



LATROBE CITY COUNCIL

**AGENDA FOR THE
COUNCIL MEETING**

**TO BE HELD IN NAMBUR WARIGA MEETING ROOM
CORPORATE HEADQUARTERS, MORWELL AND
VIA AUDIO-VISUAL LINK
AT 6PM ON
06 DECEMBER 2021**

CM573

TABLE OF CONTENTS

1. OPENING PRAYER.....	4
2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND	4
3. APOLOGIES AND LEAVE OF ABSENCE.....	4
4. DECLARATION OF INTERESTS	4
5. ADOPTION OF MINUTES	4
6. ACKNOWLEDGEMENTS.....	5
7. PUBLIC PARTICIPATION TIME	5
8. QUESTIONS ON NOTICE	6
9. NOTICES OF MOTION	8
9.1 2021/18 State Governments Actions and Initiatives Regarding Medical Practitioners in Latrobe Valley	8
9.2 2021/19 Visitor Information Centre	9
10. ITEMS REFERRED BY THE COUNCIL TO THIS MEETING FOR CONSIDERATION	11
11. CORRESPONDENCE	13
12. PRESENTATION OF PETITIONS	15
13. CHIEF EXECUTIVE OFFICE.....	17
13.1 Proposed 2022 Scheduled Council Meeting Dates.....	17
13.2 2022 Committee Appointments.....	22
13.3 Consideration of a Complaints Handling Policy	37
13.4 CEO Employment Matters - Implementing the Requirements of the Local Governemnt Act 2020	62
14. CITY PLANNING AND ASSETS	83
14.1 Building Better Regions Fund - Outcome of funding applications	83
14.2 Submission to the Central and Gippsland Region Sustainable Water Strategy	89
14.3 Resident only parking zone - Henry Street Traralgon Parking Issues.....	102

14.4 Proposed Planning Scheme Amendment - Social & Affordable Housing	111
14.5 Planning permit application 2021/169 - 14 High Street, Moe	120
14.6 CEO Delegation to Award Contracts	163
15. COMMUNITY HEALTH AND WELLBEING	169
15.1 Review of Latrobe City Council Chief Executive Officer's membership on Destination Gippsland Ltd Board of Directors	169
15.2 Tourism and Major Events Advisory Committee Recommendations October 2021	179
16. ORGANISATIONAL PERFORMANCE	217
16.1 Procurement Policy.....	217
16.2 Latrobe City Advocacy Plan 2021-2025.....	265
16.3 Fair Go Rates System - Rate Cap Variation 2022/23	288
17. URGENT BUSINESS.....	293
18. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION.....	295
18.1 2022 Australia Day Awards	295

COUNCILLOR AND PUBLIC ATTENDANCE

PLEASE NOTE

THE VICTORIAN GOVERNMENT'S *COVID-19 OMNIBUS (EMERGENCY MEASURES) ACT 2020* HAS INTRODUCED INTO THE *LOCAL GOVERNMENT ACT 2020* NEW MECHANISMS THAT ALLOW FOR VIRTUAL COUNCIL MEETINGS TO ENSURE LOCAL GOVERNMENT DECISION-MAKING CAN CONTINUE DURING THE CORONAVIRUS PANDEMIC.

PURSUANT TO SECTION 394 OF THE *LOCAL GOVERNMENT ACT 2020*, A COUNCILLOR MAY ATTEND THIS COUNCIL MEETING REMOTELY BY ELECTRONIC MEANS OF COMMUNICATION; AND

PURSUANT TO SECTION 395 OF THE *LOCAL GOVERNMENT ACT 2020* THIS COUNCIL MEETING MAY BE CLOSED TO THE ATTENDANCE BY MEMBERS OF THE PUBLIC BY MAKING AVAILABLE ACCESS TO A LIVE STREAM OF THE MEETING ON THE COUNCIL'S INTERNET SITE.

1. OPENING PRAYER

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

2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

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

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

3. APOLOGIES AND LEAVE OF ABSENCE

4. DECLARATION OF INTERESTS

5. ADOPTION OF MINUTES

Proposed Resolution:

That Council confirm the minutes of the Council Meetings held on 8 November 2021 and 15 November 2021.

6. ACKNOWLEDGEMENTS

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

7. PUBLIC PARTICIPATION TIME

Public Questions on Notice

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

Public Speakers

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

8. QUESTIONS ON NOTICE

Nil reports

NOTICES OF MOTION

9. NOTICES OF MOTION

**9.1 2021/18 STATE GOVERNMENTS ACTIONS AND INITIATIVES REGARDING
MEDICAL PRACTITIONERS IN LATROBE VALLEY**

Cr Sharon Gibson

I, Cr Gibson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on 6 December 2021:

That Council requests the Mayor write to the Premier of Victoria, the Victorian Government Minister for Health, Federal Minister for Health and Aged Care and Federal Minister for Regional Health and asks what actions and initiatives Government is implementing to ensure:

- **there are enough General Practitioners to work in the Latrobe Valley (Moe, Morwell, Traralgon and Churchill) to adequately meet the immediate needs of the Community; and**
- **the long term retention of General Practitioners working in the Latrobe Valley (Moe, Morwell, Traralgon and Churchill) to properly meet the ongoing needs of the Community.**

Signed
Cr Gibson
12 November 2021

Attachments
Nil

9.2 2021/19 VISITOR INFORMATION CENTRE

Cr Dan Clancey

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

That Council:

- 1. Requests the Chief Executive Officer defer implementation of the decision made at the 08 November 2021 Council Meeting in relation to Item 15.2 - Visitor Information Centre Building until such time as further community consultation has taken place in relation to this matter and a report is presented to future Council Meeting outlining the findings; and**
- 2. Notes the speakers and questions at the 30 November 2021 community meeting held in relation to this matter.**

Signed
Cr Clancey
29 November 2021

Attachments
Nil

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

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

Nil reports

CORRESPONDENCE

11. CORRESPONDENCE

Nil reports

PRESENTATION OF PETITIONS

12. PRESENTATION OF PETITIONS

Nil reports

CHIEF EXECUTIVE OFFICE

13. CHIEF EXECUTIVE OFFICE

Agenda Item: 13.1

Agenda Item: Proposed 2022 Scheduled Council Meeting Dates

Sponsor: Chief Executive Office

Council Plan Objective: SMART

Status: For Decision

Proposed Resolution:

That Council adopts and gives public notice of the following Council Meetings for 2022, commencing at 6pm, to be held either in the Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell or where permissible and appropriate, by means of audio-visual link:

- 7 February 2022
- 7 March 2022
- 4 April 2022
- 2 May 2022
- 6 June 2022
- 4 July 2022
- 1 August 2022
- 5 September 2022
- 3 October 2022
- 7 November 2022
- 14 November 2022
- 5 December 2022

Executive Summary:

The purpose of this report is to recommend that Council adopts and gives public notice of its meeting dates and times for 2022.

The proposed dates are as follows:

- 7 February 2022
- 7 March 2022
- 4 April 2022
- 2 May 2022
- 6 June 2022
- 4 July 2022
- 1 August 2022
- 5 September 2022
- 3 October 2022
- 7 November 2022
- 14 November 2022
- 5 December 2022

The Council Meetings will continue to be supported via confidential briefing meetings prior to the Council meeting to inform Councillors on key matters. Unscheduled Council Meetings may also be called where necessary and in accordance with legislative requirements.

Background:

The preparation of the proposed meeting dates has taken into consideration a number of elements including prescribed public holidays.

The proposed meeting dates, in calendar format, are provided as an attachment to this report.

Issues:

Strategy Implications

Setting of Council meeting dates is a basic minimum requirement for Council to conduct its business and ultimately give effect to the Council Plan.

Communication

The dates fixed will be advertised on the Council's website.

Financial Implications

Council Meetings are accounted for in the current and upcoming budgets.

Risk Analysis

Should Council delay a decision on Council meetings dates for 2022, the Council will enter the New Year without meetings scheduled. This will be an administrative burden to accommodate and also mean the Council is not complying with its Governance Rules. Community members seeking to be involved in Council meetings will also be adversely impacted.

Legal and Compliance

The Governance Rules requires that at or before the last meeting each calendar year, Council must fix the date, time and place of all Council meetings for the following calendar year.

Community Implications

Advance notice of the 2022 Scheduled Council Meeting schedule is consistent with the approach in other years and will ensure the provision for the community to be aware and/or involved in meetings continues.

Environmental Implications

Not applicable.

Consultation

The meeting dates will be made publicly available once adopted.

Other

Not applicable.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1 [↓](#).  Date Calendar

13.1

Proposed 2022 Scheduled Council Meeting Dates

1	Date Calender.....	21
---	--------------------	----

2022

Draft Council Meeting Cycle Calendar

January						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 Council Meeting
 Statutory Council Meeting

Public Holidays	
3-Jan	New Year's Day Holiday
26-Jan	Australia Day
14-Mar	Labour Day
15-Apr	Good Friday
16-Apr	Easter Saturday
17-Apr	Easter Sunday
18-Apr	Easter Monday
25-Apr	ANZAC Day
13-Jun	Queen's Birthday
30-Sep	AFL Grand Final (TBC)
1-Nov	Melbourne Cup Day
26-Dec	Boxing Day
27-Dec	Christmas Day Holiday

Council Meeting	
Dates	
6pm Start	
	7-Feb
	7-Mar
	4-Apr
	2-May
	6-Jun
	4-Jul
	1-Aug
	5-Sep
	3-Oct
	7-Nov
	5-Dec

Apdoted [Date] [Month] 2022

Agenda Item: 13.2

Agenda Item: 2022 Committee Appointments

Sponsor: Chief Executive Office

Council Plan Objective: CONNECTED

Status: For Decision

Proposed Resolution:

That Council:

- 1. Appoints Councillors to the committees identified in the Committees List in Attachment 1 for 2022; and**
- 2. Notifies the committees of those appointments.**

Executive Summary:

- Council has appointed Councillors to various committees to both support the community and to represent and advocate on behalf of the community.
- It is usual practice that Committee appointments are reviewed annually.
- This report proposes that Council review the existing appointments and makes appointments to the committees identified in the attached Committees List for 2022.

Background:

Council has appointed Councillors to various committees to both support the community and to represent and advocate on behalf of the community. After initial appointments, Councillor committee membership is reviewed annually.

Issues:

Strategy Implications

Having Councillor representation on committees assists in achieving a connected regional city and community and aligns with the 'Connected' Strategic Direction of the Council Plan.

Communication

Once appointments are formally made, committees can be communicated with accordingly.

Financial Implications

There are no financial implications in relation to this report.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Service Delivery/Legal/Regulatory Risk</p> <p>Failure to make or delay some appointments may mean some Committees cannot fulfil their duties/statutory obligations.</p>	5 (Almost Certain)	It is essential for appointments to be made in a timely fashion.

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

Legal and Compliance

Some appointments are required to fulfil statutory obligations.

Community Implications

It is likely that some of the community expects Councillor involvement on committees.

Environmental Implications

Not applicable.

Consultation

Council is not required to consult in relation to this request.

Other

Not applicable.

Declaration of Interests:

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

Supporting Documents:

Nil.

Attachments

1 [↓](#).  Committee Appointments and Information 2022

13.2

2022 Committee Appointments

- 1 Committee Appointments and Information 2022 26**

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Function
Crinigan Bushland Reserve Committee of Management	Committees of Management	Ward Councillor	Cr Middlemiss	Monthly	The Crinigan Bushland Reserve Committee of Management is a community committee of the Latrobe City Council. The committee oversees the maintenance and management of the Crinigan Bushland Reserve.
Edward Hunter Heritage Bush Reserve Committee of Management	Committees of Management	Ward Councillor	Cr Gibson Cr Law	Monthly	The Edward Hunter Heritage Bush Reserve Committee of Management is a community committee of the Latrobe City Council. The committee oversees the maintenance and management of the Edward Hunter Heritage Bush Reserve.
Ollerton Avenue Bushland Reserve Committee of Management	Committees of Management	Ward Councillor	Cr Gibson Cr Law	Monthly	The Ollerton Avenue Bushland Reserve Committee of Management is a community committee of the Latrobe City Council. The committee oversees the maintenance and management of the Ollerton Avenue Bushland Reserve.
Baillie Reserve Tyers Community Asset Committee	Community Asset Committee	One Councillor	Cr Howe Cr Harriman (Alternate)	Four per year (at least)	The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Reserve which is entrusted in the Committee's care and to undertake functions relating to the Reserve, in particular: (a) Managing the Reserve on behalf of Council taking into account any directions from Council in relation to the Reserve; (b) Providing advice and information to Council about the operation, use and future use and activities to be undertaken at the Reserve; (c) Liaising between the Council and the community, including user groups who use the Reserve; (d) Undertaking or coordinating maintenance of the Reserve; (e) Ensuring effective financial management and control of the funds allocated to the Reserve by way of grants for maintaining and/or improving the Reserve and providing amenities for the better use and enjoyment by the community and public; and (f) Carrying out such other functions, matters and things incidental to and in furtherance of achieving the matters set out above.
Callignee and Traralgon South Sporting Facilities Community Asset Committee	Community Asset Committee	One Councillor	Cr Howe	Four per year (at least)	The purpose and role of the committee is to act as an agent of Latrobe City Council and not as an independent entity in managing the Units which are entrusted in the Committee's care and to undertake functions relating to the Facility, in particular: (a) Maintaining the facility on behalf of Council taking into account any master of management plan developed by Council in relation to the facility (b) providing advice and information to Council about the operation, use and future use and activities to be undertaken at the facility (c) Liaising between the Council and the community, including user groups who use the facility (d) Undertaking or coordinating maintenance of the facility (e) Enduring effective financial management and control of the funds allocated by way of grants for maintaining and/or improving the facility and providing amenities for the better use and enjoyment of the community and public; and (f) Carrying out such other functions, matters and things incidental to and in furtherance of achieving the matters set out above

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Function
George Bates Reserve Community Asset Committee	Community Asset Committee	Up to two Councillors	Cr Lund Cr Middlemiss	Four per year (at least)	<p>The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Reserve which is entrusted in the Committee's care and to undertake functions relating to the Reserve, in particular:</p> <ul style="list-style-type: none"> (a) Managing the Reserve on behalf of Council taking into account any directions from Council in relation to the Reserve; (b) Providing advice and information to Council about the operation, use and future use and activities to be undertaken at the Reserve; (c) Liaising between the Council and the community, including user groups who use the Reserve; (d) Undertaking or coordinating maintenance of the Reserve; (e) Ensuring effective financial management and control of funds allocated to the Reserve by way of grants for maintaining and/or improving the Reserve and providing amenities for the better use and enjoyment by the community and public; and (f) Carrying out such other functions, matters and things incidental to and in furtherance of achieving the matters set out above.
Latrobe Regional Airport Board (Latrobe Regional Airport Community Asset Committee)	Community Asset Committee	One Councillor	Cr Middlemiss Cr Howe (Alternate)	Every two months (at least)	<p>The purpose and role of the Board is to act as an agent of Latrobe City Council and not as an independent entity in managing the Airport which is entrusted in the Board's care and to undertake functions and duties relating to the Airport, in particular:</p> <ul style="list-style-type: none"> (a) carrying out the day to day management and improvement of the Airport on behalf of Council; (b) ensuring that the Airport maintains its operating licence and complies with the legislation and standards applying to the operation of airports and airport safety. (c) advise on strategies to increase jobs and investment in the airport

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Function
Mathison Park Community Asset Committee	Community Asset Committee	Up to two Councillors	Cr Ferguson	Four per year (at least)	<p>The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Facility which is entrusted to the Committee's care and to undertake functions relating to the Facility, in particular:</p> <p>(a) Managing the Facility on behalf of Council taking into account the actions to achieve the goals that are identified in the Mathison Park Management Plan;</p> <p>(b) Providing advice and information to Council about the operation, use and future use and activities to be undertaken at the Facility;</p> <p>(c) Liaising between the Council and the community when necessary, including users of the Facility;</p> <p>(d) Encouraging public interest and maximising involvement and participation of the community as far as practicable in any development occurring in the Facility;</p> <p>(e) Undertaking maintenance of the Facility, including equipment, buildings and facilities in it, to enhance it as one of Latrobe City's regional attractions;</p> <p>(f) Ensuring effective financial management and control of funds allocated by way of grants for maintaining and/or improving the Facility and providing amenities for the better use and enjoyment by the community and public; and</p> <p>(g) Carrying out such other functions, matters and things incidental to and in furtherance of achieving the matters set out above.</p>
Morwell Centenary Rose Garden Community Asset Committee	Community Asset Committee	One Councillor	Cr Lund Cr Middlemiss (Alternate)	Six Meetings per year (at least)	<p>The principle purpose and role of the Committee is to manage and maintain the Rose Garden to ensure that the original aims when the Rose Garden was first established are continued, these being:</p> <p>(a) Maintaining the Rose Garden at a high standard of excellence capable of achieving recognition by International, State and National horticultural associations; and</p> <p>(b) That the Rose Garden is readily accessible to the public for their pleasure, enjoyment and education in the culture of roses and horticulture in general.</p>
Traralgon Railway Reservoir Conservation Reserve Community Asset Committee	Community Asset Committee	Up to three Councillors	Cr Clancey Cr Howe Cr Harriman	Four per year (at least)	<p>Managing the Facility on behalf of Council taking into account the actions to achieve the goals identified in any management plan;</p> <p>(b) Providing advice and information to Council about the operation, use and future use and activities to be undertaken at the Facility;</p> <p>(c) Liaising between the Council and the community, including users of the Facility;</p> <p>(d) Encouraging public interest and maximising involvement and participation of the community in any development occurring in the Facility;</p> <p>(e) Undertaking maintenance of the Facility, including equipment, buildings and facilities in it, to enhance it as a regional attraction;</p> <p>(f) Ensuring effective financial management and control of the funds allocated by way of grants for maintaining and/or improving the Facility and providing amenities for the better use and enjoyment by the community and public; and</p> <p>(g) Carrying out such other functions, matters and things incidental to and in furtherance of achieving the matters set out above.</p>

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Function
Yallourn North Community Housing Community Asset Committee	Community Asset Committee	One Councillor	Cr Middlemiss Cr Lund (Alternate)	Three meetings per year (at least)	The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in managing the Units which are entrusted in the Committee's care and to undertake functions relating to the Facility, in particular: (a) Carrying out the day to day management of the Units; and (b) Ensuring that the Units operate in compliance with any relevant legislation, Council Local Laws and Policies, any Department of Health and Human Services (or equivalent Department) requirements and consistently with the community's housing and cultural needs.
Chief Executive Officer Employment Matters Committee	Council Committees and User Groups	Mayor Deputy Mayor Two other Councillors (generally including the previous past Mayor)	Mayor Deputy Mayor Cr Gibson Cr Middlemiss	Yearly	2.1. The Committee's role is to undertake important statutory and contractual obligations in regard to the employment, performance and recruitment related functions of the Chief Executive Officer. 2.2. These functions include the annual performance review, annual salary review and performance goal setting in regard to the Chief Executive Officer in accordance with the Chief Executive Officer's contract of employment and the Act. 2.3. The Committee, by way of a the full Council group, or as otherwise determined by Council from time to time, is also responsible for undertaking the Chief Executive Officer recruitment process and contract renewal process.
Animal Welfare Advisory Committee	Council Committees and User Groups	Up to two Councillors	Cr Gibson Cr O'Callghan Cr Lund (Alternate)	Three per year	The Committee will: (a) provide advice to Council on domestic animal management matters including ways in which animal welfare can be continuously improved in the Council pound. (b) assist with the review of Council's Domestic Animal Management Plan and provide advice on the implementation of actions in the Domestic Animal Management Plan; (c) review progress of the actions in the Domestic Animal Management Plan; and (d) assist in promoting a positive view on options of responsible pet ownership and investigate, provide advice and recommendations relevant to programs that achieve this.
Australia Day Advisory Committee	Council Committees and User Groups	Two Councillors	Cr Clancey Cr Howe	Three per year	The Committee is established to: 2.3.1. To provide an opportunity for a cross-functional Committee to be formed to further engage the community in both contributing to, and sharing in the success that Australia Day generates throughout our municipality each year. 2.3.2. To provide high level guidance, recommendations and strategic direction to ensure that community needs and expectations are represented and met.
Churchill & District Community Hub Advisory Committee	Council Committees and User Groups	Up to two Councillors	Cr Ferguson	Monthly	The Committee is established to: 2.3.1. Provide advice on how the Churchill and District Community Hub can bring individual members of the community, groups, organisations and agencies together in an atmosphere of support to systematically address and meet community needs.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Function
Cultural Diversity Advisory Committee	Council Committees and User Groups	Up to two Councillors	Cr Clancey Cr Howe	Four per year	The Committee is established to: 2.3.1. To provide advice to Council on issues for people from culturally diverse backgrounds accessing information, services and facilities. 2.3.2. To provide advice to Council on issues relating to cultural diversity within the Latrobe City community. 2.3.3. To receive reports on progress of the development and implementation of the Latrobe City Cultural Diversity Action Plan. 2.3.4. To review the Cultural Diversity Action Plan and make recommendations to Council. 2.3.5. To promote cultural diversity within the Latrobe City community. 2.3.6. To provide networking, information sharing and partnership opportunities for committee members and invited guests.
Early Years Reference Committee	Council Committees and User Groups	Two Councillors	Cr Clancey Cr O'Callaghan	Quarterly	To assist in the promotion of the Latrobe City Municipal Early Years Plan 2016 - 2020 to the community. 2.2 To monitor the progress of the Latrobe City Municipal Early Years Plan 2016-2020. 2.3 Through the chair, to inform Councillors of matters related to the needs of children and their families that may affect their participation in community life or their development into the future. 2.4 To advocate in relation to areas of identified need on behalf of children and their families. 2.5 To provide input into the development of future Latrobe City Council plans and strategies that have a focus on the early years.
Economic Development Advisory Committee	Council Committees and User Groups	The Mayor and Deputy Mayor	Mayor Deputy Mayor	Quarterly	The Committee's role is to provide advice, information and feedback on matters relevant to its Terms of Reference in order to inform the decisions of Council and, in particular to: 2.1.1. Support the implementation of Council's adopted Economic Development Strategy; 2.1.2. Provide input and advice in relation to any review of Council's adopted Economic Development Strategy; 2.1.3. Provide input and advice on economic development initiatives instigated by the Committee itself; and 2.1.4. Provide guidance on economic development opportunities which come to the attention of the Committee.
Hyland Highway Municipal Landfill Consultative Committee	Council Committees and User Groups	Up to two Councillors	Cr Harriman Cr Howe	Quarterly	The Committee is established to: 2.3.1. act as an advocate and sounding board for the community and other stakeholders bringing to the attention of Latrobe City any issues of concern that may arise during the construction of works and in the operation of the premises; and 2.3.2. act as a channel of communication between the community, stakeholders and Latrobe City.
Lake Narracan Advisory Committee	Council Committees and User Groups	Up to two councillors	Cr Gibson Cr Law	Minimum four per year Bi-monthly	The Committee is established to: (a) share information between other of Lake Narracan and Latrobe City Council regarding Lake Narracan; (b) provide advice, information and feedback in relation to Lake Narracan and its surrounding area on operational and maintenance matters; (c) provide advice, information and feedback to Council in relation to the use of the Lake Narracan waterway for recreational purposes; and (d) provide advice, information and feedback to Council in relation to the Lake Narracan foreshore and surrounding areas.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Function
Latrobe City Community Safety Advisory Committee	Council Committees and User Groups	Up to two Councillors	Cr Howe Cr Law	Quarterly	The Committee is established to: 2.3.1. Create safe and secure environments for all Latrobe City residents. 2.3.2. Build and maintain strategic partnerships across key community safety stakeholders within Latrobe City. 2.3.3. Identify and work to address community safety issues through information sharing and collaboration on initiatives across jurisdictions and agencies. 2.3.4. Improve perceptions of safety within Latrobe City. 2.3.5. Reduce antisocial behaviour and street crime within identified hotspots and reduce the incidence and prevalence of damage to property. 2.3.6. Promote Responsible Serving of Alcohol in the hospitality industry, thus reducing alcohol related assaults, antisocial behaviour and other forms of crime in partnership with licensed traders. 2.3.7. Encourage the use and support of Crime Prevention Through Environmental Design principles to deal with day time and night time activities within Latrobe City, to encourage and support the use of a safer environment for all Latrobe City residents.
Latrobe City Council Rail Freight Working Group	Council Committees and User Groups	Up to two Councillors	Cr Law Cr Middlemiss Cr Gibson (Alternate)	Monthly	2.3.The Working Group is established to: 2.3.1.To provide guidance regarding the development of rail freight infrastructure in the City.
Latrobe City International Relations Committee	Council Committees and User Groups	Up to four Councillors	Cr Clancey Cr Gibson Cr Harriman	Monthly	The Committee is established to: 2.3.1. provide advice to Council on matters related to all aspects of International Relations, specifically to promote economic, tourism and cultural development; 2.3.2. support Councils initiatives in respect to International Relations across the community of Latrobe City; 2.3.3. liaise where relevant with other Council committees on internal aspects of international relations
Latrobe City Transition Taskforce	Council Committees and User Groups	Mayor Deputy Mayor	Mayor Deputy Mayor	Monthly	The Task Force is established to: 1.3.1. Facilitate a consolidated, consultative and collaborative approach to a long-term planned and structured transition for Latrobe City. 1.3.2. Provide clarity regarding the role of Council, the community, business and industry as well as the Victorian and Commonwealth Governments in Latrobe City's transition. 1.3.3. Secure funding and Government investment for a range of transition and diversification projects and opportunities as identified by the Task Force. 1.3.4. Secure a long-term commitment from the Victorian and Commonwealth Government to the task of transition and economic diversification of Latrobe City.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Function
Latrobe Creative Precinct PRG	Council Committees and User Groups	Up to three Councillors	Cr Clancey Cr Harriman Cr Howe	Monthly	The PRG is established to: 2.3.1 Provide an interface between Council, the Project Control Group (PCG), the Project Assurance Group (PAG) and the wider community 2.3.2 Provide specific feedback to the Project Assurance Group about elements of the project where members of the Latrobe Creative Precinct PRG has specialist expertise (i.e. education representatives providing input into the design of the learning and creative facilities) 2.3.3 Provide advice to Council on issues relating to the development of the Latrobe Creative precinct 2.3.4 Provide feedback and support for community engagement strategies with the wider community and stakeholders 2.3.5 Act as advocates for the project with the wider community
Latrobe Regional Gallery Advisory Committee	Council Committees and User Groups	Up to two Councillors	Cr Clancey Cr Lund	Quarterly	The Committee is established to: (a) research, advise and support the implementation of arts policies relevant to the Gallery; (b) ensure that arts management practice is in accordance with Council's Arts Strategy and with the highest possible arts industry standards nationally; (c) provide advice regarding cultural tourism opportunities for the Gallery; (d) provide advice in relation to the development and maintenance of a professional, innovative, economically responsible and well maintained public art program; (e) implement consistent, transparent and equitable process for the identification, commissioning, management, maintenance and decommissioning of public artworks; and (f) support the Gallery in its contribution to a sustainable and strong creative industry, so as to increase the capacity of local artists in connection with a wider national conversation.
Latrobe Tourism and Major Events Advisory Committee	Council Committees and User Groups	Four Councillors (one from each Ward)	Cr Gibson Cr Harriman Cr Howe	Monthly	The Committee is established to: - Provide advice to Council on policies and strategies for furthering the development of tourism within Latrobe City and an avenue for consultation and exchange between Council and the tourism industry regarding issues and maximising tourism opportunities. - Consider proposals for major event selection and funding applications received and make recommendations to Council in relation to the selection and funding of such events; - Provide advice in relation to the development and submission of event funding applications; and - Provide advice to Council in relation to the planning and development of major events and major event infrastructure in Latrobe City.
Moe Rail Project (Stage 2) Project Reference Group	Council Committees and User Groups	Up to two Councillors	Cr Gibson Cr Law	Monthly or as deemed necessary	The PRG's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Function
Moe Southside Community Precinct Advisory Committee	Council Committees and User Groups	Up to two Councillors	Cr Gibson Cr Law	Four per year (at least)	The Committee is established to: (a) share information between users ¹ of the Precinct; (b) provide advice, information and feedback in relation to the Precinct and its surrounding area on operational and maintenance matters; (c) provide advice, information and feedback to Latrobe City Council in relation to amenities, facilities and events for the Precinct and surrounding areas.
Motorsports Complex Advisory Committee (Centre for Australian Automotive Futures)	Council Committees and User Groups	Two Councillors	Cr Gibson Cr Howe Cr Middlemiss	Monthly	To achieve its objectives the Committee has the following functions: (a) to develop a feasibility study brief (brief) for the appointment of consultants to investigate the feasibility of a motorsports complex and ancillary activities within Latrobe City; (b) to assess applications received in response to the brief and make recommendations about the appointment of a suitable person or organisation (the Consultant) to undertake the feasibility study, in accordance with Council's Procurement Policy; (c) monitor and receive progress reports from the Consultant at the intervals specified in the brief; (d) assess the final report from the Consultants and make recommendations to the Council about the matters contained in that report; (e) perform other activities related to this Terms of Reference as requested by the Council. (f) identify funding opportunities for development of a motorsport complex or various components within it (if deemed viable); (g) At the conclusion of the feasibility study, the Committee will determine if there is an ongoing role. If it is deemed that there is a role, a report will be prepared for Council requesting that the Committee continue and implement the findings of the feasibility study.
Municipal Public Health and Wellbeing Internal Governance (based on draft ToR)	Council Committees and User Groups	Five Councillors	Cr Clancey Cr Ferguson Cr Gibson Cr Lund Cr O'Callaghan (Chair)	Quarterly	The objectives of the Municipal Public Health and Wellbeing (MPHWP) internal planning group are: Discuss issues and matters of importance that may be relevant to the MPHWP, Share knowledge and ideas to create a unified approach to health and wellbeing planning within the organisation, Discuss updates on action towards development and implementation of the plan, Share relevant State and Federal, Provide an opportunity to collaborate on key relevant areas and topics of the plan, Provide opportunities to provide feedback and comment on planned activities, Provide feedback and recommendations, where appropriate, to the Senior Leadership Team (SLT) and Executive Team (ET) on any matters/issues/ideas requiring action or resolution
Road and Place Name Advisory Committee	Council Committees and User Groups	The Mayor and Up to three Councillors	Mayor Cr Clancey Cr Harriman	As determined each year	The Committee is established to: 2.3.1 The Committee's primary role is to provide indicative guidance in response to road and place naming or renaming proposals and advice, information and feedback to the Council in relation to road and place naming. 2.3.2 Provide any indicative guidance to a road and place naming or renaming proposal, the secretary must ensure the communication to the interested parties advises the approval is indicative only, not binding on Council and Council's decision is final

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Function
SouthWard Community Disaster Recovery Committee	Council Committees and User Groups	Up to two Councillors including the Ward Councillor	Cr Ferguson	Monthly	The Committee has been established by Latrobe City Council ("the Council") to act as the community organisation with responsibility for leading the recovery of the South Ward community following an emergency. The purpose of the CDRC is to lead community management of community recovery and re-building of affected communities.
Traralgon Recreation Reserve and Showgrounds Advisory Committee	Council Committees and User Groups	Up to two Councillors	Cr Howe Cr Harriman (Alternate)	Quarterly	The Committee is established to: (a) share information between other resident users ¹ of the recreation reserve and showgrounds and Latrobe City Council regarding the Traralgon Recreation Reserve and Showgrounds; (b) provide advice, information and feedback in relation to the reserve and showgrounds and its surrounding area on operational and maintenance matters; (c) provide advice, information and feedback to Latrobe City Council in relation to amenities, facilities and events for the reserve and showgrounds and surrounding areas.
Victory Park Precinct Advisory Committee	Council Committees and User Groups	Up to two Councillors	Cr Clancey Cr Harriman	Bi-monthly	The Committee is established to: (a) share information between other users of Victory Park and Latrobe City Council regarding the Victory Park Precinct; (b) provide advice, information and feedback in relation to Victory Park and its surrounding area on operational and maintenance matters; (c) provide advice, information and feedback to Latrobe City Council in relation to amenities, facilities and events for Victory Park and surrounding areas.
War Memorials Advisory Committee	Council Committees and User Groups	The Mayor	Mayor	Twice yearly	The primary objective of the Committee is to provide a forum for the Returned Services League (RSL) Sub-Branched in the municipality to ensure that commemoration services are conducted and memorials established and maintained in honour of those who served in the Australian defence forces.
Alliance of Councils for Rail Freight Development	External Committees and Associations	unknown	Cr Law Cr Middlemiss	unknown	The Rail Freight Alliance represents the Local Government Sector in Victoria and adjoining States in freight logistics interests connecting Victoria nationally and internationally

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Function
Gippsland Climate Change Network Board	External Committees and Associations	One Councillor	Cr Lund Cr Clancey (Alternate)	unknown	The Gippsland Climate Change Network is a 'Not for Profit' organisation formed in 2007 and has provided a link to communities and local government on climate-related issues, new investment opportunities, project development and access to various grant funding.
Gippsland Local Government Waste Forum	External Committees and Associations	unknown	Cr Middlemiss Cr Lund (Alternate)	unknown	The Forum is a conduit through which local government can inform and advise state government agencies on waste and resource recovery matters, issues and priorities that are important to Gippsland.
Gippstown Reserve Committee of Management Inc. (<i>by invitation</i>)	External Committees and Associations	unknown	Cr Law Cr Gibson (Alternate)	unknown	TBC
Latrobe City Trust	External Committees and Associations	Four Councillors	Mayor Deputy Mayor Cr Ferguson Cr Middlemiss Cr Gibson	Bi-monthly	Charity and Trust
Latrobe Valley Mine Rehabilitation Advisory Committee (<i>ministerial appointment</i>)	External Committees and Associations	unknown	Cr Middlemiss	unknown	The Committee was established in late 2016 to support the development of the Latrobe Valley Regional Rehabilitation Strategy (LVRRS). It played a key role in community engagement and acted as a conduit to broader stakeholder engagement during the life of the LVRRS Project. With the LVRRS now prepared, Committee members' terms of appointment have been extended until December 2023 to support the implementation of the Strategy and the inaugural review of the strategy in 2023.
Moe Yallourn Rail Trail Committee Inc	External Committees and Associations	Ward Councillor	Cr Gibson Cr Law	Monthly	TBC
Municipal Association of Victoria (MAV)	External Committees and Associations	unknown	Cr Gibson Cr Ferguson (Alternate)	unknown	The voice for local government
National Timber Councils Association	External Committees and Associations	unknown	Cr Harriman Cr Gibson (Alternate)	unknown	The NTCA aims to promote vibrant, resilient communities, maintain regional investment, employment opportunities and responsible environmental practices.
One Gippsland (formerly GLGN)	External Committees and Associations	unknown	Mayor	unknown	One Gippsland is the peak regional advocacy body representing the Gippsland region. We aim to connect the dots between government, business and community, while collectively working together to champion the interests of our region and our people.
Regional Cities Victoria	External Committees and Associations	unknown	Mayor	bi-monthly	RCV is an alliance of regional cities dedicated to achieving real change in regional Victoria through policy development and active implementation of those policies.
Roadsafe Gippsland Community Road Safety Council	External Committees and Associations	unknown	Cr Gibson Cr Howe	unknown	Reducing Road Trauma

Committee Name	Committee Type	Councillor Membership Requirements	Appointed Councillors	Frequency of Meetings	Function
South East Australian Transport Strategy (SEATS)	External Committees and Associations	unknown	Cr Middlemiss Cr Law (Alternate)	unknown	SEATS has developed the South East Transport Strategy which collectively identifies a number of Priority Projects that go beyond the boundaries of individual local councils and benefit the entire region and beyond. Our goals is to advocate for an effective integrated transport network that stimulates economic growth that is sustainable and sensitive to the environment and enhances communities.
Timber Towns Victoria	External Committees and Associations	unknown	Cr Gibson Cr Harriman	unknown	Timber Towns Victoria (TTV) is an incorporated Local Government Association formed in the early 1980s, representing the interests of municipal councils in relation to forestry on both public and private land.
Victorian Farmers Federation Latrobe Working Group	External Committees and Associations	One Councillor as chair	Cr Ferguson (Chair) Cr Harriman Cr Howe	unknown	The working group allows for both parties to discuss a broad range of topics such as weed management, road and drainage issues, funding opportunities, regulation/planning changes and the effects climate change has on farming.
Municipal Emergency Management Planning Committee	Statutory Committee	At least one Councillor (as a community representative, noting the committee reports to the Regional Emergency Management Planning Committee).	Cr Lund Cr Gibson	TBC	The peak emergency management planning body in Latrobe.
Audit and Risk Committee	Statutory Committee	Two Councillors One Alternate	Cr Ferguson Cr Law	Four per year	To support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit and Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

Agenda Item: 13.3

Agenda Item: Consideration of a Complaints Handling Policy

Sponsor: Chief Executive Office

Council Plan Objective: CONNECTED

Status: For Decision

Proposed Resolution:

That Council:

- 1. Adopts the Complaints Handling Policy;**
- 2. Notes that with the adoption of this Policy, that any previous versions are now revoked; and**
- 3. Make the Complaints Handling Policy available on Council's website and available for inspection at all Council Service Centres**

Executive Summary:

The purpose of the Complaints Handling Policy (the Policy) is to outline how Latrobe City Council manages complaints to ensure that all complaints are handled in a systematic, responsive and fair manner. A copy is provided at Attachment A.

