicmap Editing Service (VES) for inclusion on the Register of Geographic Names (VICNAMES), and finally;
- gazetted in the Victoria Government Gazette.

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Road, Facilities & Place Name Policy

This policy applies to all roads, parks, open space and building naming proposals. Council may approve informal names outside this policy.

Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

7.1 Council

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

7.2 Chief Executive Officer

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

7.3 General Manager

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

7.4 Manager

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

7.5 Employees, Contractors and Volunteers

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

8 Evaluation and Review

This policy will be reviewed on request of Council, as a result of significant changes to the naming rules or legislation applicable to the subject matter of the policy or, in any other case, during each Council term (generally four years).

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Road, Facilities & Place Name Policy

9 Definitions

Term	Meaning
Addressing	The allocation of unique identifying information, usually based on a street name, to a building or place for the purpose of determining its location.
Assets	Roads, parks, open spaces, places and buildings (including components) that are owned, operated or managed by Latrobe City Council.
Assigned	Geographical name in terms of the <i>Geographic Place Names Act 1998</i> , approved and gazetted by Geographic Names Victoria.
Dual naming	Assigning an original place name given by Aboriginal people so that it sits side by side with existing European names. It particularly applies to geographical features and cultural sites.
Geographic Name	The name registered in the Register of Geographic Names – VICNAMES as the name for that road, place or feature.
Geographic Names Victoria	Established by the <i>Geographic Place Names Act 1998</i> as the official body for naming and recording details of places and geographic names in Victoria
Naming	'Naming' includes naming or amending the name of a road, feature or locality.
Naming Rules	The statutory guidelines provided for under the <i>Geographic Place Names Act 1998</i> that are mandatory for all naming authorities in Victoria.
Place	Means any geographic feature or building that is, or is likely be, of public or historical interest including, but not limited to, townships, parks, gardens, reserves, suburbs and localities.
Road and Place Names Advisory Committee	Internal committee that meets to consider naming proposals prior to referral to Council.
Unregistered Names	Road and features that have been named by a naming authority and/or are locally known but are not officially registered and have not been added to VICNAMES.
Vicmap Editing Service (VES)	A notification and change management service that enables naming authorities to submit naming proposals to Geographic Names Victoria.

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Road, Facilities & Place Name Policy

10 Related Documents

Geographic Place Names Act 1998

Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities - 2022.

11 Reference Resources

Naming Rules for Places in Victoria.

<https://www.land.vic.gov.au/place-naming/first-time-here/about-geographic-names-victoria>

12 Appendices

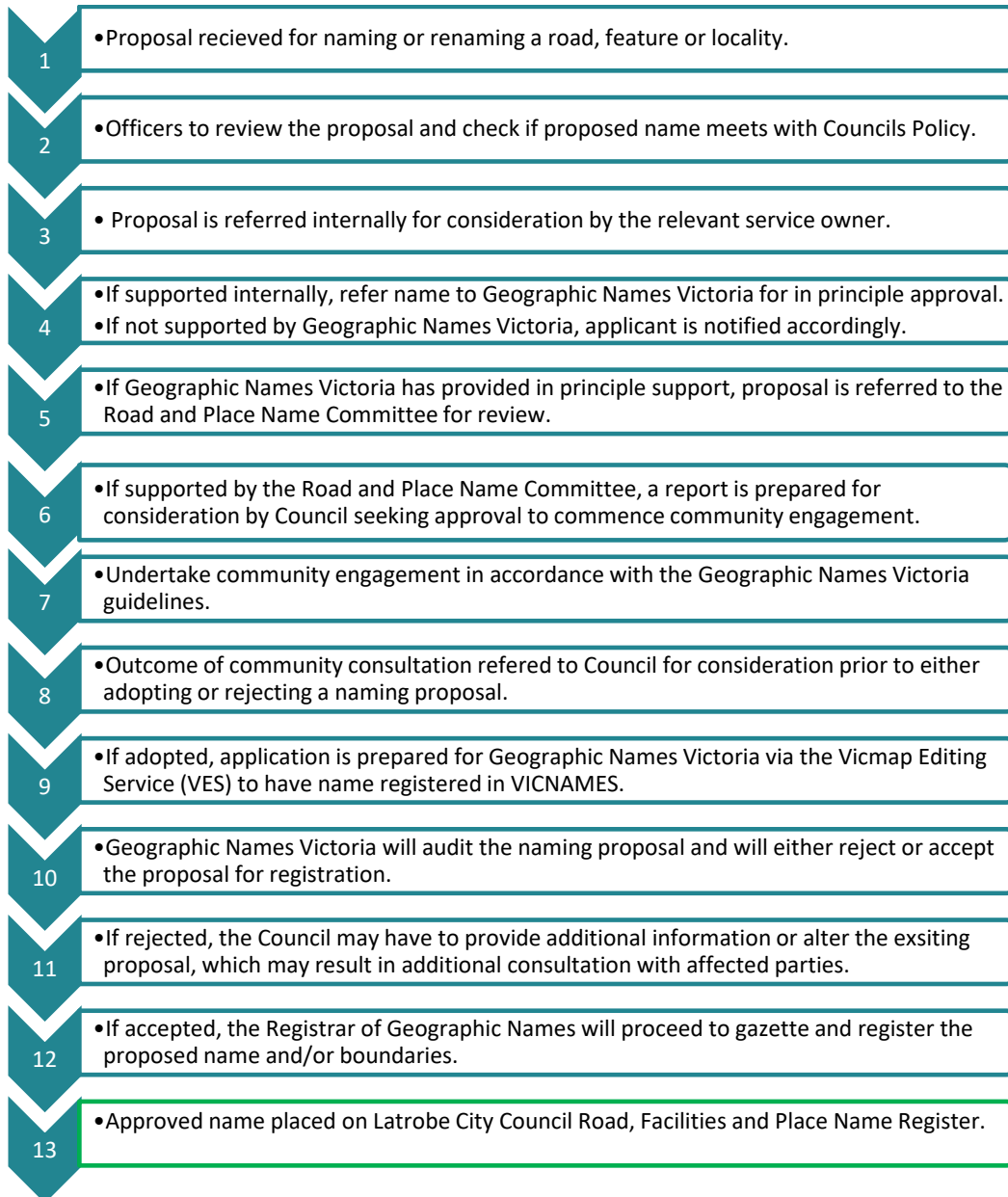
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Road, Facilities & Place Name Policy



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Road and Place Name Advisory Committee

Terms of Reference



October 2023



CONTENTS:

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



1. Establishment of the Committee

- 1.1. The Road and Place Name Committee (hereinafter referred to as “the Committee”), is a formally appointed Advisory Committee of Latrobe City Council established for the purpose of providing advice to Council.
- 1.2. The membership of this Committee and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

2. Objectives

- 2.1. The Committee’s role is to report to the Council and provide appropriate advice, information and feedback relevant to these Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The Committee is an advisory committee only and has no delegated decision making authority.
- 2.3. The Committee is established to:
 - 2.3.1 Act as an initial point of review for any road, facility, feature or locality naming proposals that are received or initiated by Latrobe City Council.
 - 2.3.2 Provide guidance and feedback in relation to road, facility, feature and locality naming proposals to the Council.
- 2.4. The Committee will carry out the following in order to achieve the objectives set:
 - 2.4.1 Provide initial assessment on the suitability of road, facility, feature and locality names, or renaming, proposals prior to each matter being referred to Council for consideration.
 - 2.4.2 Provide a recommendation to Council regarding road, facility and place naming or renaming.
 - 2.4.3 Provide oversight on the implementation of road, facility and place names by Council or the organisation as appropriate.
 - 2.4.4 Develop and propose policies and changes to policies in relation to road, facility and place naming for approval by Council or the organisation as appropriate.
 - 2.4.5 The committee will undertake any other activities relating to these Terms of Reference or as requested by Council.



- 2.4.6 The committee may establish sub-committees to undertake specific tasks as required.

2.5 Policy and Strategy Development

- 2.5.1 Provide advice as part of a policy, strategy (or other relevant document) review or development processes as required from time to time.
- 2.5.2 Perform other activities related to this Terms of Reference as requested by the Council.

3. Membership

Composition of the Committee

3.1 The Committee shall comprise of up to five members, being:

- 3.1.1 The Mayor (Chair)
- 3.1.2 Up to three Councillors appointed annually by Council; and
- 3.1.3 a representative of the Gunaikunai Land and Waters Aboriginal Corporation.

The committee will be supported by Councils Governance team acting as Committee Secretary.

Length of appointment

- 3.2 Members of the Committee will be appointed annually or from time to time as vacancies arise.
- 3.3 Prior to the expiration of each term, there will be a call for nominations for the next term. Current Committee members are able to re-nominate.

Selection of members and filling of vacancies

- 3.4 Where a Councillor vacancy occurs during the term of appointment, the Mayor will appoint a Councillor to fill the vacancy. Where a vacancy is filled in this way, the appointment is limited to the remainder of the original term of appointment.

Co-option of members

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



Attendance at meetings

- 3.6 All Committee members are expected to attend each meeting.
- 3.7 A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.8 A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

Resignations

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

4 Proceedings

Chair

- 4.1 The Mayor, or the Mayors delegate in their absence, will chair the meeting.

Meeting schedule

- 4.2 The Committee will determine its meeting schedule for each year (which may include that it will only meet as required) and the time of each meeting.

Meeting procedures

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



- 4.6 All recommendations, proposals and advice must be directed through the Chair.

Quorum

- 4.7 A minimum of two Councillors in attendance at a meeting of the Committee constitutes a quorum.
- 4.8 If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

Voting

- 4.9 Unless a vote is necessary to determine a majority, position reached by the Committee, there will be no formal voting process and resolution will be achieved by consensus.

Minutes of the Meeting

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

Reports to Council

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



5 Review of Committee and Duration of the Committee

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

6 Authority and Compliance Requirements

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



Appendix 1: Agenda Template



AGENDA

[Name] Advisory Committee

Meeting Day, XX Month Year

Time Commencing: 00:00am/pm Expected Finish Time: 00:00am/pm

Location: (include specific meeting room and address)

AGENDA ITEMS

No.	Item	Responsible Officer	Attachment
1.	Welcome & introduction	Chair	N/a
2.	Apologies	All	
3.	Declarations of Interest <i>Members of the Committee are to declare any Conflicts of interest or any interests in matters listed on the agenda</i>	All	
4.	Confirmation of Minutes <i>Confirmation of the previous minutes of the meeting.</i>		
5.	Matters arising from previous meeting <i>Review of action progress from previous meetings</i>	All	
6.	Reports/Items for Consideration <i>Matters being presented for discussion in accordance with the terms of reference</i>		
7.	General Business		
	• •	All	
8.	Next Meeting	Chair	



Appendix 2: Minutes Template



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





4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p>		
6.	Items for Consideration		
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p> <p>2. Item Heading Action(s): •</p> <p>3. Item Heading Action(s): •</p>		
7.	General Business		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s): •</p>		





	2. Item Heading Action(s): <ul style="list-style-type: none">•		
Next Meeting: <Provide details of the next meeting date, time and location>.			



CEO DELEGATION TO AWARD CONTRACTS FOR THE 2023/2024 ROAD REHABILITATION PROGRAM AND TRARALGON RAILWAY RESERVOIR SPILLWAY UPGRADE

PURPOSE

To seek Council endorsement of an increase to the Chief Executive Officer's delegation to award contracts associated with the 2023/2024 Road Rehabilitation Program and the Traralgon Railway Reservoir Spillway Upgrade.