Section 107 of the *Local Government Act 2020* requires Council to develop and maintain a Complaints Policy with certain statutory inclusions. As a result of the Act changes, the Policy was created by officers as an external facing document clearly articulating how Council defines and deals with complaints. It aligns with Council's current complaints process and aims to enhance the relationship between Council and its customers and members of the public. The Policy also seeks to ensure there are appropriate pathways for dealing with challenging or unreasonable behaviour.

The Policy reinforces a commitment to responsive complaint handling and creation of a culture that encourages feedback and complaints in order for the organisation to mature, learn and improve services.

The Policy prescribes a process for dealing with complaints, reviewing any decision or action taken by Council and aligns with the Good Practice Guide and Good Practice Guide 2nd Edition from the Victorian Ombudsman and the associated model complaints policy.

Background:

The Policy applies to all complaints from members of the public about Council staff, Council contractors and decisions made at Council meetings. The Policy does not apply to complaints about individual Councillors which are dealt with under the Councillor Code of Conduct.

The Policy does not apply to decisions or processes where there is another procedure required by legislation.

As defined in the *Local Government Act 2020* a complaint includes a communication (verbal or written) to the Council which expresses dissatisfaction about:

- the quality of an action, decision or service provided by Council staff or a Council contractor
- a delay by Council staff or a Council contractor in taking an action, making a decision or delivering a service
- a policy or decision made by the Council, Council staff or a Council contractor.

The Policy also seeks to ensure there are appropriate pathways for dealing with challenging or unreasonable behaviour. It seeks to balance the right of individuals to make a complaint with:

- the right of Councillors and Officers to carry out their roles in an environment where their health, safety and security is protected and prioritised; and
- the equitable, effective and proportionate allocation of resources across all requests for service and complaints received by Council.

Issues:

Strategy Implications

Complaints from people who use or who are affected by our services provide us with valuable feedback about how we are performing and work towards delivering the Council Plan.

Communication

Complaints are an opportunity for customers to advise when their experience with Council has not met their expectations. The Policy establishes clear and consistent processes to deal with complaints and manage the community's expectations. The adopted policy will be publicly available.

Financial Implications

The resources required to undertake work is contained within Council's current budget.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Reputational Risk</p> <p>The Policy does not align with community expectations</p>	1 (Rare)	<p>Reviewing the documents at appropriate intervals will best ensure alignment with community expectations.</p> <p>The Policy was developed having regard to Good Practice Guide and Good Practice Guide 2nd Edition from the Victorian Ombudsman and the associated model complaints policy.</p>
<p>Legal/Regulatory Risk</p> <p>The Policy is not implemented by 31 December 2021 as required by the <i>Local Government Act 2020</i>.</p>	1 (Rare)	<p>The Policy has been prepared having regard to Good Practice Guide and Good Practice Guide 2nd Edition from the Victorian Ombudsman and the associated model complaints policy and is ready to be considered.</p>

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

Legal and Compliance

Section 107 of the *Local Government Act 2020* requires Council to develop and maintain a Complaints Policy. It is required to be in place by 31 December 2021.

Community Implications

The Policy seeks to enhance the relationship between Council and its customers and members of the public. The Policy establishes clear and consistent processes to deal with complaints and manage the community's expectations.

Environmental Implications

Not applicable.

Consultation

No external consultation was carried out. Consultation is not a requirement for the Complaints Policy under the *Local Government Act 2020*.

Other

Not applicable.

Declaration of Interests:

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

Supporting Documents:

Nil.

Attachments

1 [↓](#).  Draft Complaints Handling Policy

13.3

Consideration of a Complaints Handling Policy

- 1 Draft Complaints Handling Policy 42**

LatrobeCity

Complaints Handling Policy | 2021

DRAFT



 **LatrobeCity**
a new energy

DRAFT

This work is copyright. Apart from any use permitted under the Copyright Act 1968 all rights are reserved.

The information in this document is correct as at the date of publication but is subject to change. Please check the Latrobe City Council website www.latrobe.vic.gov.au to make sure this is the latest version.

Date of publication: [November 2021].

Contents

BACKGROUND	4	OUR COMPLAINT PROCESS	10
		Procedures	11
OBJECTIVES	6	Complaints that will not be investigated	12
SCOPE	7	UNREASONABLE COMPLAINT CONDUCT	13
WHAT IS A COMPLAINT	7	What is unreasonable complaint conduct	13
GUIDING PRINCIPALS	7	Responding to unreasonable complaint conduct	13
Commitment	8	HOW WE LEARN FROM COMPLAINTS	14
Accessibility	8	PRIVACY	15
Transparency	8	EVALUATION AND REVIEW	15
Objectivity and fairness	8	DEFINITIONS	17
Privacy	8	RELATED DOCUMENTS	17
Accountability	8	Document control	18
Continuous Accountability	8	REFERENCES	19
HOW TO MAKE A COMPLAINT	9		
Accessibility	9		

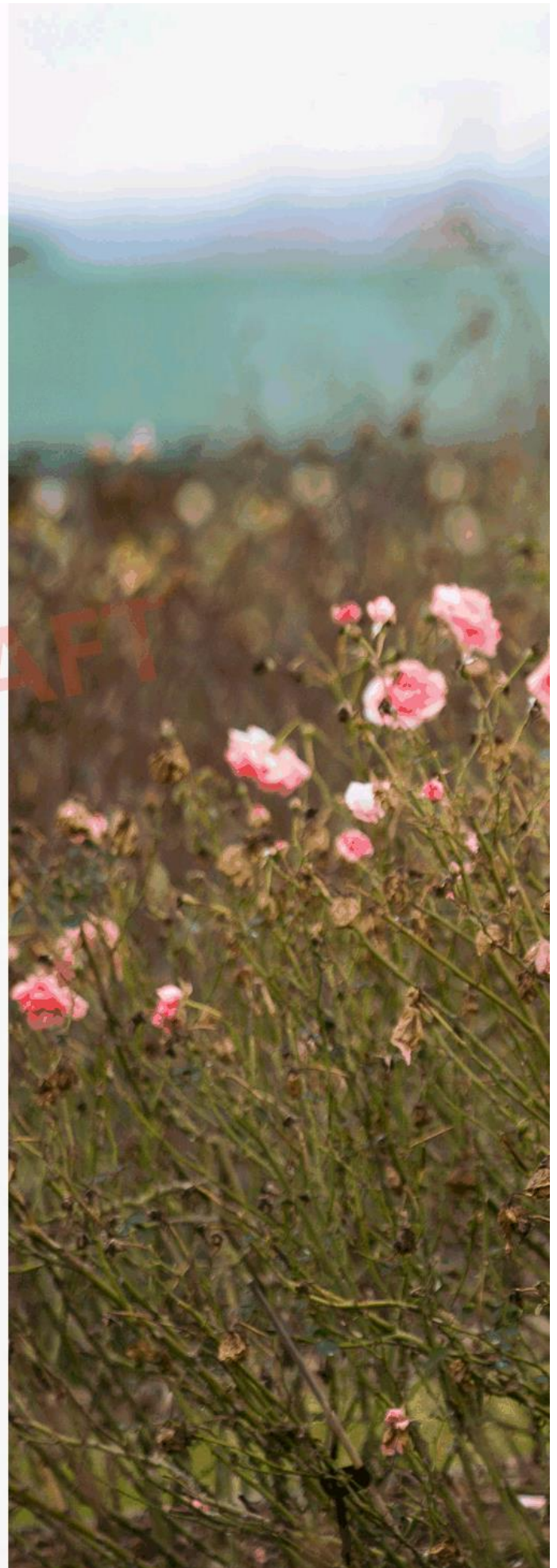
Background

The purpose of the Complaints Handling Policy (the Policy) is to ensure that all complaints are handled in a systematic, responsive and fair manner. It is based on seven guiding principles that set out Council's approach to the management of complaints.

Latrobe City Council (Council) is committed to responsive complaint handling and creating a culture that encourages feedback and complaints in order for the organisation to mature, learn and improve services.

Council recognises that members of the public have the right to complain and have complaints handled objectively.

Pursuant to Section 107 of the *Local Government Act 2020* Council is required to develop and maintain a complaints policy that includes processes outlined in the Act. This Policy satisfies that requirement.

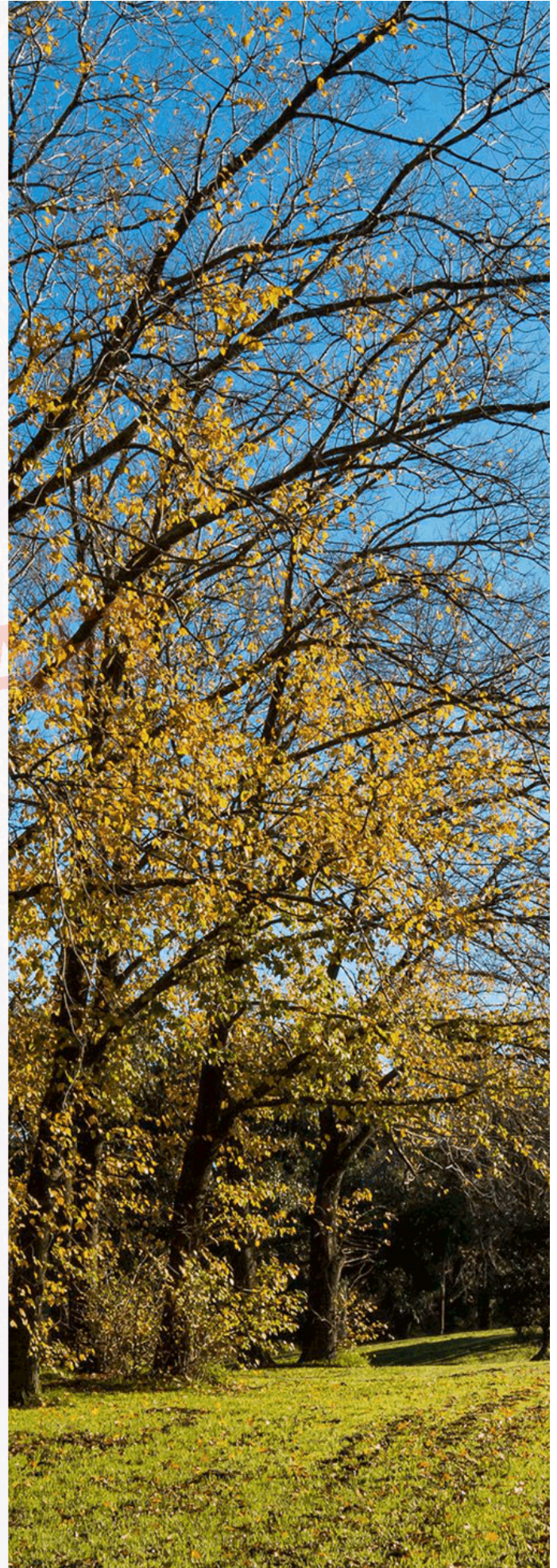




Objectives

This Policy aims to:

- Implement an open and transparent complaint handling system.
- Enhance the relationship between Council and its customers and members of the public.
- Establish our timeframes for resolving complaints.
- Clarify the roles and responsibilities of Council staff.
- Ensure there are appropriate pathways for dealing with challenging or unreasonable behaviour.
- Provide a safe and secure environment to conduct business in a respectful and professional manner.





Scope

Dealing with complaints is a core part of Council business. We value complaints and encourage people to contact us when they have a concern with our services, actions, decisions, and policies. We are committed to:

- Enabling members of the public to make complaints.
- Responding to complaints by taking action to resolve complaints as quickly as possible, wherever practicable.
- Learning from complaints to improve our services.

We treat every complaint received on its individual merits through clear and consistent processes.

Our Policy applies to all complaints from members of the public about Council staff, Council contractors and decisions made at Council meetings. This Policy does not apply to complaints about individual Councillors.

What is a complaint?

A complaint includes a communication (verbal or written) to the council which expresses dissatisfaction about:

- The quality of an action, decision or service provided by council staff or a council contractor
- A delay by council staff or a council contractor in taking an action, making a decision or delivering a service
- A policy or decision made by the council, council staff or a council contractor.

This is defined in the *Local Government Act 2020*. For the purposes of this Policy, routine requests for service are not treated as complaints.

Guiding Principles

This Policy is based on seven principles.

- **Commitment**
 - We are committed to resolving complaints and have a culture that recognises an individual's right to complain. We value complaints and recognise them as being part of our business of serving our communities and improving service delivery.
- **Accessibility**
 - People with a range of needs can easily complain and staff actively assist them to navigate the complaints process.
- **Transparency**
 - We make it clear how to make a complaint, where to lodge a complaint and how the complaint will be handled. The steps taken to respond to a complaint are recorded and must stand up to scrutiny.
- **Objectivity and fairness**
 - Complaints are dealt with courteously, impartially, within established timeframes and are assessed on merit.
- **Privacy**
 - Complaint information is handled according to privacy laws and other relevant legislation. We provide clear information about how we handle personal information. Complaint data is de-identified if reported on more widely.
- **Accountability**
 - We are accountable internally and externally for our decision making and complaint handling performance. We provide explanations and reasons for decisions, and ensure that our decisions are subject to appropriate review processes.
- **Continuous improvement**
 - Acting on, learning from, and using complaint data helps us identify problems and improve services.

How to make a complaint

A person can make a complaint in several ways, including:

Mail: Latrobe City Council PO Box
264 Morwell Vic 3840

Telephone: 1300 367 700

Email: Latrobe@latrobe.vic.gov.au

Fax: 03 5128 5672

Internet: www.latrobe.vic.gov.au/Other/Contact_Us/Feedback

In person: In appropriate instances, talking directly to a frontline staff member at the following locations:

HQ Service Centre
141 Commercial Road
Morwell VIC 3840

Moe Library Service Centre
1-29 George Street
Moe VIC 3825

Traralgon Library Service Centre
34-38 Kay Street
Traralgon VIC 3844

Churchill Library Service Centre
9-11 Philip Parade
Churchill VIC 3842

Morwell Library Service Centre
63-65 Elgin Street
Morwell VIC 3840

ACCESSIBILITY

We are committed to ensuring our complaints process is accessible to everyone. Tell us if you have specific communication needs or barriers, and we can assist you by:

- National relay service (nrs)
- Teletypewriter (tty) users phone 133 677 then ask for 1300 367 700
- Speak and listen users phone 1300 555 727 then ask for 1300 367 700
- Internet relay users connect to the nrs then ask for 1300 367 700
- Tis (translating and interpreting service) on 131 450
- Talking with you if you have trouble reading or writing
- Communicating with another person acting on your behalf if you cannot make the complaint yourself

To make the process simpler for community members, there is a Citizen Complaint Form which can be completed and submitted. Copies of the form can be obtained from any Latrobe City Council Service Centre or from the Latrobe City Council website: www.latrobe.vic.gov.au/Feedback

We accept and respond to anonymous complaints, provided we have received enough information to do so. Where possible, at the point of initial contact, Council will inform customers who wish to remain anonymous that should additional information be required to action the complaint, the absence of identifying and contact information may mean action cannot be taken.

Our complaint process

OVERVIEW

We take a four-tiered approach to complaint handling, as follows:

- 1. Frontline resolution:** frontline staff receive the complaint, assess it, and resolve it immediately, if possible.
- 2. Investigation:** if frontline staff cannot resolve the complaint, they will refer it on for investigation.
- 3. Internal review:** if the complainant is aggrieved with the process or outcome of the frontline resolution and corresponding investigation, they can request an internal review.
- 4. Access to external review:** if the complainant is aggrieved with the process or outcome of the internal review, we inform them of any available external review options.



PROCEDURES

Frontline resolution

- When a complaint is received, it will be acknowledged by the frontline staff member who will clarify and attempt to resolve the complaint within five business days.
- If the officer can resolve this complaint, there is no requirement to escalate it further.
- If Council is not the correct organisation to respond to the complaint, the complainant will be referred to an organisation that can help.
- If the Council officer cannot resolve the complaint, they may refer the complaint to another staff member to provide advice and the complaint will be dealt with at operational level.
- The customer will be advised who is dealing with their complaint.

Investigation

- If frontline staff cannot resolve the complaint, it will be assigned to an appropriate officer for investigation.
- The officer handling the complaint will advise the complainant who the contact person is and how long it will take to respond to the complaint.
- Complaint handling staff will aim to resolve all complaints within 28 days.
- If it takes longer than 28 days to resolve a complaint, the contact person will contact the complainant prior to or at this time and explain why.
- Complaints that are not resolved within 28 days may be escalated if necessary to ensure that a resolution is expedited.
- The officer responsible for handling the complaint will write to the complainant to advise them of the outcome. The outcome letter will contain reasons for the decision made and the contact information for the responsible officer.
- The officer handling the complaint may contact the complainant to discuss the outcome of their complaint prior to sending the outcome letter.

Internal review

- If a complaint cannot be satisfactorily resolved, then the complainant has the right to request an Internal Review. This will then entail an internal review by a senior Council officer who has not had any prior involvement with your complaint. This will be an officer that has not been involved in providing the service subject to the complaint or the original decision, action or investigation in relation to the complaint.
- The officer handling the internal review will advise the complainant who the contact person is and how long it will take to respond.
- Internal review handling staff will aim to complete the review within 28 days.
- If it takes longer than 28 days to review, the contact person will contact the complainant prior to or at this time and explain why.
- The complainant will be notified in writing of the outcome of the Internal Review. If the complaint remains unresolved then the complainant may wish to escalate a complaint further to an appropriate external body.
- An outcome letter signed by the senior Council officer responsible for the Internal Review will be provided to the complainant at the conclusion of every Internal Review.

External Review

- There are external bodies that can deal with different types of complaints about us.
- A complainant can request an external review from the following organisations.



COMPLAINT	ORGANISATION TO CONTACT FOR EXTERNAL REVIEW
Actions or decisions of a Council, Council staff and contractors. This includes failure to consider human rights or failure to act compatibly with a human right under the <i>Charter of Human Rights and Responsibilities Act 2006 (Vic)</i>	Victorian Ombudsman www.ombudsman.vic.gov.au
Breaches of the <i>Local Government Act 2020</i>	Local Government Inspectorate www.lgi.vic.gov.au
Breach of privacy. Complaint about a Freedom of Information application	Office of the Victorian Information Commission www.ovic.vic.gov.au
Corruption or public interest disclosure ('whistleblower') complaints	Independent Broad-based Anti-corruption Commission www.ibac.vic.gov.au
Discrimination	Victorian Human Rights and Equal Opportunity Commission www.humanrights.vic.gov.au
Council elections	Victorian Electoral Commission www.vec.vic.gov.au

COMPLAINTS THAT WILL NOT BE INVESTIGATED

The Chief Executive Officer may determine that a complaint will not be investigated where the matter:

- Is considered frivolous, vexatious or not made in good faith.
- Involves an adequate remedy or right of appeal, whether or not the complainant uses that remedy or right of appeal.
- Relates to a decision awaiting determination by Council.
- Relates to conduct before a court, coroner or tribunal.
- Is under investigation by the Minister for Local Government or any other government department including the Victorian Police Service.
- Relates to the appointment or dismissal of any employee or an industrial or disciplinary issue.
- Relates to the actions or conduct of a private individual.
- Includes situations where there is insufficient information or the complainant declines or refuses to provide further information.
- Involves threats made against Council or Council staff.

Where the Chief Executive Officer determines that a complaint will not be investigated, the complainant will be advised accordingly in writing.

Unreasonable complaint conduct

Council is committed to balancing the right of individuals to make a complaint with:

- The right of councillors and officers to carry out their roles in an environment where their health, safety and security is protected and prioritised; and
- The equitable, effective and proportionate allocation of resources across all requests for service and complaints received by council.

It is acknowledged that unreasonable complaint conduct does not necessarily preclude there being a valid underlying issue to be addressed. Council will continue to assess all complaints based on their merits, in an impartial and equitable manner.

WHAT IS UNREASONABLE COMPLAINT CONDUCT?

Unreasonable complaint conduct for the purposes of this Policy is behaviour by an external customer that, because of its intensity, nature or frequency, impacts negatively on the health, safety or security of councillors and staff, and/or requires substantial and disproportionate allocation of council resources.

Unreasonable complaint conduct can be divided into five categories of conduct:

- Unreasonable persistence: continued, incessant and unrelenting conduct by a complainant that has a disproportionate and unreasonable impact on our organisation, staff, services, time and/or resources.
- Unreasonable demands: demands (express or implied) made by a complainant that have a disproportionate and unreasonable impact on our organisation, staff, services, time and/or resources.
- Unreasonable lack of cooperation: unwillingness and/or inability by a complainant to cooperate with our organisation, staff, or complaints system and processes, that results in a disproportionate and unreasonable use of our services, time and/or resources.
- Unreasonable arguments: arguments not based in reason or logic, that are incomprehensible, false or inflammatory, trivial or delirious and that disproportionately and unreasonably impact upon our organisation, staff, services, time, and/or resources.

- Unreasonable behaviours: conduct that is unreasonable in all circumstances – regardless of how stressed, angry or frustrated that a complainant is – because it unreasonably compromises the health, safety and security of our staff, other service users or the complainant.

RESPONDING TO UNREASONABLE COMPLAINT CONDUCT

Where a person is deemed to have engaged in unreasonable complaint conduct under this Policy, it may be necessary for limitations to be placed on their contact with council.

A determination to limit contact with council will:

- Be made by the chief executive officer or a general manager.
- Take into account the guidelines for such determinations contained in the Victorian ombudsman good practice guide to dealing with challenging behaviour, or such other document as may be released as a replacement for that guide in future.
- Be notified to the affected person in writing (unless another form of communication is more appropriate) and will explain the reasons for the decision, set a timeframe for reviewing the limitations and explain the person's options for complaining about the decision.

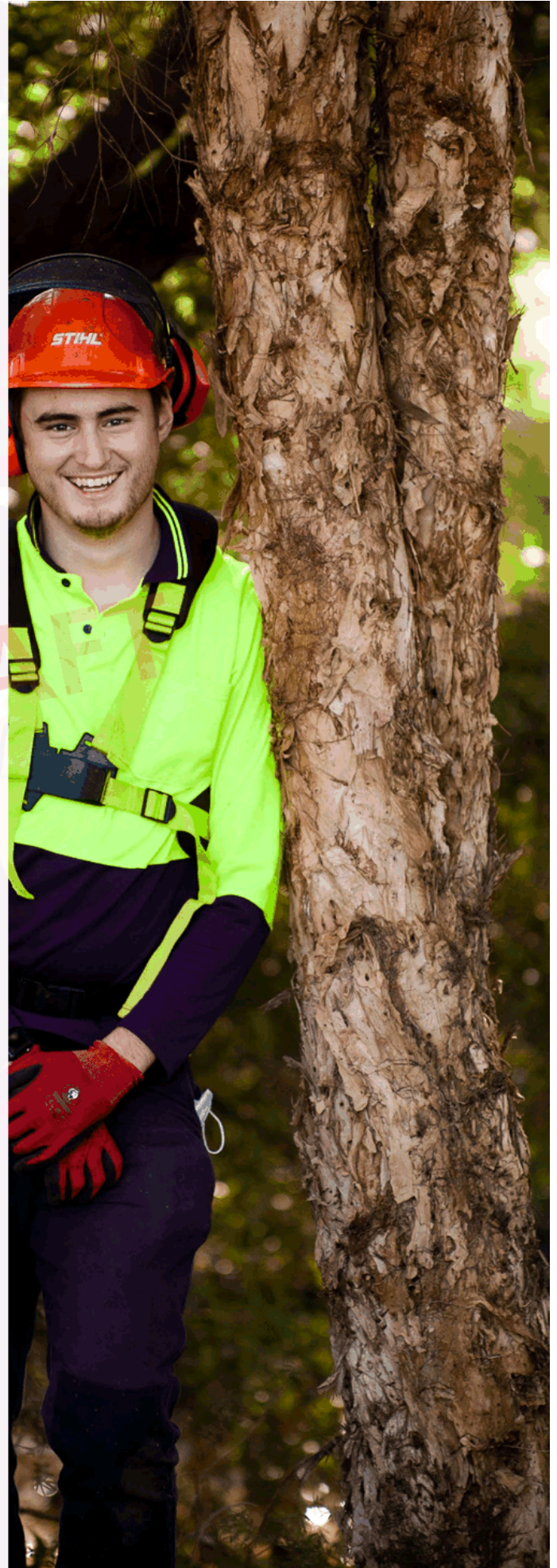
Examples of possible responses to unreasonable complaint conduct include but are not limited to:

- A written warning regarding the unreasonable complaint conduct.
- Restricting the method, frequency or location of contact, or restricting contact to an individual council officer.
- Advising no further communication will be entered into on an issue for a specified period of time or that further correspondence will be received and assessed but only acknowledged or responded to if, in the view of council, it raises a new matter or additional information warranting a review or further action.

How we learn from complaints

Complaints from people who use or who are affected by our services provide us with valuable feedback about how we are performing.

We may analyse our complaint data to identify trends and potential issues that deserve further attention. We use this information to come up with solutions about how we can improve our services.





Privacy

We keep your personal information secure. We use your information to respond to your complaint, and may also analyse the information you have provided for the purpose of improving services that relate to your complaint.

Where we publish complaint data, personal information or details that may identify an individual or group are removed.

DRAFT

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).





Definitions

COMPLAINT: (as set out in sub-section 107(3) of the *Local Government Act 2020*) is a communication (verbal or written) to the council which expresses dissatisfaction about:

- The quality of an action, decision or service provided by council staff or a council contractor
- A delay by council staff or a council contractor in taking an action, making a decision or delivering a service
- A policy or decision made by the council, council staff or a council contractor.

COUNCIL STAFF: is any person employed by the council to carry out the functions of the council, and the council's chief executive officer.

COUNCIL CONTRACTOR: a third-party engaged by the council to carry out functions on the council's behalf.

FRONTLINE STAFF: means any council officer or anyone representing or contracted by Latrobe City Council who has direct contact with customers. This is not limited to the function of customer service.

Related Documents

Citizen Confidentiality and Privacy Policy

Councillor Code of Conduct

Customer Service Charter

Staff Code of Conduct



DOCUMENT CONTROL		
Responsible GM	Executive Manager, Office of the Chief Executive	
Division	Office of the Chief Executive	
Last Updated (who & when)	Manager Governance	2021
DOCUMENT HISTORY		
AUTHORITY	DATE	DESCRIPTION OF CHANGE
Council	06 December 2021	Policy adopted
References	Refer to body of Policy	
Next Review Date	December 2025	
Published on website	Yes	



References

- Charter of Human Rights and Responsibilities Act 2006 (Vic)
- Freedom of Information Act 1982 (Vic)
- Independent Broad-based Anti-corruption Commission Act 2011 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Public Interest Disclosure Act 2012 (Vic)
- Victorian Ombudsman: Good Practice Guide for Public Sector Agencies (September 2016)
- Victorian Ombudsman: Good Practice Guide to Dealing with Challenging Behaviour (May 2018)
- Victorian Ombudsman: Councils and Complaints- A good practice guide (February 2015)
- Councils and complaints – A good practice guide 2nd edition (July 2021)



CONTACT US

PO Box 264, Morwell VIC, 3840

☎ 1300 367 700

@ latrobe@latrobe.vic.gov.au

🌐 www.latrobe.vic.gov.au

Morwell Corporate Headquarters
141 Commercial Road

Moe Service Centre
1-29 George Street

Traralgon Service Centre
34/38 Kay Street

Churchill and District Community Hub
9/11 Philip Parade

Agenda Item: 13.4

Agenda Item: CEO Employment Matters - Implementing the Requirements of the Local Government Act 2020

Sponsor: Chief Executive Office

Council Plan Objective: CONNECTED

Status: For Decision

Proposed Resolution:

That Council:

- 1. Endorses the CEO Employment and Remuneration Policy as outlined in Attachment 1 to this report;**
- 2. Endorses the revised CEO Employment Matters Committee Terms of Reference as outlined in Attachment 2 to this report;**
- 3. Authorises the Manager Governance, to commence the recruitment process for an Independent Chair of the CEO Employment Matters Committee in consultation with the CEO Employment Matters Committee; and**
- 4. Notes that the appointment of the Independent Chair of the CEO Employment Matters Committee will be the subject of a future report to Council at the conclusion of the process outlined in point 3 above.**

Executive Summary:

The *Local Government Act 2020* introduces a number of new requirements on Councils with regard to CEO employment, remuneration and performance review.

This includes the requirement to develop, adopt and keep in force a CEO Employment and Remuneration Policy, provide for the Council to obtain independent professional advice in relation to the matters dealt with in the CEO Employment and Remuneration Policy, and have regard to the Victorian Government's Public Entity Executive Remuneration Policy.

This paper provides, for consideration:

- A Draft CEO Employment and Remuneration Policy
- A Draft revised Terms of Reference for the CEO Employment Matters Committee; and

- A proposed approach for the recruitment of a suitably qualified Independent Chair for the CEO Employment Matters Committee.

Together, these documents and the future appointment of an independent person to the CEO Employment Matters Committee will ensure that Council is compliant with the requirements of the new legislation in advance of the deadline of 31 December 2021.

Latrobe City is an Employer of Choice. As a public entity it is also important that Council has processes for managing employment matters relating to the CEO in a way that is transparent, fair, and consistent with sound employment relations principles. The approach outlined in this paper is consistent with Council's commitment to strong and transparent governance.

This paper addresses the applicable *Local Government Act 2020* requirements in order to ensure legislated compliance and to align Latrobe City with leading sector practice. The documents for discussion are addressed in more detail under Supporting Information.

Background:

CEO Employment and Remuneration Policy

A draft CEO Employment and Remuneration Policy has been prepared and is provided in Attachment 1. The policy addresses the requirements under the Act and provides a clear and transparent framework to address:

- the CEO Employment Matters Committee;
- recruitment and appointment processes;
- contractual requirements;
- remuneration and expenses;
- CEO performance objectives and review;
- Contract expiry; and
- Acting or interim CEO appointments.

The document also addresses how integrity is to be maintained throughout the process (including in such matters as confidentiality) and provides clarity on the dispute resolution process, should it be required.

CEO Employment Matters Committee Terms of Reference

The primary responsibility of the CEO Employment Matters Committee is to assist Council to fulfil its responsibilities in relation to employment matters of the Chief Executive Officer, as outlined in Council's CEO Employment and Remuneration Policy.

While the draft policy provides for the appointment of a CEO Employment Matters Committee, it is also necessary to agree and endorse revised Terms of Reference for the Committee.

A draft Terms of Reference for the CEO Employment Matters Committee is provided in Attachment 2 to this paper.

It should be noted that the CEO Employment Matters Committee is proposed to continue to consist of at the Mayor and Deputy Mayor and at least two other Councillors plus the Independent Chair. Appointments will generally include the immediate past Mayor, and one other Councillor.

Independent Chair, CEO Employment Matters Committee

It is proposed that Council appoint an Independent Chair for a two-year term on terms and conditions approved by Council. This will be remunerated.

There may be an option for a further two-year term by mutual agreement between the Independent Chair and Council.

The Independent Chair will be paid a fee and will be appointed by Council.

Council will need to call for expressions of interest in the role of Chair. This could occur through either public advertisement, or via an EOI process issued to suitably qualified individuals / companies. Given the specialist nature of the work, and the low value of the contract, it is recommended that an EOI process is used in the first instance. The EOI process would be coordinated by the Governance Manager, together with the Mayor and members of the CEO Employment Matters Committee.

The successful candidate will be appointed by way of Council resolution.

Issues:

Strategy Implications

A well governed Council is integral to fulfilment of the Council Plan.

Communication

The Policy will be published on Council's website when adopted.

Financial Implications

The appointment of an Independent Chair will require attract remuneration. This will need to be accommodated within Council's operating budget.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Service Delivery Risk Failure to monitor and review performance of CEO and set appropriate Performance Criteria	2 (Unlikely)	The Policy includes relevant Performance Criteria against which the performance of the CEO is monitored and reviewed.
Legal/Regulatory Risk Failure to adopt the Policy	2 (Unlikely)	Council continues to adopt the Policy as set out in this Report before 31 December 2021.

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

Legal and Compliance

The requirement to establish a CEO Employment and Remuneration Policy, and appoint an independent member to that committee is a requirement of the *Local Government Act 2020*.

The reforms effected through the *Local Government Act 2020* seek to address perceived historical weaknesses in some CEO employment and remuneration processes, and achieve greater alignment of best practice across the State. Under the Act, all councils must satisfy the requirement of having a CEO employment and remuneration policy and an independent advisory mechanism to guide recruitment, contractual arrangements and performance monitoring of the CEO.

Community Implications

As a public entity it is also important that Council has processes for managing employment matters relating to the CEO in a way that is transparent, fair, and consistent with sound employment relations principles.

Environmental Implications

Nil.

Consultation

Not required.

Other

Nil.





Declaration of Interests:

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

Supporting Documents:

Nil.

Attachments

1.   CEO Employment and Remuneration Policy
2.   CEO Employment Matters Committee ToR

13.4

CEO Employment Matters - Implementing the Requirements of the Local Governemnt Act 2020

- 1 CEO Employment and Remuneration Policy..... 68**
- 2 CEO Employment Matters Committee ToR 76**



CEO Employment and Remuneration Policy

Version DRAFT

Approval Date: (insert date)

Review Date: (insert date)



(Title of Policy)

DOCUMENT CONTROL

Responsible GM	(GM Name)	
Division	(Division Name)	
Last Updated (who & when)	(Manager Title & Name)	(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		

WARNING - uncontrolled when printed.

Page 2 of 8

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



(Title of Policy)

1. Background

The employment cycle of a Chief Executive Officer (CEO) is a core responsibility of the elected Council. This policy outlines the mechanisms which will support the Council in fulfilling its obligations regarding CEO employment and remuneration.

2. Objectives

This policy reinforces Council's commitment to good governance practices and provides a consistent, fair and transparent framework for employment matters relating to the CEO including recruitment, contract terms, performance monitoring and annual review.

This policy is a requirement of the Local Government Act 2020 and outlines the Council's approach to managing the recruitment and appointment of its CEO.

3. Scope

This policy applies to activity undertaken by the elected Council and candidates or incumbents of the CEO position.

4. Principles of Management

CEO Employment Matters Committee

The Council must establish a committee to oversee matters relating to CEO employment and remuneration in accordance with s. 45(2) of the Act.

For the purpose of this Policy that Committee will be referred to as the CEO Employment Matters Committee (the Committee).

The Committee is to be chaired by an independent member who is a full member of the Committee, and is entitled to be remunerated for their advisory role.