EXECUTIVE SUMMARY

- Officers are currently procuring detailed designs for both Loch Park Road, Traralgon, (Stage 1) and Old Melbourne Road, Morwell, as part of the Road Rehabilitation Program. Separate public tenders for both projects are intended to be advertised in late 2023.
- The Traralgon Railway Reservoir Spillway Upgrade (TRRSU) project is programmed to be let for a selected tender in late October 2023, with design and draft tender documents already completed.
- The procurement and evaluation process for each of the three projects will not be completed before the Council Meeting to be held on Monday, 4 December 2023.
- Council has delegated the Chief Executive Officer (CEO) authority to award contract works up to \$1,000,000 including GST.
- The estimate of works for all three projects indicate that the existing CEO delegation may be exceeded, currently requiring tenders to be presented to a future Council meeting in 2024.
- Tenders advertised in late 2023 requiring Council endorsement, as per the Procurement and Council report deadlines, would not be presented to Council until either the first or second Council meeting of 2024 (subject to the 2024 Council Meeting timetable being endorsed). This would likely impact delivery milestones associated with the projects, and potentially result in carry forwards being required due to the size of the projects.
 - This is particularly significant for the TRRSU project as this is tied to external funding which is required to be acquitted by July 2024.
- To avoid these delays, officers seek Council endorsement to increase the CEO delegation to award individual contracts for each of the three projects provided they fit within the existing budget allocations and meet the requirements of the Procurement Policy.

OFFICER'S RECOMMENDATION

That Council delegate to the Chief Executive Officer the power to award individual contracts and approve expenditure associated with the following projects, subject to the recommended tenders being within Council's budget allocations and complying with Council's Procurement Policy:

- 1. Loch Park Road, Traralgon (Stage 1);**
- 2. Old Melbourne Road, Morwell; and**
- 3. Traralgon Railway Reservoir Spillway Upgrade Project.**

BACKGROUND

2023/2024 Road Rehabilitation Program

Council has allocated \$8.576 million ex GST to the 2023/2024 Road Rehabilitation budget, which was endorsed as part of the 2023/2024 budget. See Figure 1 below.

2023/24 Budget Capital Works Program									
Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'n's \$'000	Council cash \$'000	Borrow's \$'000
INFRASTRUCTURE									
Roads									
Gravel Road Resheet Program	975	-	975	-	-	-	-	975	-
Local Road Reseal Program	3,054	-	3,054	-	-	-	-	3,054	-
Road Rehabilitation Program	8,576	-	8,576	-	-	1,700	-	6,876	-
Sealing of Gravel Roads - Special Charge Scheme Projects	150	-	-	150	-	-	-	150	-
Landfill Access Road renewal	200	-	200	-	-	-	-	200	-
Construction of CFA & Garbage Truck turn-arounds	50	-	-	50	-	-	-	50	-
Total Roads	13,005	-	12,805	200	-	1,700	-	11,305	-

Figure 1- 2023/24 Road Rehabilitation Program Budget

As part of this year's Road Rehabilitation Program, officers are currently procuring detailed designs for both Loch Park Road, Traralgon (Stage 1) and Old Melbourne Road, Morwell.

Separate public tenders for both projects are intended to be advertised in late 2023 or, worst case, in early 2024.

Traralgon Railway Reservoir Spillway Upgrade Project

Council has previously received external funding for the delivery of the Traralgon Railway Reservoir Upgrade (TRRSU) project, in addition to Council funds.

A previous Expression of Interest process has been completed for this project, with an evaluation conducted and progressing suitable contractors into a selected tender process, which is due to be advertised in late October 2023.

The external funding for this project is required to be acquitted by July 2024.

ANALYSIS

Council typically advertises public tenders for three weeks, followed by a period to evaluate tenders, clarify any tender issues, carry out necessary referee checks and prepare the tender evaluation report and associated report either to Council or the CEO. This is completed in line with Council's endorsed Procurement Policy.

Where a tender is over the CEO's delegated amount of \$1,000,000 including GST, the tender must be referred to Council for approval, adding three to five weeks to the process dependent upon the timing of the tender closing and the timing of the tender evaluation against the Council report timetable.

The award of each of the projects identified may be delayed by up to five weeks and, due to the timetable for Council Meetings in 2024 currently being unknown (however anticipating a meeting in February), subsequently the delivery of the identified projects could be jeopardised.

There are particular risks of delays due to wet weather if works were to commence after the upcoming summer period, this is heightened for the TRRSU project when considering the water levels associated with the dam at this location.

To expedite the tender and contract award process, officers are seeking Council endorsement to increase the CEO delegation to award individual contracts for each of the three projects listed in Attachment 1, provided they fit within the existing budget allocations and meet the requirements of the Procurement Policy.

If Council does not wish to increase the delegation for the CEO, the tenders will be brought to Council for approval at the next available Council meeting following the tender evaluation process.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Delay in awarding contracts if Council endorsement is required.	<p style="text-align: center;">High <i>Likely x Moderate</i></p>	Authorising the CEO to award contracts up to the budget amount will allow for projects to be delivered promptly.
FINANCIAL External funding associated with the TRRSU project could be partially or fully forfeited if not delivered in a timely manner	<p style="text-align: center;">Medium <i>Possible x Moderate</i></p>	Authorising the CEO to award contracts up to the budget amount will provide the best opportunity to complete the TRRSU project on time to meet funding requirements.
STRATEGIC There is a risk to Council’s reputation within the community should the works not be delivered in a timely manner	<p style="text-align: center;">Medium <i>Possible x Moderate</i></p>	Authorising the CEO to award contracts up to the budget amount will allow for projects to be delivered promptly.

CONSULTATION

No external consultation has been undertaken in relation to this report.

COMMUNICATION

In preparing this report, internal communication has been held with the Procurement Team.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

As identified within the Risk section of this report, there is a possibility that funding for the TRRSU project could be partially or fully forfeited if the project is not completed in a timely manner to allow acquittal of the agreement with the State Government by July 2024.

Attachments

1. High Level Project Cost Estimates (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. Contains project estimates that could prejudice public tender processes.

AUTHORISATION OF A COUNCIL OFFICER UNDER THE PLANNING & ENVIRONMENT ACT 1987

PURPOSE

To seek authorisation of Amruta Pathak, Statutory Planner, and Mark King, Planning Compliance Officer, under section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020*.

EXECUTIVE SUMMARY

- Council utilises Instruments of Appointment and Authorisation to identify specific officers incumbent in roles and, in turn, appoint the officers to be authorised officers for the administration and enforcement of legislation under applicable Acts.
- By authorising Amruta Pathak and Mark King, the officers will be able to perform their duties with respect to the planning powers and functions of the Council.

OFFICER'S RECOMMENDATION

That Council, in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987, resolves that:

- 1. Amruta Pathak and Mark King be appointed and authorised as set out in the Instruments of Appointment and Authorisation attached to this report;**
- 2. Each Instrument of Appointment and Authorisation comes into force immediately after the common seal of Council is affixed and remain in force until Council determines to vary or revoke it; and**
- 3. The Instruments of Appointment and Authorisation be sealed.**

BACKGROUND

Only a handful of Acts and Regulations require specific roles within an organisation to be identified to undertake a specific function. There are often clauses within Acts or Regulations that state an “authorised officer” can undertake a specific function and therefore the authorised officer needs to be identified by role and officer name.

Section 147(4) of the *Planning and Environment Act 1987* provides for the following:

Any reference in this Act to an Authorised officer of a responsible authority or of the Department is a reference to an officer or employee of the authority or employee of the Department whom the authority or the Secretary to the Department (as the case requires) authorises in writing generally or in a particular case to carry out the duty or function or to exercise the power in connection with which the expression is used.

Section 313 of the *Local Government Act 2020* provides for the following:

- (1) *The Secretary, a Council or a person authorised by the Council either generally or in a particular case may institute proceedings in the corporate name of the Council for—*
 - (a) *the recovery of any municipal rates, service charges, special purpose charges, fees or other money due to the Council under any Act, regulation or local law; or*
 - (b) *the enforcement of any provision of any Act, regulation or local law for which the Council is responsible; or*
 - (c) *the recovery of any penalty or surcharge in relation to any offence under any Act, regulation or local law the enforcement of which is the responsibility of the Council; or*
 - (d) *any other purpose specified by the Council.*
- (2) *A Chief Executive Officer or person authorised by the Council either generally or in a particular case may represent the Council in all respects as though the Chief Executive Officer or person authorised by the Council was the party concerned in any proceedings in which the Council is a party or has an interest.*
- (3) *Proceedings for a summary offence under this Act may be commenced within the period of 3 years after the commission of the alleged offence.*

ANALYSIS

Section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020* specifically require that the appointment of an authorised officer must come from Council.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE</p> <p>Officers not authorised by Council; officers will be unable to adequately perform their duties</p>	<p>Medium</p> <p><i>Possible x Minor</i></p>	<p>Authorisation of Planning Officer</p>

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Delays in processing decisions on planning applications.	Medium <i>Possible x Minor</i>	Authorisation of Planning Officer
FINANCIAL Cost of lost economic benefit within team's budget	Medium <i>Possible x Minor</i>	Authorisation of Planning Officer
STRATEGIC Risk that developers will become frustrated with delays and appeal to the Victorian Civil and Administrative Tribunal.	Medium <i>Likely x Moderate</i>	Authorisation of Planning Officer

CONSULTATION

Not applicable.

COMMUNICATION

Not applicable.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

The authorisation of officers allows Council to enable infrastructure supporting private and public investment.

Financial

The authorisation of the officer ensures that the officer is able to perform duties that they are required to undertake as part of their role.

Attachments

1. S11A Instrument of Delegation & Authorisation - Amruta Pathak
2. S11A Instrument of Delegation & Authorisation - Mark King

8.8

Authorisation of a Council Officer under the Planning & Environment Act 1987

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2	S11A Instrument of Delegation & Authorisation - Mark King.....	301

Maddocks Delegations and Authorisations

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*



Latrobe City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

November 2023

Amruta Pathak

Statutory Planner



Maddocks

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Amruta Pathak

By this instrument of appointment and authorisation Latrobe City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Council on the 06 November 2023.

The Common Seal of LATROBE CITY COUNCIL

was affixed in accordance with Local Law No. 1

this day of 2023 in the presence of:

Steven Piasente – Chief Executive Officer

Maddocks Delegations and Authorisations

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*



Latrobe City Council

Instrument of Appointment and Authorisation

(Planning and Environment Act 1987 only)

November 2023

Mark King

Planning Compliance Officer



Maddocks

**Instrument of Appointment and Authorisation
(Planning and Environment Act 1987)**

In this instrument "officer" means -

Mark King

By this instrument of appointment and authorisation Latrobe City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of the Council on the 06 November 2023.

The Common Seal of LATROBE CITY COUNCIL

was affixed in accordance with Local Law No. 1

this day of 2023 in the presence of:

Steven Piasente – Chief Executive Officer

URGENT BUSINESS

9. URGENT BUSINESS

Business may be admitted to the meeting as urgent business in accordance with clause 17 of the Governance Rules, by resolution of the Council and only then if it:

- 17.1 Relates to or arises out of a matter which has arisen since distribution of the agenda; and
- 17.2 Cannot reasonably or conveniently be deferred until the next Council meeting.

REPORTS FOR NOTING

10. REPORTS FOR NOTING

Item Number 10.1 06 November 2023

Organisational Performance

QUARTERLY BUDGET REPORT - SEPTEMBER 2023

PURPOSE

To provide Council with the financial results for the first quarter of the 2023/2024 financial year in accordance with the provisions of Section 97(1) of the *Local Government Act 2020*.