The Council will agree Terms of Reference for the CEO Employment Matters Committee. The Committee may, at any time, obtain additional independent professional advice to help it discharge its obligations in respect of any matter dealt with in this Policy.

Support to the Committee will be provided by the Manager Governance with assistance from Council Solicitor as required.

This will include:

- coordinating meetings of the Committee
- preparing relevant documentation including reports to Council and contractual documents
- seeking expressions of interest from suitably qualified persons to undertake the role of independent Chair for the Committee's consideration

WARNING - uncontrolled when printed.

Page 3 of 8

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



(Title of Policy)

- procuring independent legal advice on contractual or employment matters at the request of the Committee
- maintaining appropriate records regarding performance reviews

Contractual Requirements

A CEO will be appointed on a maximum term contract of employment for a period of up to five years. The contract of employment will generally be in keeping with the Maddocks Lawyer's Senior Officer model contract as updated from time to time. The CEO contract will at minimum outline:

- the responsibilities of the position
- conflict of interest management requirements
- the total remuneration package and its inclusions
- leave and other terms and conditions of employment
- legislative obligations including those continuing after appointment
- processes for managing unsatisfactory performance and early termination provisions

Remuneration and Expenses

The total remuneration package will be subject to the review of the CEO Employment Matters Committee. The remuneration package will be consistent with the principles of the Victorian Government Public Entity Executive Remuneration Policy, which stipulate that remuneration:

- should be fair and reasonable;
- should consider entity performance as well as Victorian fiscal and economic conditions;
- should be set at a competitive level for the relevant market and sector, to attract and retain talented people;
- should reflect the non-financial benefits of local government employment; and
- should be based on decisions that are robust, transparent, consistent and understandable to both the CEO and the public.

The total remuneration package will be inclusive of salary, superannuation and other employment benefits, including associated Fringe Benefits Tax. No performance bonus arrangements will apply. Remuneration will be reviewed annually in accordance with the terms of the contract. CEO Performance Review and contractual requirements. The annual review will take into consideration:

WARNING - uncontrolled when printed.

Page 4 of 8

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



(Title of Policy)

- increases in CPI in the preceding twelve month period;
- the officer's achievement of the performance objectives;
- market rates for comparable positions; and
- the acquisition and satisfactory utilisation of new or enhanced skills by the officer if beneficial to, or required by, the Council.

The Council will meet reasonable expenses incurred by the CEO including:

- Membership and subscription fees payable to professional associations which are reasonably necessary or desirable in performance of duties
- Reasonable costs incurred where attending approved conferences, seminars or undertaking study
- Reasonable costs incurred in performance of duties.

The Chief Executive Officer may be provided a Corporate Card to use in transactions related to the role of CEO. Corporate card expenditure will be reviewed and approved by the Mayor and the Manager Financial Performance. The independent Audit & Risk Committee can, at any time, ask to receive a report on all CEO corporate card transactions.

CEO Performance Objectives and Review

The Council will adopt a set of annual performance objectives for the CEO (the Performance Plan). The Performance Plan will be developed collaboratively by the CEO and the Committee. The Performance Plan will document agreed objectives and outcomes to be delivered over a twelvemonth period. A formal review of the CEO's performance, benchmarked against the Performance Plan, will be held annually by the Committee.

An informal review will occur every three months to ensure that objectives and actions are progressing and to discuss any challenges that may impact outcomes. The informal review will provide the CEO and Council with the opportunity to adjust any of the objectives set, by agreement, if required. The CEO will provide a progress report to the Committee at each review.

The formal review will also include the opportunity for Council to provide the CEO with performance related feedback and input into the CEO's development plan. The CEO will also have the opportunity to provide feedback to the Council. This process will be facilitated by the Independent Chair of the Committee.

Contract Expiry

The Committee must make recommendations to Council six months prior to the expiry of the CEO contract and with regard to current legislation to either:

WARNING - uncontrolled when printed.

Page 5 of 8

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



(Title of Policy)

- reappoint the CEO under a new contract of employment; or
- cease the employment of the CEO due to the expiry of the contract.

CEO Recruitment

If the role of CEO becomes vacant, Council will engage an independent and suitably qualified recruitment provider to support it in the recruitment and appointment of a CEO. The Committee will make recommendations to the Council when appointing a recruitment provider, determining the CEO position requirements, selection criteria and developing the CEO's contract of employment. The recruitment provider will manage the end to end recruitment process including:

- taking a detailed brief from the Council on the role and the ideal candidate;
- preparing a detailed schedule outlining the end to end process;
- developing an advertising strategy to attract suitable candidates;
- assisting the Council to conduct first and second round interviews to determine a shortlist of candidates;
- conducting relevant psychometric assessments to determine best fit;
- conducting reference and probity checks on the preferred candidate;
- liaison with the Manager People and Culture regarding the employment contract for the successful candidate;
- liaison with the Committee regarding the public announcement of the appointment of the new CEO.

Acting or Interim CEO Appointment

In the case of the substantive CEO taking a planned leave of absence of 20 business days or more, the CEO will provide a report to Council recommending the appointment of an Acting CEO for the period of the leave. If for any reason the CEO returns within the designated timeframe they will automatically resume their role of CEO and the Acting appointment will cease.

In the case of an unplanned leave of absence, or the resignation of the CEO, the Committee will make a recommendation to the Council regarding appropriate arrangements.

Describe all detail of how the subject matter of the policy is to be managed, reference any standards, guidance materials, particular criteria for compliance. Avoid instructions of a task or process nature. Provide guidance and direction to assist in the development of operational framework and procedure consistent with the background, objectives and scope.

WARNING - uncontrolled when printed.

Page 6 of 8

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
-------------------------	------------------------	------------------	-----------------------	----------------	----------------



(Title of Policy)

5. Dispute Resolution

Should a dispute arise in relation to any matter under this policy or the CEO's employment contract, either the CEO or Council may:

- Give written notice to the other party of the particulars of any matter in dispute; and
- Within 14 days of receiving a notice specified in the point above, a meeting will be convened between the Committee (along with any nominated representative of Council) and the CEO (along with any nominated representative of the CEO) in an attempt to resolve the dispute.

The CEO and Council will make all reasonable attempts to resolve the dispute at the workplace level. Should the CEO and Council be unable to resolve the dispute at the workplace level, the CEO and Council will:

- Refer the dispute to an independent mediator as agreed by the parties, or otherwise as nominated by the Executive Director of Local Government Victoria.
- Agree to participate in any mediation process in good faith, with such mediation to operate in a manner as agreed by the CEO and Council; and
- Acknowledge the right of either the CEO or Council to appoint, in writing, any other person to act on their behalf in relation to any mediation process.

The cost of the mediation service will be met by Council. The CEO and Council will each be responsible for paying costs of any advisor or nominated representative used by them

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

Act - Means the *Local Government Act 2020*

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 a member of Latrobe City Council

Council Officer - Means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.

WARNING - uncontrolled when printed.

Page 7 of 8

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------



(Title of Policy)

Independent Member – Means and appropriately qualified person, capable of providing independent professional advice in relation to the matters in this policy, who is not a Councillor or a member of Council staff.

8. Related Documents

Terms of Reference: CEO Employment Matters Committee.

9. Reference Resources

Local Government Act 2020

Gender Equality Act 2020

Victorian Government Public Entity Executive Remuneration Policy

DRAFT

WARNING - uncontrolled when printed.

Page 8 of 8

Responsible Division	(Insert Division Name)	Approved Date	(day, month, Year)	Review Date	(month & year)
----------------------	------------------------	---------------	--------------------	-------------	----------------

DRAFT

CEO Employment Matters Committee

Terms of Reference



December 2021





CONTENTS:

1. **Establishment of the Committee**
2. **Objectives**
3. **Membership**
4. **Proceedings**
5. **Authority and Compliance Requirements**



1. Establishment of the Committee

- 1.1. The CEO Employment Matters Committee (hereinafter referred to as “the Committee”), is a formally appointed Committee of Latrobe City Council established for the purposes of providing advice to Council.
- 1.2. The membership of this Committee and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

2. Objectives

- 2.1. The Committee’s role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The Committee is an advisory committee only and has no delegated decision making authority.
- 2.3. The Committee is established to:

Recruitment and Contract Commencement

- 2.3.1. Provide advice to Council on the engagement of an executive recruitment agency, the recruitment process and the recruitment timeline, having regard to the CEO Employment and Remuneration Policy.
- 2.3.2. Act as a point of liaison between the Council and any appointed recruitment agency.
- 2.3.3. Coordinate the review of the Position Description and associated recruitment documentation.
- 2.3.4. Undertake any aspects of the recruitment and appointment process agreed by the Council.
- 2.3.5. Make recommendations to the Council of remuneration and other conditions of employment.

Person to Act as CEO

- 2.3.6. Provide advice to Council on any appointment to act as CEO for any term greater than 20 business days.

Annual Review



- 2.3.7. Coordinate the annual review process, having sought input and feedback from all members of Council.
- 2.3.8. Make recommendations to the Council on annual performance objectives.
- 2.3.9. Make recommendations to the Council on annual remuneration review, or the review of any other terms and conditions of the employment contract.

Contract Expiry

- 2.3.10. Make recommendations to the Council, having sought feedback from all members of the Council, on options within 6 months of the expiry of the CEO' employment contract.

3. Membership

Composition of the Committee

- 3.1. The Committee shall comprise of up to five members, being:
 - 3.1.1. The Mayor;
 - 3.1.2. The Deputy Mayor;
 - 3.1.3. Two other Councillors (appointments will generally include the immediate past Mayor, and one other Councillor); and
 - 3.1.4. An independent person with appropriate professional experience in employment related matters (not a Councillor or Council Staff member). The Independent Person will be appointed for a two year term on terms and conditions approved by Council. There may be an option for a further two year term by mutual agreement between the Independent Person and Council. The Independent Person will be paid a fee commensurate with their skills and experience as determined by Council.

Co-option of members

- 3.2. With the approval of the Chair, the Committee may invite other Councillors to participate in the proceedings of the Committee on a regular or an occasional basis where the committee considers it would benefit from the presence of a co-opted member.

Term of Committee

- 3.3. Ongoing membership reviewed on an annual basis.

Attendance at meetings



- 3.4. All Committee members are expected to attend each meeting.
- 3.5. A member who misses two consecutive meetings without a formal apology may at the discretion of Council have their membership revoked.
- 3.6. A member who is unable to attend the majority of meetings during the year may at the discretion of Council have their membership revoked.

4. Proceedings

Chair

- 4.1. The Independent Person shall Chair the meetings.

Meeting schedule

- 4.2. The Committee will meet at least four times annually, more often as circumstances require.
- 4.3. Where required the members will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.

Meeting procedures

- 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. Conflict of Interest provisions of the *Local Government Act 2020* apply.

Quorum

- 4.6. A majority that must include the Independent Person will be necessary to transact business.

Voting

- 4.7. 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

- 4.8. The Chair will nominate another member of the Committee to take the minutes of each Committee meeting.



- 4.9. 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.
- 4.10. The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).
- 4.11. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.
- 4.12. 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

- 4.13. With the approval of the Chair, a report to Council may be tabled on the Committee's activities.
- 4.14. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.15. Reports to Council will be co-ordinated through the Governance Manager or Manager People and Culture as the case may be.

5. Authority and Compliance Requirements

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

CITY PLANNING AND ASSETS

14. CITY PLANNING AND ASSETS

Agenda Item: 14.1

Agenda Item: Building Better Regions Fund - Outcome of funding applications

Sponsor: General Manager, City Planning and Assets

Council Plan Objective: CONNECTED

Status: For Information

Proposed Resolution:

That Council notes the report and the outcome of the funding applications to the Building Better Regions Fund for the Moe Revitalisation Project Stage 2 and Kernot Hall Morwell.

Executive Summary:

The purpose of this report is to advise Council on the outcome of the application to the Building Better Regions Fund – Infrastructure Projects Stream (Round 5) to support the construction of the Moe Revitalisation Project Stages 2 and 3 and the upgrade of Kernot Hall.

- The \$1.04 billion Building Better Regions Fund (BBRF) supports the Australian Government's commitment to create jobs, drive economic growth and build stronger regional communities into the future.
- For Round 5, \$200 million was available across two streams. These were:
 - Infrastructure Projects Stream; and
 - Community Investments Stream
- In March 2021 officers submitted applications for funding through the BBRF Round 5 to match the amounts secured through the Community Infrastructure Loans Scheme Program for Moe Revitalisation Project Stage 2 (\$7.5M) and the upgrade of Kernot Hall (\$2.5M).
- On 8 October 2021, Council was notified of the successful Round 5 BBRF projects by Regional Development Australia.
- A total of 197 projects to the value of \$293.9 million have been approved for funding under the Infrastructure Projects Stream.

- Latrobe City Council's applications for the Moe Revitalisation Stage 2 and 3 project and the Kernot Hall project have not been successful.
- Council officers are currently requesting feedback (or a feedback session) on why the application was unsuccessful.
- Council will continue to advocate for both projects and submit funding applications to funding opportunities that are identified.
- Stage one of the Kernot Hall project and stage two of the Moe Rail Precinct Revitalisation plan are currently underway with borrowings (\$10 million) secured through the Victorian government's Community Infrastructure Loans Scheme.

Background:

At the Ordinary Council Meeting of 8 February 2021, Council resolved the following:

That Council:

1. *Endorses Council officers to prepare and submit applications to Building Better Regions Fund Round 5 for the Moe Activation Plan Stage 2 for \$7.5 million and Kernot Hall Upgrade for \$2.5 million; and*
2. *Provide a report back to Council once a response from the Federal Government has been received.*

Subsequently funding applications were prepared for both projects and submitted to the Department of Industry, Science, Energy & Resources in March 2021.

On 8 October 2021, Council was notified of the Round 5 BBRF projects by Regional Development Australia.

Latrobe City Council's applications for the Moe Revitalisation Stage 2 and 3 projects and the Kernot Hall project have not been successful.

A total of 197 projects to the value of \$293.9 million have been approved for funding under the Infrastructure Projects Stream.

Council officers are currently requesting feedback (or a feedback session) on why the application made was unsuccessful. Council will continue to advocate for funding for both projects and submit funding applications when identified.

The Moe Stage 2 Project Reference Group have been advised that Council was not successful with the BBRF funding application. Stage one of the Kernot Hall project and stage two of the Moe Rail Precinct Revitalisation plan are currently underway with borrowings (\$10 million) secured through the Victorian government's Community Infrastructure Loans Scheme.

Issues:

Strategy Implications

Smart

- Prioritise the delivery of infrastructure that will support new industry and businesses establish themselves and grow in Latrobe City

Creative

- Prioritise a range of public space improvements across the municipality

Healthy

- Provide spaces and services that support the community's physical health and mental wellbeing for the benefit of all
- Ensure a holistic approach to community safety in the planning and development of infrastructure, and the delivery of service to our community

Health Implications

There are no health implications as a result of this matter.

Communication

The Moe Stage 2 Project Reference Group which is steering the development of stage 2 of the Moe Rail Precinct Revitalisation plan have been advised of the outcome of the funding application.

No further communication shall be undertaken, other than feedback which is currently being sought from the Department of Industry, Science, Energy & Resources.

Financial Implications

As Council's applications were unsuccessful, there are no financial implications as a result.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Current funds for these projects may not allow delivery of the projects in their entirety	Possible	Council officers will continue to seek additional funding to support the identified projects from other sources as funding programs become available and will continue to plan and deliver the projects in stages and with value management

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

Legal and Compliance

The content of this report does not have any identified Legal or Compliance implications.

Community Implications

As Council's applications were unsuccessful, there are no current community implications.

Environmental Implications

The content of this report does not have identified environmental implications.

Consultation

As Council's applications were unsuccessful, there is no further consultation proposed.



Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1   Notification of successful projects for BBRF Round 5

14.1

Building Better Regions Fund - Outcome of funding applications

- 1 Notification of successful projects for BBRF Round 5 88**

From: Karen Tonello
To: Karen Tonello
Subject: FW: RDA Gippsland Update | Building Better Regions Fund Round Five Projects Announced
Date: Tuesday, 19 October 2021 1:31:37 PM

From: Elspeth M Kiddell (DJPR) <elspeth.kiddell@rdv.vic.gov.au> On Behalf Of rda gippsland (DJPR)
Sent: Friday, 8 October 2021 1:12 PM
Subject: RDA Gippsland Update | Building Better Regions Fund Round Five Projects Announced

Dear RDA Stakeholder

I'm pleased to advise the successful projects under Round 5 of the Building Better Regions Fund were announced this morning. Links to the successful projects can be found in the RDA network update below.

Congratulations to all our successful Gippsland applicants. We look forward to seeing your projects come to fruition in the coming months.

Please note if your organisation's application has not been successful, you can seek feedback through the Australian Government's Business Grants Hub. Please email bbrfeedback@industry.gov.au by 19 November 2021 to arrange an appointment.

Regards
Elspeth

OFFICIAL



Australian Government



Regional Development Australia

Building Better Regions Fund Round Five Projects Announced

I am writing to inform you that the Deputy Prime Minister, the Hon Barnaby Joyce MP, Minister for Infrastructure, Transport and Regional Development has today announced the projects to be funded under Round Five of the Building Better Regions Fund (BBRF).

An additional \$100 million has been committed on top of the \$200 million initially announced to support 298 local infrastructure and community projects under the fifth round of the Building Better Regions Fund (BBRF).

A total of 197 projects to the value of \$293.9 million have been approved for funding under the Infrastructure Projects Stream.

A total of 101 projects to the value of \$6.1 million have been approved for funding under the Community Investments Stream.

The lists of the successful projects is available at:

Infrastructure Project Stream

<https://business.gov.au/grants-and-programs/building-better-regions-fund-infrastructure-projects-stream/grant-recipients-for-round-5>

Community Investments Stream

<https://business.gov.au/grants-and-programs/building-better-regions-fund-community-investments-stream/grant-recipients-for-round-5>

Feedback sessions for ineligible and unsuccessful project applicants have been offered by the Business Grants Hub. Please email bbrfeedback@industry.gov.au by 19 November 2021 to arrange an appointment.

Questions related to BBRF Round Five should be directed to the Business Grants Hub in the first instance and copied to bbrf@infrastructure.gov.au.

Government of Victoria, Victoria, Australia.

This email, and any attachments, may contain privileged and confidential information. If you are not the intended recipient, you may not distribute or reproduce this e-mail or the attachments. If you have received this message in error, please notify us by return email.

Agenda Item: 14.2

**Agenda Item: Submission to the Central and Gippsland Region
Sustainable Water Strategy**

Sponsor: General Manager, City Planning and Assets

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Endorse Latrobe City Council's submission to the Central and Gippsland Region Sustainable Water Strategy (Attachment 1); and**
- 2. Submit the submission to the Department of Environment, Land, Water and Planning for their consideration.**

Executive Summary:

- Department of Environment, Land, Water and Planning (DELWP) have released the Central and Gippsland Region Sustainable Water Strategy discussion draft and require submissions to be made by 10 December 2021 to inform the final strategy.
- Officers have prepared a draft submission which focuses on 3 key areas:
 - Lake Narracan water supply;
 - Latrobe Valley Regional Rehabilitation Strategy (LVRRS); and
 - Planning for future growth and investment.
- The submission requests changes be included in the strategy to ensure Latrobe City Council's involvement in future work, requirement for an updated strategy depending on the LVRRS recommendations and additional actions to be included around integrated water management plans.

Background:

The Central and Gippsland Region covers the waterways and catchments relied on by Victorians south of the Great Divide down to the coast – from the Otways to Mallacoota.

The new Central and Gippsland Region Sustainable Water Strategy proposes to lay the foundations for transition to a more climate-resilient water future. The Strategy will plan for how to double water supply over the next 50 years to meet the needs of a growing population and build the resilience of regional communities and farms, so they continue to thrive for generations to come. The Strategy aims to improve waterway health in many rivers across the region and seek to acknowledge and address the historic water injustices for Traditional Owners, who have long been excluded from water management decisions and water ownership in Victoria.

DELWP are calling for submissions on the draft discussion paper. Submissions close on 10 December 2021.

Submission

Officers have prepared a draft submission (see Attachment 1). Overall, the strategy sets clear direction and work that needs to be undertaken. Officers have identified and requested changes be made to the final version of the strategy. The submission focuses on 3 key areas being:

- Lake Narracan water supply;
- Latrobe Valley Regional Rehabilitation Strategy (LVRRS); and
- Planning for future growth and investment.

Following discussions with Councillors changes have been made to the submission which:

- Provide further information on the importance of Lake Narracan to the community, liveability of Latrobe City Council and the importance of the Lake Narracan PSP development;
- Specific information has been included about what Councils requirements for water levels are, being 65-70% water level with minimal fluctuations to limit erosion; and
- Changes made in relation to recycled water.

In particular, officers have requested that the following changes be made to the strategy:

- That Latrobe City Council be included as a partner in the Latrobe Reserve review as identified in direction 10-3, in particular to understand and advocate for the proposed direction for Lake Narracan;

- Further wording be added to the final strategy that an update may be required if the LVRRS does not recommend a more climate resilient approach to mine rehabilitation;
- That local government are included in the Water Supply Readiness Roadmap prior to it being finalised in direction 6-1;
- Include more detail in proposed direction 7-5 about which regions will be included in water balances work proposed to be undertaken;
- Actions be added to direction 7-13 which:
 - Provides further detail about major urban development and infrastructure projects; and
 - Includes an action to review the viability of IWM practices in regional areas and provide incentives to allow these types of developments.
 - Further education and discussion to be had with communities and government on IWM options, in particular recycled water.
- That further details be provided in the finalised strategy around implementation, including timeframes, partners, delivering agencies, costs etc.

Issues:

Strategy Implications

Council Plan 2021 – Sustainable

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 opportunity.

It supports the advocacy direction of:

Work with governments to address the importance of water security, specifically at Narracan Lake and Hazelwood Pondage to provide industry and the community with long term certainty.

The submission to the Central and Gippsland Region Sustainable Water Strategy supports the protection of the municipalities environmental features, ensuring that we are climate resilient in the future and advocates for water security; specifically, for Lake Narracan.

Communication

The submission has been prepared in consultation with internal departments.

Financial Implications

The submission has been prepared by utilising resources which currently exist in the Strategic Planning BAU budget. There are no significant financial implications in making the submission. The strategy doesn't identify Council as having to lead any of the directions within the strategy.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Reputational Risk Not advocating for the community on the issue.	2 (Unlikely)	Endorse the submission to the Central and Gippsland Region Sustainable Water Strategy.

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

Legal and Compliance

No legal and compliance issues are associated with the report.

Community Implications

The submission advocates for the community in relation to water security, sustainability and specifically Lake Narracan which has been identified as a key advocacy item in the 2021 Council Plan.

Environmental Implications

Environment implications have been considered as part of this submission. It is considered as part of the implementation of the Central and Gippsland Region Sustainable Water Strategy there will be improved economic benefits due to increased water allocation for the municipalities river systems.

Consultation

No external consultation has been undertaken when preparing this submission.

Other

There are no other considerations in relation to this report.

Declaration of Interests:

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

Supporting Documents:

Central and Gippsland Region Sustainable Water Strategy

<https://engage.vic.gov.au/central-and-gippsland-region-sustainable-water-strategy>

Attachments

1   Submission to the Central and Gippsland Region Sustainable Water Strategy

14.2

Submission to the Central and Gippsland Region Sustainable Water Strategy

- 1 Submission to the Central and Gippsland Region
Sustainable Water Strategy 95**



Latrobe City Council Submission to Central and Gippsland Region Sustainable Water Strategy

December 2021

DRAFT



1. Introduction

The Department of Environment, Land, Water and Planning is seeking feedback on the Central and Gippsland Region Sustainable Water Strategy (Discussion Draft). Feedback received will inform the Final Strategy that is being prepared.

Submissions on the proposed changes are required by 10 December 2021.

Latrobe City Council's provides some general comments around the strategy, but specifically the submission focuses on:

- Lake Narracan Water Supply and Future Use;
- Latrobe Valley Regional Rehabilitation Strategy; and
- Managing Future Growth and Investment

2. Submission

2.1 Lake Narracan

2.1.1 History of Lake Narracan

Located in Newborough on the Latrobe River, Lake Narracan has been built to supply cooling water for the nearby brown coal-fired power stations Yallourn and Loy Yang A and B. Its surface area spans nearly 300ha and is currently used for power boating, water-skiing, jet skiing, sail boarding, sailing and for other recreational activity. It is also used by irrigators and provides benefits to the environment.

In December 2015 the Lake Narracan Precinct Structure Plan (the PSP) was incorporated into the Latrobe Planning Scheme.

The Lake Narracan PSP proposes approximately 3,723 new housing lots covering a total area of approximately 604 hectares (300ha of which is developable land), and will ultimately accommodate approximately 8,935 people. Development of this area will also bring additional employment of an estimated 336 job through the proposed community centre, primary school, village centres and home-based businesses. It also provides a different housing market for Latrobe City Council, improves the liveability of the area whilst providing opportunities for re-investment in the community.

The first development in the PSP area, being Stage 1 of the Turras Reach subdivision on Hayes Road, Newborough has commenced development. The site has an area of 87 hectares and will provide 636 new residential lots over 17 stages. Stage 1 will provide 35 residential lots at the corner of Thompsons Rd and Hayes Rd.

Latrobe City Council Submission to Central and Gippsland Region Sustainable Water Strategy |
Page 3

2.1.2 Concerns for Lake Narracan

There are concerns that the Yallourn power station closure in 2028 will result in the Lake Narracan minimum water levels being reduced to insufficient levels. This is likely to have a significant impact on the amenity of the housing development at Lake Narracan. Recreational users and irrigators will also be negatively affected.

The Lake Narracan residential development is intended to assist in the revitalisation and enhancement of the Moe and Newborough area. The amenity offered by the lake provides for a range of housing types in proximity to the lake not seen in other locations in the municipality. In particular, as part of the Lake Narracan PSP, the GAA (now VPA) prepared a Strategic Outlook for Moe / Newborough 2013 which highlighted provided a number of justifications for Lake Narracan, including:

- Long term land supply;
- Healthy housing market; and
- Reinvestment in the community.

The most important of these, was the reinvestment potential for the community and what the development had the potential to do for the Moe / Newborough community (and in turn, Latrobe as a Regional City).

Page 16 of the Strategic Outlook for Moe / Newborough 2013 states:

The planning and development of Lake Narracan has the potential to provide significant benefit to the existing Moe - Newborough community in a number of ways.

Firstly, development along Lake Narracan will create a connection to the lake that will be available to all members of the community. The connection to the lake will provide significant community benefit through the enhancement of recreation opportunities, both passive along the banks of the lake and active in or on the lake itself.

Increasing access to the lake can also lead to increased economic activity through tourism. Enhancing the lake experience for tourists has the potential to increase local economic activity and create jobs for residents.

Increased economic activity initiated by enhancing the connection to Lake Narracan can potentially act as a spring board to revitalising the existing Moe-Newborough area. This could lead to redevelopment in the town centre and again create local job opportunities.

The Lake Narracan development is an investment in our community, any removal of the lake or decrease in water levels below 65% will be detrimental to the Lake Narracan Precinct Structure Plan and future development of the area.

Once power generation is no longer a requirement for water usage, the water level in Lake Narracan is able to be dropped resulting in a decreased requirement for the maintenance of the weir structure. In order for the adequate water levels to be retained and as the maintenance of the weir will no longer be compensated for by the power stations, alternative funding sources are required to be found.

Latrobe City Council Submission to Central and Gippsland Region Sustainable Water Strategy | Page 4

2.2.3 Response to the Central and Gippsland Region Sustainable Water Strategy for Lake Narracan

Chapter 10 of the Central and Gippsland Region Sustainable Water Strategy, in particular section 10.4 – Latrobe Valley Water Transition includes some proposed directions which will affect Lake Narracan. On Page 205 of the strategy it states:

The Victorian Government recommits to the Latrobe Reserve arrangements continuing to support recreational uses of Lake Narracan for water-skiing. These arrangements will be part of the next review.

Proposed Direction 10-3 states that:

The Victorian Government proposes to undertake a review of the Latrobe Reserve in its current form within five years, to evaluate the future need for the reserve as the Latrobe Valley transitions away from coal-fired electricity generation.

Latrobe City Council are supportive of a review and would like to be recognised as a party to this review within the strategy. As part of this review Council will be calling on the State Government to provide guarantees on the retention of water in Lake Narracan at sufficient levels, which means between 65-70% water levels with minimal fluctuations to this level to avoid erosion; and the State Government and/or Southern Rural Water (SRW) to meet the costs for maintaining the weir so that sufficient water levels can be retained to support the amenity of the adjacent Lake Narracan residential development, and recreational and irrigation activity to ensure the best outcome for the community.

2.2 Latrobe Valley Regional Rehabilitation Strategy

Latrobe City Council notes that Central and Gippsland Region Sustainable Water Strategy discussion draft does not make recommendations around water usage for mine rehabilitation.

As detailed in our submission to the Latrobe Valley Regional Rehabilitation Strategy, Latrobe City Council are concerned with the reliance on water from the Latrobe River System and the full pit scenarios. We understand this is currently being further investigated by the Department of Jobs, Precincts and Regions.

Chapter 10, in particular section 10-4 Latrobe Valley water transition discusses future demands on water in the Latrobe River System. Proposed Direction 10.2 of the strategy states:

The Victorian Government proposes to provide guidance and an improved information base to electricity generators/mine licensees to inform mine rehabilitation planning through the implementation of the Latrobe Valley Regional Rehabilitation Strategy. This includes further information on water- and non-water-based mine rehabilitation approaches, including an assessment of the feasibility of using a climate resilient water supply, such as recycled water.

Latrobe City Council is supportive of this direction. If a more climate resilient water supply is not a recommendation in the current work as part of the LVRSS, it is suggested that the Central and Gippsland Region Sustainable Water Strategy would need to be revisited, as the strategy has not been developed with this option. This should be included in the commentary of the report.

2.3 Managing Future Growth and Investment

2.3.1 Water Allocation

Chapters 6, 7 and 8 of the Central and Gippsland Region Sustainable Water Strategy discuss how we grow, use, share and manage water supplies. This is the first time in which the Central Region and the Gippsland Region have been included together. This does cause some concerns that the unallocated supplies identified in the Gippsland Region will be used to support the growth of Melbourne and Geelong.

There are several directions within the strategy which relate to this being;

Proposed Direction 6-1 states:

- *The Victorian Government proposes to work with water corporations, catchment management authorities and Traditional Owners across the region to develop a Water Supply Readiness Roadmap (to be published in the final Strategy and regularly updated).*
- *The Roadmap will identify preferred near-term water supply options based on a quadruple bottom-line analysis, clarify the roles and responsibilities of the various parties for decision-making and implementation, and articulate the triggers for readiness, selection and implementation.*
- *Assessing the potential of each option to return water to the environment and Traditional Owners will be an essential stage of the assessment process.*

Latrobe City Council would like to be involved in the Water Supply Readiness Roadmap prior to it being released in the final strategy so as to understand any implications for the region.

Proposed Direction 7-5 states:

The Victorian Government proposes to complete water balances for metropolitan Melbourne (through catchment-scale Integrated Water Management Plans) and selected regional centres to improve our knowledge base on all sources of water and to inform future water management planning decisions.

Latrobe City Council request that this direction be made more specific to understand which regional centres will be included in this action.

2.3.2 Integrated Water Management

Chapter 7, in particular section 7.12 discussions integrated water management for water efficient communities and infrastructure. Whilst Latrobe City Council is supportive of integrated water management principles, we have found in the past when detailed studies have been completed, the cost of undertaking integrated water management has been more expensive and would not be a viable development option for the larger scale development types we have in the region.

In particular, the use of recycled water was looked at during the development of the Lake Narracan Precinct Structure Plan. This is the largest development front we have in the municipality. The findings of the study were that the use of recycled water was too costly and the standard approach for development was adopted. This report was undertaken by Gippsland Water during the development of the Precinct Structure Plan in which we were assisted by the VPA.

Latrobe City Council Submission to Central and Gippsland Region Sustainable Water Strategy | Page 6

Proposed direction 7-13 states that:

The Victorian Government proposes to:

- *embed IWM objectives in major urban developments and infrastructure projects, to ensure that all sources of water, including stormwater and recycled water, are used in the landscape*
- *require the use of IWM plans for land-use decisions on future developments and suburbs*
- *explore ways to include IWM criteria in planning guidance material and policies.*

Latrobe City Council is requesting that:

- Further detail provided in this direction about major urban development and infrastructure projects are; and
- A further action be added to review the viability of IWM practices in regional areas and provide incentives to allow these types of developments.
- Further education and discussions around IWM in particular recycled water with communities and local government will need to be had.

2.4 General Comments

It is requested, that in the final strategy further details around the implementation of each direction be provided, including clear timeframes, identified partners and delivering agencies so as to understand the priority for each action.

3.0 Conclusion

Latrobe City Council are generally supportive of the discussion draft for the Central and Gippsland Region Sustainable Water Strategy. In particular, Latrobe City Council are supportive of the increased water allocations and environmental flows to key river systems within the municipality.

Latrobe City Council have requested a few changes to the strategy which are:

- That Latrobe City Council be included as a partner in the Latrobe Reserve review as identified, in particular to understand and advocate for the proposed direction for Lake Narracan;
- Further wording be added to the final strategy that an update may be required if the LVRRS does not recommend a more climate resilient approach to mine rehabilitation;
- That local government are included in the Water Supply Readiness Roadmap prior to it being finalised;
- Include more detail in proposed direction 7-5 about which regions will be included in water balances work proposed to be undertaken;
- Actions be added to direction 7-13 which:
 - Provides further detail about major urban development and infrastructure projects are; and
 - Includes an action to review the viability of IWM practices in regional areas and provide incentives to allow these types of developments; and
 - Further education and discussions need to be had with communities and local government about IWM initiatives such as recycled water

Latrobe City Council Submission to Central and Gippsland Region Sustainable Water Strategy |
Page 7

- That further details be provided in the finalised strategy around implementation including timeframes, partners, delivering agencies, costs etc.

Agenda Item: 14.3

Agenda Item: Resident only parking zone - Henry Street Traralgon
Parking Issues

Sponsor: General Manager, City Planning and Assets

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Implement a 12-month trial of a Resident Only Parking Exemption zone on Henry Street, Traralgon between Breed Street and Albert Street.**
- 2. Receives a further report outlining the results of the 12-month trial by no later than the March 2023 Council Meeting.**

Executive Summary:

Council requested a report be presented detailing public consultation on the proposed parking zone on Henry Street between Breed Street and Albert Street in Traralgon.

Based on the number of on street spaces and properties within the zone, it is recommended each property be eligible to one permit and that the existing Breed Street parking restrictions be extended into Henry Street with added resident exemption when a valid permit is displayed on any vehicle.

Letters seeking community feedback from property owners within the zone and adjacent to it were sent and at the time of writing seven responses received which are summarised as follow:

- 5 were in support of the proposal with two suggestions to extend the zone an additional block to Mabel Street to include their properties
- 2 were opposed on the basis that it will attract more parking, impact aesthetics, or that parking pressure will be pushed further west along Henry Street.

A 39% response rate is not considered a conclusive sample of community sentiment towards the proposal. However, the responses received are largely congruent with previous feedback and expectation given the areas of benefit and possible disbenefit.

Given the low levels of feedback received and modest catchment size it is recommended that the proposed parking restriction be implemented for a 12-month period so that the operation of the permit system and any flow on impacts to surrounding areas can be evaluated and reviewed for further consideration.

At the 6 September 2021 ordinary Council meeting, Council carried the following motion:

That Council:

- 1. Notes the proposed costs and impacts of a proposed resident only parking restriction along Henry Street, Traralgon;*
- 2. Undertakes public consultation including in the immediate area of Henry Street (east of Mabel Street and west of Breed Street) regarding the possible introduction of a resident only parking zone on Henry Street between Breed Street and Albert Street; and*
- 3. On completion of public consultation provides a further report to Council on any submissions received by no later than the 6 December 2021 Council Meeting.*

Officers reviewed the proposed parking zone on Henry Street between Breed and Albert Streets where there are ten available on street parking spaces and eight abutting properties. Based on the number of on street spaces and properties within the zone, each property will be eligible to one permit that can be displayed on any car. Parking permits will be issued to directly property owners and will be valid for 12 months.