EXECUTIVE SUMMARY

- This report meets the requirements of the *Local Government Act 2020* (the Act) to present a quarterly budget report to Council as soon as practicable after the end of each quarter of the financial year.
- The report shows that Council overall is operating within the parameters of its adopted budget with most variances relating to carry forward funds from the previous year and the timing of revenue and expenditure within the current financial year.
- Council seeks to achieve a balanced budget based on a cash basis and the surplus amounts shown in the Income Statement are primarily related to unbudgeted capital grants announced after the adoption of the budget.
- The attached budget report forecasts an income statement surplus result on an accrual basis for the full financial year of \$15.7M which is a favourable variance of \$7.0M to the original budget. Generally, a surplus result is required to be generated to enable Council to invest in new assets and to upgrade and expand existing assets along with enabling Council to repay its borrowings.
- The forecasted surplus result in 2023/2024 is made up of an expected increase in income of \$23.2M and additional expenses of \$16.2M.
- The forecasted increased income is mainly a result of timing of recognition and additional unbudgeted capital grants together with additional interest on investments as a result of higher interest rates and cash on hand available for investment.
- The forecast additional expenses are primarily a result of funding carried forward relating to works funded but not completed in 2022/2023 together with unbudgeted government grants to be received in 2023/2024 and recognition of loss on disposal of assets, which relates to residual infrastructure asset balances retired as part of the capital works program.
- The report is provided for Council's information.

OFFICER'S RECOMMENDATION

That Council receives and notes the Budget Report for the Quarter ended 30 September 2023, prepared in accordance with the requirements of the Local Government Act 2020.

BACKGROUND

Under Section 97(1) of the Act, as soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public. This report ensures compliance with this legislative requirement.

ANALYSIS

The attached report, as at 30 September 2023, is provided for the information of Council and the community. The financial report compares budgeted income and expenditure with actual results as at the end of the first quarter of the financial year. The key issues of note are:

- The “Comprehensive Income Statement” report forecasts a surplus result for the full financial year of \$15.7M which is a favourable variance of \$7.0M to the original budget. This result is due to a number of variances with a forecast increase in income of \$23.2M and additional expenses of \$16.2M. The increased income is mainly a result of capital grants, largely due to unbudgeted grants announced after the budget was developed together with timing variances related to the recognition of funds that were budgeted in the 2022/2023 financial year, together with additional interest on investments as a result of higher interest rates and cash on hand. The forecasted additional expenses are primarily a result of funding carried forward relating to works funded but not completed in 2022/2023, together with expenditure associated with unbudgeted government grants to be received in 2023/2024 and recognition of loss on disposal of assets, which relates to residual infrastructure asset balances retired as part of the capital works program. This process was not allowed for in to the 2023/2024 budget due to the uncertainty in identifying the values, however a loss has been forecasted in line with historical results to make some allowance for this occurring again in the current year.
- The “Balance Sheet” shows that Council maintains a strong liquidity position with \$184.8M in current assets compared to \$27.5M current liabilities (a liquidity ratio of 6.7:1).
- The “Statement of Cash Flows” shows that Council has \$99.1M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The “Statement of Capital Works” shows a forecast expenditure of \$67.7M compared to the budget of \$43.8M. The increase is mainly due to funds carried forward from 2022/2023 and additional government funding received for various programs including Roads Program, Regional Car Parks Fund and Local Roads and Community Infrastructure program (LRCI).
- The “Financial Performance Ratios’ indicate that Council remains within the industry expected ranges.

Further details on these and other variations are provided in the attached report.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Non-compliance with the requirements of the <i>Local Government Act 2020</i> .	Low <i>Unlikely x Minor</i>	Timely presentation of report.

CONSULTATION

Not applicable.

COMMUNICATION

Not applicable

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

A strong financial position allows Council to adapt and respond to challenges as they arise.

Attachments

1. Quarterly Budget Report - September 2023

10.1

Quarterly Budget Report - September 2023

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Quarterly Budget Report
September 2023

Quarterly Budget Report

September 2023

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- Balance Sheet	9
- Statement of Cash Flows	10
- Statement of Capital Works	11
- Financial Performance Ratios	14

September 2023 Quarterly Budget Report Summary

KEY ISSUES

The attached report provides the overall outcomes to the end of the first quarter of the 2023/24 financial year together with forecasted year end results compared to budget. The key issues of note are:

- The “Comprehensive Income Statement” report forecasts a Surplus result for the full financial year of \$15.7M which is an favourable variance of \$7.0M to the original budget.
- The “Balance Sheet” shows that Council maintains a strong liquidity position with \$184.8M in current assets compared to \$27.5M current liabilities (a liquidity ratio of 6.7:1).
- The “Statement of Cash Flows” shows that Council has \$99.1M in Cash and Financial assets (i.e. investments). The level is higher than anticipated due to carry forward funds from previous financial years including capital works, reserves funds and government grants advanced earlier than expected.
- The “Statement of Capital Works” shows a forecast expenditure of \$67.7M compared to the budget of \$43.8M. The increase is mainly due to funds carried forward from 2022/23 and additional government funding received for various programs including Roads Programs, Regional Car Parks Fund and Local Roads and Community Infrastructure program (LRCl).
- The “Financial Performance Ratios” indicate that Council remains within the industry expected ranges.

BACKGROUND

Under the provisions of the *Local Government Act 2020 Section 97 (1) (the Act)*, As soon as practicable after the end of each quarter of the financial year, the Chief Executive Officer must ensure that a quarterly budget report is presented to the Council at a Council meeting which is open to the public.

COMPREHENSIVE INCOME STATEMENT ANALYSIS

Overview

The surplus and deficit amounts shown in the Comprehensive Income Statement year to date and full year budget columns are largely a result of capital grants and non-cash items. Ideally a surplus result would be generated to enable Council to invest in new assets, upgrade and expand existing assets, and repay borrowings. On a cash basis Council budgets for a break even result, with any cash remaining at year end required to meet current and future liabilities together with current commitments. Therefore any variances to budget in the operating result are generally caused by changes in levels of grants and monetary contributions for capital works, and expenditure that is funded from revenue that has been received in a previous financial year together with variances in non-cash items (e.g. depreciation, non-monetary contributions and loss on disposal of renewed infrastructure).

The “Comprehensive Income Statement” report forecasts a surplus result for the full financial year of \$15.7M which is a favourable variance of \$7.0M to the original budget. This result is due to a number of variances with a forecast increase in income of \$23.2M and additional expenses of \$16.2M. The increased income is mainly a result of capital grants, largely due to unbudgeted grants announced after the budget was developed together with timing variances related to the recognition of funds that were budgeted in the 2022/23 financial year, together with additional interest on investments as a result of higher interest rates and cash on hand. The forecasted additional expenses are primarily a result of funding carried forward relating to works funded but not completed in 2022/23, together with expenditure associated with unbudgeted government grants to be received in 2023/24 and recognition of loss on disposal of assets, which relates to residual infrastructure asset balances retired as part of the asset renewal program.

September 2023 Quarterly Budget Report Summary

Year to date

The year to date result shows an operating position of \$79.7M surplus which is \$5.7M favourable to budget. The key items that make up this variance are as follows;

- Grants - Capital - (\$6.0M favourable) mainly due to a number of unbudgeted capital grants as a result of the timing of recognition of grants received in previous financial years and funding that was not known when the budget was developed including Regional Car Parks Fund \$2.2M, Local Roads and Community Infrastructure Program \$1.7M, Free Public Wi-Fi Services program \$0.3M, Traralgon Railway Conservation Reserve Large Dam rehabilitation \$0.6M and Sporting Oval Drainage \$0.4M. Grants - Operating - (\$3.3M favourable) mainly due to unbudgeted grants for Emergency Management, Flood & Storm recovery \$1.7M, Social Inclusion Action Groups funding \$0.2M, Business Support \$0.1M, together with the earlier and higher than expected receipt of Family Services funding \$1.0M.
- Other Income - (\$0.8M favourable) is primarily due to increases in interest rate yields on council investments that were not anticipated when the budget was developed \$0.6M. Depreciation - (\$1.2M favourable) mainly due to later than expected capitalisation of some new facilities e.g. Landfill Cell 6 \$0.600M.
- Materials and Services - (\$0.6M unfavourable) is mainly due to unbudgeted expenditure incurred as a result of funds carried over from previous years and government grants.

Full year forecast

The full year forecasted result shows an operating surplus of \$15.7M which is a \$7.0M favourable variance to the adopted budget. The key items that make up this variance are as follows;

- Grants – Capital (\$18.2M favourable) - is due to a number of unbudgeted capital grants as a result of the timing of recognition of grants received in previous financial years and funding that was not known when the budget was developed including Landslip remediation \$8.7M, Regional Car Parks Fund \$8.7M, Local Roads and Community Infrastructure Program (LRCl3) \$0.9M, Nation Building Blackspot Program \$1.7M, Free Public Wi-Fi Services program \$0.3M, Traralgon Railway Conservation Reserve Large Dam rehabilitation \$0.8M, Logistics Precinct and Intermodal Freight Terminal \$0.5M and other various grants. This is partially offset by an unfavourable timing variance for multi year projects with funding for the Traralgon Indoor Multi Sports Hall \$2.7M and Multi Use Pavillion Traralgon Rec Reserve \$1.8M which is now expected to be recognised in the 2024/25 financial year.
- Grants - Operating (\$3.0M favourable) - The favourable variance is mainly due to additional 2023/24 annual Victoria Grants Commission Financial Assistance Grants (FAGS) (\$1.6M which includes an adjustment related to the 2022/23 financial year of an \$0.7M additional) and various Family Services programs \$1.0M including (Preschool Programs \$0.8M) .
- Other Income - (\$1.8M favourable) - is primarily due to increases in interest rate yields on council investments that were not anticipated when the budget was developed \$1.8M.
- Employee costs - (\$2.7M unfavourable) - associated with funding carried over from previous years and unbudgeted government grant funding to be received in the current year including Family Services programs \$1.6M and Emergency Management/Community Recovery \$0.6M.
- Materials and Services (\$7.6M unfavourable) - is mainly due to unbudgeted expenditure incurred as a result of internal and external funding carried over from previous years and 2023/24 government grants not known when the budget was developed including Family Services programs \$1.5M, Branding Campaign \$0.9M, Emergency Management \$0.6M and Local Roads and Community Infrastructure (LRCl) funded projects \$0.3M.
- Net loss on disposal of property, infrastructure, plant and equipment (\$5.0M unfavourable) associated with the retirement of the residual value of assets renewed as part of the capital works program. This process was not allowed for in to the 2023/24 budget due to the uncertainty in identifying the values, however a loss has been forecast in line with historical results to make some allowance for this occurring again in the current year.
- Other expenses (\$1.0M unfavourable) - is mainly due to unexpended community grants funds carried over from the 2022/23 financial year to be paid out in 2023/24 \$0.9M including Clean up and Storm Resilience in Gippsland \$0.2M and Small Town grants \$0.2M.

September 2023 Quarterly Budget Report Summary

BALANCE SHEET

The significant movements in the balance sheet over the first quarter were as follows;

- Cash and Cash Equivalents together with Other Financial Assets (i.e. investments). The overall decrease of \$20.1M is mainly due to expenditure of funds carried over from prior financial years.
- Trade and Other receivables (\$77.9M increase) this is primarily due to the annual rates notices being raised in the first quarter and is part of the normal pattern. This amount will continue to reduce as rate payments are received over the remainder of the year in line with the full payment and quarterly instalment due dates.
- Other Assets (\$1.7M decrease) is primarily due to prepayments and accrued revenue as at 30 June 2023 having now been reversed/received in the current financial year.
- Payables (\$12.8M decrease) is primarily due to amounts that were outstanding to suppliers as at 30 June 2023, being paid/recognised in the current financial year.
- Unearned income (\$10.7M decrease) is primarily due to amounts that were received in advance as at 30 June 2023 having now been recognised in the current financial year.
- Trust funds and deposits (1.2M increase) relates to the collection of first quarterly instalments of the Fire Services Property Levy which will be passed onto the State Revenue Office in October.