As shown below in Figure 1 the proposed parking zone will extend the existing Breed Street restrictions, 2-hour parking limit when between 9am – 5pm Monday to Friday and 9am – 12.30pm Saturday, to Henry Street and provide resident exemption when a valid permit is displayed on any vehicle. When displayed on a parked car, the resident permits allow a vehicle to park without being restricted by the 2-hour time limit restrictions.



Figure 1 – Proposed new restriction area

Council officers last conducted a parking occupancy survey in May 2021 and found:

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



Figure 2 – Parking occupancy survey summary results by space

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

Issues:

Strategy Implications

This aligns with the Connected theme of the Council Plan with the indicator of community satisfaction with streets, footpaths, and sealed roads.

Communication

Letters seeking community feedback from 18 property owners within the zone and adjacent to it were sent and at the time of writing seven responses received:

- 5 were in support of the proposal with two suggestions to extend the zone an additional block to Mabel Street to include their properties
- 2 were opposed on the basis that it will attract more parking, impact aesthetics, or that parking pressure will be pushed further west along Henry Street.

A 39% response rate is not considered a conclusive sample of community sentiment towards the proposal. However, the responses received are largely congruent with previous feedback and expectation given the areas of benefit and possible disbenefit.

Given that the proposed restriction site is modest in scale affecting 10 spaces, Council could proceed with a 12-month trial to monitor the operation of the zone before conducting a final evaluation and deciding on the future of the restriction.

Financial Implications

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

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Reputational Risk Business and nearby resident complaints about new parking restrictions	3	Consultation on proposed restrictions. 12-month trial proposed
Strategic Risk Additional requests for resident only parking	3	12-month trial proposed

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

Legal and Compliance

The proposed restrictions have been confirmed by Local Laws to be enforceable.

Community Implications

Nearby businesses and the community covet car parks that are adjacent to, or within line of sight of their desired destination. A reduction in the provision of car park spaces adjacent to the Traralgon central business district may be received with opposition from both groups.

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

Protection of local resident amenity is recognised where there is no or limited off-street household parking available, and it is also prioritised above visitors to support commercial activity. However, given the existing provision of two off-street parking spaces per property it is not considered best practice to prioritise resident parking above supporting commercial activity – particularly where there is not demonstrated parking stress.

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

The road reserve is a shared space that needs to be carefully managed to best practice standards so as to balance all road users access and amenity needs. Prioritising one user group over another without a demonstrated evidence base erodes Council's ability to fairly manage the wider road network.

Environmental Implications

Nil

Consultation

Community feedback has been sought and received on the proposal. Should a trial proceed Officers will continue engagement with relevant stakeholders as follows:

- Advice on trial commencement
- Requesting feedback for evaluation of the trial at its conclusion

Other

Nil

Declaration of Interests:



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



Supporting Documents:

Attachment 1 – Proposed Resident Only Parking Zone

Attachment 2 – Survey Responses

Attachments

1.   Attachment 1 - Proposed Resident Only Parking Zone



2.   Attachment 2 - Survey Responses

14.3

Resident only parking zone - Henry Street Traralgon Parking Issues

- 1 Attachment 1 - Proposed Resident Only Parking Zone..... 109**
- 2 Attachment 2 - Survey Responses..... 110**



	<p>Note The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.</p> <p>Disclaimer: The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the state of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.</p> <p>Latrobe City does not guarantee the accuracy or the currency of the information presented on this map and therefore Latrobe City will not be held liable for any loss or damage arising as a result of using this information.</p> <p>The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for Dial Before You Dig.</p> <p>The compilation of this map is subject to copyright laws and regulations, no part of this map can be reproduced without prior written consent of Latrobe City Council.</p>	<p>Proposed Resident Only Parking Zone</p>	18/11/2021	
			Scale 1:800	

Response	Supportive	Comments
Response 1	Yes	<p>Support the suggested parking restrictions and permit system for residents in that portion of Henry Street but would like to see the permits restricted to the residential properties and not include those that are zoned commercial. It is the people owning/accessing these commercial properties that are utilising the residential area for car parking all day and causing the issues for the residents . Request that the car parking permits be available only for residents in 1, 2, 3, 4, 5 & 6 Henry Street.</p> <p>When line marking of carpark space is carried out allow extra space between the carparks and the driveways of the residents to improve the safety and vision for cars entering /exiting the properties due to the speed and suddenness of cars entering Henry Street from Breed street and those that speed down Henry Street towards Breed Street.</p>
Response 2	Yes	Extend to Mabel Street
Response 3	Yes	<p>Increase the permit parking further up Henry Street to the intersection of Henry Street and Mabel Street.</p> <p>Local Laws to enforce parking requirements from Breed street to Loch Park... many vehicles continue to park on the lawned areas on the street, making it difficult to exit the intersections heading up & down the hill on Henry Street. This has been brought to Councils attention many times without any action from Council.</p> <p>More 50km road signs along the length of Henry Street highlighting the safe speed travelling East and West along Henry Street, especially downhill from Loch Park to Breed Street</p>
Response 4	No	Concerned that formalised line marking of parking bays will attract more vehicles to park on Henry Street and street scape aesthetic impacts of additional line marking and signage. Most concerned about the speed, volume, and noise of vehicles.
Response 5	Yes	
Response 6	Yes	
Response 7	No	Will only shift issues further up the street - more parking required

Agenda Item: 14.4

Agenda Item: Proposed Planning Scheme Amendment - Social & Affordable Housing

Sponsor: General Manager, City Planning and Assets

Council Plan Objective: SUSTAINABLE

Status: For Decision

Proposed Resolution:

That Council:

- 1. Endorse the draft Latrobe City Social & Affordable Housing Strategy 2021, provided at Attachment 1 for public exhibition as part of Planning Scheme Amendment C136;**
- 2. Request authorisation from the Minister for Planning to prepare and exhibit Amendment C136 to the Latrobe Planning Scheme, in accordance with Section 8A of the *Planning and Environment Act 1987*;**
- 3. Prepare Amendment C136 to the Latrobe Planning Scheme to give effect to the draft Latrobe City Social & Affordable Housing Strategy 2021 and update local planning policy accordingly, generally in accordance with the documentation provided at Attachment 1, subject to Ministerial Authorisation; and**
- 4. Place Amendment C136 on exhibition in accordance with the requirements of Section 19 of the *Planning and Environment Act 1987*, subject to Ministerial Authorisation.**

Executive Summary:

- In November 2020 the State government announced Victoria's Big Housing Build.
- In response, at the 3 May 2021 Council Meeting, Council resolved to commence the staged development of a Latrobe City Social and Affordable Housing Strategy utilising \$100,000 from the Accumulated Unallocated Cash Reserve to fund.
- A draft Latrobe City Social & Affordable Housing Strategy 2021 (Attachment 1) has been developed to inform a Planning Scheme Amendment and provide actions for Council around facilitating efficient housing markets, facilitating affordable housing supply and investing in affordable housing.

- The draft Latrobe City Social & Affordable Housing Strategy 2021 is attached as a confidential document to proceed through exhibition as part of a Planning Scheme Amendment Process.
- Officers are seeking Authorisation from Council to progress to a Planning Scheme Amendment C136.

Background:

In November 2020 the Victorian State government announced the \$5.3 billion Big Housing Build as a stimulus response to the COVID-19 pandemic. This four year program is to see the construction of 12,000 new social housing dwellings with \$1.3 billion sitting under the Social Housing Growth Fund and \$2.1 billion allocated to partnerships with the private and community housing sectors.

At the 3 May 2021 Ordinary Council Meeting it was resolved that Council:

- *“Commence the staged development of a Latrobe City Social and Affordable Housing Strategy; and*
- *Allocate \$100,000 from the Accumulated Unallocated Cash Reserve to fund the commencement of the strategy.”*

Three stages for the delivery of the strategy were identified:

- Stage 1 required the identification of potentially surplus Council land for social and affordable housing projects under Victoria’s Big Housing Build. This was considered at the 8 November 2021 Ordinary Council Meeting.
- Stage 2 required the development of an Interim Social and Affordable Housing Policy. This was adopted at the 4 October 2021 Ordinary Council Meeting.
- Stage 3 is being addressed by this report, being the recommendation to adopt a Latrobe City Social & Affordable Housing Strategy to inform an associated Planning Scheme Amendment.

Latrobe City is a diverse community with a range of needs. The Socio Economic Indexes for Areas (SEIFA) provides a measure of the relative level of socio-economic disadvantage of a community based on a range of Census data, including income, education, occupation etc. Latrobe is presently ranked as the seventh most disadvantaged municipality in the State and the most disadvantaged Regional City.

Based on 2016 data, in Latrobe City:

- 1,278 households were in severe housing stress;
- 1,727 households were in moderate housing stress;
- 226 people were experiencing homelessness; and
- 14% of households were in need of affordable housing.

It is projected that in 2036 in Latrobe City:

- 1,907 households will be in severe housing stress (+49%);
- 2,108 households will be in moderate housing stress (+22%);
- 295 people experiencing homelessness (+69); and
- Without intervention, an additional 1,078 households will be in need of social and affordable housing.

The Australian Housing and Research Institute have reported in April 2021 that the median cost of renting a house in Moe increased almost 10 per cent during the pandemic, with locals spending \$280 a week on average, a sizeable cost for a community with an average household income of \$771. Also notable is the 27.5% and 25% house price increases for Newborough and Churchill respectively.

The table below identifies changes in rental costs and house prices across Moe, Newborough, Churchill and Morwell in 2020:

Rising cost of housing in regional locations in 2020

Town	Median house rent per week 2020*	Annual percentage increase	Median house price Dec 2020**	Annual percentage increase	Median household weekly income [^]
Shepparton	\$323	2.4%	\$353,000	33.7%	\$1068
Morwell	\$260	4.0%	\$220,000	14.1%	\$807
Newborough	\$300	5.3%	\$306,000	27.5%	\$975
Churchill	\$270	5.9%	\$235,000	25.0%	\$964
Moe	\$280	9.8%	\$226,500	9.2%	\$771
Swan Hill	\$330	5.6%	\$348,500	34.8%	\$1098
Benalla	\$340	6.3%	\$325,000	26.2%	\$905

*Source: Domain

** Source: Real Estate Institute of Victoria

[^]Source Australian Taxation Office 2016

Though the data is for Gippsland and not specific to Latrobe, The Latrobe Valley Express have reported data that identified a 48.43% decrease in available affordable rentals in Gippsland over the 12 months to June 2021. In addition, the number of households seeking social housing assistance has grown to 3,399 households, with demand outstripping supply across Gippsland.

Further to workshops conducted with Councillors and the discussions held, further information sources have been utilised when assessing the outstanding and future need for social and affordable housing. Such information collection has included

review of data produced by the Federal Government's Centre for Population Research, review of data collected for the Live Work Latrobe Housing Strategy and discussions with the Department of Families, Fairness and Housing (DFFH), Homes Victoria, local Registered Housing Associations (RHA's) and local real estate agents.

These discussions and data reviews allowed for the strategy to consider current experiences and trends noting the significant changes to housing affordability since the 2016 Census. It is noted that a Census was recently undertaken, however the results of this Census aren't due to be released until sometime around April 2022.

To meet the housing needs of our community a Latrobe City Social & Affordable Housing Strategy (Attachment 1) has been developed. This strategy is an advocacy tool for Council to use when directing social and affordable housing to appropriate locations. It also contains an action plan that contains actions under three tiers.



Actions under tier 1 seek to:

- Update planning policy around development outcomes for social and affordable housing.
- Encourage private market housing diversity.
- Plan for future housing supply and infrastructure in suitable locations.

Actions under tier 2 seek to:

- Facilitate pathways for Community Housing Providers and developers to deliver social and affordable housing.
- Advocate for ongoing State and Federal government investment into social and affordable housing.
- Provide community education around the benefits of social and affordable housing.
- Investigate options for a base inclusionary requirement for social and affordable housing when rezoning and/or development occurs and subsequently consider expression of interest process for dispersal of any funds collected.

Actions under tier 3 seek to:

- Investigate demonstration projects with partners.
- Leverage Council owned land.

It is now proposed to proceed with a Planning Scheme Amendment (C136) to implement the recommendations of the draft Latrobe City Social & Affordable Housing Strategy 2021. The Planning Scheme Amendment proposes to implement new planning policy as per the strategies identified in the draft Latrobe City Social & Affordable Housing Strategy 2021.

It is proposed that the draft Latrobe City Social & Affordable Housing Strategy 2021 will remain confidential and is proposed to be released for exhibition during the Planning scheme Amendment in 2022. This is the standard approach used for strategic planning projects such as Live Work Latrobe, Traralgon Activity Centre Plan, Bushfire and Rural Rezonings, Morwell-Traralgon Employment Corridor Investment Masterplan and Retail Strategy.

Council officers are seeking endorsement to proceed to an amendment in order to be able to proceed with the public consultation of the amendment.

Issues:

Strategy Implications

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

The adoption of the draft Latrobe City Social & Affordable Housing Strategy 2021 and progression of a subsequent Planning Scheme Amendment will ensure that the most vulnerable members of the Latrobe community have the ability to access adequate housing that is appropriately located so as to provide access to services.

Communication

Amendment C136 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 Amendment C136. This is summarised in the consultation section of this report.

Financial Implications

At the 3 May 2021 Council Meeting, Council resolved to “*Commence the staged development of a Latrobe City Social and Affordable Housing Strategy; and allocate \$100,000 from the Accumulated Unallocated Cash Reserve to fund the commencement of the strategy*”.

This \$100,000 funding has been utilised to engage SGS Economics & Planning to assist in the three stages of the Social & Affordable Housing Strategy (i.e. the identification of potentially surplus land; implementation of an interim Social & Affordable Housing Policy; and development of the ultimate Latrobe City Social & Affordable Housing Strategy). The delivery of this strategy sees this funding now exhausted.

Planning Scheme Amendment C136 will be undertaken with the Strategic Planning BAU budget for the 2022/2023 financial year. This includes costs associated with the Planning Panel (if required); this could be around \$15,000 - \$20,000 based on similar sized amendments. The Planning Scheme Approval fee is increased annually, but will be approximately \$500.

Risk Analysis

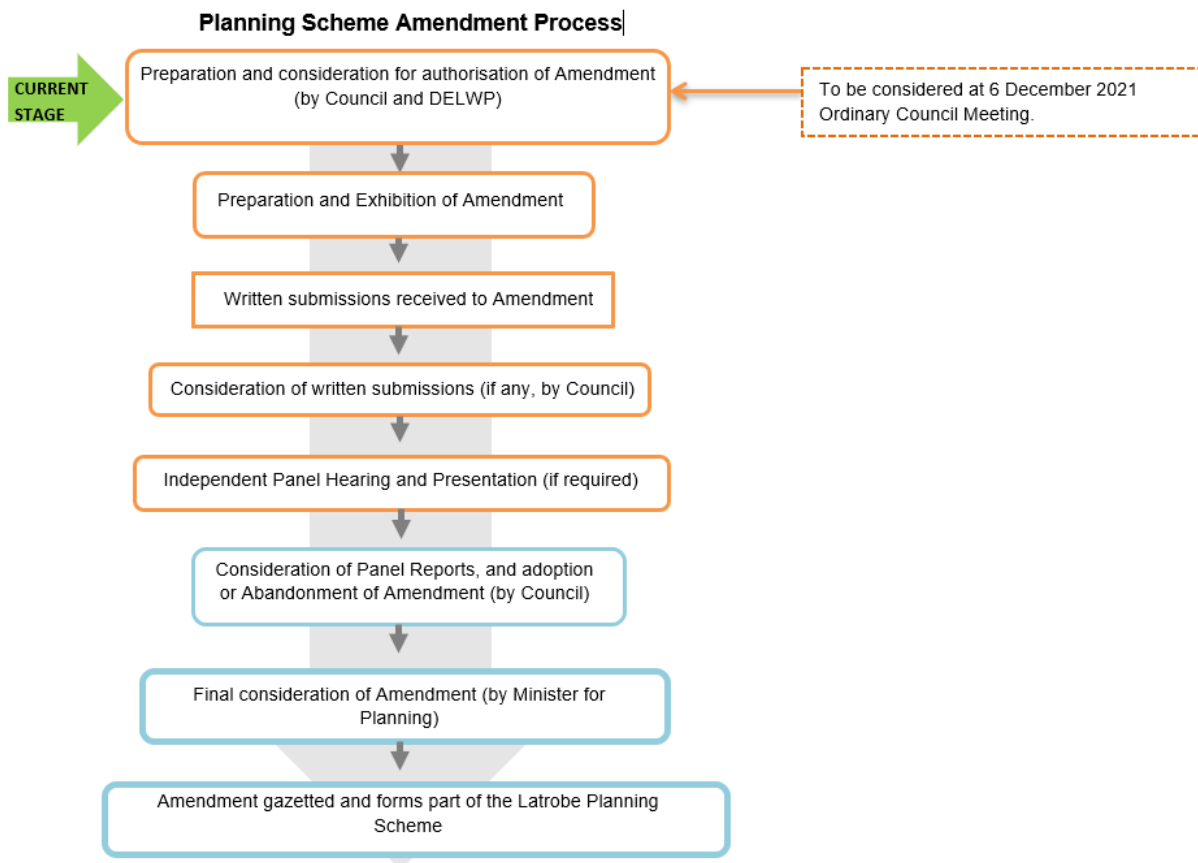
Identified risk	Risk likelihood*	Controls to manage risk
<p>Service Delivery & Reputational Risk</p> <p>Council not playing a role in advocacy, facilitation and provision of social & affordable housing for the most vulnerable members of the Latrobe City community and resultant negative perception of Council based on such failure.</p>	3 (possible)	Adopt the draft Latrobe City Social & Affordable Housing Policy and complete all action plan items, including the progression of an associated Planning Scheme Amendment that aims to ensure that all members of the Latrobe City community are provided with the basic human right of housing.
<p>Service Delivery Risk</p> <p>Negative perception of Council not acting to support social & affordable housing in appropriate locations and formats.</p>	3 (possible)	Proceed with a Planning Scheme Amendment and undertake appropriate community and stakeholder consultation.
<p>Reputational Risk</p> <p>Council seen as supporting the provision of housing that is negatively perceived by some members of the community (based largely on the stereotypes of the types of people that live in social & affordable housing).</p>	3 (possible)	In line with the action plan items identified in the draft Latrobe City Social & Affordable Housing Strategy 2021, provide community education around the demographics of people actually utilising social and affordable housing, and what the benefits of social and affordable housing are.

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

Legal and Compliance

The Planning Scheme Amendment process is shown in Figure 1 below, which identifies the current stage Amendment C136 is at in the process:

Figure 1 – Amendment – 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 C136 to be consistent with these requirements.

Community Implications

The draft Latrobe City Social & Affordable Housing Strategy 2021 and associated Planning Scheme Amendment seek to not only ensure that the most vulnerable people in our community are provided with the basic human right to shelter, but also appropriate shelter in well serviced locations. Increasing affordable housing supply is demonstrated to:

- Support local businesses and workers;
- Reduce the experience of disadvantage;
- Enhance the reputation of Latrobe, particularly when it comes to attracting business investments and skilled workers; and
- Allow people to live in their communities for longer.

Environmental Implications

There are no anticipated environmental impacts. Proposals for social and affordable housing will be assessed on a site-specific basis by the relevant responsible authority.

Consultation

There has been specific engagement undertaken with key agencies and authorities in relation to the creation and evolution of the draft Latrobe City Social & Affordable Housing Strategy 2021.

Further engagement and consultation will be undertaken with community, key stakeholders, agencies and authorities during the Planning Scheme Amendment process.

An engagement plan will be developed to ensure appropriate engagement activities are undertaken for Planning Scheme Amendment C136. This will include:

- Exhibition of the Amendment for 1 calendar month;
- Documents available on Latrobe City Council website;
- Have Your Say page created;

- Letters / emails notifying key stakeholder, agencies, authorities and prescribed ministers;
- Notices in the Latrobe Valley Express;
- Notice in the Government Gazette; and
- Drop in sessions to have 1:1 meetings with a planning officer to be offered to all landowners (as appropriate with COVID-19 restrictions).

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1. Latrobe SAH Strategy (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 draft Social and Affordable Housing Strategy will form part of the exhibition of a Planning Scheme Amendment. The strategy shows preferred locations for social and affordable housing, advocacy action in which council will take in relation to social and affordable housing and should be released to the community at an appropriate time.

Agenda Item: 14.5

Agenda Item: Planning permit application 2021/169 - 14 High Street, Moe

Sponsor: General Manager, City Planning and Assets

Council Plan Objective: CONNECTED

Status: For Decision

Proposed Resolution:

That Council:

Issues a Notice of Decision to Grant a Permit for the development of land with two additional dwellings on a lot and a three-lot subdivision at 14 High Street, Moe with the following conditions:

Amended Plans Condition:

- 1. Before the commencement of any works hereby permitted or prior to the certification of the plan of subdivision under the Subdivision Act 1988 (whichever is earlier), amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the plans submitted but modified to show:
 - a) How the sight distance to pedestrians will be provided for the vehicle accessway to Lot 1 in accordance with the requirements of the Latrobe Planning Scheme. The site plans should define the end of the fence along the frontage of the property or show that the fence will be no more than 900 mm high.**
 - b) The footpath works shown on the plans must be extended to provide for pedestrian connection from High Street to the entry point to the proposed new dwellings.****

Endorsed Plans Condition:

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

Development Conditions:

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

satisfaction of the Responsible Authority.

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

Landscaping Conditions:

6. Prior to the commencement of any works, an amended landscape plan must be submitted to and approved by the Responsible Authority. The plan must show:
 - a) a survey (including botanical names) of all existing vegetation to be retained and/or removed;
 - b) buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary;
 - c) details of surface finishes of pathways and driveways;
 - d) a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant. Vegetation should be drought tolerant and reflective of the local landscape character;
 - e) landscaping and planting within all open areas of the site including the existing dwelling; and
 - f) one canopy tree (minimum two metres tall when planted) in the front setback of the existing dwelling and the proposed dwelling fronting Bentley Street.

All species must be selected to the satisfaction of the Responsible Authority.

When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and three copies must be provided.

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

Section 173 Agreement Condition:

9. Prior to the issue of Statement of Compliance under the Subdivision Act 1988, either:

- a) **Construction of the development approved under Planning Permit 2021/169 issued by Latrobe City Council must have substantially commenced; or**
- b) **The operator of this permit must enter into an agreement with the Responsible Authority, made pursuant to Section 173 of the Planning and Environment Act 1987, to the effect that, without the written consent of the Responsible Authority:**
 - i) **Any buildings on the land must be constructed in accordance with the plans endorsed under Planning Permit 2021/169 issued by Latrobe City Council; and**
- c) **Make application to the Registrar of Titles to register the Section 173 Agreement on the title to the land under Section 181 of the Act; and**
- d) **Pay the reasonable costs of the preparation, review, and execution and registration of the Section 173 Agreement; and**
- e) **Provide Council with a copy of the dealing number issued by the Titles Office; and**
- f) **Once titles are issued, provide either:**
 - i. **a current title search; or**
 - ii. **a photocopy of the duplicate certificate of Title as evidence of Registration of the Section 173 Agreement on title.**

Construction Management Plan Condition:

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

Engineering Conditions:

- 11. Before the commencement of any works hereby permitted or prior to the certification of the plan of subdivision under the Subdivision Act 1988 (whichever is earlier), a site drainage plan, including levels of the land and all hydraulic computations, must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and will then form part of the permit. The plan must be drawn to scale with dimensions and an electronic copy in PDF format must be provided. The drainage plan must be prepared in accordance with the requirements of Latrobe City Council's design guidelines and must provide for the following:**
 - a) How the land including all existing and future buildings, open space and paved areas will be drained for a 20 % AEP storm event to the legal point of discharge.**
 - b) An underground pipe drainage system conveying stormwater discharge to the legal point of discharge.**
 - c) The provision of stormwater detention within the site and prior to the point of discharge into Latrobe City Council's drainage system. The stormwater detention system must be designed to ensure that stormwater discharges arising from the proposed development of the land are restricted to predevelopment flow rates. The rate of pre-development stormwater discharge shall be calculated using a co-efficient of run-off of 0.4.**
 - d) No part of any above ground stormwater detention system is to be located within an easement unless approved in writing by the relevant authority.**
- 12. The plan of subdivision submitted for certification under the Subdivision Act 1988 must show appropriate easements set aside for drainage purposes to the satisfaction of the Responsible Authority.**
- 13. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.**
- 14. Before an Occupancy Permit is issued for the first completed of the new dwellings hereby permitted or prior to the issue of a Statement of Compliance for this subdivision under the Subdivision Act 1988 (whichever is earlier), the operator of this permit must complete the following works to the satisfaction of the Responsible Authority including all necessary permits being obtained and inspections undertaken:**

- a) All drainage systems must be constructed in accordance with the site drainage plan approved by the Responsible Authority.
- b) Areas for vehicle access within the land must be constructed in accordance with plans endorsed by the Responsible Authority and be surfaced in accordance with the endorsed plans and drained in accordance with the approved site drainage plan.
- c) The proposed new vehicle crossing must be constructed in accordance with the endorsed plans, at right angles to the road and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC 307.
- d) Areas for vehicle access within Lot 1 must be constructed in accordance with plans endorsed by the Responsible Authority.
- e) The construction of a 1.5 metre wide concrete footpath connection from High Street along the south side of Railway Crescent/Moondarra Street and along Bentley Street to provide for pedestrian access to the new dwellings hereby permitted.

Public Open Space Contribution Condition:

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

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

Telecommunications Condition:

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

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

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

AusNet Electricity Services Conditions:

17. The plan of subdivision submitted for certification must be referred to AusNet Electricity Services Pty Ltd in accordance with Section 8 of the Subdivision Act 1988.

18. The applicant must:

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

Gippsland Water Conditions:

19. The following conditions must be met by the owner prior to the issue of a Statement of Compliance:

- a) No construction or filling is permitted within 1.0 metre laterally of any Gippsland Water Asset (as per Section 148 Water Act 1989) unless prior written consent has been given by Gippsland Water.**
- b) No trees are permitted within Gippsland Water's easements. All landscaping within Gippsland Water's easements must be in accordance with our Trees and your pipes guide. Please refer to our website: <https://www.gippswater.com.au/residential/help-advice/plant-right-tree>**
- c) Install water services to the satisfaction of Gippsland Water. As**

Constructed details showing the location of the installed services are required to be submitted to Gippsland Water.

- d) Carry out works necessary to ensure all existing water services supplying the land are contained solely within the boundary of the individual lot(s). On completion of these works the owner must sign and return the Water Servicing Declaration provided by Gippsland Water.**
- e) Install sewer services to the satisfaction of Gippsland Water. As Constructed details showing the location of the installed services are required to be submitted to Gippsland Water.**
- f) An As Laid sanitary drainage plan showing the location of the sanitary drain(s) is required to be submitted by the plumber to CIS Services either by email to:

plans@cis1.com.au or by fax (03) 9835 5515 and a copy to Gippsland Water by email to: statplanning@gippswater.com.au**
- g) Create Reserves and/or Easements in favour of the Central Gippsland Region Water Corporation over all existing and proposed water and sewerage works located within the subdivision. Easements are to be for Pipeline or Ancillary Purposes.**
- h) Any plan of subdivision of the subject land lodged for certification shall be referred to Gippsland Water under Section 8(1) of the Subdivision Act 1988.**
- i) A Property Services quote request form must be completed and forwarded to our Property Connections Team to arrange a quote for the provision of water and/or sewer services to the development. Please refer to our website:
<https://www.gippswater.com.au/developers/property-connections/connections>**
- j) If the subdivision of the land is to be carried out prior to the occupancy of the dwellings approved under this permit, agreement for the provision of services must be made with Gippsland Water. (Agreements and or Restrictions allowing the development and subdivisions to be undertaken separately, including through the use of Section 173 Agreements and/or Notices of Restriction on the Plan of Subdivision, does not satisfy Gippsland Water servicing requirements. Provision for servicing of the lots and/or dwellings must be arranged with Gippsland Water Statutory Planning team at statplanning@gippswater.com.au).**

Permit Expiry Condition:

20. This permit as it relates to development will expire if one of the

following circumstances applies:

- a) The development is not started within two (2) years of the date of this permit; or**
- b) The development is not completed within four (4) years of the date of this permit.; or**
- c) the plan of subdivision is not certified within two (2) years of the date of this permit; or**
- d) the registration of the subdivision is not completed within five (5) years of certification.**

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

Executive Summary:

The applicant is seeking to construct two new double storey dwellings in addition to the existing dwelling on the land at 14 High Street Moe and the subdivision of the land into three lots based on the proposed development. The subject site encompasses an area of 838 square metres and is located in the General Residential Zone – Schedule 1 (GRZ1). It is not subject to any overlays.

Following advertising of the application, 14 objections were received against the application with the following concerns:

- Increase in density as a result of the proposed development and over development of the site;
- Relocation of easements and NBN infrastructure;
- The proposal does not fit with existing neighbourhood character/streetscape;
- The proposal will impact on the heritage value of the area;
- Removal of existing timber shed clad in asbestos;
- Impact on safety in regard to the dwellings being rented out;
- Safety regarding traffic and access to the proposed development;
- Increase in traffic in the area;
- Safe pedestrian access to and from the new development;
- Size of bathroom and toilet in unit in relation to disability access;

- Road surface and condition of Bentley Street is not adequate for the increased traffic the development will create;
- Planning application does not address dust pollution as a result of increased traffic during construction and by the residents once construction is completed;
- Lack of on-street and off-street parking bays for resident vehicles and visitors;
- Increased risk to an already dangerous intersection;
- Proposed plans show the fence height exceeding 1 metre on the corner of Bentley Street and Moondarra Street;
- The construction of a new crossover in lot 1 onto a two-way street (i.e. High Street); and
- On site stormwater management has not been mentioned.

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

The proposal is also considered to be consistent with the existing and preferred neighbourhood character, the Housing Strategy developed as part of Live Work Latrobe and introduced into the Scheme through Planning Scheme Amendment C105 and satisfies the objectives of the relevant standards of Clauses 55 and 56 of the Scheme.

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

Background:

Summary

Land: 14 High Street Moe, known as Lot in Plan of Consolidation 168949T.

Proponent: Pierre Dubois Pty Ltd – C/- Beveridge Williams & Co. Pty Ltd.

Zoning: General Residential Zone - Schedule 1

Overlay None

A Planning Permit is required for the construction of two or more dwellings on a lot in the General Residential Zone in accordance with Clause 32.08-6 and to subdivide land in accordance with Clause 32.08-3.

Proposal

The application is for the development of land with two additional dwellings and a three-lot subdivision at 14 High Street, Moe.

Existing dwelling

The existing two-bedroom, single storey weatherboard dwelling with frontage to High Street will be retained and unaltered, both internally and externally. A secluded private open space area of approximately 50 square metres is proposed to be provided to the north of the dwelling, and a new vehicle crossover from High Street is proposed for access a car parking space to be provided in front of the dwelling.

Construction of two additional dwellings

Two additional double storey dwellings are proposed to the rear of the existing dwelling, with access from Bentley Street. The two dwellings would be attached at ground level via a shared garage wall but separated on the first floor. Dwelling 1 would be a three-bedroom dwelling and Dwelling 2 would be a two-bedroom dwelling.

Dwelling 1 would be set back 3 metres from the Bentley Street frontage of the site while Dwelling 2 would be located to the rear of Dwelling 1.

Each dwelling would be provided with a single garage, with Dwelling 2 also having a separate car parking space located on the southern side of the site.

The new dwellings would access Bentley Street via a new concrete crossover and shared concrete driveway. A new concrete footpath will be constructed on the west side of Bentley Street, connecting the crossover to Moondarra Street.

The ground floor walls of the new dwellings would be constructed of brick and the first floor of weatherboard. The roof would have a low pitch and would be constructed from Colorbond. The maximum building height will be 6.9 metres.

The proposed site coverage is 30% and site permeability is 45%.

The existing low timber picket fence in front of the existing dwelling is proposed to be retained on the High Street frontage.

The front boundary of Dwelling 1 that has direct street frontage to Bentley Street will contain a 1.2-metre-high black metal railing fence, which will surround the perimeter of the dwelling's front yard on three sides. The remainder of the Bentley Street frontage will be unfenced. A 2.1 metre high Colorbond metal fence in 'merino' colour is proposed to extend along the north and south side boundaries of the development site and will also be used to delineate and screen the secluded private open space areas of each proposed dwelling.

Subdivision

The subdivision has been designed to correspond with the proposed development and the lot boundaries will follow the alignment of the external walls of each proposed dwelling or fence lines. The shared driveway and ancillary landscaped areas will be retained within common property to be managed and maintained via an Owners Corporation. Only proposed Lots 2 and 3 will be part of the Owners Corporation.

Lot 1 would have an area of 414 square metres and would contain the existing dwelling. Lots 2 and 3 would contain the additional dwellings. Lot 2 has an area of 178 square metres and would contain Dwelling 1. Lot 3 has an area of 142 square metres and would contain Dwelling 2. The common property has an area of 104 square metres.

A landscape plan has also been prepared to accompany the proposed development. The design aims to help soften the proposed development and will include the provision of a variety of indigenous shrubs and grasses throughout the development site.

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

Subject Land:

The subject site is located at 14 High Street, Moe and is more formally described as lot on Plan of Consolidation 168949T. The site is irregular in shape and is bound by roads on three sides. The site has a frontage of 19.05 metres to High Street, a secondary frontage of 13.88 metres to Bentley Street, an abuttal of 40.08 metres to Moondarra Street on the north site boundary, and a total site area of approximately 838 square metres.

Topographically, the site is relatively flat and there is no significant change in level between the subject site and the adjoining sites.

The subject land is mostly clear of any significant vegetation. A few mature planted exotic trees line the northern edge of the existing dwelling on the site, with the remainder comprising lawn. The front yard of the existing dwelling contains lawn and a few planted Silver Birch trees.

The existing development on the site is a modest Federation era single storey weatherboard dwelling with pitched metal roof. The dwelling is positioned in the western portion of the site and is orientated towards High Street, with its front entry door accessed from High Street. The dwelling contains two bedrooms, kitchen, living room, dining room, laundry, and bathroom.

The site contains four outbuildings at the rear of the dwelling on the site, with three outbuildings constructed close to the Bentley Street site boundary.

The High Street site frontage contains a 1.2-metre-high timber picket fence, which extends to the Moondarra Street site boundary. The other site boundaries are fenced in timber paling fences.

The site does not currently contain a formal vehicle access. There is no existing driveway crossover servicing the site in either High Street or Moondarra Street. A concrete layback is located adjacent to the site in Bentley Street but is not currently used for vehicular access.

A 100mm diameter water main extends through the northern portion of the site, running parallel to the south side boundary. This pipe is protected by a 3-metre-wide easement for water supply noted on the title as easement E-1 in favour of the former Moe Water Board.

Surrounding Land Use:

The subject site is in an older, established residential precinct of Moe, approximately 300 metres south-east of the edge of the Moe Activity Centre. The surrounding residential development comprises mainly modest single storey dwellings from the inter-war and post-war eras, interspersed with a few dwellings of more recent construction.

The surrounding and nearby properties predominantly contain lots developed with single dwellings and outbuildings with single crossovers and a few multi-unit developments.

North

To the north of the site is Moondarra Street and Railway Crescent. On the opposite site is the rear boundary of a dwelling with frontage to Railway Crescent. The rear boundary of this site faces the subject site and contains a brick garage that has been constructed on the boundary.