STATEMENT OF CASH FLOWS

The budgeted cash & investments at the beginning of the year was \$79.9 million, the actual opening balance was \$119.2 million. The additional \$39.3 million was largely the result of carry forward funding for capital and operational projects and programs. This included \$15.5M of Victorian Grants Commission FAGS funding that was advanced to Council in the 2022/23 financial year, this advance was not factored into the budget calculations. Total Cash and financial assets (investments) as at the end of September stand at \$99.1M which represents a net outflow cash movement of \$20.1M from the start of the financial year.

STATEMENT OF CAPITAL WORKS

The statement of capital works includes all expenditure that is expected to be capitalised during the financial year. It excludes some amounts which for "Accounting" purposes are not capitalised e.g. Landfill Rehabilitation which is a reduction in a provision liability and other items which are included in operating expenditure.

As at the 31 September 2023 Council had spent \$9.4M on capital works mostly on Infrastructure projects \$5.5M (including Roads projects \$2.4M), Plant & Equipment \$1.8M and Property (buildings) \$2.1M. Full year forecasted capital expenditure is \$67.7M compared to the budget of \$43.8M. The increase is mainly due to funds carried forward from 2022/23 and additional government funding received for various programs including Roads Programs, Regional Car Parks Fund and Local Roads and Community Infrastructure program (LRCI).

FINANCIAL PERFORMANCE RATIOS

The final part of the report is the Financial Performance Ratios as per the *Local Government Performance Reporting Framework (LGPRF)*. The results of the financial year to date show that Council is expected to remain within the expected ranges by the end of the financial year. Some of the ratios when measured part way through the year will fall outside the ranges in the year to date figures purely because they are designed to look at an annual result.

COMPREHENSIVE INCOME STATEMENT

For The Quarter Ended 30 September 2023

	NOTE	YTD Actual \$'000	YTD Budget \$'000	Variance YTD Act/Bud fav/(unfav) \$'000	Variance Type (P)ermanent/ (T)iming	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast fav/(unfav) \$'000
INCOME								
Rates and charges	1	93,178	93,245	(68)	T	93,445	93,445	0
Statutory fees and fines	2	475	497	(22)	T	2,871	2,871	0
User fees	3	2,601	2,428	172	P	10,677	10,477	200
Grants - operating	4	3,385	3,876	(492)	T	29,344	26,349	2,995
Grants - capital	5	12,262	6,300	5,963	P	28,216	10,040	18,176
Contributions - monetary	6	61	15	45	P	117	90	27
Contributions - non monetary	7	0	0	0	P	4,151	4,151	0
Other income	8	2,144	1,382	763	P	6,575	4,792	1,783
TOTAL INCOME		114,105	107,743	6,361		175,397	152,215	23,181
EXPENSES								
Employee costs	9	14,226	14,373	147	T	64,799	62,123	(2,675)
Materials and services	10	10,757	10,170	(587)	P	49,765	42,174	(7,591)
Bad and doubtful debts	11	0	0	0	P	4	4	0
Depreciation	12	8,528	8,425	(103)	T	33,700	33,700	0
Amortisation - intangible assets	13	237	183	(54)	T	733	733	0
Amortisation - right of use assets	14	39	45	7	T	182	182	0
Borrowing costs	15	70	136	66	T	541	541	(0)
Finance costs - leases	16	4	10	7	T	42	42	(0)
Net loss/ (gain) on disposal of property, infrastructure, plant and equipment	17	(246)	(185)	61	T	5,000	0	(5,000)
Other expenses	18	821	607	(214)	P	4,910	3,956	(954)
TOTAL EXPENSES		34,436	33,766	(670)		159,674	143,454	(16,220)
SURPLUS (DEFICIT) FOR THE YEAR		79,668	73,977	5,691		15,722	8,761	6,961

NOTES TO THE COMPREHENSIVE INCOME STATEMENT - Year to Date and Full Year Variances**1. Rates and charges**

Year to Date - (\$0.1M) Unfavourable

Minor timing variance.

Full Year - \$0.0M Nil Variance

No variance.

2. Statutory fees and fines

Year to Date - (\$0.0M) Unfavourable

No variance.

Full Year - \$0.0M Nil Variance

No variance.

3. User fees

Year to Date - \$0.2M Favourable

Favourable variances to date are mainly due to higher than expected child care fees \$0.2M.

Full Year - \$0.2M Favourable

Favourable variances to date are mainly due to higher than expected child care fees \$0.2M.

4. Grants - operating

Year to Date - (\$0.5M) Unfavourable

The unfavourable variance is mainly due to later than expected receipt of Library \$0.5M and School Crossing \$0.2M operational grants.

Full Year - \$3.0M Favourable

The favourable variance is mainly due to additional 2023/24 annual Victoria Grants Commission Financial Assistance Grants (FAGS) (\$1.6M which includes an adjustment related to the 2022/23 financial year of an \$0.7M additional) and various Family Services programs \$1.0M including (Preschool Programs \$0.8M) .

5. Grants - capital

Year to Date - \$6.0M Favourable

The favourable variance is due to a number of unbudgeted capital grants as a result of the timing of recognition of grants received in previous financial years and funding that was not known when the budget was developed including Regional Car Parks Fund \$2.2M, Local Roads and Community Infrastructure Program \$1.7M, Free Public Wi-Fi Services program \$0.3M, Traralgon Railway Conservation Reserve Large Dam rehabilitation \$0.6M and Sporting Oval Drainage \$0.4M.

Full Year - \$18.2M Favourable

The favourable variance is due to a number of unbudgeted capital grants as a result of the timing of recognition of grants received in previous financial years and funding that was not known when the budget was developed including Landslip remediation \$8.7M, Regional Car Parks Fund \$8.7M, Local Roads and Community Infrastructure Program (LRCI3) \$0.9M, Nation Building Blackspot Program \$1.7M, Free Public Wi-Fi Services program \$0.3M, Traralgon Railway Conservation Reserve Large Dam rehabilitation \$0.8M, Logistics Precinct and Intermodal Freight Terminal \$0.5M and other various grants. This is partially offset by an unfavourable timing variance for multi year projects with funding for the Traralgon Indoor Multi Sports Hall \$2.7M and Multi Use Pavillion Traralgon Rec Reserve \$1.8M which is now expected to be recognised in the 2024/25 financial year.

NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances**6. Contributions - monetary****Year to Date - \$0.0M Favourable**

No variance

Full Year - \$0.0M Favourable

No variance

7. Contributions - non monetary**Year to Date - \$0.0M Nil Variance**

No variance.

Full Year - \$0.0M Nil Variance

No variance

8. Other income**Year to Date - \$0.8M Favourable**

The favourable variance is primarily due to increases in interest rate yields and additional cash holdings on council investments that were not anticipated when the budget was developed \$0.6M.

Full Year - \$1.8M Favourable

The favourable variance is primarily due to increases in interest rate yields on council investments that were not anticipated when the budget was developed \$1.8M.

9. Employee costs**Year to Date - \$0.1M Favourable**

Minor variance

Full Year - (\$2.7M) Unfavourable

The additional salaries and wages associated with funding carried over from previous years and unbudgeted government grant funding to be received in the current year including Family Services programs \$1.6M and Emergency Management/Community Recovery \$0.6M.

10. Materials and services**Year to Date - (\$0.6M) Unfavourable**

The unfavourable variance is mainly due to unbudgeted expenditure incurred as a result of funds carried over from previous years and government grants.

Full Year - (\$7.6M) Unfavourable

The unfavourable variance is mainly due to unbudgeted expenditure incurred as a result of internal and external funding carried over from previous years and 2023/24 government grants not known when the budget was developed including Family Services programs \$1.5M, Branding Campaign \$0.9M, Emergency Management \$0.6M and Local Roads and Community Infrastructure (LRCI) funded projects \$0.3M.

11. Bad and doubtful debts**Year to Date - \$0.0M Nil Variance**

No variance

Full Year - \$0.0M Nil Variance

No variance

NOTES TO THE INCOME STATEMENT - Year to Date and Full Year Variances**12. Depreciation**

Year to Date - (\$0.1M) Unfavourable

Minor variance.

Full Year - \$0.0M Nil Variance

No variance

13. Amortisation - intangible assets

Year to Date - (\$0.1M) Unfavourable

Minor variance.

Full Year - \$0.0M Nil Variance

No variance

14. Amortisation - right of use assets

Year to Date - \$0.0M Favourable

No variance

Full Year - \$0.0M Nil Variance

No variance

15. Borrowing costs

Year to Date - \$0.1M Favourable

Minor variance.

Full Year - (\$0.0M) Unfavourable

No variance

16. Finance costs - leases

Year to Date - \$0.0M Favourable

No variance

Full Year - (\$0.0M) Unfavourable

No variance

17. Net (gain) / loss on disposal of property, infrastructure, plant and equipment

Year to Date - \$0.1M Favourable

Minor variance.

Full Year - (\$5.0M) Unfavourable

The forecast variation is associated with the retirement of the residual value of assets renewed as part of the capital works program. This process was not allowed for in the 2023/24 budget due to the uncertainty in identifying the values, however a loss has been forecasted in line with historical results to make some allowance for this occurring again in the current year.

18. Other expenses

Year to Date - (\$0.2M) Unfavourable

The unfavourable variance is mainly due to unexpended community grants funds carried over from the 2022/23 financial year for the Clean up and Storm Resilience in Gippsland project \$0.2M.

Full Year - (\$1.0M) Unfavourable

The unfavourable variance is mainly due to unexpended community grants funds carried over from the 2022/23 financial year to be paid out in 2023/24 \$0.9M including Clean up and Storm Resilience in Gippsland \$0.2M and Small Town grants \$0.2M.

COMPARISON TO PREVIOUS FINANCIAL YEAR
For the corresponding September quarter

	2023/24			2022/23		
	YTD Actuals	YTD Budgets	Variance YTD Act/Bud fav/(unfav)	YTD Actuals	YTD Budgets	Variance YTD Act/Bud fav/(unfav)
INCOME						
Rates and charges	93,178	93,245	(68)	88,450	88,189	262
Statutory fees and fines	475	497	(22)	519	450	69
User fees	2,601	2,428	172	2,566	2,387	178
Grants - operating	3,385	3,876	(492)	4,998	4,167	831
Grants - capital	12,262	6,300	5,963	8,953	3,600	5,353
Contributions - monetary	61	15	45	90	15	75
Contributions - non monetary	0	0	0	0	0	0
Other income	2,144	1,382	763	1,655	805	850
TOTAL INCOME	114,105	107,743	6,361	107,232	99,613	7,618
EXPENSES						
Employee costs	14,226	14,373	147	13,505	13,956	451
Materials and services	10,757	10,170	(587)	9,979	9,741	(239)
Bad and doubtful debts	0	0	0	0	0	0
Depreciation	8,528	8,425	(103)	7,467	7,946	479
Amortisation - intangible assets	237	183	(54)	0	183	183
Amortisation - right of use assets	39	45	7	25	9	(16)
Borrowing costs	70	136	66	73	107	34
Finance costs - leases	4	10	7	12	16	4
Net loss/ (gain) on disposal of property, infrastructure, plant and equipment	(246)	(185)	61	112	0	(112)
Other expenses	821	607	(214)	671	631	(41)
TOTAL EXPENSES	34,436	33,766	(670)	31,844	32,588	744
SURPLUS (DEFICIT) FOR THE YEAR	79,668	73,977	5,691	75,388	67,025	8,363