East

Bentley Street adjoins the east site boundary. Opposite the site is a residential property developed with a single storey brick and weatherboard dwelling that has a steeply pitched tiled roof with a small dormer window on its north side. The dwelling is orientated towards Moondarra Street and vehicular access is also provided from this road abuttal. The Bentley Street abuttal is presented as a side boundary and is delineated by a new high timber paling fence.

West

High Street, which is a road in Road Zone Category 2, adjoins the west site boundary. On the opposite side of High Street are two sites, each developed with a modest single storey post-war era dwelling. A large section of the eastern boundary of the site directly opposite the subject site is presented with a timber paling side boundary fence to High Street.

South

To the south is an attic-style, double-storey brick dwelling, with frontage to High Street and vehicle access from Bentley Street.

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

Reasons for Proposed Resolution:

The proposal is considered to be:

- Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the General Residential Zone – Schedule 1;
- Consistent with the car parking requirements at Clause 52.06 of the Scheme;
- Consistent with the objectives of the relevant standards of ResCode specified at Clauses 55 and 56 of the Scheme;
- Consistent with Clause 65 (Decision Guidelines); and
- The objections received have been considered against the provisions of the Scheme and the relevant planning concerns have been considered and relevant permit conditions addressing some of these issues will be required.

Issues:

Strategy Implications

Council Plan 2021-2025 – Connected

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

It is considered that the development of the subject site with two additional dwellings and a three-lot subdivision will facilitate appropriate urban growth in an Incremental Change Area.

Health Implications

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

Communication

Notification:

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

At the time of writing this report there were 14 objections to the application.

A copy of the objections can be viewed at Attachment 3 of this report, and a map showing the location of the objectors can be viewed at Attachment 4. Please note two objections are not shown on the map as they are located further away from the site.

The following issues were raised in the objections:

- Increase in density as a result of the proposed development and over development of the site.

Comment:

The proposal satisfies the requirements of ResCode in respect to site coverage, setbacks, permeability, car parking, and open space provision and therefore the proposal is not considered to be an over development of the site. Relevant policies in the Planning Policy Framework (PPF) support higher densities in areas with good access to public transport and other services.

The Moe-Newborough Housing Framework Plan identifies the subject land as being within an Incremental Change Area, which seeks *'to allows for moderate housing growth and change in a manner which responds to the surrounding character'*.

In determining the appropriateness of the proposal in the context of the relevant policies, due weight and consideration must also be given to the site's location within an established residential area and an area designated for incremental change.

The proposed development and associated subdivision will be consistent with the requirements of the Incremental Change Area as it will facilitate a modest increase in residential density in an established residential area within walking distance of local facilities. The proposed development to be respectful of the existing neighbourhood character in terms of built form and landscape response.

The proposal is considered to be consistent with the Live Work Latrobe 'Housing Strategy' and the Scheme as it increases the housing density in an appropriate location in Moe.

- Relocation of easements and NBN infrastructure

Comment:

The applicant advised that the existing NBN service box would be relocated to a new position north of the crossover for the existing dwelling at the permit applicant's cost. It is noted that relocation of assets to facilitate developments is not unusual.

- The proposal does not fit with existing neighbourhood character/streetscape

Comment:

The two dwellings would be attached at ground level along a shared garage wall. Both dwellings would be accessed from Bentley Street via a new concrete crossover and shared concrete driveway.

The rhythm and spacing of development would be respectful of the existing neighbourhood character by retaining the existing dwelling on the site with frontage to High Street and ensuring the new development is orientated towards Bentley Street, thereby improving a streetscape that is currently dominated by high boundary fencing or rear walls of garages and sheds. The upper floor elements of the new dwellings will be highly articulated as the upper floors are small in relation to the ground floors and with increased setbacks to the site boundaries.

- The proposal will impact on the heritage value of the area.

Comment:

The subject site and surrounding area are not subject to a Heritage Overlay therefore any perceived heritage value is not a planning consideration for this application.

- Impact on safety in regard to the dwellings being rented out.

Comment:

Whether dwellings are owner-occupied or rented is not a town planning consideration.

- Removal of existing timber shed clad in asbestos

Comment:

Safety issues associated with the removal of asbestos from sites cannot be considered as part of the assessment of a planning application. This will be considered by the relevant building surveyor at the time a building permit is issued for the development.

- Safety regarding traffic and access to the proposed development

Comment:

Council's Engineering team has assessed the application and has raised no concerns regarding the impact of the proposal on the surrounding traffic network. Vehicle access to the existing dwelling will be from High Street and the joint vehicle access to the two new dwellings will be from Bentley Street. The vehicle access arrangements to the proposed development will not result in traffic safety issues.

- Increase in traffic in the area

Comment:

The increased traffic movement associated with two additional dwellings on the site can be readily accommodated in the surrounding street network.

- Safe pedestrian access to and from the new development

Comment:

The proposed pedestrian access to the dwellings from the adjoining streets is considered to be safe.

- Size of bathroom and toilet in unit in relation to disability access.

Comment:

Sizes of bathrooms and toilets are not town planning considerations.

- Road surface and condition of Bentley Street is not adequate for the increased traffic the development will create

Comment:

Bentley Street currently provides rear vehicle access to some sites on the east side of High Street. The provision of access to the new dwellings from Bentley Street is considered to be appropriate and the road is adequate to meet the access requirements of the proposed dwellings.

- Planning application does not address dust pollution as a result of increased traffic during construction and by the residents once construction is completed.

Comment:

In the event of support for the proposal, a construction management plan will be required to be submitted for endorsement to minimise amenity impact to the surrounding sites during construction. However, as the proposal is for the construction of dwellings, for which the use is as of right in the zone, ongoing management of dust because of use will not be required.

- Lack of on-street and off-street parking bays for resident vehicles and visitors.

Comment:

The proposed development satisfies the relevant Scheme requirement in respect to the provision of car parking. The development provides for appropriate on-site car parking relative to the number of bedrooms in the existing and proposed dwellings. No reduction in car parking is being sought.

- Increased risk to an already dangerous intersection

Comment:

Council's Engineering team has assessed the application and raised no concerns regarding risk resulting from proposed traffic from the development.

- Proposed plans show the fence height exceeding 1 metre on the corner of Bentley Street and Moondarra Street

Comment:

The submitted plans show sight distance triangles from the proposed vehicle accessway onto High Street. The plans also show an existing 1.0-metre-high picket fence along the frontage of the property however the plans do not define the end of this fence or the clearance between the fence and the edge of the accessway. This fence would potentially impact sight distance to pedestrians.

Engineering has recommended a condition of approval to require an amendment to the plans to define the end of the existing 1.0 metre high fence along the frontage and demonstrate that sight distance requirements of Clause 52.26-9 will be met for the accessway.

- The construction of a new crossover in lot 1 onto a two-way street (i.e. High Street).

Comment:

Whilst most of the dwellings on the east side of Bentley Street have vehicle access from Bentley Street, the proposed access to the existing dwelling from High Street is considered to be appropriate and will not pose any danger to pedestrians and the users of the vehicle access.

- On site stormwater management has not been mentioned.

Comment:

Provisions for the drainage of the land have not been shown on the plans. The submission of a site drainage plan and computations will be required as condition of approval to demonstrate how storm water is to be satisfactorily discharged separately from each lot.

External Referrals:

The application was referred under Section 55 of the Act to Gippsland Water, AusNet Electricity Services and APA Group. There was no objection to the proposal subject to planning permit conditions from Gippsland Water and Ausnet.

Internal Referrals:

The application was referred internally to Council's Engineering team who provided conditional consent to the granting of a planning permit.

Financial Implications

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). It is considered likely that this application will be appealed to VCAT. The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is 7 business days with an additional two days required to attend and present at the appeal, totalling 9 business days. This equates to a financial cost in the order of \$4,000. This cost would be far greater if a consultant is required to attend on Council's behalf and would likely be in excess of \$10,000.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Reputational Risk</p> <p>Supporting an application which has received 13 submissions which raise concerns including neighbourhood character, over-development, traffic and safety, ResCode non-compliance, amenity, etc.</p>	<p>3 - Possible</p>	<p>The proposal has been considered against the Latrobe Planning Scheme and it is considered to be consistent with the relevant provisions.</p>
<p>Reputational Risk & Financial Risk</p> <p>Not supporting the application and the applicant seeking review of the decision at VCAT.</p>	<p>3 - Possible</p>	<p>To manage and limit the potential risk the recommendation has been considered against the Planning Policy Framework and Municipal Planning Strategy.</p>

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

Latrobe Planning Scheme

The Planning Policy Framework (PPF) has been considered as part of the assessment of this application.

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

Planning Policy Framework

- Clause 02.03-5 – Built Environment and Heritage
- Clause 02.03-6 – Housing
- Clause 11.01-1S – Settlement
- Clause 11.01-1R – Settlement - Gippsland
- Clause 11.01-1L – Moe-Newborough
- Clause 11.02-1 – Supply of Urban Land
- Clause 15.01-1S – Urban Design
- Clause 15.01-1L – Urban Design
- Clause 15.01-2S – Building Design
- Clause 15.01-3S – Subdivision Design
- Clause 15.01-3L – Subdivision Design
- Clause 15.01-5S – Neighbourhood Character
- Clause 15.01-5L – Neighbourhood Character
- Clause 15.02-1S – Energy and Resource Efficiency
- Clause 15.02-1L – Energy and Resource Efficiency
- Clause 16.01-1S – Housing Supply
- Clause 16.01-1L – Housing Supply
- Clause 16.01-2S – Housing Affordability
- Clause 18.02-4 – Car Parking

Zoning

The subject site is located within the General Residential Zone - Schedule 1 (GRZ1). The purpose and decision guidelines of the zone have been considered as part of the assessment of the application. The proposed development is considered to be consistent with the intent of the zoning.

Overlay

No overlays apply to the subject land.

Particular Provisions

- Clause 52.06 – Car Parking
- Clause 53.01 – Public Open Space Contribution and Subdivision
- Clause 53.18 – Stormwater Management in Urban Development
- Clause 55 – Two or More Dwellings on a Lot
- Clause 56 – Residential Subdivision

Decision Guidelines (Clause 65):

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

Incorporated Documents (Clause 72.04):

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

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

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

Strategic direction of the State and Local Planning Policy Frameworks:

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

When assessing the application against policies in the PPF, there is clear support for the proposed increase in density on the site pursuant to clauses 11.02-1S and 16.01-1S of the Scheme as the site is well serviced by infrastructure and community services. This ensures efficient use of infrastructure and supports the usual preference that established residential areas experience residual increase in population and density.

The subject site is located within an established residential area, with easy access to community facilities and services. The proposal responds satisfactorily in a general sense to State and local policies encouraging housing diversity in established areas with access to services. State policy also encourages new medium density housing to respect neighbourhood character.

The built form of the development will achieve architectural and urban design outcomes that contribute positively to the local urban character as required by Clause 15.01-1S of the Scheme (Urban Design) given scale, bulk, and mass in relation to the adjoining sites. The existing dwelling will continue to face High Street with no change to the streetscape and the new development will activate the Bentley Street site frontage that is currently characterised by garages and vehicle access. The proposed site layout and built form would be respectful of the existing built form in the area.

The architectural style of the proposed development will reflect the particular characteristics of the neighbourhood whilst enhancing, liveability and diversity of housing within the township as a whole (Clause 15.01-5S: Neighbourhood character).

The built form of the dwellings and the area of secluded private open space for each dwelling is appropriate, with adequate landscaping opportunities provided within the site.

The proposed development and associated subdivision will be consistent with the requirements of the Incremental Change Area as it will facilitate an acceptable increase in residential density in an established residential area within walking distance of local facilities. The proposed development is respectful of the existing neighbourhood character in terms of built form and landscape response.

The proposal will also provide a sensitive and appropriate interface with adjoining streetscapes, buildings and residential areas as required by the objectives of the Incremental Change Area.

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

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

***'Purpose' and 'Decision Guidelines' of the General Residential Zone –
Schedule 1:***

The subject site is located within the GRZ1. The purpose and decision guidelines of the zone have been considered as part of the assessment of the application. The proposal is considered to be generally consistent with the Zone 'Purpose' and the 'Decision Guidelines' of Clause 32.08-13 (with appropriate conditions).

Schedule 1 to the GRZ relates to the Incremental Change (Five Minute Neighbourhood), with the following neighbourhood character objectives:

- *To accommodate modest housing growth in the form of townhouses and units within walking distance of Activity Centres.*
- *To ensure new medium density development provides a sensitive and appropriate interface with adjoining streetscapes, buildings and residential areas.*
- *To ensure upper levels of buildings, are set back to minimise dominance within the streetscape.*
- *Encourage walls on boundaries to be setback from the building facade to provide space for landscaping, building articulation and appearance of space between dwellings.*
- *To encourage the retention and planting of canopy trees in the front setback and encourage low or open style front fences.*

The proposal satisfies the mandatory requirements of the zone relating to garden area and building height.

Whilst the proposed garden area is not indicated on the submitted plans, it is calculated to exceed the minimum of 35% that is required for a land area of 838 square metres. The maximum building height requirement under the zone for the site is 11 metres and three-storey. The new dwellings will be two-storey and have a maximum height of 6.9 metres; therefore, comply with the mandatory height requirement of the zone.

The proposal is considered to satisfy all the objectives of Clause 55 of the Planning Scheme. The proposal satisfies the specific ResCode provisions in the clause schedule in relation to landscaping, side and rear setbacks, and front fence height.

The proposal is consistent with the purpose of GRZ1 by providing for diversity in housing types that respect the neighbourhood character of the area in an area with good access to transport and community facilities.

Particular Provisions:

- Clause 52.06 Car Parking:

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

The existing dwelling and one of the new dwellings (Dwelling 1) contain two bedrooms and are provided with one car space each. The existing dwelling is provided with an open car space and Dwelling 1 is provided with a single garage. Dwelling 2 is a three-bedroom dwelling and is provided with two car spaces in the form of a single garage and an additional open car space.

As a result, the proposed development meets that car parking requirements set out in Clause 52.06 of the planning scheme and no car parking reduction is sought as part of this application. The proposal also satisfies Clause 52.06-9 with regard to design standards for car parking except for the sight distance issue as discussed which can be rectified via the inclusion of a relevant permit condition.

- Clause 53.01 Public Open Space Contribution and Subdivision:

A person who proposes to subdivide land must contribute to the council for public open space in an amount specified in the schedule to this clause.

The subject site is considered to be Residential Subdivision (infill) and the Schedule to Clause 53.01 of the Scheme specifies 5 per cent net developable area in cash or land contribution (any land contribution must be unencumbered) which will be required as condition of approval.

- Clause 53.18 – Stormwater Management in Urban Development:

The proposal complies with the purpose of the clause, which is:

- *To ensure that stormwater in urban development, including retention and reuse, is managed to mitigate the impacts of stormwater on the environment, property and public safety, and to provide cooling, local habitat and amenity benefits.*

Whilst stormwater drainage plans were not submitted with the application, the proposal is capable of meeting the requirements of the clause, subject to conditions of approval that will require the submission of stormwater drainage plans to be prepared by a qualified drainage engineer.

- Clause 55 Two or More Dwellings on a Lot:

A detailed assessment of the proposal against the objectives and relevant standards of Clause 55 have been considered as part of the assessment of the application. The proposal is considered to be generally consistent with the objectives of the relevant standards of Clause 55 as well as the variations contained within Schedule 1 to the General Residential Zone.

- Clause 56 Residential Subdivision:

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

As the proposed subdivision is based on a proposed development permit, a detailed assessment of the proposed subdivision against the standards and objectives of Clause 56 of the Scheme is not considered to be required. The proposed development on which the subdivision is based is assessed to comply with the relevant objectives and standards of Clause 55 of the Scheme and demonstrated an acknowledgment of the pattern and configuration of the surrounding residential character. It also revealed an appropriate design response for the site. The proposed subdivision will consist of 3 lots and each lot will contain a proposed dwelling.

Clause 65 (Decision Guidelines):

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

- The Planning Policy Framework and Municipal Planning Strategy
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision
- The orderly planning of the area.
- The effect on the amenity of the area
- The proximity of the land to any public land.
- The suitability of the land for subdivision.
- The existing use and possible future development of the land and nearby land.
- The subdivision pattern having regard to the physical characteristics of the land including existing vegetation.
- The density of the proposed development.
- The area and dimensions of each lot in the subdivision.
- The movement of pedestrians and vehicles throughout the subdivision and the ease of access to all lots.
- The design and siting of buildings having regard to safety and the risk of spread of fire.
- The provision of off-street parking.
- The availability and provision of utility services, including water, sewerage, drainage, electricity and gas.

Other

Council has the following options in regard to this application:

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

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



Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1.  Development and subdivision plans
2.  Site context plan
3. Objections (Published Separately)

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

4. Location of objectors (Published Separately)

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

14.5

Planning permit application 2021/169 - 14 High Street, Moe

1	Development and subdivision plans.....	146
2	Site context plan	162

TOWN PLANNING APPLICATION

PROPOSED 3 LOT SUBDIVISION AND MULTI- DWELLINGS ON A LOT AT 14 HIGH STREET, MOE

PROJECT NO: 1902

MAY 2021

REVISION: (P1)

DRAWING LIST

NUMBER	SHEET NAME
TP00	COVER PAGE
TP01	EXISTING CONDITIONS & DESIGN RESPONSE
TP02	SITE CONTEXT
TP03	SITE ANALYSIS PLAN
TP04	PROPOSED GROUND & LANDSCAPE PLAN
TP05	PROPOSED LEVEL 1 FLOOR PLAN
TP06	ELEVATIONS SHEET 1
TP07	ELEVATIONS SHEET 2
TP08	SHADOW DIAGRAMS
TP09	STREETSCAPE
TP10	UNIT 1 FLOOR PLANS & ELEVATIONS
TP11	UNIT 2 FLOOR PLANS & ELEVATIONS



COPYRIGHTS. ALL RIGHTS RESERVED.

RESIDENCE, 14 HIGH ST, MOE

COVER PAGE

TOWN PLANNING ISSUE

PROJECT NUMBER 1902	DRAWING NUMBER TP00	REVISION (P1)
DATE 19-04-2021	DRAWN PD	CHECKED PD
		SCALE AS SHOWN@A3

PIERRE DUBOIS PTY LTD ARCHITECTS ABN 87 110 467 108
PO BOX 273, KEW VICTORIA 3101 AUSTRALIA
EMAIL: DUBOIS@INET.NET.AU

Pierre Dubois + Partners
Architects



EXISTING CONDITIONS - SITE PLAN 1:500

DESIGN RESPONSE

THE PROPOSAL INVOLVES THE DEVELOPMENT OF TWO NEW 2 STOREY DWELLINGS ON SEPARATE LOTS TO THE EXISTING SINGLE STOREY DWELLING TO REMAIN ON ITS OWN LOT.

THE DESIGN OF EACH DWELLING UTILISES THE TRADITIONAL BUILDING STYLE AND MATERIALS USED ON THE SITE AND THE SURROUNDING AREA OF MOE.

ASPECTS OF THE LOCAL NEIGHBOURHOOD CHARACTER INCLUDE PITCHED ROOFS, WEATHERBOARD AND BRICK FACADES, SINGLE AND TWO STOREY DWELLINGS SURROUNDED WITH TIMBER PALING FENCES COMMONLY USED.

THE PROPOSAL ENGAGES ALL THESE FORMS AND STYLES.

THE RETENTION OF THE EXISTING SINGLE STOREY WEATHERBOARD BUILDING WITH A MIX OF NEW TWO STOREY DWELLINGS REFLECTS A SCALE TO THE TWO STOREY BUILDING TO THE ADJACENT SITE AND THE OTHER TWO STOREY DWELLINGS OF ITS NEIGHBOURS.

PITCHED ROOFING WITH GABLE FRONTS IDENTIFY BUILDING FRONTAGE AND ASPECTS TOWARDS LOCAL STREETS.

A COMBINATION OF TRADITIONAL BRICKWORK AND WEATHERBOARD WALLS BLEND WITH THE EXISTING STREETScape AND LOCAL NEIGHBOURHOOD CHARACTER.

COLOURS AND TEXTURES CONTRIBUTE POSITIVELY AND COMPLEMENT THE LIGHT BROWNS AND CREAMS GENERALLY FOUND IN LOCAL BUILDING FORMS. GREY METAL ROOF CLADDING IS A COMMONLY USED TYPE REPEATED HERE.

SITE ORIENTATION OF THE NEW DWELLINGS MAXIMISES NORTHERN SUNLIGHT TO PRIVATE OPEN SPACES WITH DIRECT LINKAGE TO LIVING, DINING AND KITCHEN AREAS.

BEDROOMS ARE ORIENTATED TO MAINTAIN PRIVACY, GOOD DAYLIGHT AND VENTILATION AND AWAY FROM WEST SUN TO REDUCE HEAT GAIN DURING HOT SUMMER MONTHS.

SITE ACCESS IS MINIMISED TO TWO OF THE THREE STREET FRONTAGES AVAILABLE TO THE SUBJECT SITE. THE EXISTING DWELLING OFF HIGH STREET WILL REQUIRE A NEW VEHICULAR ACCESS WHILE THE NEW DWELLINGS SHARE A COMMON DRIVEWAY AND SINGLE CROSSOVER FROM BENTLEY STREET TO THE SOUTH OF THE SITE.

ON-SITE CAR PARKING IS PROVIDED IN ACCORDANCE WITH DESIGN REQUIREMENTS WITH AMPLE OVERFLOW STREET PARKING AVAILABLE ACROSS THE THREE STREET FRONTAGES TO THE SITE.

TIMBER PICKET FRONT FENCING OF THE EXISTING RESIDENCE IS TO BE MAINTAINED AND THE NEW BENTLEY STREET FRONTAGE SHALL UTILISE LOW METAL RAILING FENCING WHILE THE SIDES OF THE PROPERTY SHALL REPLACE THE DETERIORATED TIMBER PALING WITH NEW COLORBOND METAL FENCING.

THE OVERALL SITE IS WELL LOCATED TO ALL PUBLIC TRANSPORT INCLUDING BUS STOP AND TRAIN STATION. IT'S WALKING PROXIMITY TO LOCAL SHOPPING CENTRES AND MOE'S TOWNSHIP OFFERS SIGNIFICANT COMMUNITY, RECREATIONAL AND COMMERCIAL AMENITY.

COPYRIGHTS. ALL RIGHTS RESERVED.

RESIDENCE, 14 HIGH ST, MOE

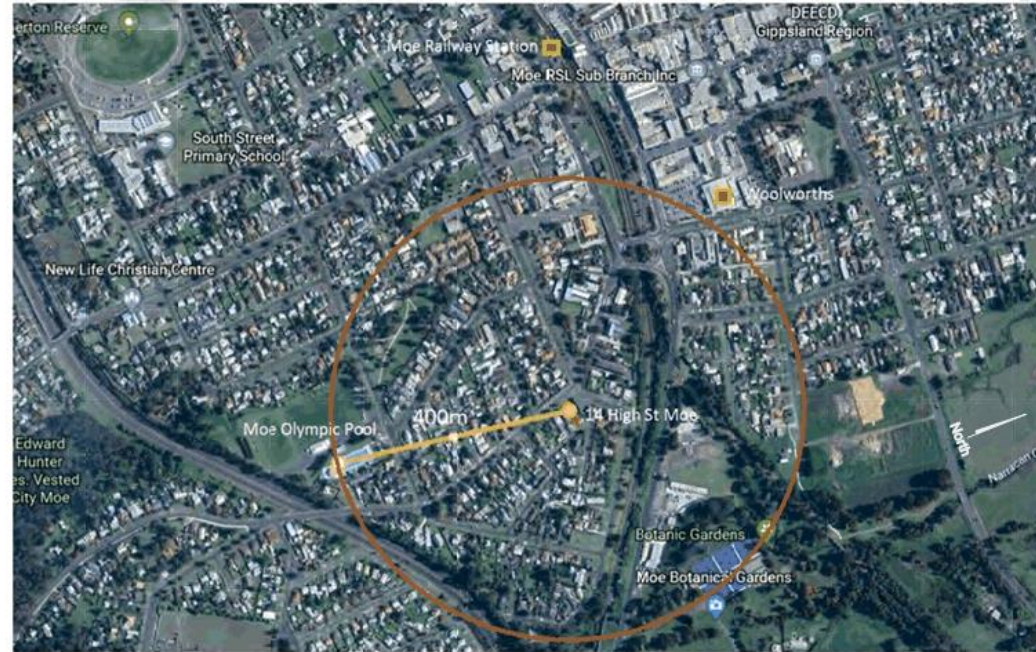
EXISTING CONDITIONS & DESIGN RESPONSE TOWN PLANNING ISSUE

PROJECT NUMBER 1902	DRAWING NUMBER TP01	REVISION (P1)
DATE 19-04-2021	DRAWN PD	CHECKED PD
		SCALE AS SHOWN@A3



PIERRE DUBOIS PTY LTD ARCHITECTS ABN 87 110 467 108
PO BOX 273, KEW VICTORIA 3101 AUSTRALIA
EMAIL: DUBOIS@INET.NET.AU

Pierre Dubois + Partners
Architects



SITE CONTEXT



HIGH ST (WEST) STREETScape



BENTLEY ST (EAST) STREETScape



RAILWAY CRESCENT/MOONDARRA ST (NORTH) STREETScape

COPYRIGHTS. ALL RIGHTS RESERVED.

RESIDENCE, 14 HIGH ST, MOE

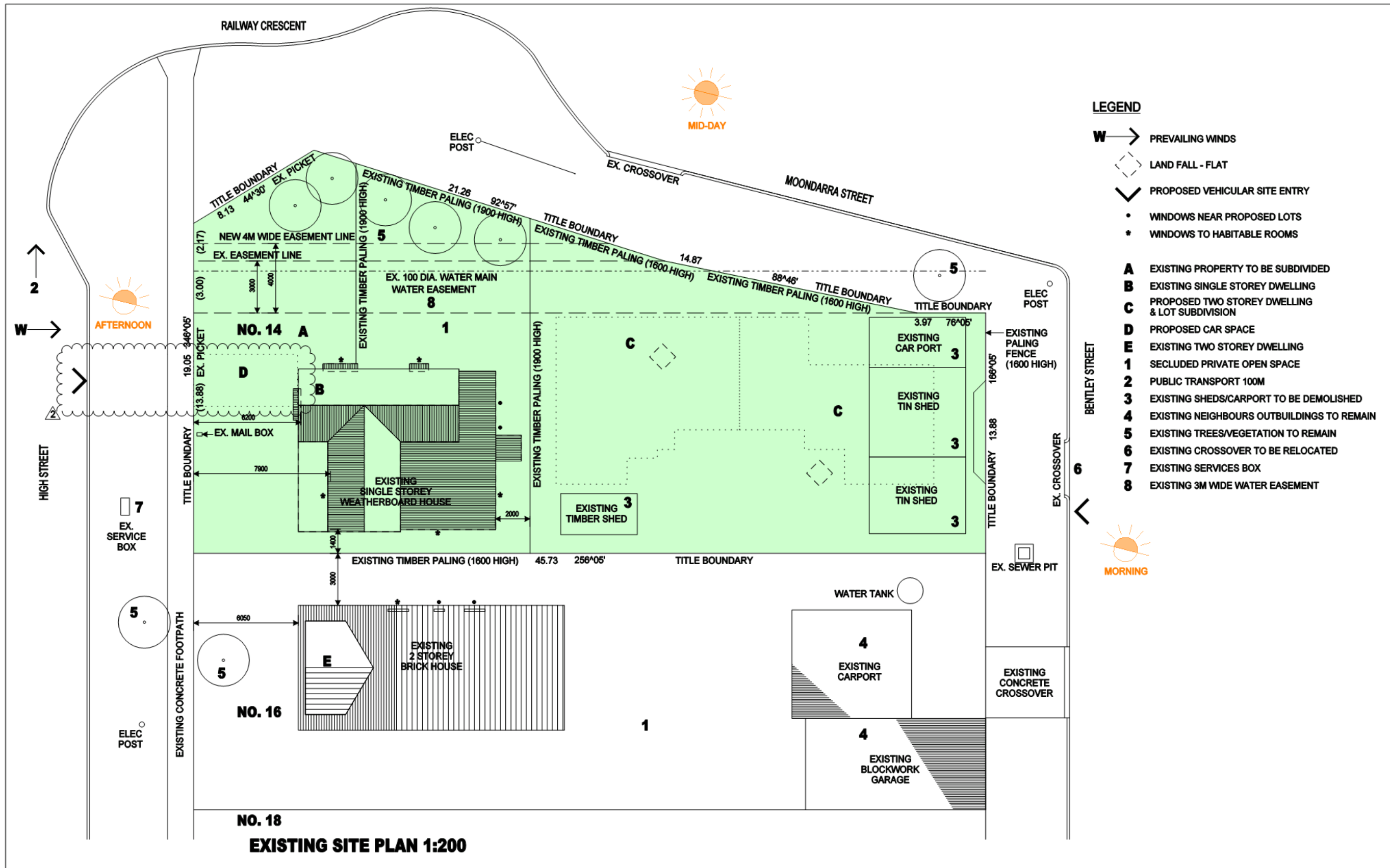
SITE CONTEXT

TOWN PLANNING ISSUE

PROJECT NUMBER 1902	DRAWING NUMBER TP02	REVISION (-)
DATE 19-04-2021	DRAWN PD	CHECKED PD
		SCALE AS SHOWN@A3

PIERRE DUBOIS PTY LTD ARCHITECTS ABN 87 110 467 108
PO BOX 273, KEW VICTORIA 3101 AUSTRALIA
EMAIL: DUBOIS@INET.NET.AU

Pierre Dubois + Partners
Architects



- LEGEND**
- W** → PREVAILING WINDS
 - ◻ LAND FALL - FLAT
 - ↘ PROPOSED VEHICULAR SITE ENTRY
 - WINDOWS NEAR PROPOSED LOTS
 - * WINDOWS TO HABITABLE ROOMS
 - A** EXISTING PROPERTY TO BE SUBDIVIDED
 - B** EXISTING SINGLE STOREY DWELLING
 - C** PROPOSED TWO STOREY DWELLING & LOT SUBDIVISION
 - D** PROPOSED CAR SPACE
 - E** EXISTING TWO STOREY DWELLING
 - 1** SECLUDED PRIVATE OPEN SPACE
 - 2** PUBLIC TRANSPORT 100M
 - 3** EXISTING SHEDS/CARPORT TO BE DEMOLISHED
 - 4** EXISTING NEIGHBOURS OUTBUILDINGS TO REMAIN
 - 5** EXISTING TREES/VEGETATION TO REMAIN
 - 6** EXISTING CROSSOVER TO BE RELOCATED
 - 7** EXISTING SERVICES BOX
 - 8** EXISTING 3M WIDE WATER EASEMENT

EXISTING SITE PLAN 1:200

COPYRIGHTS. ALL RIGHTS RESERVED.

NO.	REVISION	DATE	BY
1.	TP ISSUE	21.05.2021	PD
2.	LCC COMMENTS UPDATE	30.06.2021	PD

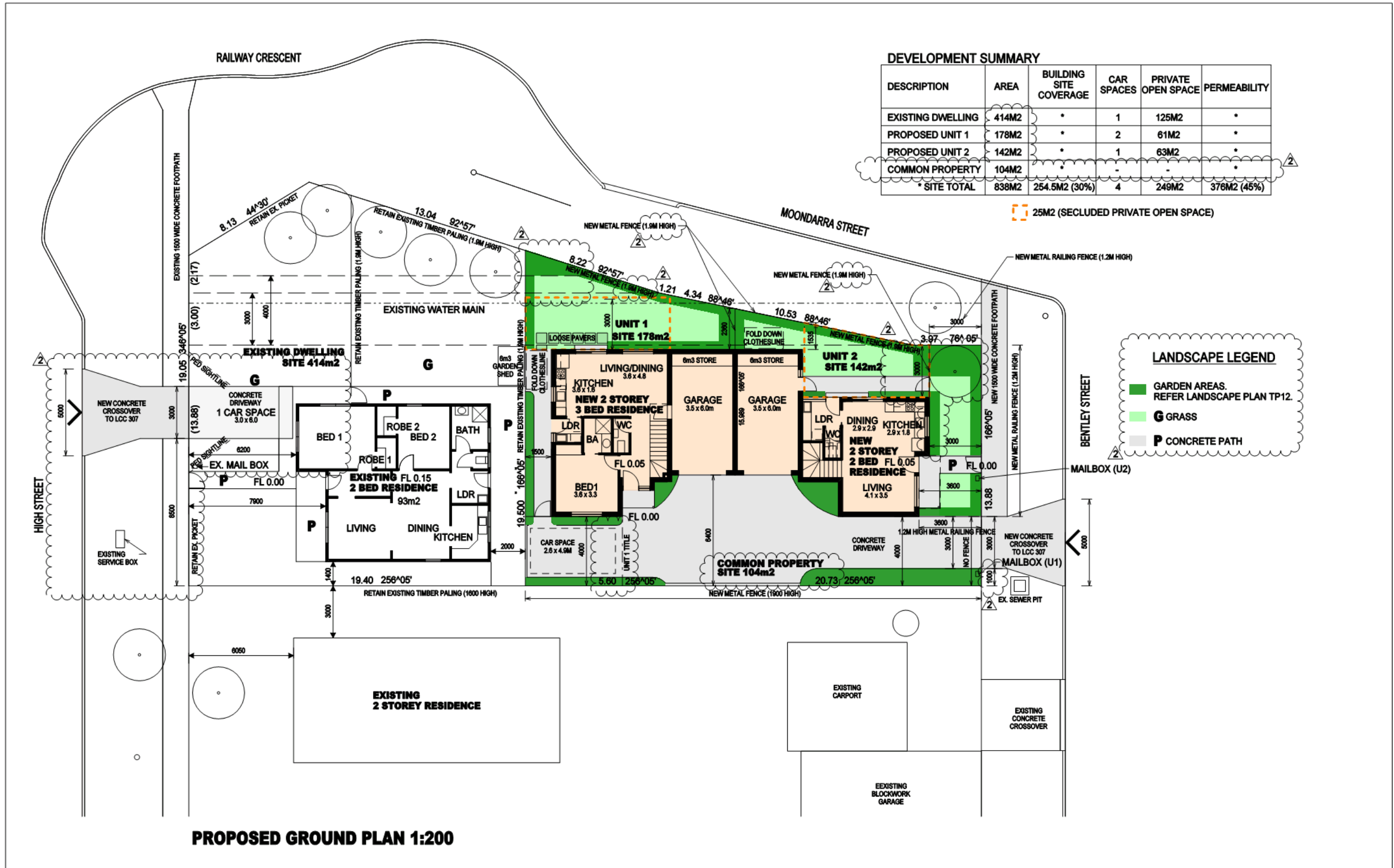
RESIDENCE, 14 HIGH ST, MOE
SITE ANALYSIS **TOWN PLANNING ISSUE**

PROJECT NUMBER 1902	DRAWING NUMBER TP03	REVISION (P2)
DATE 19-04-2021	DRAWN PD	CHECKED PD
		SCALE AS SHOWN@A3



PIERRE DUBOIS PTY LTD ARCHITECTS ABN 87 110 467 108
 PO BOX 273, KEW VICTORIA 3101 AUSTRALIA
 EMAIL: DUBOIS@INET.NET.AU

Pierre Dubois + Partners
 Architects



DEVELOPMENT SUMMARY

DESCRIPTION	AREA	BUILDING SITE COVERAGE	CAR SPACES	PRIVATE OPEN SPACE	PERMEABILITY
EXISTING DWELLING	414M2	*	1	125M2	*
PROPOSED UNIT 1	178M2	*	2	61M2	*
PROPOSED UNIT 2	142M2	*	1	63M2	*
COMMON PROPERTY	104M2	*	-	-	*
* SITE TOTAL	838M2	254.5M2 (30%)	4	249M2	376M2 (45%)

25M2 (SECLUDED PRIVATE OPEN SPACE)

LANDSCAPE LEGEND

- GARDEN AREAS. REFER LANDSCAPE PLAN TP12.
- G GRASS
- P CONCRETE PATH

PROPOSED GROUND PLAN 1:200

COPYRIGHTS. ALL RIGHTS RESERVED.