BALANCE SHEET

As at 30 September 2023

	Current Balance \$'000s	Opening Balance 01/07/23 \$'000s	Movement for Year to Date \$'000s	Balance as at 30/09/22 \$'000s
CURRENT ASSETS				
Cash and Cash Equivalents	9,052	24,181	(15,129)	10,449
Other Financial Assets	90,000	95,000	(5,000)	90,000
Other Assets	3,207	4,861	(1,654)	1,836
Trade and Other Receivables	82,526	4,613	77,913	77,419
Total Current Assets	184,785	128,655	56,130	179,703
NON CURRENT ASSETS				
Property, Infrastructure, Plant and Equipment	1,448,267	1,447,440	826	1,345,912
Intangible Assets	2,098	2,335	(237)	0
Right-of-use assets	1,182	1,221	(39)	712
Trade and Other Receivables	4	4	0	10
Financial Assets	2	2	0	2
Total Non-Current Assets	1,451,553	1,451,003	550	1,346,636
TOTAL ASSETS	1,636,338	1,579,658	56,680	1,526,339
CURRENT LIABILITIES				
Payables	2,053	14,835	(12,783)	831
Unearned income	0	10,720	(10,720)	3,648
Interest-bearing Liabilities	2,760	3,127	(367)	1,256
Provisions - Employee Benefits	11,266	11,518	(252)	10,678
Provisions - Landfill	4,670	4,722	(53)	4,079
Trust Funds and Deposits	6,662	5,447	1,215	7,684
Lease Liabilities	108	137	(28)	22
Total Current Liabilities	27,519	50,507	(22,988)	28,198
NON CURRENT LIABILITIES				
Interest-bearing Liabilities	12,163	12,163	0	13,645
Provisions - Employee Benefits	1,370	1,370	0	859
Provisions - Landfill	15,754	15,754	0	11,475
Lease Liabilities	1,132	1,132	0	733
Total Non-Current Liabilities	30,419	30,419	0	26,711
TOTAL LIABILITIES	57,938	80,926	(22,988)	54,910
NET ASSETS	1,578,400	1,498,732	79,668	1,471,430
EQUITY				
Current Year Surplus/(Deficit)	79,668	19,389	60,280	75,388
Accumulated Surplus	849,028	829,770	19,258	831,475
Reserves	649,704	649,573	131	564,567
TOTAL EQUITY	1,578,400	1,498,732	79,668	1,471,430

STATEMENT OF CASH FLOWS

For the Quarter ended 30 September 2023

NOTE	YTD Cash Flow	Adopted Budget Annual Cashflow	Cash Flow 2022/23
	\$'000s	\$'000s	\$'000s
	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES			
Rates and charges	16,466	93,317	90,578
Statutory fees & fines	469	2,800	2,743
User fees	2,690	10,548	12,918
Grants - operating	3,400	27,620	32,235
Grants - capital	1,656	10,404	13,429
Contributions - monetary	61	90	1,243
Interest received	1,249	2,600	2,909
Trust funds and deposits taken/(repaid)	1,215	98	265
Other receipts	(382)	2,192	4,169
Net GST refund/(payment)	105	3,800	4,151
Employee costs	(16,800)	(61,729)	(63,373)
Materials & services	(15,858)	(46,135)	(50,070)
Short-term, low value and variable lease payments	(36)	(144)	(152)
Other payments	(786)	(4,000)	(5,473)
Net cash from operating activities	(6,551)	41,461	45,573
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for property, infrastructure, plant & equipment	(13,417)	(43,757)	(34,475)
Proceeds from sale of property, plant & equipment	277	510	555
Payments for investments	(30,000)	(125,000)	(145,000)
Proceeds from sale of investments	35,000	127,000	130,000
Loans and advances made	0	0	0
Payments of loans and advances	1	0	5
Net Cash Flows used in investing activities	(8,138)	(41,247)	(48,914)
CASH FLOWS FROM FINANCING ACTIVITIES			
Finance costs	(40)	(540)	(281)
Proceeds from borrowings	0	5,000	1,635
Repayment of borrowings	(367)	(2,315)	(1,559)
Interest paid - lease liability	(4)	(41)	(36)
Repayment of lease liabilities	(28)	(170)	(62)
Net Cash Flows from Financing Activities	(439)	1,934	(303)
Net Increase/(Decrease) in cash held	(15,129)	2,148	(3,644)
Cash & cash equivalents at beginning of year	24,181	9,880	27,825
Cash & cash equivalents at end of period	9,052	12,028	24,181
Summary of Cash & Investments			
	Current Balance	Current year Movement	Opening Balance
Cash & Cash Equivalents	9,052	(15,129)	24,181
Other Financial Assets (Investments)	90,000	(5,000)	95,000
Total Cash & Investments	99,052	(20,129)	119,181
Budgeted Opening Balance of Cash & Investments			79,880
Variance in Opening Balance			39,301

NOTES

1. The budgeted cash & investments at the beginning of the year was \$79.9 million, the actual opening balance was \$119.2 million. The additional \$39.3 million was largely the result of higher than anticipated surplus funds and carry forward funding for capital and operational projects and programs. This included \$15.5M of Victorian Grants Commission FAGS funding that was advanced to Council in the 2022/23 financial year, this advance was not factored into the budget calculations.

STATEMENT OF CAPITAL WORKS

For The Quarter Ended 30 September 2023

	NOTE	YTD Actuals \$'000	Full Year Forecast \$'000	Annual Budget \$'000	Variance Annual Budget /Forecast \$'000
Property					
Land	1	0	0	0	0
Buildings	2	2,108	12,566	11,286	(1,280)
Heritage buildings	3	2	773	0	(773)
Total Property		2,111	13,339	11,286	(2,053)
Plant and Equipment					
Plant, machinery & equipment	4	1,648	3,221	2,095	(1,126)
Fixtures, fittings & furniture	5	29	80	50	(30)
Computers & telecommunications	6	78	949	600	(349)
Artwork collection	7	0	20	15	(5)
Total Plant and Equipment		1,756	4,270	2,760	(1,510)
Infrastructure					
Roads	8	2,365	21,509	17,855	(3,654)
Bridges & culverts	9	35	241	150	(91)
Footpaths & cycleways	10	159	1,543	1,095	(448)
Drainage	11	268	2,523	1,223	(1,300)
Waste management	12	22	1,517	500	(1,017)
Parks, open space and streetscapes	13	1,570	8,018	4,700	(3,318)
Recreational, leisure & community facilities	14	76	1,243	0	(1,243)
Aerodromes	15	0	0	0	0
Offstreet carparks	16	424	10,559	1,746	(8,813)
Other infrastructure	17	600	2,940	2,441	(499)
Total Infrastructure		5,519	50,094	29,710	(20,384)
Total Capital Works expenditure		9,386	67,703	43,756	(23,947)
REPRESENTED BY;					
New asset expenditure	18	2,422	18,217	13,044	(5,173)
Asset renewal expenditure	19	4,982	28,770	21,632	(7,138)
Asset expansion expenditure	20	3	4,074	0	(4,074)
Asset upgrade expenditure	21	1,978	16,643	9,080	(7,563)
Total Capital Works expenditure		9,386	67,703	43,756	(23,948)

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances

1. Land

\$0.0M Nil Variance

No current year projects.

2. Buildings

(\$1.3M) Increased Expenditure

Primarily due to expenditure that has carried over from budget allocations, cash surpluses and grant funding received in previous financial years together with unbudgeted grants announced since the budget was developed including Twin City Archery Club extension \$1.1M, Kernot Hall Refurbishment \$0.7M, Parklands Preschool refurbishment \$0.3M and Solar Power generation installations \$0.4M. These variances are partially offset by multi year project expenditure budgeted in 23/24 now expected to be spent in the following financial year on Flood Recovery projects; Traralgon Indoor Multi Sports Hall \$2.4M and Multi Use Pavilion Traralgon Rec Res \$1.5M.

3. Heritage buildings

(\$0.8M) Increased Expenditure

Mainly reflects funds carried forward from 2022/23 associated with the Traralgon Courthouse upgrades.

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances

- 4. Plant, machinery & equipment** **(\$1.1M) Increased Expenditure**
Mainly due to items of fleet and large plant that were budgeted in the previous year but as a result of delays in delivery times are not able to be received until the 2023/24 financial year. Funds have been carried forward to pay for these items.
- 5. Fixtures, fittings & furniture** **(\$0.0M) Increased Expenditure**
No variance.
- 6. Computers & telecommunications** **(\$0.3M) Increased Expenditure**
Additional expenditure is mainly related to works funded from an unbudgeted government grant to upgrade free public WiFi services in the Latrobe Valley.
- 7. Artwork Collection** **(\$0.0M) Increased Expenditure**
No variance.
- 8. Roads** **(\$3.7M) Increased Expenditure**
Mainly relates to unbudgeted government funding and surplus funds allocated including Landslip remediation \$1.1M, National Blackspot program \$1.8M and Road Rehabilitation Program \$2.2M. This has been partially offset by a forecasted reduction in expenditure in the current financial year for the Traralgon Maffra Road/Marshall's Road signalled intersection \$1.4M, with some works expected to be finalised in the 24/25 financial year.
- 9. Bridges & culverts** **(\$0.1M) Increased Expenditure**
Primarily due to funds carried forward from 2022/23 for bridge and major culvert works.
- 10. Footpaths & cycleways** **(\$0.4M) Increased Expenditure**
Mainly due to unbudgeted government grant funding, together with other funding carried forward from the 2022/23 financial year to complete the Footpath Missing Links Program \$0.1M and Traralgon West Linear Paths \$0.1M in addition to other minor works.
- 11. Drainage** **(\$1.3M) Increased Expenditure**
Mainly due to unbudgeted government grant funding, together with other funding carried forward from the 2022/23 financial year to complete the rehabilitation of Traralgon Railway Reserve Large Dam \$1.1M and Gross Pollutant Trap de-watering facility \$0.2M.
- 12. Waste management** **(\$1.0M) Increased Expenditure**
This mainly relates to works on the new cell and Leachate Pond Construction Hyland Highway Landfill funded by 2022/23 carry forwards \$1.0M.
- 13 Parks, open space and streetscapes** **(\$3.3M) Increased Expenditure**
Mainly relates to works on the Street Lighting upgrade to LED program largely funded by cash reserves and unbudgeted LRCI funding \$1.7M together with funds carried forward from 2022/23 to complete projects including the Moe Revitalisation Project Stage 2 \$0.9M and retaining walls \$0.7M.
- 14. Recreational, leisure & community facilities** **(\$1.2M) Increased Expenditure**
Mainly due to unbudgeted government grant funding, together with other funding carried forward from the 2022/23 financial year to complete the Duncan Cameron Cricket Nets \$0.4M, Oval Drainage Upgrades \$0.7M and Gask Park Cricket Pitch Construction \$0.2M.
- 15. Aerodromes** **\$0.0M Nil Variance**
No current year projects.
- 16. Offstreet carparks** **(\$8.8M) Increased Expenditure**
Mainly related to unbudgeted government grants for the Regional Car Parks fund \$8.7M.
- 17. Other infrastructure** **(\$0.5M) Increased Expenditure**
Mainly due to carried forward 2022/23 funds relating to the Gippsland Logistics Precinct and Intermodal Freight Terminal.

NOTES TO THE CAPITAL WORKS STATEMENT - Full Year Forecast Variances**18. New asset expenditure (\$5.2M) Increased Expenditure**

Primarily due to unexpected funds carried over from 22/23 financial year and unbudgeted government grants for the Regional Car Parks Fund \$4.8M, Leachate Pond Construction \$1.2M, Moe Revitalisation Project \$0.9M, Logistics Precinct \$0.5M, Gippsland Regional Aquatics Centre \$0.4M, New Energy Projects Solar \$0.4M, Latrobe Creative Precinct \$0.3M and Free Public WiFi Services \$0.3M. This has been largely offset by Traralgon Indoor Multi Sport Hall \$2.4M and the Multi Use Pavilion Traralgon Rec Reserve \$1.5M.

19. Asset renewal expenditure (\$7.1M) Increased Expenditure

Primarily due to funds carried forward from the 2022/23 financial year and additional unbudgeted government grants including road rehabilitation program \$2.2M, rehabilitation of Traralgon Railway Reserve Large Dam \$1.1M, Fleet and large plant replacement programs \$1.0M, retaining walls \$0.7M, building and roof renewal programs \$0.4M, Parklands preschool \$0.3M, Depot Morwell upgrade \$0.3M, landslip remediation \$0.2M and Footpath rehabilitation \$0.2M.

20. Asset expansion expenditure (\$4.1M) Increased Expenditure

Mainly due to unbudgeted grant revenue for the Regional Car Park Fund Commercial Road Morwell and Kay Street Traralgon \$3.9M.

21. Asset upgrade expenditure (\$7.6M) Increased Expenditure

Mainly due to unexpended funds carried over from the 2022/23 financial year and unbudgeted government grants including National Blackspot program \$1.8M, Street Lighting LED upgrade project \$1.7M, Twin City Archery Club extensions \$1.1M, Kernot Hall Refurbishment \$1.0M, Landslip Upgrade and Betterment \$0.9M, Traralgon Cuort House Upgrades \$0.8M, Sporting Oval Drainage \$0.7M and Cricket Pitch/Net Upgrades \$0.6M. This has been largely offset by a forecasted reduction in expenditure in the current financial year for the Traralgon Maffra Road/Marshall's Road signalised intersection \$1.4M, now expected to be completed in 24/25 financial year.

LGPRF FINANCIAL PERFORMANCE RATIOS

As at 30 September 2023

	Year to Date Ratios				Forecast at 30/06/24	Budget at 30/06/24	Expected Range
	\$'000s	Ratio at 30/09/23	Ratio at 30/09/22				
OPERATING POSITION							
Adjusted Underlying Result Indicator							
(Indicator of the broad objective that an adjusted underlying surplus should be generated in the ordinary course of business. A surplus or increasing surplus suggests an improvement in the operating position)							
Adjusted underlying surplus (or deficit)							
<u>Adjusted net Surplus/(Deficit)</u>	68,177						
Adjusted underlying revenue	102,613	66.4%	67.6%	(10.4%)	(2.7%)		-20% - +20%
The ratio takes out the effect of once off capital grants & developer contributions.							
Note: The forecasted lower ratio of (10.4%) is mainly due to additional expenditure as a result of unspent 2022/2023 recurrent project and program expenditure which led to a greater than expected 'cash' surplus result at the end of the financial year together with government funding advanced to Council in 2022/23 that was budgeted in 2023/24.							
LIQUIDITY							
Working Capital Indicator							
(Indicator of the broad objective that sufficient working capital is available to pay bills as and when they fall due. High or increasing level of working capital suggests an improvement in liquidity)							
Current assets compared to current liabilities							
<u>Current Assets</u>	184,785						
Current Liabilities	27,519	671.5%	637.3%	225.6%	225.6%		100% - 300%
Unrestricted Cash Indicator							
(Indicator that sufficient cash which is free of restrictions is available to pay bills as and when they fall due. High or increasing level of cash suggests an improvement in liquidity)							
<u>Unrestricted Cash</u>	2,390						
Current Liabilities	27,519	8.7%	9.8%	(20.5%)	(20.5%)		0.0% - 200%
Note: Unrestricted cash does not include funds held in term deposits with a maturity term of greater than 90 days. These deposits are managed to ensure they mature in time for payment runs and are available to meet liabilities when they fall due. The forecasted negative result is due to restricted items being held in term deposit investments i.e Financial Assets rather than cash.							

	Year to Date Ratios					Expected Range
	\$'000s	Ratio at 30/09/23	Ratio at 30/09/22	Forecast at 30/06/24	Budget at 30/06/24	
OBLIGATIONS						
Loans and borrowings Indicator						
(Indicator of the broad objective that the level of interest bearing loans and borrowings should be appropriate to the size and nature of a council's activities. Low or decreasing level of loans and borrowings suggests an improvement in the capacity to meet long term obligations)						
Loans and borrowings compared to rates						
<u>Interest Bearing loans and borrowings</u>	14,924	16.0%	16.8%	19.2%	19.3%	0% - 50%
Rate Revenue	93,178					
Loans and borrowings repayments compared to rates						
<u>Interest & principal repayments</u>	437	0.5%	0.5%	3.1%	3.1%	0% - 10%
Rate Revenue	93,178					
Indebtedness Indicator						
(Indicator of the broad objective that the level of long term liabilities should be appropriate to the size and nature of a Council's activities. Low or decreasing level of long term liabilities suggests an improvement in the capacity to meet long term obligations)						
Non-current liabilities compared to own source revenue						
(to ensure Council has the ability to pay its long term debts & provisions)						
<u>Non Current Liabilities</u>	30,419	30.9%	28.7%	27.1%	27.5%	0% - 50%
Own Source Revenue	98,397					
Own Source Revenue is adjusted underlying revenue which excludes revenue which is not under the control of council (including government grants)						
Asset Renewal Indicator						
(Indicator of the broad objective that assets should be renewed as planned. High or increasing level of planned asset renewal being met suggests an improvement in the capacity to meet long term obligations)						
<u>Asset Renewal & Upgrade Expenditure</u>	6,960	81.6%	62.4%	134.8%	91.1%	50%-100%
Depreciation	8,528					
Note: The forecast increase in this ratio is a result of renewal works carried forward from the previous financial year and funded from unbudgeted government grants.						

	Year to Date Ratios					Expected Range
	\$'000s	Ratio at 30/09/23	Ratio at 30/09/22	Forecast at 30/06/24	Budget at 30/06/24	
STABILITY						
Rates Concentration Indicator						
(Indicator of the broad objective that revenue should be generated from a range of sources. High or increasing range of revenue sources suggests an improvement in stability)						
Rates compared to adjusted underlying revenue						
<u>Rate Revenue</u>	93,178	90.8%	90.1%	64.6%	66.9%	40% - 80%
Adjusted underlying revenue	102,613					
The ratio takes out the effect of once off capital grants & developer contributions.						
Rates Effort Indicator						
(Indicator of the broad objective that the rating level should be set based on the community's capacity to pay. Low or decreasing level of rates suggests an improvement in the rating burden)						
Rates compared to property values						
<u>Rate Revenue</u>	93,178	0.4%	0.5%	0.4%	0.4%	0.2% to 0.7%
property values (CIV)	21,523,508					
EFFICIENCY						
Expenditure Level Indicator						
(Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of expenditure suggests an improvement in organisational efficiency)						
Expenses per property assessment						
<u>Total expenses</u>	34,436	\$ 852	\$ 797	\$ 3,949	\$ 3,547	\$2000 - \$4000
Number of property assessments	40					
Note: The forecast increase in expenses per assessment is mainly related to employee costs and materials and services expenditure funded from additional government funding and carry forward funds.						
Revenue Level Indicator						
(Indicator of the broad objective that resources should be used efficiently in the delivery of services. Low or decreasing level of rates suggests an improvement in organisational efficiency)						
Average general rate & municipal charge per property assessment						
<u>Total General Rates and Municipal Charges</u>	67,994	\$ 1,681	\$ 1,613	\$ 1,681	\$ 1,681	\$800 - \$1,800
Number of property assessments	40					

RAINBOW BRICK ROAD AND PRIDE IN OUR FUTURE RECOMMENDATIONS REPORT

PURPOSE

To respond to the motion adopted at the Council Meeting held on Monday, 1 May 2023, requesting that Officers present a report that considers and responds to the recommendations of the *Rainbow Brick Road Report* and the Victorian State Government whole-of-government LGBTIQ+ strategy, *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*.

EXECUTIVE SUMMARY

- At the Council Meeting held on Monday 1 May 2023, Council adopted a motion requiring officers to present a report to Council that considers and responds to,
 - The recommendations of the *Rainbow Brick Road Report* (the voices of LGBTQIA+ Gippslanders & specifically Latrobe City Residents) following its proposed launch on IDAHOBIT Day, May 17th 2023.
 - The Victorian State Government whole-of-government LGBTIQ+ strategy, *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*.
- Gippsland Pride Initiative uses the acronym LGBTQIA+ while the State Government uses the acronym LGBTIQ+. LGBTQIA+ is used in this report unless referring to the Victorian LGBTIQ+ Strategy.
- *Gippsland Pride Initiatives' Rainbow Brick Road Report* provides fifteen key recommendations for the Gippsland Community to inform future strategic plans based on lived experience of LGBTQIA+ Gippslanders.
- The *Pride in our future: Victoria's LGBTIQ+ Strategy 2022-32* provides the vision and plan to drive equality and inclusion for Victoria's diverse LGBTIQ+ communities within all aspects of government work over the next decade.
- This report outlines how Latrobe City Council's current and proposed activities align with the recommendations of the *Rainbow Brick Road Report* and the priority areas of the *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*.
- Five *Rainbow Brick Road Report* recommendations fall within the remit of Latrobe City Council and their linkage to the priority areas in *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32* are discussed.
- Latrobe City Council is working to transition from rainbow awareness to authentic inclusive practices through policy, supporting LGBTQIA+ awareness days and inclusive training practices to Council Staff.

- Key Council Officers have undertaken training to prepare for the Rainbow Ready Roadmap and have commenced the assessment in the local government setting guide.
- Latrobe City Council is supporting community groups and sporting clubs to work towards zero tolerance for harassment and bullying while promoting inclusivity and acceptance, through our Community Grants Program and community workshops.
- The 'Latrobe City LGBTQIA+ webpage' exists on the Latrobe City Council website and provides localised information on LGBTQIA+ support, networks, organisations, and resources.
- Officers are currently exploring options for ongoing engagement with Gippsland Pride Initiative and the wider LGBTQIA+ community.

OFFICER'S RECOMMENDATION

That Council note this report responding to the recommendations contained in the Rainbow Brick Road Report and Pride in our future: Victoria's LGBTIQ+ Strategy 2022-32.

BACKGROUND

The Gippsland Pride Initiative is a Gippsland charity founded in 2019 that provides visibility, engagement, awareness, and celebration to LGBTQIA+ (Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual or Agender) Gippslanders. In 2022 the Gippsland Pride Initiative captured the lived experiences of the LGBTQIA+ community across Gippsland through a Gippsland wide survey and a series of in person consultations.

The Rainbow Brick Road Report represents the findings from this data collection and highlights the thoughts and experiences of members of the Gippsland LGBTQIA+ community to inform future strategic plans. The data evaluation and analysis were undertaken by Federation University's Collaborative Evaluation and Research Group (CERG). Participant demographics identified the majority of participants reside and work in Latrobe. Fifteen key recommendations have been made by CERG for consideration by both Gippsland Pride Initiative and the broader Gippsland Community.

Victoria's first whole-of-government LGBTIQ+ strategy, *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*, provides the vision and plan to drive equality and inclusion for Victoria's diverse LGBTIQ+ communities within all aspects of government work over the next decade. It outlines four priority areas of reform; equal rights and freedoms, equitable, inclusive and accessible services, visibility to inform decision making and safe, strong and sustainable communities.

Gippsland Pride Initiative uses the acronym LGBTQIA+ while the State Government uses the acronym LGBTIQ+. LGBTQIA+ is used in this report unless referring to the Victorian LGBTIQ+ Strategy.

This report outlines how Latrobe City Council has and can continue supporting the work of the *Rainbow Brick Road Report* and *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*.

ANALYSIS

The Rainbow Brick Road Report identifies fifteen key recommendations to inform future strategic directions. Five of these recommendations fall within the remit of Latrobe City Council. Latrobe City Council actions supporting these recommendations are outlined below and their linkage to the priority areas in *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*.