NO.	REVISION	DATE	BY
1	TP ISSUE	21.05.2021	PD
2	LCC & AUTHORITIES COMMENTS UPDATE	30.06.2021	PD

RESIDENCE, 14 HIGH ST, MOE

PROPOSED GROUND PLAN

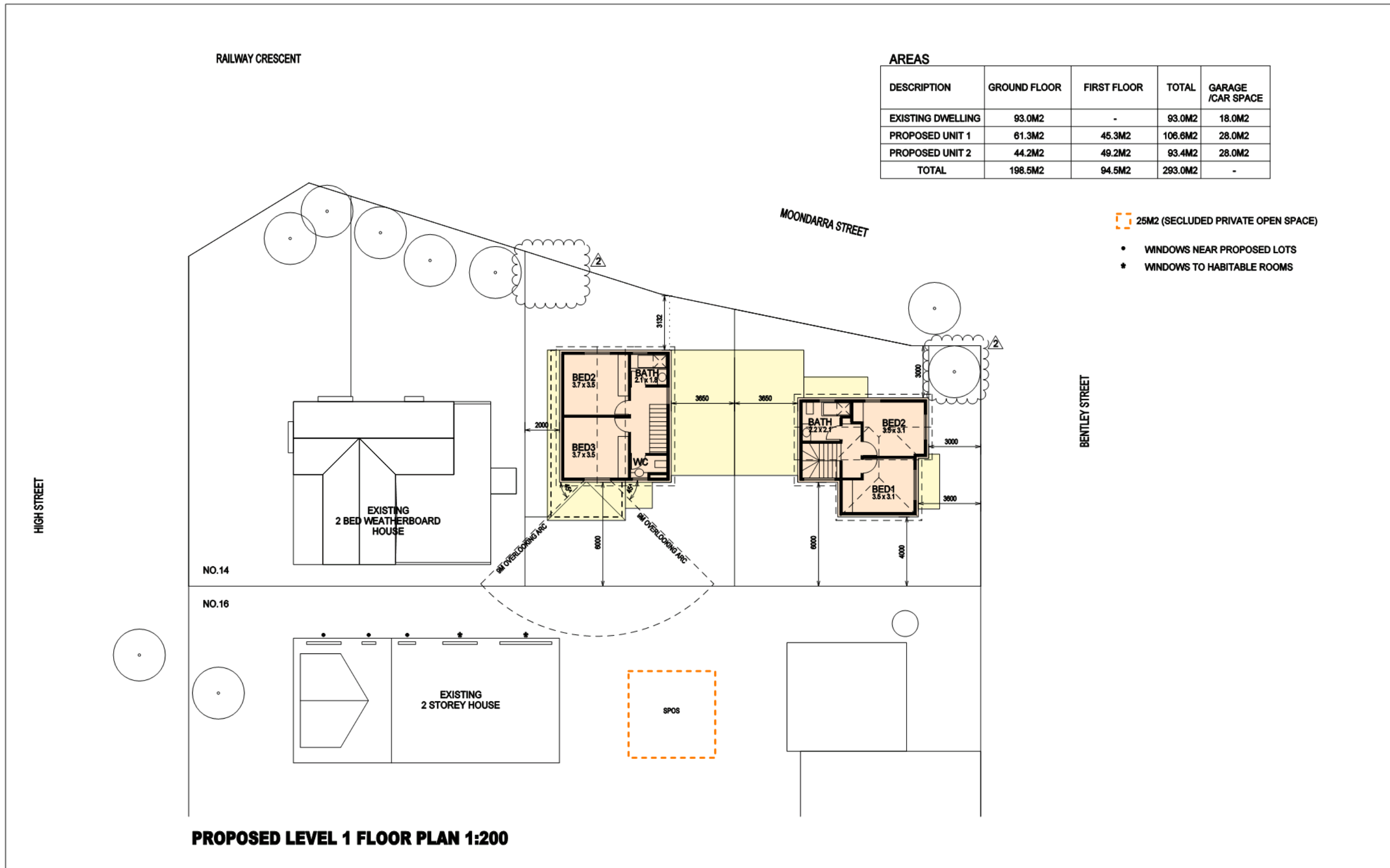
TOWN PLANNING ISSUE

PROJECT NUMBER 1902	DRAWING NUMBER TP04	REVISION (P2)
DATE 19-04-2021	DRAWN PD	CHECKED PD
	SCALE AS SHOWN@A3	



PIERRE DUBOIS PTY LTD ARCHITECTS ABN 87 110 467 108
PO BOX 273, KEW VICTORIA 3101 AUSTRALIA
EMAIL: DUBOIS@INET.NET.AU

Pierre Dubois + Partners
Architects



AREAS

DESCRIPTION	GROUND FLOOR	FIRST FLOOR	TOTAL	GARAGE /CAR SPACE
EXISTING DWELLING	93.0M2	-	93.0M2	18.0M2
PROPOSED UNIT 1	61.3M2	45.3M2	106.6M2	28.0M2
PROPOSED UNIT 2	44.2M2	49.2M2	93.4M2	28.0M2
TOTAL	198.5M2	94.5M2	293.0M2	-

- 25M2 (SECLUDED PRIVATE OPEN SPACE)
- WINDOWS NEAR PROPOSED LOTS
- * WINDOWS TO HABITABLE ROOMS

PROPOSED LEVEL 1 FLOOR PLAN 1:200

COPYRIGHTS. ALL RIGHTS RESERVED.

NO.	REVISION	DATE	BY
1.	TP ISSUE	21.05.2021	PD
2.	LCC & AUTHORITIES COMMENTS UPDATE	30.06.2021	PD



RESIDENCE, 14 HIGH ST, MOE
PROPOSED LEVEL 1 FLOOR PLAN **TOWN PLANNING ISSUE**

PROJECT NUMBER 1902	DRAWING NUMBER TP05	REVISION (P2)
DATE 19-04-2021	DRAWN PD	CHECKED PD
		SCALE AS SHOWN@A3

PIERRE DUBOIS PTY LTD ARCHITECTS ABN 87 110 467 108
 PO BOX 273, KEW VICTORIA 3101 AUSTRALIA
 EMAIL: DUBOIS@INET.NET.AU

Pierre Dubois + Partners
 Architects



NORTH ELEVATION (MOONDARRA STREET) 1:200

- ROOFS PITCHED METAL ROOF CLADDING - COLOUR COLORBOND SURFMIST
GUTTERS & DOWNPIPES & FLASHINGS - COLORBOND SURFMIST
FASCIA - COLORBOND SURFMIST
- WALLS EF1. BRICKWORK - COLOUR LIGHT BROWN
EF2. VINYL WEATHERBOARD CLADDING - COLOUR VANILLA
- WINDOWS ALUMINIUM AWNINGS - POWDERCOAT WHITE
- DOORS TIMBER SOLID CORE. PAINTED CHARCOAL/BLACK. FRAME WHITE
- GARAGE DOORS ROLLER DOOR. COLORBOND MONUMENT
- FENCES 1.9M HIGH METAL FENCE - COLORBOND STRATCO SUPERDEK. COLOUR: MERINO.
2. 1.2M HIGH METAL RAILING FENCE - COLORBOND STRATCO CAMBRIDGE. COLOUR: EBONY.



SOUTH ELEVATION 1:200

COPYRIGHTS. ALL RIGHTS RESERVED.

NO.	REVISION	DATE	BY
1.	TP ISSUE	21.05.2021	PD
2.	LCC & AUTHORITIES COMMENTS UPDATE	30.06.2021	PD

RESIDENCE, 14 HIGH ST, MOE

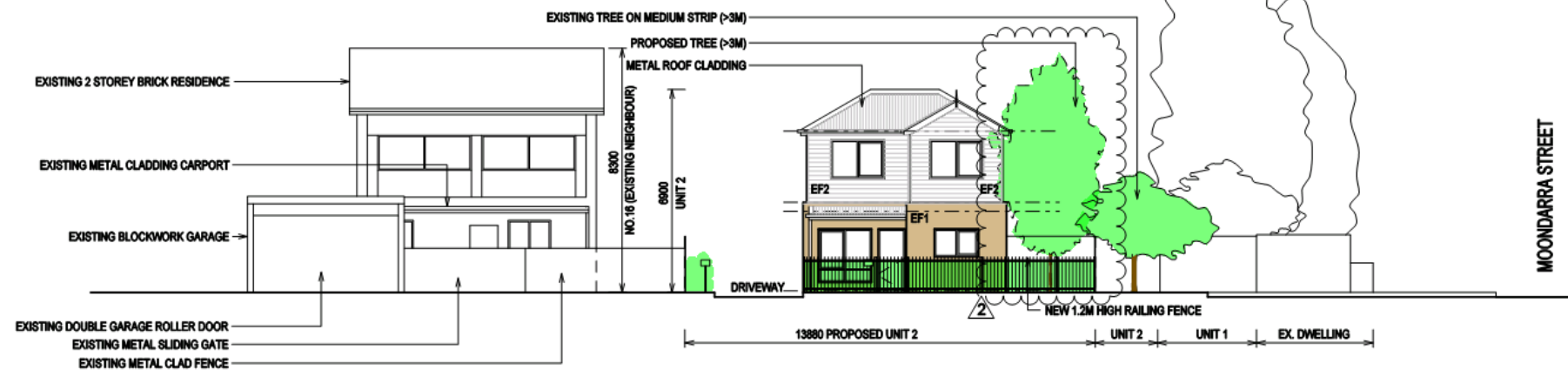
PROPOSED ELEVATIONS - SHEET 1

TOWN PLANNING ISSUE

PROJECT NUMBER 1902	DRAWING NUMBER TP06	REVISION (P2)
DATE 19-04-2021	DRAWN PD	CHECKED PD
		SCALE AS SHOWN@A3

PIERRE DUBOIS PTY LTD ARCHITECTS ABN 87 110 467 108
PO BOX 273, KEW VICTORIA 3101 AUSTRALIA
EMAIL: DUBOIS@INET.NET.AU

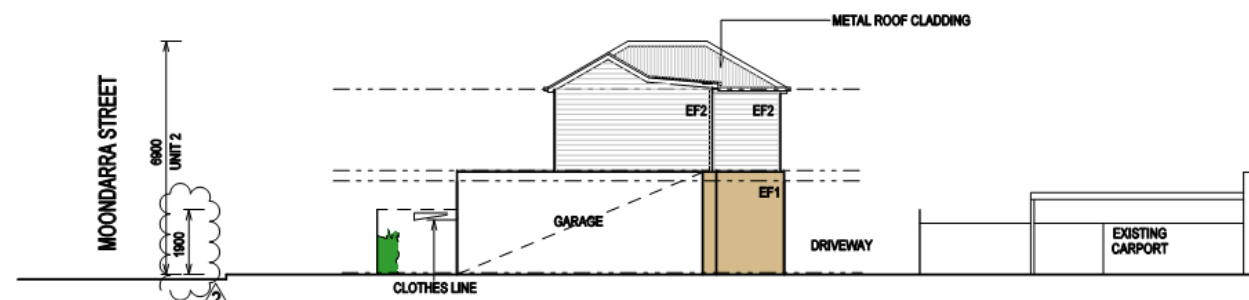
Pierre Dubois + Partners
Architects



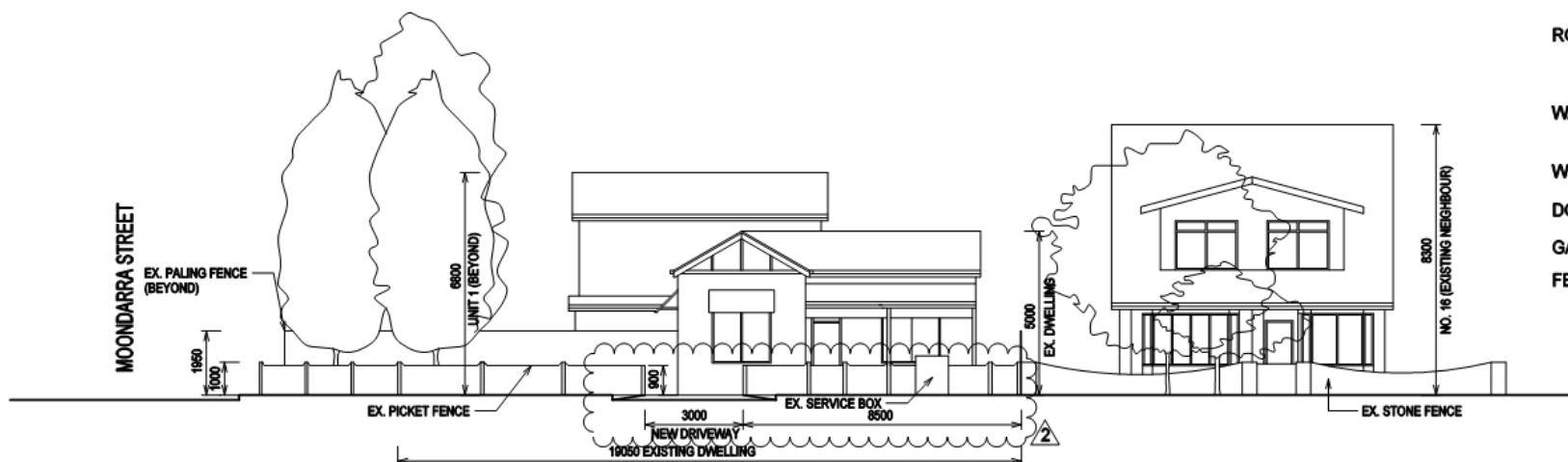
EAST ELEVATION UNIT 2 (BENTLEY STREET) 1:200



WEST ELEVATION (UNIT 1) 1:200



WEST ELEVATION (UNIT 2) 1:200



WEST ELEVATION (HIGH STREET) - EX. DWELLING 1:200

- ROOFS
PITCHED METAL ROOF CLADDING - COLOUR COLORBOND SURFMIST
GUTTERS & DOWNPIPES & FLASHINGS - COLORBOND SURFMIST
FASCIA - COLORBOND SURFMIST
- WALLS
EF1. BRICKWORK - COLOUR LIGHT BROWN
EF2. VINYL WEATHERBOARD CLADDING - COLOUR VANILLA
- WINDOWS
ALUMINIUM AWNINGS - POWDERCOAT WHITE
- DOORS
TIMBER SOLID CORE. PAINTED CHARCOAL/BLACK. FRAME WHITE
- GARAGE DOORS
ROLLER DOOR. COLORBOND MONUMENT
- FENCES
1. 1.9M HIGH METAL FENCE - COLORBOND STRATCO SUPERDEK. COLOUR: MERINO.
2. 1.2M HIGH METAL RAILING FENCE - COLORBOND STRATCO CAMBRIDGE. COLOUR: EBONY.

COPYRIGHTS. ALL RIGHTS RESERVED.

NO.	REVISION	DATE	BY
1.	TP ISSUE	21.05.2021	PD
2.	LCC & AUTHORITIES COMMENTS UPDATE	30.06.2021	PD

RESIDENCE, 14 HIGH ST, MOE

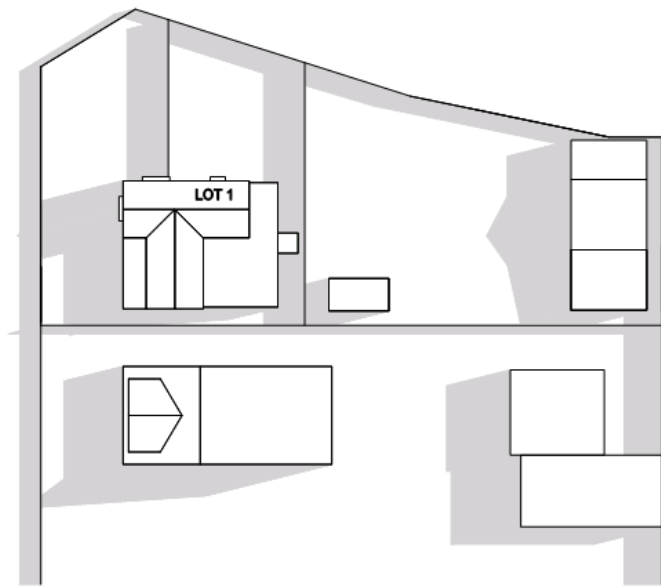
PROPOSED ELEVATIONS - SHEET 2

TOWN PLANNING ISSUE

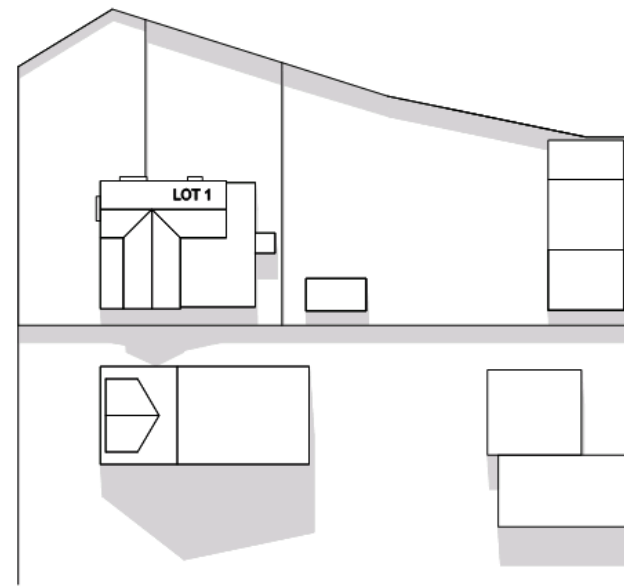
PROJECT NUMBER	DRAWING NUMBER	REVISION
1902	TP07	(P2)
DATE	DRAWN	CHECKED
19-04-2021	PD	PD
		SCALE
		AS SHOWN@A3

PIERRE DUBOIS PTY LTD ARCHITECTS ABN 87 110 467 108
PO BOX 273, KEW VICTORIA 3101 AUSTRALIA
EMAIL: DUBOIS@INET.NET.AU

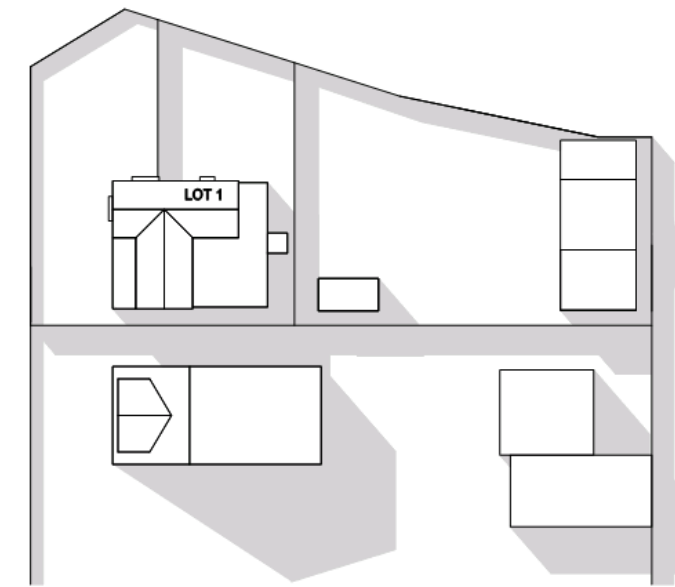
Pierre Dubois + Partners
Architects



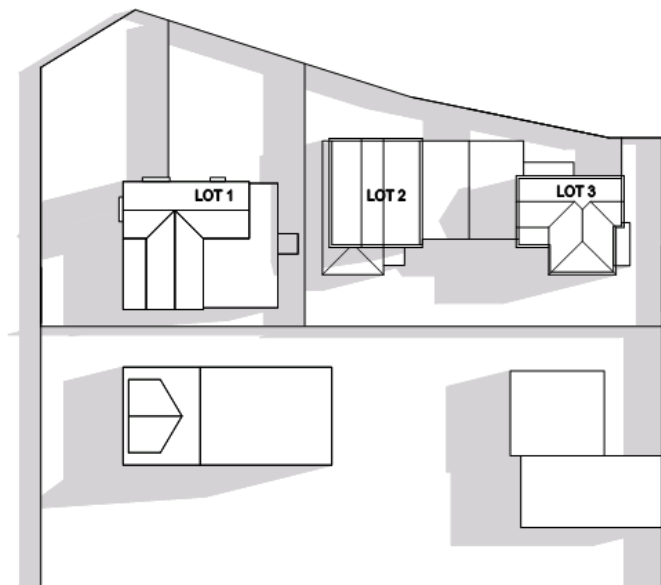
EXISTING SHADOW DIAGRAMS - 22 SEPTEMBER
9AM



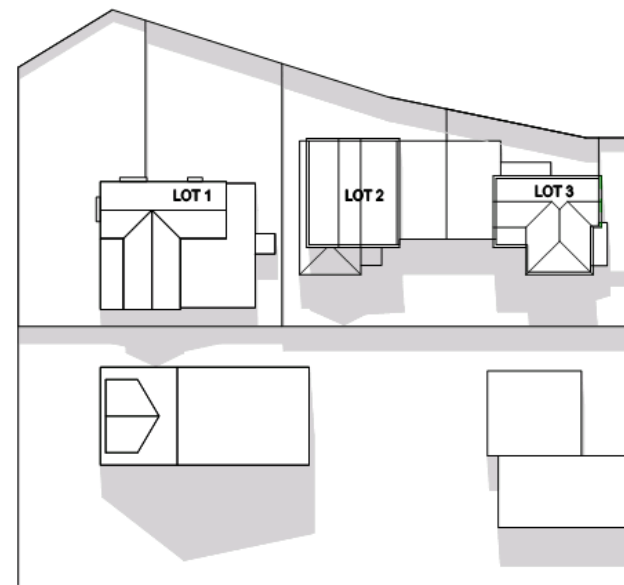
1PM



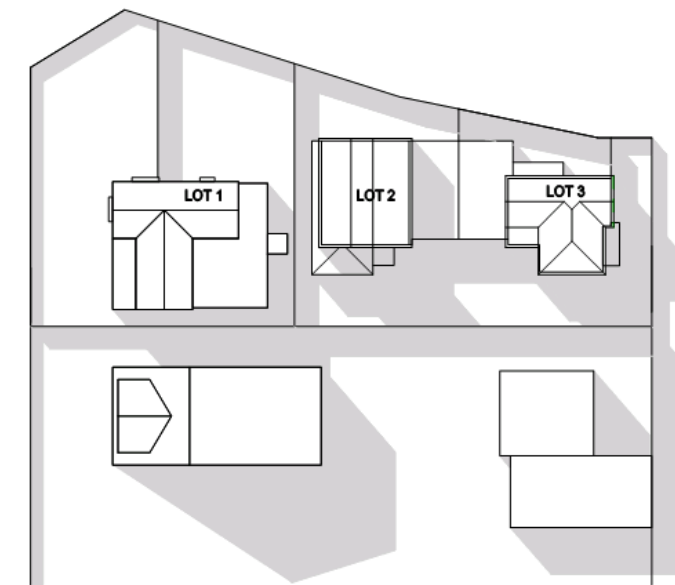
3PM



PROPOSED SHADOW DIAGRAMS - 22 SEPTEMBER
9AM



1PM



3PM

COPYRIGHTS. ALL RIGHTS RESERVED.

RESIDENCE, 14 HIGH ST, MOE

SHADOW DIAGRAMS

TOWN PLANNING ISSUE



PROJECT NUMBER 1902	DRAWING NUMBER TP08	REVISION (P1)
DATE 19-04-2021	DRAWN PD	CHECKED PD
		SCALE AS SHOWN@A3

PIERRE DUBOIS PTY LTD ARCHITECTS ABN 87 110 467 108
 PO BOX 273, KEW VICTORIA 3101 AUSTRALIA
 EMAIL: DUBOIS@INET.NET.AU

Pierre Dubois + Partners
 Architects



- ROOFS
PITCHED METAL ROOF CLADDING - COLOUR COLORBOND SURFMIST
GUTTERS & DOWNPIPES & FLASHINGS - COLORBOND SURFMIST
FASCIA - COLORBOND SURFMIST
- WALLS
EF1. BRICKWORK - COLOUR LIGHT BROWN
EF2. VINYL WEATHERBOARD CLADDING - COLOUR VANILLA
- WINDOWS
ALUMINIUM AWNINGS - POWDERCOAT WHITE
- DOORS
TIMBER SOLID CORE. PAINTED CHARCOAL/BLACK. FRAME WHITE
- GARAGE DOORS
ROLLER DOOR. COLORBOND MONUMENT
- FENCES
1.9M HIGH METAL FENCE - COLORBOND STRATCO SUPERDEK. COLOUR: MERINO.
1.2M HIGH METAL RAILING FENCE - COLORBOND STRATCO CAMBRIDGE. COLOUR: EBONY.

COPYRIGHTS. ALL RIGHTS RESERVED.

NO.	REVISION	DATE	BY
1.	TP ISSUE	21.05.2021	PD
2.	LCC COMMENTS UPDATE	30.06.2021	PD

RESIDENCE, 14 HIGH ST, MOE

UNIT 1 FLOOR PLAN & ELEVATIONS

TOWN PLANNING ISSUE

PROJECT NUMBER	DRAWING NUMBER	REVISION
1902	TP10	(P2)
DATE	DRAWN	CHECKED
19-04-2021	PD	PD
		SCALE
		AS SHOWN@A3



PIERRE DUBOIS PTY LTD ARCHITECTS ABN 87 110 467 108
PO BOX 273, KEW VICTORIA 3101 AUSTRALIA
EMAIL: DUBOIS@INET.NET.AU

Pierre Dubois + Partners
Architects



COPYRIGHTS. ALL RIGHTS RESERVED.

NO.	REVISION	DATE	BY
1.	TP ISSUE	21.05.2021	PD
2.	LCC COMMENTS UPDATE	30.06.2021	PD



RESIDENCE, 14 HIGH ST, MOE

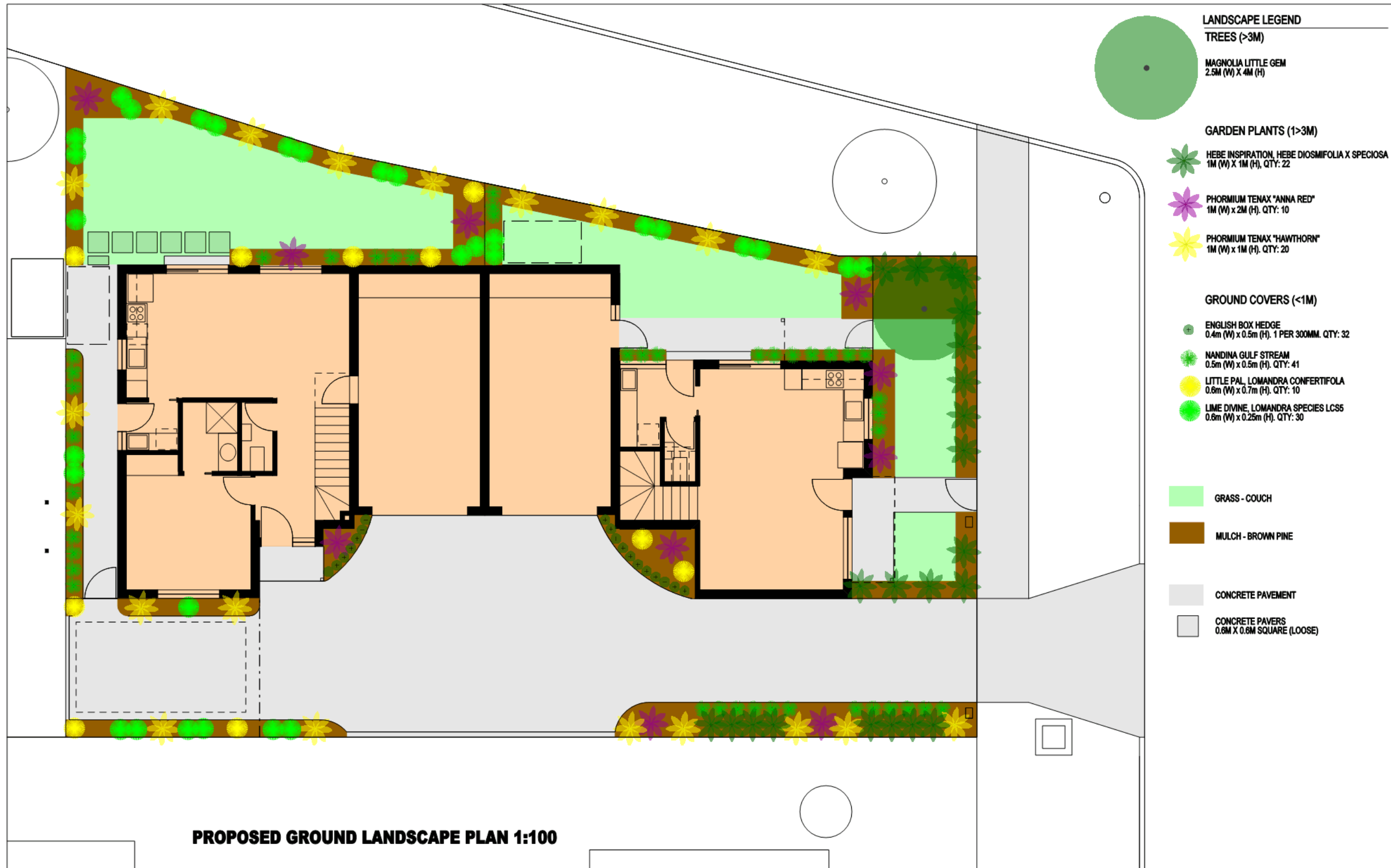
UNIT 2 FLOOR PLAN & ELEVATIONS

TOWN PLANNING ISSUE

PROJECT NUMBER 1902	DRAWING NUMBER TP11	REVISION (P2)
DATE 19-04-2021	DRAWN PD	CHECKED PD
		SCALE AS SHOWN@A3

PIERRE DUBOIS PTY LTD ARCHITECTS ABN 87 110 467 106
PO BOX 273, KEW VICTORIA 3101 AUSTRALIA
EMAIL: DUBOIS@INET.NET.AU

Pierre Dubois + Partners
Architects



PROPOSED GROUND LANDSCAPE PLAN 1:100

COPYRIGHTS. ALL RIGHTS RESERVED.

NO.	REVISION	DATE	BY
1	LCC & AUTHORITIES COMMENTS UPDATE	30.06.2021	PD




**RESIDENCE, 14 HIGH ST, MOE
PROPOSED LANDSCAPE PLAN**

TOWN PLANNING ISSUE

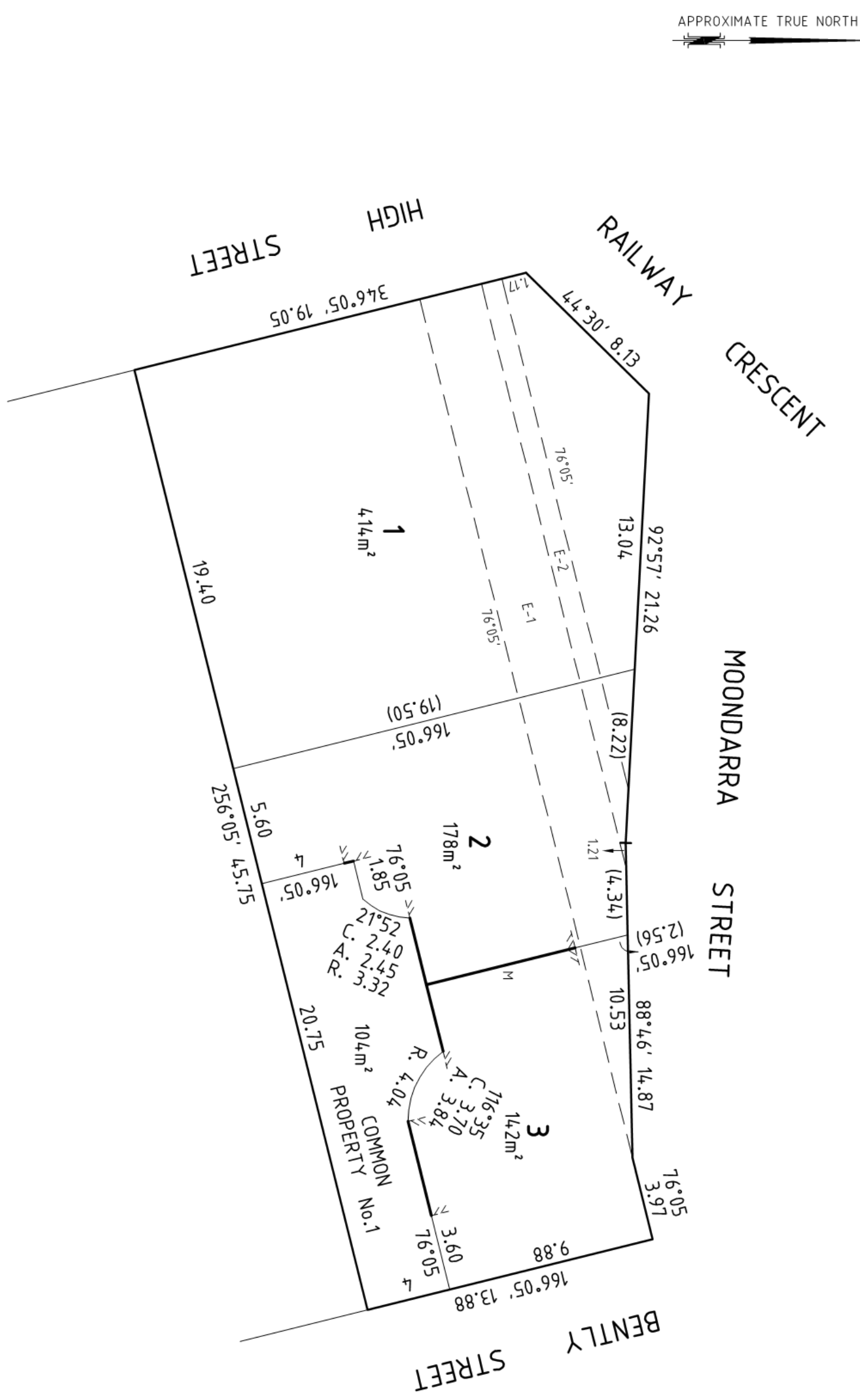
PROJECT NUMBER	DRAWING NUMBER	REVISION	
1902	TP12	(P1)	
DATE	DRAWN	CHECKED	SCALE
19-04-2021	PD	PD	AS SHOWN@A3

PIERRE DUBOIS PTY LTD ARCHITECTS ABN 87 110 467 106
PO BOX 273, KEW VICTORIA 3101 AUSTRALIA
EMAIL: DUBOIS@INET.NET.AU

Pierre Dubois + Partners
Architects

PLAN OF SUBDIVISION		EDITION 1	PS 836808 M	
LOCATION OF LAND PARISH: MOE TOWNSHIP: MOE SECTION: 7 CROWN ALLOTMENT: 8 (PART) CROWN PORTION: TITLE REFERENCE: v.10014 f.254 LAST PLAN REFERENCE: CP168949T POSTAL ADDRESS: 14 HIGH STREET, (at time of subdivision) MOE, VIC, 3825. MGA 2020 CO-ORDINATES: E: 435 815 ZONE: 55 (of approx centre of land N: 5 774 070 in plan)		COUNCIL NAME: CITY OF LATROBE		
VESTING OF ROADS AND/OR RESERVES		NOTATIONS		
IDENTIFIER	COUNCIL/BODY/PERSON			
NIL	NIL			
NOTATIONS		Boundaries shown by thick continuous lines are defined by buildings. Location of boundaries defined by buildings:- - Median: all boundaries marked 'M'. - Exterior Face: all other boundaries.		
DEPTH LIMITATION Does not Apply		LOTS ON THIS PLAN MAY BE AFFECTED BY ONE OR MORE OWNERS CORPORATIONS FOR DETAILS OF ANY OWNERS CORPORATIONS INCLUDING PURPOSE, RESPONSIBILITY, ENTITLEMENT AND LIABILITY SEE OWNERS CORPORATION SEARCH REPORT, OWNERS CORPORATION ADDITIONAL INFORMATION AND, IF APPLICABLE, OWNERS CORPORATION RULES		
SURVEY: This plan is/ is not based on survey.				
STAGING: This is /is not a staged subdivision. Planning Permit No. This survey has been connected to permanent marks No(s). In Proclaimed Survey Area No.				
EASEMENT INFORMATION				
LEGEND: A - Appurtenant Easement E - Encumbering Easement R - Encumbering Easement (Road)				
Section 12(2) of the Subdivision Act 1988 applies to all the land in this plan.				
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of
E-1	WATER SUPPLY	3m	INST. N7776816	MOE WATER BOARD
	WATER SUPPLY	3m	THIS PLAN	GIPPSLAND WATER
E-2	WATER SUPPLY	1m	THIS PLAN	GIPPSLAND WATER
 DICKSON HEARN PTY LTD A.C.N. 162 086 339 685 GLENHUNTLY ROAD, CAULFIELD SOUTH, 3162. Phone (03) 9523 9155 Fax (03) 9523 6926 Email: melb@dicksonhearn.com.au	SURVEYORS FILE REF: 8011		ORIGINAL SHEET SIZE: A3	SHEET 1 OF 2
	PETER ANDREW DENNIS		VERSION 04	