Places of employment transition from rainbow awareness to authentic inclusive practices:

Latrobe City Council is working towards increasing understanding and improving inclusion of our LGBTQIA+ community. Our *Community Access and Inclusion Policy*, *Staff Code of Conduct* and *Gender Equality Action Plan 2021–2025* formalise Council's commitment to support all people irrespective of age, gender, ability, cultural background or sexual identity.

Latrobe City Council supports IDAHOBIT (International Day Against Homophobia, Biphobia and Transphobia) and Wear it Purple Days (strives to foster supportive, safe, empowering and inclusive environments for rainbow young people) to demonstrate our commitment to authentic inclusive practices. This has included in person staff awareness sessions provided by Gippsland Pride Initiative, online learning modules available to staff and rainbow stair installations across Council facilities. Our Maternal Child Health Nurses have also undertaken further training to reduce barriers for LGBTQIA+ families to access these services.

The Municipal Public Health and Wellbeing Plan – Living Well Latrobe 2022-2025 (LWL 2022-2025) aims to maintain and improve the health and wellbeing of all community members, especially those recognised as members of priority groups which includes the LGBTQIA+ community. LWL 2022-2025 commits ongoing provision of inclusive training practices to Council Staff to support our LGBTQIA+ community.

These above actions align to priority area 1 and 2 of *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*.

Community groups and sporting clubs continue to work towards zero tolerance for harassment and bullying while promoting inclusivity and acceptance:

Latrobe City Council has a long history of working in partnership with the community to meet local needs. Our Community Grants Program delivers funding for projects that improve accessibility or inclusion for priority population groups, including LGBTQIA+ community members. The assessment criteria for grants requires that applications are consistent with Council strategic documents including LWL 2022-2025 and support inclusion and diversity. Part of the application process also involves community groups identifying how grant funds will benefit people of self-described gender. Through the Community Grants Program Latrobe City Council has supported the Gippsland Day Out Event in February 2023 by Gippsland Pride Initiative.

Latrobe City Council organises free community group workshops to increase members knowledge, skills and confidence in the running of effective and robust community groups and clubs. Inclusion and diversity training has been provided in the past. These workshops will continue to deliver messaging on the importance of inclusion in all aspects of community group life.

The Recreational Needs Assessment Framework considers gender and inclusion in its assessment matrix. This ensures that projects aimed at increasing diversity and inclusion in sporting clubs are prioritised.

The Latrobe City Grants and Community Group Workshops align to priority area 2 and 4 of *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*.

Encourage all Gippsland organisations to review and consider implementation of the Victorian LGBTIQ+ Strategy through the Rainbow Ready Roadmap:

Key Council Officers have undertaken training organised by the Gippsland Pride Initiative to prepare for the Rainbow Ready Roadmap. Officers have commenced assessing the 15 indicators outlined for local government in the setting guide to identify opportunities to improve Councils LGBTQIA+ indicators of inclusion.

The Rainbow Ready Roadmap aligns to priority area 1, 2 and 4 of *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*.

Development an up-to-date directory of local LGBTQIA+ services and information regarding access to metropolitan services, where not available locally:

The 'Latrobe City LGBTQIA+ webpage' exists on the Latrobe City Council website (https://www.latrobe.vic.gov.au/Community/Latrobe_City_LGBTQIA%2B). This webpage provides information on local LGBTQIA+ support and networks, support organisations and resources. This page was updated in 2021 in consultation with a member of the Victorian LGBTIQ+ Taskforce. Latrobe City Council commits to continuing to update and maintain this webpage in consultation with the LGBTQIA+ community and Gippsland Pride Initiative and increasing community awareness of the webpage through networks and social media promotion.

The Latrobe City LGBTQIA+ webpage aligns to priority area 2 and 4 of *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*.

Foster development of LGBTQIA+ networks and initiatives within each Shire to support local LGBTQIA+ community:

Officers continue to build and maintain informal networks within Latrobe City to support LGBTQIA+ inclusivity, including ongoing engagement with Gippsland Pride Initiative. Officers will undertake further engagement with Gippsland Pride Initiative and the wider LGBTQIA+ community to explore options for Council's continuing engagement with the LGBTQIA+ community.

Latrobe City Council will also continue to support initiatives that align with the recommendations in the *Rainbow Brick Road Report* such as training partnership opportunities with Gippsland Pride Initiative.

This aligns to priority area 2, 3 and 4 of *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Noncompliance with the <i>Equal Opportunity Act</i> .	Medium <i>Possible x Moderate</i>	Implement the Rainbow Ready Roadmap, including a review of policies, procedures and service delivery activities to ensure compliance with the Act.
SERVICE DELIVERY Service delivery is not inclusive of the LGBTQIA+ community.	Medium <i>Possible x Moderate</i>	Council continues to support actions aligning to the <i>Rainbow Brick Road Report</i> and <i>Pride in our future: Victoria's LGBTIQ+ strategy 2022-32</i> .
STRATEGIC Negative community perception that Latrobe City Council is not an inclusive organisation.	Medium <i>Possible x Moderate</i>	Council continues to support actions aligning to the <i>Rainbow Brick Road Report</i> and <i>Pride in our future: Victoria's LGBTIQ+ strategy 2022-32</i> .

CONSULTATION

No engagement has been undertaken with the LGBTQIA+ community in developing this report. However, it outlines Council's response to the *Rainbow Brick Road Report* recommendations and *Pride in our future: Victoria's LGBTIQ+ strategy 2022-32*. Both documents are the result of extensive engagement with the LGBTQIA+ community.

COMMUNICATION

The report will be available to the community following the Council Meeting to be held on Monday, 6 November 2023.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

This report aims to highlight how Latrobe City Council is supporting access, inclusion and social connectedness of our LGBTQIA+ community.

Cultural

This report aims to highlight how Latrobe City Council is supporting LGBTQIA+ culture and the importance of this for health and wellbeing.

Health

This report aims to highlight how Latrobe City Council is supporting the health and wellbeing of our LGBTQIA+ community.

Environmental

Not applicable.

Financial

Actions supporting this work will be included in the organisations allocated budget.

Attachments

Nil

DEVELOPMENT OF A FLYING OF FLAGS POLICY

PURPOSE

To present information regarding the development of a 'Flying of Flags' policy in response to a resolution adopted at the Council Meeting held on Monday, 3 April 2023.

EXECUTIVE SUMMARY

- At the Council Meeting held on Monday, 3 April 2023 the following resolution was adopted:

That Council request a report be presented at an upcoming Council Meeting investigating options to develop a 'Flying of Flags' policy as a way to recognise and celebrate Latrobe City's culturally diverse community such as undertaking a flag raising of the Republic of Ireland's Flag on St Patricks Day. The scope of the report would include an examination of the implications of implementation of a policy including at a minimum resourcing, legislation and communications.

- Requirements for the flying of flags are contained in the *Flags Act 1953* (Cth) and the Australian National Flag protocols.
- Research undertaken by officers has shown that, of the 79 councils in Victoria including Latrobe City, 24 have adopted a policy relating to the flying of flags.
- Officers have reviewed these policies to assist in preparing this report and it is noted that these policies tend to focus on providing guidelines for the flying of flags of other nations or requests from the community to fly flags outside of the requirements of the flag protocols.
- While the development of a Flying of Flags policy for Latrobe City Council may provide some benefit, officers believe it may not be warranted at the present time as requests from the community to fly alternate flags are not common, the resources and costs to implement such a policy would likely be significant and current activities are undertaken in accordance with established flag protocols and any directions provided by the Department of Premier and Cabinet.

OFFICER'S RECOMMENDATION

That Council note this report and resolve not to proceed with the development of a Flying of Flags Policy for Latrobe City Council.

BACKGROUND

Flags can assist in boosting local and national identities, strengthen community cohesion and mark pride in celebrating days of importance. Australian national flags are flown at various locations cross the municipality in accordance with protocols of the federal Department of Prime Minister and Cabinet and Victorian Department of Premier and Cabinet.

When flown in the community the order of precedence of flags is:

- 1: The Australian National Flag;
- 2: National flag of other nations;
- 3: State and territory flags;
- 4: Other flags prescribed by the *Flags Act 1953* including the Australian Aboriginal Flag and the Torres Strait Islander Flag in either order; and
- 5: Ensigns and pennants – such as Council.

Under the Australian Government's Policy in relation to the flying of other nations' flags, only those flags of nations recognised by Australia should be flown.

As part of any policy, consideration must be given to the approval of flying of other countries' flags and other culturally significant flags at Council locations.

ANALYSIS

A review of Victorian councils has noted that 24 of the 79 have adopted a Flying of Flag policy in some form.

Having reviewed the various flying of flag policies of these municipalities, all are intended to provide clear guidance on the flying of flags in addition to the established protocols.

It is noted that some policies differentiated between flagpoles located on a civic site, such as the Corporate Headquarters, and those that are situated in community areas, but they did not cover poles that are used for marketing banners or other flagpoles on Council owned or managed land.

Additionally, most of these policies detailed the civic sites at which flags are flown, the number of flag poles and the specific flags that will be flown on each.

As indicated above, there is an established hierarchy in which flags must be flown, with the Australian and Aboriginal flags to be flown at all times, so any policy would need to be consistent with those requirements and would ultimately focus on the appropriate times or circumstances to fly flags of other nations or groups.

In addition to their policies, a number of Councils also had an associated schedule of significant dates that may have specific requirements for the flying of flags such as the following:

- Australia Day (January)
- Proclamation of Victoria (February)
- Commonwealth Day (March)
- ANZAC Day (April)
- National Sorry Day (May)
- Reconciliation Week (May/June)
- King's Birthday (June)
- NAIDOC Week (July)
- Australian National Flag Day (September)
- United Nations Day (October)
- Remembrance Day (November)

Some of these days may have protocols that are already established, such as ANZAC Day, where the flag is to be flown at half-mast from dawn until noon and then raised to the peak, or Remembrance Day, where the flag should be flown at the peak from dawn until 10.30am when it should be adjusted to half-mast and then raised to the peak at 11.02am after the minute of silence.

Additionally, there are a reasonable number of Victorian councils that fly the rainbow flag during the International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT) in May to raise awareness of discrimination against LGBTIQ+ communities and encourage support for these members of the community.

In Gippsland, the rainbow flag is now flown on IDAHOBIT day by Bass Coast Shire, Baw Baw Shire, East Gippsland Shire, South Gippsland Shire and Wellington Shire, as well as Latrobe City.

The policies with schedules were drafted in such a way that the schedule could be amended to include any additional dates or events that may be relevant to the local community, where approved by the Chief Executive Officer or Council.

It should be noted that none of the schedules included days of national significance, such as that of the Republic of Ireland on Saint Patricks Day in March, however this does not preclude such a day from being acknowledged if there is interest from the community.

Flying Flags At Half Mast

The Department of Premier and Cabinet is responsible for notifying Victorian organisations when there is an occasion that involves the Australian National Flag and the Victorian State Flag. These notifications relating to the half-masting of flags or an instruction to fly specific flags are mandatory.

Some policies reviewed allowed for the half-masting of flags for certain local occasions such as the passing of a former Mayor or Councillor, a current Councillor or staff member, a community leader, or esteemed community identities on the day of their funeral.

There were also policies that made reference to the half-masting of the Aboriginal flag based on a request from the local community for the passing of an Aboriginal person that has significantly contributed to the local community.

In each of these instances, it was at the discretion of the Chief Executive Officer if flags were to be lowered to half-mast.

Flying Flags of Other Nations

When the Australian National Flag is flown with the flags of other nations, all flags should be the same size and at the same height. In accordance with international practice, no national flag should fly above another in peacetime however the Australian National Flag should always take the position of honour.

A number of Council policies allowed for the flying of flags of other countries during visits by dignitaries or a delegation from another country, or to show support for another country in a time of crisis at the discretion of the Chief Executive Officer.

As an example, Latrobe City has flown the Japanese flag during visits of delegations from Japan. In such cases, the flag of the other nation should be second to the Australian National Flag and each subsequent flag would need to be moved accordingly.

Most policies were generally silent on the flying of flags of other countries outside of visits from delegations or dignitaries, however Buloke Shire's policy makes reference to flying alternate national flags to celebrate Australia's multicultural society and the different nationalities within the municipality. This would be done upon receipt of a request from the community.

Council does currently receive requests for national flags for either private or community use, predominantly to celebrate a country's national day at Immigration Park, Morwell, or from school or community groups for multicultural events.

Flags of other nations are also flown at the International Tennis Federation (ITF) event in Traralgon to reflect the nationality of the competitors in the tournament.

It is envisaged that these requests would fall outside of the scope of any policy that was created as they do not relate to the flying of flags at Council offices.

Flags That May Cause Offence

A number of policies specified that consideration of requests to fly other flags would take into account whether the flying of such a flag would potentially cause offence to the community or be inconsistent with encouraging resilience, inclusion and safety.

Locations

Flags are currently flown at the Corporate Headquarters and Service Centres located at Churchill, Moe and Traralgon. The arrangement of these flagpoles are as follows:

- Corporate Headquarters – Five flagpoles (National, State, Aboriginal, Torres Strait Islander, Latrobe City)
- Churchill Hub – Four flagpoles (National, Aboriginal, Torres Strait Islander, Latrobe City)
- Moe Service Centre / Library – Four flagpoles (National, Aboriginal, Torres Strait Islander and Latrobe City)
- Traralgon Service Centre / Library – Four flagpoles (National, Aboriginal, Torres Strait Islander and Latrobe City)

Any request to fly any other nation's flag would require a decision on which of these locations the flag would be flown. It would also need to be determined if Council was to fly an alternate flag at all of the above locations or which of these locations would be appropriate.

In addition to the flagpoles at civic sites, a number of Councils also have dedicated community flagpoles to accommodate the flying of "non-official" flags representing a community event, charity days, commemorations or celebrations.

In these instances, the policy process was for applications to be made to the relevant Council for consideration and approval by the Chief Executive Officer based on set criteria such as the following:

- Promotes respect for all.
- Is part of an event, ceremony or commemoration.
- Is consistent with Council's values and policies.
- Embraces a sense of belonging and enhanced community life.

Conversely, such requests would not be approved if the flag request was connected to:

- Individual advancement.
- Political or cultural sensitivities.
- Exposure to adverse criticism of Council or the community as a whole.

In the absence of a community flagpole at Corporate Headquarters or the Churchill, Moe and Traralgon Service Centres, any "non-official" flag could replace the Latrobe City ensign on the last flagpole of each site.

Resourcing

The management of flag protocols, as required under legislation, is currently undertaken by the Engagement and Customer Focus team. Staff from that team also manage flag raising and lowering protocols for Corporate Headquarters and the Churchill Service Centre and provides advice to the Moe and Traralgon Service Centre staff who make any necessary changes at those locations.

Many of the national days of significance fall across weekends and public holidays so there would also be an impact on budgets and resourcing if this is required to be undertaken during those times.

While Council does have a collection of national flags, approximately 150 in total, that have been purchased over time and are primarily used for citizenship ceremonies and international events, most of these flags are silk finish, which is not well suited for outdoor use, and there is usually only one flag for each country.

Based on the above, it would be necessary to purchase additional national flags, either in advance or as required, that are suitable for outdoor use. Given the cost of one new flag can be up to \$200, there could potentially be a cumulative cost of around \$800.00 for each national flag if the intention was to have them flown at Corporate Headquarters and each of the service centres located at Churchill, Moe and Traralgon, given that would require four flags.

Alternatively, it could be a condition that any request from the community to fly a flag of a particular nation would need to include supply of the appropriate flags, which was included in some of the Council policies reviewed.

Communications

While the protocols around the flying of flags on most of the significant dates, such as ANZAC Day, are generally understood, enquiries can be received from members of the community at other times, particularly when flags are flown at half-mast.

If Council was to allow other flags to be flown to commemorate community events or national days, such as Saint Patricks Day, it may be beneficial to have some form of communication plan prepared to respond to any enquiries and this could be covered in any Flying of Flags policy that was developed.

Options

The development of a flying of flags policy could provide guidance regarding the flying of National, International and Community flags from Council's civic flagpole sites, noting that National Flags are flown in accordance with the Australian Flag Protocols.

Such a policy could provide criteria for the consideration of the flying of the flags of other nations and community flags at civic sites while also providing detail as to the application process that would need to be followed for the latter. This may also provide clarity to the community and ensure consistency with respect to the flying of flags.

Alternatively, given that Council does not receive many requests regarding the flying of flags, and they are currently managed in accordance with existing flag protocols, it may not be necessary to create a dedicated policy regarding the flying of flags unless there was an increase in such requests or there are changes that require more detailed guidance in the future.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
FINANCIAL Cost of purchasing additional flags and/or flag poles as required.	<p style="text-align: center;">Low <i>Likely x Minor</i></p>	Ensure that any policy sets clear directions as to when flags or flag poles are to be purchased or community flags are to be supplied.
STRATEGIC Concerns from community regarding the flying of a particular flag.	<p style="text-align: center;">Low <i>Unlikely x Minor</i></p>	Ensure that any policy sets clear direction as to when and how a particular flag will be flown.

CONSULTATION

The subject matter of this report was discussed with the Engagement and Customer Focus Team in relation to current resourcing requirements.

COMMUNICATION

No communication was required to be undertaken in relation to this report.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The flying of the Australian flag is a symbol of importance to many Australians, and it is appropriate that it is flown at the Corporate Headquarters and service centres.

The flying of the Aboriginal flag alongside the Australian flag provides a significant symbol of unity that contributes to reconciliation.

Cultural

As Council represents diverse cultures and communities, the option of flying differing flags allows for the promotion of inclusivity or support for diversity in the municipality.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

Council currently flies flags at the Corporate Headquarters and the service centres at Churchill, Moe and Traralgon and the maintenance and management of these flags and flagpoles, including staff costs, are incorporated into existing budgets. However as noted above, any requirement to fly other flags over a weekend or public holiday would have significant budget and resourcing impacts.

While there are no direct costs associated with the development of a policy, as indicated above, should the policy encourage the flying of flags of other nations there will be a cost associated with their purchase as required, unless external requests are conditional on an applicant supplying the relevant flags.

Attachments

Nil

11. QUESTIONS ON NOTICE

Nil reports

NOTICES OF MOTION

12. NOTICES OF MOTION

12.1 2023/17 REVIEW OF CAPITAL IMPROVED VALUE (CIV) ASSESSMENTS FOR THE PROPERTIES OF LATROBE CITY RESIDENTS

Cr Melissa Ferguson

I, Cr Melissa Ferguson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 06 November 2023:

That Council writes to the Valuer-General of Victoria and the Minister responsible for the Department of Transport and Planning, requesting a review of the valuation process and criteria used to determine the Capital Improved Value (CIV) for properties located on the outskirts of Latrobe City, taking into account the unique characteristics, economic conditions, and market dynamics of these areas to ensure the valuation process is conducted in a fair, transparent and equitable manner.

Signed

Cr Melissa Ferguson

30 October 2023

COUNCILLOR STATEMENT

The Victorian government has recently assessed the Capital Improved Value (CIV) of properties, including both land (SV) and all improvements, in various regions across the state.

The outskirts of Latrobe City in particular the comprising areas that are not high tourism areas or suburbs of Melbourne, appear to have been subjected to the same valuation criteria as those applied to high tourism areas and suburbs of Melbourne;

The current valuation criteria appear to fail to consider the unique characteristics and economic conditions of the outskirts of Latrobe City in particular, resulting in an unfair and disproportionate assessment of property values;

The unjustifiably high CIV assessments have significant implications for the residents and property owners in the outskirts of Latrobe City, including increased rates, taxes, and financial burdens;

It is crucial to ensure that property valuations accurately reflect the market value and economic realities of specific regions, taking into account factors such as location, infrastructure, amenities, and economic activity;

The current CIV assessments have the potential to hinder economic growth, discourage investment, and negatively impact the overall development of the outskirts of Latrobe City;

Given my witnessing of rates notices showing up to a 20% increase in rates beyond Churchill, and some resident's rates doubling in cost, this is an appeal on behalf of our residents upon which such increases have been imposed.

OFFICER BACKGROUND

The Valuer-General Victoria undertakes a valuation of all properties each year (as at 1 January), in accordance with the *Valuation of Land Act 1960* ("the Act"). The Valuer-General is required to prepare at the commencement of every valuation cycle the *Valuation Best Practice Specifications Guidelines* ("the Guidelines"). The Guidelines are the framework used state-wide by valuation and rating authorities, valuers and the Valuer-General to ensure statutory compliance and best practice standards are maintained throughout Victoria, including, to ensure quality, consistency and equity in the valuation process.

The Act provides for a process to object to a valuation. The Latrobe City Council website outlines the process to object to a property valuation (objection information is also provided on the back of the Rates Notice). Council's website lists the following common grounds for lodging an objection to a property valuation:

- the capital improved value of the property has increased more than the market value of comparable properties in your area, and significant improvements to the property have not been undertaken in recent years; or
- you have grounds to believe your property would be unlikely to fetch a price similar to the capital improved value if you were to attempt to sell your property this year; or
- you recently purchased the property for an amount substantially different than the capital improved value; or
- you disagree with your Fire Services Property Levy land classification/Australian Valuation Property Classification Code (AVPCC).

An objection must be lodged within 60 days of the issue date of the Rates Notice.

OFFICER COMMENT

In accordance with Section 22.5 of the Governance Rules, a response is provided on the four items detailed in the rules.

22.5.1 whether the Notice of Motion, if passed, will have budget implications and, if so, what

Preparation of a letter to the Valuer-General Victoria and the Minister responsible for Department of Transport and Planning will not have a budget implication. The nature of the Notice of Motion relates to the allocation of the rates burden (rather than the total amount of rates income able to be raised), with a proposed shift in the rates burden from properties located on the outskirts of Latrobe City to the township areas.

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

Preparation of a letter to the Valuer-General Victoria and the Minister responsible for the Department of Transport and Planning will not have an impact on internal resources.

22.5.3 how the Notice of Motion relates to the Council Plan and any relevant Council policies

The Notice of Motion most closely relates/aligns to the Latrobe City Council *Revenue and Rating Plan 2021-2025* (“the Plan”). Section 4 of the Plan recommends the continued use of Capital Improved Value (CIV) as the valuation base as, among other things, it is considered to be the closest approximation to an equitable basis for distribution of the rating burden (refer to page 13 of the Plan).

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

The Notice of Motion does not relate to any recent work as described above, as the determination of property valuations is undertaken by the Valuer-General 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*.

Attachments

Nil

ITEMS FOR TABLING

13. ITEMS FOR TABLING

Nil reports

14. ACKNOWLEDGEMENTS

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

**MEETING CLOSED TO
THE PUBLIC TO
CONSIDER
CONFIDENTIAL
INFORMATION**

15. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

Section 66 of the *Local Government Act 2020* enables Council to close the meeting to the public to consider *confidential information* as defined in that Act.

Proposed Resolution:

That Council pursuant to section 66(1) and 66(2)(a) of the *Local Government Act 2020* (the Act) close the Council Meeting to the public to consider the following items containing confidential information as defined in section 3(1) of the Act:

15.1 LCC-800 Provision of Litter Services

This item is confidential as it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)) and private commercial information, being information provided by a business, commercial or financial undertaking that—

- (i) relates to trade secrets; or**
- (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage (section 3(1)(g)).** These grounds apply because releasing this information publicly and/or prematurely may prejudice the undertaking of this process and would release private commercial information of the tenderers that may cause disadvantage.