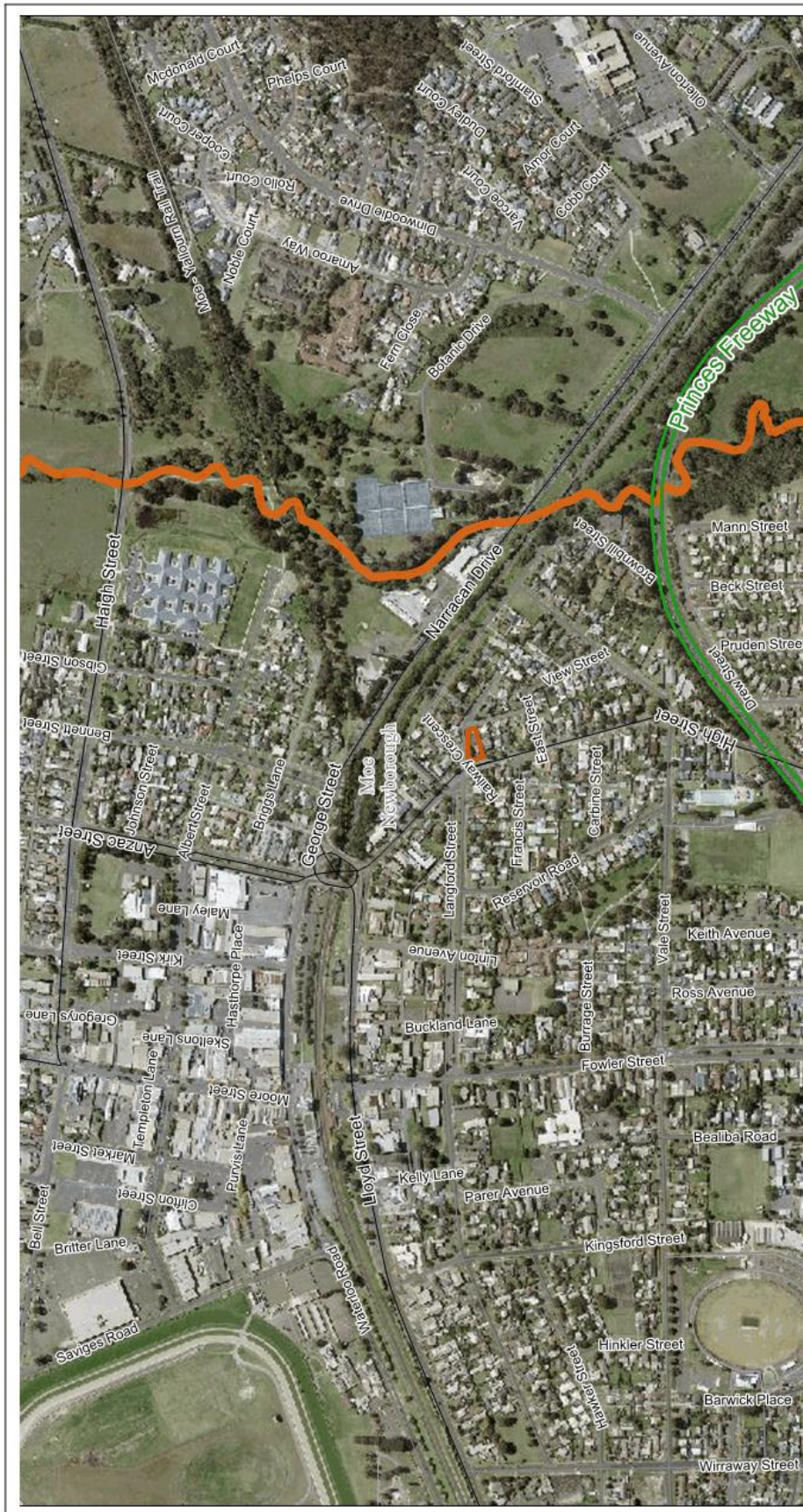
PS 836808 M





DICKSON HEARN PTY LTD
 A.C.N. 162 086 339
 685 GLENHUNTLY ROAD,
 CAULFIELD SOUTH, 3162.
 Phone (03) 9523 9155 Fax (03) 9523 6926
 Email: mel@dicksonhearn.com.au

SCALE	1:200	LENGTHS ARE IN METRES	ORIGINAL SHEET SIZE: A3	SHEET 2
PETER ANDREW DENNIS		VERSION 03		

OWNERS CORPORATION SCHEDULE			/	PS 836808 M				
Owners Corporation No.1			Plan No. PS 836808 M					
Land affected by Owners Corporation: Lots 2 & 3								
Limitations of Owners Corporation: Unlimited								
Notations:								
Lot Entitlement and Lot Liability								
Lot	Entitlement	Liability	Lot	Entitlement	Liability	Lot	Entitlement	Liability
2	10	10						
3	10	10						
Total	20	20						
DICKSON HEARN PTY LTD A.C.N. 162 086 339 685 GLENHUNTLY ROAD, CAULFIELD SOUTH, 3162. Phone (03) 9523 9155 Fax (03) 9523 6926 Email: melb@dicksonhearn.com.au			PETER ANDREW DENNIS VERSION 04			ORIGINAL SHEET SIZE: A3	SHEET 1 OF 1	



	<p>12/11/2021</p>	<p>2021/169 14 High Street, Moe</p>
<p>Scale 1:9028</p>		
<p>Note The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.</p> <p>Disclaimer: The State of Victoria does not warrant the accuracy or completeness of information in this publication and any person using or relying upon such information does so on the basis that the state of Victoria shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information. Latrobe City does not guarantee the accuracy or the currency of the information presented on this map and therefore Latrobe City will not be held liable for any loss or damage arising as a result of using this information. The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for Dig Before You Dig. The compilation of this map is subject to copyright laws and regulations, no part of this map can be reproduced without prior written consent of Latrobe City Council.</p>		
		

Agenda Item: 14.6

Agenda Item: CEO Delegation to Award Contracts

Sponsor: General Manager, City Planning and Assets

Council Plan Objective: CONNECTED

Status: For Decision

Proposed Resolution:

That Council delegates to the Chief Executive Officer (CEO) the power to award the following contracts that are expected to exceed the CEO's financial delegation of \$500,000 including GST subject to the recommended tenders complying with Council's Procurement Policy:

- 1. Gippsland Logistic Precinct – Upgrade of Enterprise Drive – \$800,000 including GST; and**
- 2. Toners Lane Reserve – Twin City Archery Facility Extension – \$550,000 including GST.**

Executive Summary:

Gippsland Logistic Precinct (GLP)

- Council has delegated the Chief Executive Officer (CEO) authority to award contract works up to \$500,000 including GST.
- As part of the GLP development by Council, an upgrade of Enterprise Drive is required to enable access to the first stage of works.
- The upgrade works are estimated at up to \$800,000 including GST.
- A public Expression of Interest process has been completed to undertake the works and two local suppliers selected to progress to the next stage of procurement.
- A closed tender for these works is expected to take place in November 2021. However, the procurement and evaluation process timeline mean a contract could only be presented to Council for award at the February 2022 meeting at the earliest.

- Should the preferred tenderer's submission exceed the CEO delegation a delay until the first Council meeting of 2022 would be required which impacts external grant funding milestones associated with the project.
- To avoid this delay CEO delegation of \$800,000 (including GST) is being requested.
- Not delegating the authority would result in the contracts being reported to Council and delay the start of the works to March 2022 if a decision is made at the February 2022 Council meeting.

Toners Lane Reserve – Twin City Archery facility

- Funding has been provided to construct an extension to the existing archery facility at Toners Lane Reserve in Morwell.
- \$400,000 in funding through stage 2 of the Local Roads Community Infrastructure (LRCI) funding has been provided to Council to construct the extension, with a further \$150,000 in funding provided by Council. Council has secured an extension to the LRCI funding until June 2022.
- An architect has been engaged to complete the concept through to construction drawings for the project. It is expected that this process will be completed by the end of 2021. The project will be tendered in late January 2022 in order to meet the funding completion deadline in June 2022.
- Should the preferred tenderer's submission exceed the CEO delegation a report would not likely be able to be presented until the April 2022 Ordinary Council meeting.
- To avoid this delay CEO delegation of \$550,000(including GST) is being requested.
- Not delegating the authority would result in the contracts being reported to Council and delay the start of the works to May 2022 if a decision is made at the April 2022 Council meeting.

Background:

Gippsland Logistic Precinct

As part of the Gippsland Logistic Precinct (GLP) development by Council, an upgrade of Enterprise Drive is required to enable access to the first stage of works.

The upgrade works are estimated at up to \$800,000 including GST.

A public Expression of Interest process has been completed to undertake the works and two local suppliers selected to progress to the next stage of procurement.

Tenders are typically advertised for three weeks, followed by a period to evaluate submission, seek clarifications, carry out necessary referee checks, and then prepare the evaluation report and associated report either to Council or the Chief Executive Officer.

Where a tender is over the Chief Executive Officer's (CEO) delegated amount of \$500,000 (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.

A closed tender for these works is expected to take place in November. the procurement and evaluation process timeline mean a contract could only be presented to Council for award at the February 2022 meeting at the earliest. Since there is normally no Council meeting held in January and so the next Council meeting is expected to occur in February 2022 which increases the delay to seven weeks.

Council officers propose that Council delegates to the CEO the power to award a contract up to \$800,000 including GST. This will assist in delivering the project in a timely manner.

If Council does not delegate the authority to award the contracts to the CEO, the tenders will be brought to Council for approval at the next available Council meeting following the tender evaluation process.

Although award of the project may be delayed by up to seven weeks this would not jeopardise delivery of the works overall. However, it does impact on end of calendar year milestones associated with the external grant funding associated with the project and this delegation is sought to mitigate that impact.

Toners Lane Reserve – Extension to archery facility

As part of the stage 2 funding from the Local Roads Community Infrastructure (LRCI) funding stream, \$400,000 was allocated to the construction of an extension to the Twin City Archery facility at Toners Lane Reserve in Morwell.

The date for finalisation of all LRCI projects is 30 June 2022.

An architect has been engaged by Council to complete the concept plan through to construction drawings for the project. It is estimated that the cost of construction may exceed the Chief Executive Officer's (CEO) delegation for this project.

Where a tender is over the CEO delegated amount of \$500,000 (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.

A public tender for these works is expected to take place in late January 2022. It is expected that a report would not likely be able to be presented to Council seeking to award this contract until April 2022.

Council officers propose that Council delegates to the CEO the power to award a contract up to \$550,000 including GST. This will assist in delivering the project in a timely manner.

If Council does not delegate the authority to award the contracts to the CEO, the tenders will be brought to Council for approval at the next available Council meeting following the tender evaluation process.

Issues:

Strategy Implications

Primary Themes:

Smart and Connected

The GLP is an industrial development to attract new industry and business to the Latrobe Valley in line with the Smart theme. The upgrade of the existing Enterprise Drive intersection is aligned with the Connected theme indicator of community satisfaction with streets, footpaths and sealed roads.

Healthy

The Toners Lane archery facility is aligned to this strategy whereby Council aims to provide spaces and services that support the community's physical health and mental wellbeing for the benefit of all.

Communication

In accordance with Council's Procurement Policy, Latrobe City Council's website will be updated to provide summary information relating to contracts entered into, with an estimated expenditure which exceed the compulsory tender threshold.

All contracts awarded by the CEO are reported to Council on a quarterly basis detailing the successful contractor.

In preparing this report, internal communication has been held with the Procurement Team.

Financial Implications

There are no financial implications. An existing external grant from Regional Development Victoria is fully funding the works for GLP, whilst LRCI provides majority of the funding for the Toners Lane project (Council is providing some contributing funds within existing budget allocations).

Risk Analysis

Providing delegation to the CEO will reduce the risk of delays associated with the time to award contracts

Identified risk	Risk likelihood*	Controls to manage risk
Service Delivery Risk Delay in awarding contracts over holiday period (GLP)	5 – Almost certain	Seek specific CEO delegation increase.
Delay in awarding contracts prior to funding acquittal deadline of 30 June 2022 (Toners Lane archery)	5 – Almost certain	Seek specific CEO delegation increase.

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

Legal and Compliance

All processes will comply with legal guidelines and policy.

Community Implications

The proposed recommendation will have a positive impact on the community as it will allow these projects to commence earlier than if a report to Council is required.

Environmental Implications

There are no environmental implications associated with this report.

Consultation

No engagement or consultation is proposed in relation to this matter.

Other

Nil

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

Nil

COMMUNITY HEALTH AND WELLBEING

15. COMMUNITY HEALTH AND WELLBEING

Agenda Item: 15.1

Agenda Item: Review of Latrobe City Council Chief Executive Officer's membership on Destination Gippsland Ltd Board of Directors

Sponsor: General Manager, Community Health and Wellbeing

Council Plan Objective: CONNECTED

Status: For Decision

Proposed Resolution:

That Council continue the Chief Executive Officer's representation on the Destination Gippsland Ltd Board of Directors.

Executive Summary:

Following resolution at the 3 August 2020 Council Meeting, Latrobe City Council's (LCC) Chief Executive Officer (CEO) has represented council on the Destination Gippsland Ltd (DGL) Board of Directors.

DGL's role is to advocate for the Greater Gippsland Region, promote the region's tourism assets and represent Gippsland's tourism businesses at a State level.

Having LCC represented by the CEO ensures Latrobe City has influence at this level and is included in decisions regarding the promotion of the region and support of local business. This appointment has provided the opportunity to contribute to the direction of key initiatives.

A review of what has been achieved by Destination Gippsland (DG) since the CEO's appointment has highlighted a range of successful initiatives.

- Development of the Gippsland Destination Management Plan. This includes benefit to Latrobe City through:
 - The Gippsland Tracks and Trails Strategy (including Haunted Hills Mountain Bike Park)

- The adoption of the Gippsland Regional Events Strategy which has established the Gippsland Events Acquisition Fund with confirmed state funding of \$750,000. Latrobe City has received event support through this fund and is seen as a key partner of Events Gippsland due to our area's high quality venues and events department able to leverage this funding to drive economic benefit and provide access to major events for the local community.
- DG has helped the region exceed key performance targets and previous year performance for the visitor economy over the past financial year.
- Development of Strategic Plan 2021-2024, a 3-year strategy based on three Strategic Priorities: Generate Visitor Demand; Improve Visitor Experiences; and Help Businesses Grow (see attachment 1)
- Latrobe City businesses have benefited from DG initiatives including:
 - Delivery of the Gippsland Visitor Economy Digital Training Program to 120 businesses across Gippsland.
 - An Industry Support Webinar series to over 220 attendees, covering social media, marketing, PR, Australian Tourism Data Warehouse listings, improving guest feedback and TripAdvisor.
 - Business development opportunities for 226 businesses who received free Australian Tourism Data Warehouse listings and provided continued support for those with a current listing.
- From a marketing perspective, Latrobe City has benefitted from:
 - A new DG brand which has been widely accepted and is being used by different tourism stakeholders as the main communication channel to consumers.
 - DG content partnerships with major publications including Latrobe City content.
 - The Little Wonders campaign, launched as a COVID-19-response campaign including Latrobe Regional Gallery, Tarra Bulga National Park, and local dining experiences.

With consideration of the above achievements, officers recommend that the CEO continue representation on the DGL Board of Directors.

Background:

At the Council meeting held on 3 August 2020 Council decided as follows;

That Council:

1. *Notes that Destination Gippsland's new constitution will provide for the appointment of Latrobe City Council Chief Executive Officer to the Destination Gippsland Board;*
2. *Endorses the Chief Executive Officer, Mr Steven Piasente to be appointed to the Destination Gippsland Ltd Board of Directors for a 12 month period;*
3. *Reviews the above appointment after 12 months;*
4. *Writes to Destination Gippsland to confirm the agreed position.*

Since that time the CEO has represented Latrobe City Council on the DGL Board and the following has been achieved:

Strategic plans:

- Strategic Plan 2021-2024: the DG Board developed a 3-year strategy based on three Strategic Priorities: Generate Visitor Demand; Improve Visitor Experiences; and Help Businesses Grow
- Implemented key elements of the adopted Gippsland Destination Management Plan, including the development of a Gippsland Tracks and Trails Strategy (including Haunted Hills Mountain Bike Park) and the adoption of the Gippsland Regional Events Strategy (which has since established the Gippsland Events Acquisition Fund with confirmed State funding of \$750,000)
- Commenced a review of the Gippsland Destination Management Plan. The review process has included consultation with council officers and was funded by Destination Gippsland after significant progress of a number of the Gippsland Destination Management Plan infrastructure deliverables (\$85 million in project funding secured), and in response to the extraordinary impact of the 2019-20 bushfires and COVID-19 pandemic on the operating environment for DG and industry stakeholders.

Performance targets and economic benefit:

- DG has helped the region exceed key performance targets and previous year performance for the visitor economy over the past 12 months (July 2020-June 2021) in the number of Domestic nights spent in Gippsland (+ 11.5% overall and +2.5% points Regional Victoria market share), Total Visitor expenditure (+11% or \$130 million) and increasing market share for all categories including total visitors, domestic overnight visitors and daytrip visitors

Governance and Advocacy:

- Strengthening corporate governance and regional advocacy with each of the region's 6 Local Government CEO's joining the Board as Directors.

Benefits to Latrobe City businesses:

- Delivery of the Gippsland Visitor Economy Digital Training Program to 120 businesses across Gippsland including many from Latrobe City.
- Facilitated seven webinars to over 220 attendees via the Industry Support Series, covering social media, marketing, public relations, Australian Tourism Data Warehouse listings, improving guest feedback and TripAdvisor. This included many Latrobe City businesses.
- Facilitated business development opportunities for 226 businesses including Latrobe City based businesses who received free Australian Tourism Data Warehouse listings and provided continued support for those with a current listing.

Marketing and promotion of Latrobe City:

- Adoption of a new brand which has been widely accepted and is being used by different tourism stakeholders as the main communication channel to consumers. Investment in new video and photography assets and developed a Brand Toolkit and templates for use by all councils and for industry.
- Engaged in content partnerships with the Melbourne Herald Sun and Broadsheet magazine to create new and updated regional guides, and a Gippsland magazine that was distributed into over 326,000 homes across Victoria via the Herald Sun in March. The magazine included Latrobe City content and referenced a total of 70 businesses, almost all tourism villages and 6 visitor focused events.
- The Little Wonders campaign, an extension of the All Kinds of Wonder brand campaign, launched in 2020 as a COVID-19-response campaign. 17 x 15-second videos showcasing visitors experiencing Gippsland including Latrobe Regional Gallery, Tarra Bulga National Park, and dining experiences. Over the course of the campaign marketing messages were communicated via television, radio, digital billboards, bus and rail shelters, social media, print news and magazines.

- The campaign which Latrobe City participated in reached over 30 million people and media coverage estimated at greater than \$10.5 million in equivalent advertising value. In the 12 months to 31 March 2021, visitation to Gippsland fell by 34%. During this time Gippsland gained market share from other regional Victoria, where the average decline reached 44%. Visitors to Gippsland stayed longer (+17%) and spent more per night (+10.4%) since the pandemic started in March 2020.

Issues:

Strategy Implications

Creative

We have a vibrant and diverse community where there are various opportunities for arts, culture, and tourism.

Strategies:

Promote economic growth and job creation through events and recreation related tourism capitalising on our arts, cultural and sporting facilities.

Connected

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.

Strategies:

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

Communication

Should Council resolve to continue with the Chief Executive Officer's membership, this information will be communicated to key stakeholders.

Financial Implications

There are no financial implications to this report and representation on the DGL Board is covered within operational budget.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Reputational Risk</p> <p>Detrimental impact on relationship with Destination Gippsland and other Gippsland local government authorities (LGA)</p>	3 (Possible)	<p>Chief Executive Officer representation on Destination Gippsland Ltd Board of Directors</p> <p>And</p> <p>Council officer representation on One Gippsland working group and ongoing collaboration with DG and other Gippsland LGA officers</p>
<p>Strategic Risk</p> <p>Loss of opportunities to promote Latrobe City and drive visitation to the region</p>	4 (Likely)	<p>Chief Executive Officer representation on Destination Gippsland Ltd Board of Directors</p> <p>And</p> <p>Council officer representation on One Gippsland working group and ongoing collaboration with DG and other Gippsland LGA officers</p>

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

Legal and Compliance

There are no legal and compliance implications

Community Implications

Having Latrobe City represented on the DGL Board has a positive impact for the local community to benefit from DG initiatives.

Environmental Implications

N/A

Consultation

Ongoing consultation between council officers, other Gippsland councils and Destination Gippsland

Other

N/A



Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1   Destination Gippsland Strategic Plan 2021-24

15.1

Review of Latrobe City Council Chief Executive Officer's membership on Destination Gippsland Ltd Board of Directors

- 1 Destination Gippsland Strategic Plan 2021-24..... 177**



STRATEGIC PLAN 2021 - 24

OUR ROLE

To inspire, influence and lead positive tourism outcomes through partnerships across Gippsland

OUR CORE CHALLENGE

Deliver effective destination marketing that will drive overnight visitation while improving the visitor experience in Gippsland in response to the impacts of bushfires and the Covid-19 pandemic

WHAT DOES SUCCESS LOOK LIKE?

We are valued and recognised by our stakeholders for being the leading Regional Tourism Board, achieving our goals for higher market share and visitor nights, and generating a positive visitor experience

➤ OUR GOAL

Reach 9million visitor nights and \$1.3billion in visitor expenditure by 2024.

This exceeds the original targets and recognises the importance of overcoming the disruption to visitation due to bushfires and Covid-19, and preparing for future disruptions

OUR STRATEGIC PRIORITIES

1. GENERATE VISITOR DEMAND

- Marketing:

Unite Gippsland under the All Kinds of Wonder brand, invest in targeted marketing campaigns, maintain 'always on' consumer communications, increase our digital capability

- Events:

Create Events Gippsland, secure new events to build a full calendar, leverage tourism benefits of events

Success measure:

Visitation

2. IMPROVE VISITOR EXPERIENCES

- Visitor infrastructure:

Secure support for all Gippsland Tracks and Trails signature projects, deliver the Dark Skies Project

- Co-ordinated tourism planning:

Refresh the DMP, connect Council and Local Tourism Plans

Success measure:

Investment

3. HELP BUSINESSES GROW

- Facilitate **industry training** to improve standards of servicing visitors (digital, cultural awareness and customer service)

- Deliver **recovery and resilience services** (crisis preparation and response support)

- **Connect businesses to opportunities** within the broader visitor economy structure (communication and engagement)

Success measure:

Jobs

WHAT WE NEED TO ACHIEVE SUCCESS

- 1. Partnerships:** Engage with Traditional Owners, Food and Fibre, Education, Industry Associations, Corporates
- 2. Advocacy:** Influence government with data and research, relationship-building, communicate role and achievements to raise the profile and reach of Destination Gippsland
- 3. Finance and Governance:** Maximise opportunities for Gippsland in the new Visitor Economy Partnership model; confirm longterm funding agreement with Local Government; proactively secure recovery grants; pursue private sector contributions
- 4. People:** Increase team capability via professional development; provide career pathways and a supportive workplace culture; be an employer of choice

WHAT DO WE VALUE?

- Informed decision making (consumer-based market research)
- Leaving a legacy (strive for region-wide and lasting outcomes)
- Collaboration (we can't do it alone)
- Economic, environment, social and cultural sustainability (quadruple bottom line outcomes)
- ROI for our members (adding value for Local Government)
- Continual improvement (we measure and review our performance)

Agenda Item: 15.2

**Agenda Item: Tourism and Major Events Advisory Committee
Recommendations October 2021**

Sponsor: General Manager, Community Health and Wellbeing

Council Plan Objective: CREATIVE

Status: For Decision

Proposed Resolution:

That Council:

Adopt the following recommendations of the Tourism and Major Events Advisory Committee.

- 1. 2022 NPL Eastern Lions Soccer Club Tournament 28-29 January 2022, \$10,000**
- 2. 2022 Melbourne Boomers In Season Game & Forums 8-9 January 2022, \$10,000**
- 3. 2022 Traralgon Greyhound Cup & Community Concert, 26 January 2022, \$20,000**
- 4. 2022 Rotary District Conference, 25-28 February 2022, \$20,000**
- 5. Bluerock MX National Motocross Championship, April 2022, \$10,000**
- 6. 2022 U/14 Victorian Country Basketball Championship, 9-11 March 2022, \$10,000**
- 7. 2023-2030 Victorian Country & Veterans Table Tennis Championships, April and June 2023-2030, \$30,000 in 2021-2022 and \$30,000 in 2022-2023 to cover the 8-year period of annual events**

Funds for events not scheduled in 2021-22 are pending Council endorsement of the budget for those financial years.

Executive Summary:

At the Tourism and Major Events Advisory Committee (TAMEAC) Meeting of 6 October 2021 and following a majority recommendation via emails from members on 14 September 2021 and 16 November 2021, the following major events are recommended for funding support to Council for approval.

Event	Date	Council Cont.	Economic Impact (estimated)
2022 NPL Eastern Lions Soccer Tournament	28-29 January 2022	\$10,000	\$285,180
Melbourne Boomers in season game	8-9 January 2022	\$10,000	\$837,690
2022 Traralgon Greyhound Cup & Community Concert	26 January 2022	\$20,000	\$294,000
2022 Rotary District Conference	25-28 February 2022	\$20,000	\$463,576
Bluerock MX National Motocross Championship	April 2022	\$10,000	\$992,240
2022 U/14 Victorian Country Basketball Championship	9-11 March 2022	\$10,000	\$5,460,084
2023-2030 Victorian Country & Veterans Table Tennis Championships	April and June 2023	\$30,000 in 2021-2022 and \$30,000 in 2022-2023	\$806,300 pa \$6,450,400 over 8 years
Totals 2021-22		\$110,000	\$9,139,070
Total Future years		\$30,000	\$5,644,100

Note: the figures in the above table are exclusive of GST.

- As part of the yearly Council Budget approval process selected major events and pre-committed obligations are endorsed. A figure for new event acquisition is also approved. The total allocated for these major events makes up the Major Events Attraction budget. In the 2021-22 financial year, Council approved \$314,000 for this purpose.
- The event recommendations in this report were not listed during the 2021-22 budget process. In line with the Major Events Selection Framework, these events are required to be approved by Council. \$110,000 from the new acquisitions portion of the Major Events Attractions budget will be allocated to fund the events scheduled in 2021-22.

- Commitments of \$30,000 for events scheduled in future financial years are pending Council endorsement of the budget in following financial years.
- These major events have been reviewed and considered by TAMEAC based on assessments prepared outlining economic benefit, return on investment and benefit to the local community.
- The \$60,000 investment over two years for the Victorian Country & Veterans Table Tennis Championships is for the eight-year period from 2022-2023 to 2029-2030. The funds will be used for championship level equipment which is planned to be made available for use by community groups across Latrobe City over this period during non-event times. The overall funding for the event over the eight-year period is \$120,000. Councils contribution would be \$60,000 over the first two years with the remainder of the funds to be provided by Events Gippsland. Events Gippsland funding is currently progressing through their assessment process.
- Since the assessment for the 2022 Traralgon Greyhound Cup & Community Concert was completed, the organisers have revised their request from \$60,000 to \$20,000 with local performer, Mick Harrington replacing the original entertainer Daryl Braithwaite. Officers recommend that this provides better value and return on investment for council.
- The \$10,000 investment for the NPL Eastern Lions soccer tournament includes \$5,000 in value in kind via venue hire and cleaning.
- The \$10,000 investment for the Melbourne Boomers in-season game includes \$5,000 in value in kind via venue hire, COVID marshals and marketing.
- As the event industry emerges from the impacts of COVID-19 and restrictions lift, officers have received an increasing number of event proposals at shorter notice so have been assessing proposals and presenting to TAMEAC with shorter timeframes than usual. With the pent up demand, there has been an influx of proposals which present excellent opportunities in the third quarter of the financial year. This has resulted in recommendations being made to Council for adoption on a shorter timeframe. As this demand abates, the notice period for considering event recommendations by Council will increase.
- It must be noted that the impacts of the pandemic and restrictions in place on major events are constantly monitored. Should any event be unable to proceed due to COVID restrictions, officers will work with the event organiser to determine if the event can be postponed and the funds utilised at a later date. If the event is cancelled, funds will be returned to the budget for allocation to other major event opportunities.

Background:

The Latrobe Tourism and Major Events Advisory Committee (TAMEAC) is a formally appointed Advisory Committee of Latrobe City Council for the purposes of the *Local Government Act 1989*.

The membership of this Committee and these Terms of Reference have been adopted by resolution of Latrobe City Council at an Ordinary Council Meeting.

The Committee's role is to report to the Council and provide appropriate advice, recommendations and feedback on matters relevant to their Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities. The Committee meets bi-monthly. The Committee is an advisory committee only and has no delegated decision making authority.

The Committee is established to:

- Provide advice to Council on policies and strategies for furthering the development of tourism within Latrobe City and an avenue for consultation and exchange between Council and the tourism industry regarding issues and maximising tourism opportunities;
- Consider proposals for major event selection and funding applications received and make recommendations to Council in relation to the selection and funding of such events;
- Provide advice in relation to the development and submission of event funding applications; and
- Provide advice to Council in relation to the planning and development of major events and major event infrastructure in Latrobe City.

In line with the Council approved Major Events Selection Framework, the following criteria will be considered during assessment:

- The alignment of the event in meeting the strategic goals of the Events and Tourism Strategy 2018-2022;
- Potential for strong returns, be those deemed at any given time to be financial, artistic, or community wellbeing.
- Time of year of the event, with strong consideration given to proposals scheduled during gaps in Councils events calendar;
- Rationale or need for the event;
- Context of the event in the current events/presentation program;

- Likelihood of high numbers of participants and observers/attendees, preferably with a significant number of participants and visitors coming from outside the region;
- Potential for positive media coverage and exposure within and outside the region.

Issues:

Strategy Implications

These recommendations align with the following Council Plan 2021-2025 objectives:

Creative

- Promote economic growth and job creation through events and recreation related tourism capitalising on our arts, cultural and sporting facilities.

Healthy

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

Connected

- Promote our role as Gippsland's Regional City to support economic growth and events programming, cultural events and recreation and sporting attractions.
- Connect people facing barriers to opportunities in education, recreation, sport, culture and the community.

These recommendations align with the:

Latrobe City Events & Tourism Strategy 2018–2022.

Health Implications

Not being able to host major events will remove opportunities for the local community to experience high profile events which could have an impact on overall community health and wellbeing.

Communication.

All major events have extensive marketing and community engagement activities associated with their delivery. These are managed in conjunction with officers from the Communications team and Events team at Latrobe City Council.

Financial Implications

The total endorsed budget for the 2021-22 financial year to attract and support major events is the Major Events Attraction budget of \$314,000. This includes an allocation of major events already approved as part of the Council budget approval process for 2021-22.

The major events in this report were not listed separately during the 2021-22 Council budget process so are being presented for Council approval. \$110,000 for the recommendations in this report will be allocated from the approved 2021-22 Major Events Attractions budget.

The remaining commitment of \$30,000 for the financial year 2022-23 is pending Council endorsement of the 2022-23 budget.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Financial Risk</p> <p>Opportunity cost of lost economic benefit from these major events if not supported.</p> <p>Events could be postponed or cancelled due to COVID restrictions.</p>	<p>3 (Possible)</p> <p>3 (Possible)</p>	<p>Use of the major events assessment process and review by Council officers and TAMEAC.</p> <p>COVID restrictions constantly monitored. If postponed, funds still provided to support future date. If cancelled, funds return to Council for allocation to other event opportunities.</p>
<p>Reputational Risk</p> <p>Poorly delivered major event supported by LCC negatively impacts on the reputation of LCC as an events city.</p>	<p>1 (Rare)</p>	<p>TAMEAC consideration of event proposal and assessment. Strict oversight of operations and arrangements by Council officers.</p>
<p>Legal/Regulatory Risk</p> <p>Major event doesn't meet safety or regulatory requirements.</p>	<p>2 (Unlikely)</p>	<p>All events supported by Council are required to submit, and have approved, an event permit.</p>

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

Legal and Compliance

All events supported by Council are required to submit, and have approved, an event permit.

Community Implications

Local community would be impacted by losing opportunities to experience major events.

Environmental Implications

Nil

Consultation

Where appropriate, consultation with both internal and external stakeholders and community organisations is undertaken to determine support of a major event. Major event proposal and assessment is presented to TAMEAC for consideration and recommendation.

Other

Nil








Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1.  2022 Eastern Lions Soccer Club Pre Season Tournament
2.  2022 WNBL Melbourne Boomers Weekend
3.  Traralgon Greyhound Cup 2022
4.  2022 Rotary District Conference
5.  Blue Rock MX National Motorcross
6.  U14 Vic Country Basketball Championships
7.  2023-2030 Vic Open Country & Veterans Championships

15.2

Tourism and Major Events Advisory Committee Recommendations October 2021

1	2022 Eastern Lions Soccer Club Pre Season Tournament	187
2	2022 WNBL Melbourne Boomers Weekend.....	191
3	Traralgon Greyhound Cup 2022	195
4	2022 Rotary District Conference	199
5	Blue Rock MX National Motorcross	203
6	U14 Vic Country Basketball Championships	207
7	2023-2030 Vic Open Country & Veterans Championships	211



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

To be used as part of the assessment process for major event attraction/funding.

DATE PROPOSAL RECEIVED: 12th Nov 2021 ASSESSED BY: Michelle Tones

EVENT DETAILS		
Event name:	Event date / Proposed Date:	
National Premier League Pre-Season Camp & Tournament	28-29 th January 2022	
Event type: (please select)		
Arts/Culture <input type="checkbox"/> / Food & Wine <input type="checkbox"/> / Sponsorship <input type="checkbox"/> / Sport X / Business & Conference <input type="checkbox"/> / Community <input type="checkbox"/> / Other <input type="checkbox"/>		
Event Category: (please select) **	Funding - CASH	Funding - IN KIND
Hallmark <input type="checkbox"/>	Yr 1 : \$5000	\$5000 VIK
Major <input type="checkbox"/>	Yr 2 :	
Significant <input checked="" type="checkbox"/>	Yr 3 :	
Community <input type="checkbox"/>	Other :	
Event description:		
<p><u>Eastern Lions Soccer Club</u> based in Burwood, Victoria are running a Pre-Season camp and tournament in Latrobe Valley on the 28th and 29th of January, 2022. Four pre-season games between Melbourne Victory, Eastern Lions Soccer Club, Mornington Soccer Club and representatives from Latrobe Valley Soccer League, will be played in Traralgon and Morwell.</p>		
Event Term in region - commitment to region hosting:		
1 year only <input checked="" type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> roll over rights i.e. 3 + 3 <input type="checkbox"/>		
Contact name: Craig Fathers	Email: cfathers@outlook.com	
Title/position:	Phone: 0452 200 097	

EVENT DELIVERABLES	
Purpose / Aims / Objectives:	Objectives of the event: <ul style="list-style-type: none"> Showcase National Premier League soccer games in Latrobe Valley Establish relationships with Latrobe Valley soccer clubs with the view of forming a long-term partnership Explore options for Eastern Lions SC potential relocation to Latrobe Valley



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Outcomes / Vision:	To assist in positioning Latrobe City as a major events destination with particular focus on showcasing a National Premier League Soccer tournament in our region. Fostering relationships between the local soccer clubs and Eastern Lions Soccer club with the potential to explore options for future relocation for the NPL team.		
Budget estimate:	Budget estimate: \$5000 – LCC + \$5000 VIK venue hire & cleaning & additional pitch watering on 2 nd pitch \$5000 – Events Gippsland		
EVENT GRADING			
1. Estimated economic benefit to Latrobe Valley – has an assessment or forecast been completed by the event representative?		ROI	Rating (circle only 1)
Explanation / justification (if less than \$5 please expand ie. new event) : \$285,180 economic benefit based on 200 people staying overnight for 2 nights and 500 total spectators.		\$5 - \$10	1
		\$11 - \$19	2
		\$20 +	3
2. Event commitment/ term to region			
1 year only – Annual event, agreement is for 1 year			1
2 year commercial deal			2
3 year commercial deal			3
3. Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond.			(Could be more than 1)
A. None allocated			0
B. Latrobe City only			1
C. Latrobe City and the Latrobe Valley (inclusive of Baw Baw and Wellington Shires)			0
D. Metro Melbourne			0
E. Other Intrastate regions			1
F. Nationally			1
G. 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. Yes, potential for the games to be streamed via facebook.			1
4. Proposed program of sport development and community engagement activities			(Could be more than 1)
A. Is there a proposed community engagement plan / content?		Y / N	1



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

B. If Yes, Is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:	Y / N	0
C. Are there other activities /programs included in the proposal that have not been mentioned previously? If so please provide details: Eastern Lions SC Luncheon for 60 people (30 local guests 30 from outside LV) and additional junior & U21 games from the 4 clubs to be played at the same time on second pitches at each venue.	Y / N	2
5. Calendar/Market fit for Latrobe City Calendar of Events		Rating (circle)
Rationale for rating: It is scheduled on a busy weekend with other sporting events on during the same week however, it doesn't clash with any other soccer events. A popular local sport with a good following that would attract spectators anytime of the year.	Poor	1
	Good	2
	Excellent	3

Grading guide: 0 – 6 = GOOD | 7 – 12 = V GOOD | 13 and above = EXCELLENT

Score

13 / 18

STRATEGIC GOALS / FOCUS

Does the event support the following strategic goals:

• Adding to our region's Economic prosperity	Y / N	
• Being complementary to community members and groups	Y / N	
• Increasing the regions image and visibility	Y / N	

IDENTIFY KEY ISSUES/BENEFITS

- The event is on the weekend after Australia Day and is during the Christmas holiday period. This may impact on local spectator numbers.
- The event is on at the same time as the Traralgon Pro Am Golf tournament and in the same week as the SEM Phoenix Game and Australia Day celebrations
- Soccer has a loyal following and will still attract players and their immediate families at any time of the year.

RECOMMENDATION

Rationale:

This event supports the **Latrobe City Events and Tourism Strategy 2018 – 2022** Objectives:

1 (Increase Visitation),

3 (Increase destination profile) and

4 (Promote community connectedness.

It also supports the **Latrobe City Council Plan 2021-2025** Objectives:

Creative

- Promote economic growth and job creation through events and recreation related tourism capitalising on our arts, cultural and sporting facilities.

Healthy

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

Connected



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

- Promote our role as Gippsland's Regional City to support economic growth and events programming, cultural events and recreation and sporting attractions.
- Connect people facing barriers to opportunities in education, recreation, sport, culture and the community.

DEFINITIONS

** Event Category

Major:	Multiple overnight stays, Economic impact over \$1 million, generates significant immediate and long term economic, social and cultural benefits.
Community:	Local participants/audience
Significant Community:	Community events that attract regional/intra + national audience/participants and have an economic impact over \$50,000
Hallmark:	A reoccurring event that provides the community with an opportunity to secure high prominence in the tourism marketplace.



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

To be used as part of the assessment process for major event attraction/funding.

DATE PROPOSAL RECEIVED: 12th Nov 2021 ASSESSED BY: Michelle Tones

EVENT DETAILS		
Event name:	Event date / Proposed Date:	
WNBL Melbourne Boomers Weekend	8-9 th January 2022	
Event type: (please select)		
Arts/Culture <input type="checkbox"/> / Food & Wine <input type="checkbox"/> / Sponsorship <input type="checkbox"/> / Sport X / Business & Conference <input type="checkbox"/> / Community <input type="checkbox"/> / Other <input type="checkbox"/>		
Event Category: (please select) **	Funding - CASH	Funding - IN KIND
Hallmark <input type="checkbox"/>	Yr 1 : \$5000	\$5000 VIK
Major <input checked="" type="checkbox"/>	Yr 2 :	
Significant <input type="checkbox"/>	Yr 3 :	
Community <input type="checkbox"/>	Other :	
Event description:		
Gippsland Regional Indoor Sports Stadium (GRISS) will host a weekend of women's basketball on the 8 th – 9 th January in 2022. Saturday will include a double header game between Deakin Melbourne Boomers vs Canberra Capitals and Sydney Flames vs Perth Lynx, whilst Sunday will feature a girl's in sport leadership forum for up to 500 people and a coaches forum for junior coaches for up to 100 people.		
Event Term in region - commitment to region hosting:		
1 year only <input checked="" type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> roll over rights i.e. 3 + 3 <input type="checkbox"/>		
Contact name: Tony Hallam	Email: tonyhallam@melbourneboomers.com.au	
Title/position: Chair - Deakin Melbourne Boomers	Phone: 0419 683 795	

EVENT DELIVERABLES	
Purpose / Aims / Objectives:	<ul style="list-style-type: none"> To bring a National League Basketball game to Latrobe City for our community to experience. To showcase GRISS to a national audience



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Outcomes / Vision:	<ul style="list-style-type: none"> To assist in positioning Latrobe City as a major events and sporting destination Provide development opportunities for women in basketball (and other sports) through coaching and leadership forums 	
Budget estimate:	Budget estimate: \$5000 plus \$5000 VIK venue hire, COVID Marshals and cleaning	
EVENT GRADING		
1. Estimated economic benefit to Latrobe Valley – has an assessment or forecast been completed by the event representative?	ROI	Rating (circle only 1)
Explanation / justification (if less than \$5 please expand ie. new event) : \$837,690 economic benefit based on interstate and intrastate overnight stays and a full capacity crowd of 3000 at GRISS.	\$5 - \$10	1
	\$11 - \$19	2
	\$20 +	3
2. Event commitment/ term to region		
1 year only – Annual event, agreement is for 1 year		1
2 year commercial deal		2
3 year commercial deal		3
3. Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond.		(Could be more than 1)
A. None allocated		0
B. Latrobe City only		1
C. Latrobe City and the Latrobe Valley (inclusive of Baw Baw and Wellington Shires)		1
D. Metro Melbourne		1
E. Other Intrastate regions		1
F. Nationally		1
G. 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.		3
Yes, the games will be broadcast on ABC/Fox Sports/Kayo to a national audience		
4. Proposed program of sport development and community engagement activities		(Could be more than 1)
A. Is there a proposed community engagement plan / content?	Y / N	1
B. If Yes, Is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:	Y / N	0
C. Are there other activities /programs included in the proposal that have not been mentioned previously? If so please provide details: Their forum is open to all girls involved in sport not just specific to basketball.	Y / N	2
5. Calendar/Market fit for Latrobe City Calendar of Events		Rating (circle)



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Rationale for rating: It is scheduled on a weekend during the Christmas holiday period with the potential to attract holiday goers. The weekend does not clash with any other major events or user groups at the venue and is a good fit in the LCC events calendar for this reason.	Poor	1
	Good	2
	Excellent	3

Grading guide: 0 – 6 = GOOD 7 – 12 = V GOOD 13 and above = EXCELLENT	Score	17 / 18
---	--------------	----------------

STRATEGIC GOALS / FOCUS		
Does the event support the following strategic goals:		
• Adding to our region's Economic prosperity	Y / N	
• Being complementary to community members and groups	Y / N	
• Increasing the regions image and visibility	Y / N	

IDENTIFY KEY ISSUES/BENEFITS

- The event is during the Christmas holiday period. This may impact on local spectator numbers
- The scheduled girl's forums on the Sunday are inclusive to girls in all sports, not just basketball
- Economic impact to the region is high

RECOMMENDATION

<p>Rationale:</p> <p>This event supports the Latrobe City Events and Tourism Strategy 2018 – 2022 Objectives: 1 (Increase Visitation), 3 (Increase destination profile) and 4 (Promote community connectedness).</p> <p>It also supports the Latrobe City Council Plan 2021-2025 Objectives:</p> <p>Creative</p> <ul style="list-style-type: none"> • Promote economic growth and job creation through events and recreation related tourism capitalising on our arts, cultural and sporting facilities. <p>Healthy</p> <ul style="list-style-type: none"> • Continue to position Latrobe City for major sporting events that are accessible and inclusive for all of our community. <p>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. • Connect people facing barriers to opportunities in education, recreation, sport, culture and the community.
--

DEFINITIONS

** Event Category



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Major:	Multiple overnight stays, Economic impact over \$1 million, generates significant immediate and long term economic, social and cultural benefits.
Community:	Local participants/audience
Significant Community:	Community events that attract regional/intra + national audience/participants and have an economic impact over \$50,000
Hallmark:	A reoccurring event that provides the community with an opportunity to secure high prominence in the tourism marketplace.



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

To be used as part of the assessment process for major event attraction/funding.

DATE PROPOSAL RECEIVED: 5th September 2021 ASSESSED BY: Michelle Tones

EVENT DETAILS

Event name:		Event date / Proposed Date:	
Traralgon Greyhound Cup		26 th January 2022 – Australia Day	
Event type: (please select)			
Arts/Culture <input type="checkbox"/> / Food & Wine <input type="checkbox"/> / Sponsorship <input type="checkbox"/> / Sport X / Business & Conference <input type="checkbox"/> / Community <input type="checkbox"/> / Other <input type="checkbox"/>			
Event Category: (please select) **		Funding - CASH	Funding – IN KIND
Hallmark	<input type="checkbox"/>	Yr 1 : \$60,000 + GST	
Major	<input checked="" type="checkbox"/>	Yr 2 :	
Significant	<input type="checkbox"/>	Yr 3 :	
Community	<input type="checkbox"/>	Other :	
Event description:			
<p>The Gippsland Festival of Racing will run across an 8-week period, kicking off with the launch in early December at the newly reopened Traralgon Greyhound Racing Club. Followed by the Sale Cup on boxing day, the festival then heads to Warragul for the Warragul Cup in January and the Grand Finale is Traralgon Cup Day on Australia Day 2022.</p> <p>Cup day will include free entry for the community of Latrobe Valley. This event will include headline live entertainment and will finish with fireworks (weather permitting) and incorporate competitions, prizes and giveaways. In addition to onsite initiatives, all cup events will be live streamed to Greyhound Racing Victoria's digital channels and broadcast to SEN Track radio, increasing the exposure to audiences of the Gippsland Festival of Racing. Live social media stream and broadcast will feature a panel of greyhound experts who will interview owners, trainers.</p> <p>The cup will be a twilight meeting with local entertainment between races and free family activities. This event will be aimed at family's looking for an entertaining and safe, inclusive outing that won't break their budget. The day will be a festival atmosphere with food trucks, children's rides and greyhound puppies on show.</p> <p>After the last race the live music will commence with headline act Daryl Braithwaite.</p> <p>Cup Day 2.00 pm - 6.00 pm Live music 7.30 pm – 10.00 pm (approx.)</p>			
Event Term in region - commitment to region hosting:			
<input checked="" type="checkbox"/> 1 year only X 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> roll over rights i.e. 3 + 3 <input type="checkbox"/>			
Contact name: Suzanne Conlan		Email: sconlan@grv.org.au	



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Title/position: Communications, Media, Events and Marketing Manager Gippsland – Greyhound Racing Vic	Phone: 0437 111 239
---	----------------------------

EVENT DELIVERABLES	
Purpose / Aims / Objectives:	<p>Objectives of the 2022 Traralgon Greyhound Cup:</p> <ul style="list-style-type: none"> To attract local, regional & intrastate crowds to Latrobe City post COVID lockdowns Showcase Latrobe City's multipurpose outdoor venues and the new Glenview Park \$5 million dollar J turn track – Australia's first Position Latrobe Valley as a tourist attraction through the delivery of successful sporting and entertainment events Bring an iconic Australian musician to our region - make it free for people to attend Contribute to Latrobe Valley's economic prosperity
Outcomes / Vision:	<p>To assist in positioning Latrobe City as a major events destination with particular focus on showcasing the new facilities and track at Glenview Park</p> <p>To support a free family event for the community during a holiday period</p>
Budget estimate:	<p>Total budget \$139,000</p> <p>\$79,000 - Greyhound club & GRV contribution</p> <p>\$60,000 - Seeking from LCC for entertainment & staging costs</p> <p>N.B. They have booked Daryl Braithwaite to perform for \$40,000.</p>

EVENT GRADING		
1. Estimated economic benefit to Latrobe Valley – has an assessment or forecast been completed by the event representative?	ROI	Rating (circle only 1)
<p>Explanation / justification (if less than \$5 please expand ie. new event) :</p> <ul style="list-style-type: none"> Greyhound Racing Vic are marketing to attract a crowd of 7000 (Tier 2 event) New track and first time an event of this scale has been planned at the club Estimated Economic Impact based on 7000 attendees for day visits is \$1.3 mil ROI \$21 per dollar spend. 	\$5 - \$10	1
	\$11 - \$19	2
	\$20 +	3
2. Event commitment/ term to region		
1 year only – Annual event, agreement is for 1 year		1
2 year commercial deal		2
3 year commercial deal		3
3. Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond.		(Could be more than 1)
A. None allocated		1
B. Latrobe City only		1
C. Latrobe City and the Latrobe Valley (inclusive of Baw Baw and Wellington Shires)		1



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

D. Metro Melbourne		1
E. Other Intrastate regions		1
F. Nationally		1
G. 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. SEN & local radio, sky racing TV and mainstream news channels		2
4. Proposed program of sport development and community engagement activities		(Could be more than 1)
A. Is there a proposed community engagement plan / content?	Y / N	1
B. If Yes, Is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:	Y / N	0
C. Are there other activities /programs included in the proposal that have not been mentioned previously? If so please provide details: The club has an extensive community support program providing grants, free facility hire to community groups, sponsorships and employs local staff and contractors – see attached community support doc	Y / N	1
5. Calendar/Market fit for Latrobe City Calendar of Events		Rating (circle)
Rationale for rating: There are quite a few other events scheduled on Australia day that this event will compete with for attendance. Given the main attraction will be at night, entry is free and it's during the holiday period, it should still be attractive to families and locals.		Poor 1
		Good 2
		Excellent 3

Grading guide: 0 – 6 = GOOD | 7 – 12 = V GOOD | 13 and above = EXCELLENT

Score

16/18

STRATEGIC GOALS / FOCUS

Does the event support the following strategic goals:

• Adding to our region's Economic prosperity	Y / N	
• Being complementary to community members and groups	Y / N	
• Increasing the regions image and visibility	Y / N	

IDENTIFY KEY ISSUES/BENEFITS

- The \$60,000 contribution from LCC is on the higher side of event support. We could approach Events Gippsland and suggest a 50:50 contribution, given the nature of this type of event it has the potential to attract people from all over the state.



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

RECOMMENDATION

Rationale:

This event supports the **Latrobe City Events and Tourism Strategy 2018 – 2022** Objectives:

- 1 (Increase Visitation),
- 3 (Increase destination profile) and
- 4 (Promote community connectedness).

It also supports the **Latrobe City Council Plan 2017 -2021** Objectives:

- 1 (Support job creation and industry diversification to enable economic growth in Latrobe City) and
- 7 (Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city).

DEFINITIONS

** Event Category

Major:	Multiple overnight stays, Economic impact over \$1 million, generates significant immediate and long term economic, social and cultural benefits.
Community:	Local participants/audience
Significant Community:	Community events that attract regional/intra + national audience/participants and have an economic impact over \$50,000
Hallmark:	A reoccurring event that provides the community with an opportunity to secure high prominence in the tourism marketplace.



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

To be used as part of the assessment process for major event attraction/funding.

DATE PROPOSAL RECEIVED: 29th July 2021 ASSESSED BY: Michelle Tones

EVENT DETAILS		
Event name:	Event date / Proposed Date:	
Rotary 9820 District Conference	25 th – 28 th February 2022	
Event type: (please select)		
Arts/Culture <input type="checkbox"/> /Food & Wine <input type="checkbox"/> /Sponsorship <input type="checkbox"/> /Sport <input type="checkbox"/> / Business & Conference X /Community <input type="checkbox"/> /Other <input type="checkbox"/>		
Event Category: (please select) **	Funding - CASH	Funding – IN KIND
Hallmark <input type="checkbox"/>	Yr 1 : \$20,000 + GST	Venue hire in kind
Major <input type="checkbox"/>	Yr 2 :	
Significant <input type="checkbox"/>	Yr 3 :	
Community <input type="checkbox"/>	Other :	
Event description:		
The Rotary 9820 District conference is to be held in the new Gippsland Performing Arts Centre in Traralgon on the 25 th – 28 th of February 2022. It is expected to attract 300 Rotarians and partners to the conference who will partake in daily talks, workshops, day trips and dinners.		
Key note speaker for the Conference is Professor Fiona Wood FRACS AM, World renowned Plastic Surgeon.		
Event Term in region - commitment to region hosting:		
1 year only X 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> roll over rights i.e. 3 + 3 <input type="checkbox"/>		
Contact name: David Blythman	Email: dablythman@outlook.com	
Title/position: Past President	Phone: 0429 338 280	

EVENT DELIVERABLES	
Purpose / Aims / Objectives:	<p>Objectives of the Rotary 9820 District conference:</p> <ul style="list-style-type: none"> To encourage visitors from the Rotary district to explore and stay in Latrobe City Showcase the new Gippsland Performing Arts Centre Position Latrobe Valley as a tourist attraction through the delivery of successful arts, cultural and business events Raise Latrobe Valley's profile within the Rotary Club's Contribute to Latrobe Valley's economic prosperity



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Outcomes / Vision:	To assist in positioning Latrobe City as a major events destination with particular focus on showcasing event venues, golf clubs, restaurants and accommodation providers within our region	
Budget estimate:	\$20,000 Contribute towards venue hire and event costs.	
EVENT GRADING		
1. Estimated economic benefit to Latrobe Valley – has an assessment or forecast been completed by the event representative?	ROI	Rating (circle only 1)
Explanation / justification (if less than \$5 please expand ie. new event): <ul style="list-style-type: none"> 600 – 700 attendees including partners staying for 3 nights and 4 days. The district extends from Mornington Peninsula to Orbost. High % of visitors from outside our region. \$463,576 Economic Benefit ROI \$23.17 per dollar spend 	\$5 - \$10	1
	\$11 - \$19	2
	\$20 +	3
2. Event commitment/ term to region		
1 year only – Annual event, agreement is for 1 year		1
2 year commercial deal		2
3 year commercial deal		3
3. Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond.		(Could be more than 1)
A. None allocated		1
B. Latrobe City only		1
C. Latrobe City and the Latrobe Valley (inclusive of Baw Baw and Wellington Shires)		1
D. Metro Melbourne		0
E. Other Intrastate regions		1
F. Nationally		0
G. 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.		0
4. Proposed program of sport development and community engagement activities		(Could be more than 1)
A. Is there a proposed community engagement plan / content?	Y / N	0
B. If Yes, Is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:	Y / N	0
C. Are there other activities /programs included in the proposal that have not been mentioned previously? If so please provide details:	Y / N	0
5. Calendar/Market fit for Latrobe City Calendar of Events		Rating (circle)



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Rationale for rating: <ul style="list-style-type: none"> This event would be one of the first major events planned for the new GPAC venue An opportunity to host a major business/conference event in Latrobe City Opportunity to capture photos and video footage during the event for future promotional purposes 	Poor	1
	Good	2
	Excellent	3

Grading guide: 0 – 6 = GOOD | 7 – 12 = V GOOD | 13 and above = EXCELLENT

Score **11/18**

STRATEGIC GOALS / FOCUS

Does the event support the following strategic goals:

- | | | |
|---|-------|--|
| <ul style="list-style-type: none"> Adding to our region's Economic prosperity | Y / N | |
| <ul style="list-style-type: none"> Being complementary to community members and groups | Y / N | |
| <ul style="list-style-type: none"> Increasing the regions image and visibility | Y / N | |

IDENTIFY KEY ISSUES/BENEFITS

- This event will generate a healthy economic benefit to our region and engage many businesses and tourism providers through the multiple night stays and extra-curricular activities planned.
- An opportunity to test run the events facilities, room capacities and staff familiarisation around this style of event. It will provide learnings for future conferencing events at this venue.

RECOMMENDATION

Rationale:

This event supports the **Latrobe City Events and Tourism Strategy 2018 – 2022** Objectives:

- (Increase Visitation),
- (Increase destination profile) and
- (Promote community connectedness.

It also supports the **Latrobe City Council Plan 2017 -2021** Objectives:

- (Support job creation and industry diversification to enable economic growth in Latrobe City) and
- (Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city).

DEFINITIONS

**** Event Category**



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Major:	Multiple overnight stays, Economic impact over \$1 million, generates significant immediate and long term economic, social and cultural benefits.
Community:	Local participants/audience
Significant Community:	Community events that attract regional/intra + national audience/participants and have an economic impact over \$50,000
Hallmark:	A reoccurring event that provides the community with an opportunity to secure high prominence in the tourism marketplace.



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

To be used as part of the assessment process for major event attraction/funding.

DATE PROPOSAL RECEIVED: 25th August 2021 ASSESSED BY: Michelle Tones

EVENT DETAILS

Event name:		Event date / Proposed Date:	
Pro MX- National Motocross Championships		Nov/Dec 2021. With COVID restrictions it is looking like the event will be held next year as part of the national season championships that run between April - September	
Event type: (please select)			
Arts/Culture <input type="checkbox"/> /Food & Wine <input type="checkbox"/> /Sponsorship <input type="checkbox"/> / Sport X /Business & Conference <input type="checkbox"/> /Community <input type="checkbox"/> /Other <input type="checkbox"/>			
Event Category: (please select) **		Funding - CASH	Funding – IN KIND
Hallmark	<input type="checkbox"/>	Yr 1 : \$10,000 + GST	Venue Hire?
Major	<input type="checkbox"/>	Yr 2 :	
Significant	<input type="checkbox"/>	Yr 3 :	
Community	X	Other :	
Event description:			
National motocross riders from around Australia are set to compete at Bluerock Motorcycle Club in Newborough, for an all-Australian championship event. This style event attracts the best 160 riders in the country and 700 support staff. Competitors race in 4 groups with 2 x 30 min races for championship points. The series is described as the V8 super car series for motocross. It has a huge spectator following in Australia and will be broadcast live nationwide on SBS.			
Event Term in region - commitment to region hosting:			
<input checked="" type="checkbox"/> 1 year only X 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> roll over rights i.e. 3 + 3 <input type="checkbox"/>			
Contact name: Mark Ludlow		Email: mlud@wideband.net.au	
Title/position: President of the Blue Rock Motorcycle Club		Phone: 0438 762 039	

EVENT DELIVERABLES

Purpose / Aims / Objectives:	Objectives of the Pro MX : <ul style="list-style-type: none"> To attract intra and interstate competitors and crowds to Latrobe City post COVID lockdowns Showcase Latrobe City's outdoor sporting venues and facilities Position Latrobe Valley as a tourist attraction through the delivery of successful outdoor major motorcycle events
-------------------------------------	---



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

	<ul style="list-style-type: none"> Contribute to Latrobe Valley's economic prosperity 	
Outcomes / Vision:	To assist in positioning Latrobe City as a major events destination with particular focus on showcasing this style of outdoor event to the motocross fraternity. To assist a local Motorcycle club in the delivery of a national level MX event.	
Budget estimate:	Budget estimate: Budget: Cool room \$500 Traffic control \$3000 Toilets \$1500 Tractor \$500 (hire) Flaggies (corner people) \$2000 Catering 70 motorcycling people \$1000 Upgrade club PA system \$1500 Water cartage (only have water tanks) \$500 Hire enclosed trailer or huts for media \$1000 Total \$11,500	
EVENT GRADING		
1. Estimated economic benefit to Latrobe Valley – has an assessment or forecast been completed by the event representative?	ROI	Rating (circle only 1)
Explanation / justification (if less than \$5 please expand ie. new event) :	\$5 - \$10	1
Aiming for a crowd of 3840 including competitors and spectators.	\$11 - \$19	2
Estimated Economic Impact \$992,240		
One day event with multiple night stays for competitors and staff.	\$20 +	3
2. Event commitment/ term to region		
1 year only – Annual event, agreement is for 1 year		1
2 year commercial deal		2
3 year commercial deal		3
3. Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond.		(Could be more than 1)
A. None allocated		1
B. Latrobe City only		1
C. Latrobe City and the Latrobe Valley (inclusive of Baw Baw and Wellington Shires)		1
D. Metro Melbourne		1
E. Other Intrastate regions		1



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

F. Nationally		1
G. 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. Yes – SBS live broadcast		1
4. Proposed program of sport development and community engagement activities		(Could be more than 1)
A. Is there a proposed community engagement plan / content?	Y / N	1
B. If Yes, Is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:	Y / N	0
C. Are there other activities /programs included in the proposal that have not been mentioned previously? If so please provide details:	Y / N	0
5. Calendar/Market fit for Latrobe City Calendar of Events		Rating (circle)
Rationale for rating: This is a good fit in the LCC events calendar for this style of event. A popular sport with a good following that would attract spectators anytime of the year.	Poor	1
	Good	2
	Excellent	3

Grading guide: 0 – 6 = GOOD | 7 – 12 = V GOOD | 13 and above = EXCELLENT

Score

14 / 18

STRATEGIC GOALS / FOCUS

Does the event support the following strategic goals:

- Adding to our region's Economic prosperity
- Being complementary to community members and groups
- Increasing the regions image and visibility

Y / N

Y / N

Y / N

IDENTIFY KEY ISSUES/BENEFITS

- Event not yet confirmed with Motorcycling Australia
- Long-term benefits to Blue Rock MC club if they are successful in hosting a national level event

RECOMMENDATION



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Rationale:

This event supports the **Latrobe City Events and Tourism Strategy 2018 – 2022** Objectives:

- 1 (Increase Visitation),
- 3 (Increase destination profile) and
- 4 (Promote community connectedness).

It also supports the **Latrobe City Council Plan 2017 -2021** Objectives:

- 1 (Support job creation and industry diversification to enable economic growth in Latrobe City) and
- 7 (Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city).

DEFINITIONS

** Event Category

Major:	Multiple overnight stays, Economic impact over \$1 million, generates significant immediate and long term economic, social and cultural benefits.
Community:	Local participants/audience
Significant Community:	Community events that attract regional/intra + national audience/participants and have an economic impact over \$50,000
Hallmark:	A reoccurring event that provides the community with an opportunity to secure high prominence in the tourism marketplace.



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

To be used as part of the assessment process for major event attraction/funding.

DATE PROPOSAL RECEIVED: 5th September 2021 ASSESSED BY: Michelle Tones

EVENT DETAILS		
Event name:	Event date / Proposed Date:	
U14 Basketball Victoria Country Championships	9 th – 11 th April 2022	
Event type: (please select)		
Arts/Culture <input type="checkbox"/> / Food & Wine <input type="checkbox"/> / Sponsorship <input type="checkbox"/> / Sport X / Business & Conference <input type="checkbox"/> / Community <input type="checkbox"/> / Other <input type="checkbox"/>		
Event Category: (please select) **	Funding - CASH	Funding – IN KIND
Hallmark <input type="checkbox"/>	Yr 1 : \$10,000 + GST	
Major <input type="checkbox"/>	Yr 2 :	
Significant <input checked="" type="checkbox"/>	Yr 3 :	
Community <input type="checkbox"/>	Other :	
Event description:		
Country Champs is an annual event attracting U14 Boys and Girls representative teams from across Country Victoria. Associations are required to submit tenders to host the event with only the best Associations and Facilities being awarded the tender. Traralgon is well known within Country Basketball for their expertise in holding these events. The teams who are entered are the top ranked teams in Country Victoria and come from all corners of the state.		
This event will be held at GRISS, Morwell & Churchill Leisure Centres.		
Event Term in region - commitment to region hosting:		
1 year only X 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> roll over rights i.e. 3 + 3 <input type="checkbox"/>		
Contact name: Mary Missen	Email: Secretary@traralgonbasketball.net.au	
Title/position: Traralgon Amateur Basketball Association - Secretary	Phone:	

EVENT DELIVERABLES	
Purpose / Aims / Objectives:	Objectives of the U14 Basketball Vic Country Champs : <ul style="list-style-type: none"> To attract local, regional & intrastate competitors and crowds to Latrobe City post COVID lockdowns Showcase Latrobe City's indoor sporting venues and facilities Position Latrobe Valley as a tourist attraction through the delivery of successful sporting events Contribute to Latrobe Valley's economic prosperity



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Outcomes / Vision:	To assist in positioning Latrobe City as a major events destination with particular focus on showcasing Basketball events from juniors through to the National Basketball league at these venues. To support the local basketball organisation (TABA) in delivering a successful event that benefits their league and our community.	
Budget estimate:	\$10,000 for venue hire fees	
EVENT GRADING		
1. Estimated economic benefit to Latrobe Valley – has an assessment or forecast been completed by the event representative?	ROI	Rating (circle only 1)
Explanation / justification (if less than \$5 please expand ie. new event) : <ul style="list-style-type: none"> • Crowd is unknown due to COVID restrictions. • Previously 5000 people attend these championships. • Estimated Economic Impact based on 3098 attendees is \$5.4 mil – see attached • Three-day event with multiple night stays for competitors umpires & officials. • ROI \$546 per dollar spend. 	\$5 - \$10	1
	\$11 - \$19	2
	\$20 +	3
2. Event commitment/ term to region		
1 year only – Annual event, agreement is for 1 year		1
2 year commercial deal		2
3 year commercial deal		3
3. Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond.		(Could be more than 1)
A. None allocated		1
B. Latrobe City only		1
C. Latrobe City and the Latrobe Valley (inclusive of Baw Baw and Wellington Shires)		1
D. Metro Melbourne		1
E. Other Intrastate regions		1
F. Nationally		0
G. 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.		0
4. Proposed program of sport development and community engagement activities		(Could be more than 1)
A. Is there a proposed community engagement plan / content?	Y / N	1
B. If Yes, Is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:	Y / N	0



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

C. Are there other activities /programs included in the proposal that have not been mentioned previously? If so please provide details:	Y / N	0
5. Calendar/Market fit for Latrobe City Calendar of Events		Rating (circle)
Rationale for rating: This is a good fit in the LCC events calendar for this style of event. TABA have successfully run these events previously, as a result they are well positioned to secure the event in 2022. There are no other major events planned on the Labour day weekend in 2022 at this stage.	Poor	1
	Good	2
	Excellent	3

Grading guide: 0 – 6 = GOOD | 7 – 12 = V GOOD | 13 and above = EXCELLENT

Score**12/18**

STRATEGIC GOALS / FOCUS

Does the event support the following strategic goals:

• Adding to our region's Economic prosperity	Y / N	
• Being complementary to community members and groups	Y / N	
• Increasing the regions image and visibility	Y / N	

IDENTIFY KEY ISSUES/BENEFITS

- Supporting this event is another example of how we strengthen our relationships with user groups at LCC venues.
- This event brings hundreds of families, competitors, and spectators from around Victoria to our region further contributing to the region's economic benefit by supporting businesses such as accommodation and hospitality providers.
- Estimated economic impact of \$5.4 million

RECOMMENDATION

Rationale:

This event supports the **Latrobe City Events and Tourism Strategy 2018 – 2022** Objectives:

- 1 (Increase Visitation),
- 3 (Increase destination profile) and
- 4 (Promote community connectedness).

It also supports the **Latrobe City Council Plan 2017 -2021** Objectives:

- 1 (Support job creation and industry diversification to enable economic growth in Latrobe City) and
- 7 (Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city).



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

DEFINITIONS

** Event Category

Major:	Multiple overnight stays, Economic impact over \$1 million, generates significant immediate and long term economic, social and cultural benefits.
Community:	Local participants/audience
Significant Community:	Community events that attract regional/intra + national audience/participants and have an economic impact over \$50,000
Hallmark:	A reoccurring event that provides the community with an opportunity to secure high prominence in the tourism marketplace.



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

To be used as part of the assessment process for major event attraction/funding.

DATE PROPOSAL RECEIVED: July 2021 ASSESSED BY: Michelle Tones

EVENT DETAILS

Event name:		Event date / Proposed Date:	
Table Tennis Victoria - Victorian Country Championships and Open Veteran Championships		April & June 2023-2030	
Proposal includes the purchase of 60 table tennis tables & associated equipment and shipping costs.			
Event type: (please select)			
Arts/Culture <input type="checkbox"/> /Food & Wine <input type="checkbox"/> /Sponsorship <input type="checkbox"/> /Sport <input checked="" type="checkbox"/> /Business & Conference <input type="checkbox"/> /Community <input type="checkbox"/> /Other <input type="checkbox"/>			
Event Category: (please select) **		Funding - CASH	Funding – IN KIND
Hallmark	<input type="checkbox"/>	Yr 1 : \$120,000 + GST	In kind venue hire
Major	<input checked="" type="checkbox"/>	Yr 2 :	
Significant	<input type="checkbox"/>	Yr 3 :	
Community	<input type="checkbox"/>	Other :	
Event description:			
TTV is the largest state body in Australia having more than 60 affiliate members (clubs & associations) and in excess of 4,000 individual members (social, pennant competition and tournament registered players).			
<i>Vic Country Champs (June)</i>			
<ul style="list-style-type: none"> Country Champs is a 3-day event, on a long weekend. 350 participants 90% out of region Country Champs have been held on the Queen's Birthday weekend since its inception 70 years ago (70th anniversary in 2021) 			
<i>Open Veterans (April)</i>			
<ul style="list-style-type: none"> Vic Open is a 2-day event held between Feb and May. 150 Participants 90% out of region Prefer the first half of the year. Easter weekend gives the option to split it to a 3 day event under the COVID tournament format. 			
Table Tennis Victoria would like to enter a long-term partnership with Latrobe Valley to host their two main tournaments at GRISS for an 8-year period starting in 2023. For this opportunity, TTV are asking LCC to invest in the purchase of 60 table tennis tables, nets, posts, court barriers and umpire chairs plus freight, delivery, and installation (see attached quote) and venue hire fees.			
It is anticipated the storage requirements needed to house this equipment will be equivalent to two 40ft shipping containers.			



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

Event Term in region - commitment to region hosting:

 1 year only 2 years 3 years roll over rights i.e. 3 + 3 other 8 years
Contact name: Sports Marketing Australia for Table Tennis Victoria
Email: dave@sportsmarketing.com.au
Title/position: Dave Szumowski - Business Development Manager
Phone: 0460 630 438
EVENT DELIVERABLES
Purpose / Aims / Objectives:

Objectives of the TTV Country Champs & Open Veteran tournaments:

- To encourage Victorian Table Tennis players to travel to our region post COVID
- Showcase the GRISS facilities
- Position Latrobe Valley as a tourist attraction through the delivery of successful sporting/outdoor events
- Raise Latrobe Valley's profile within the Table Tennis fraternity
- Contribute to the growth & following of the sport within our region
- Contribute to Latrobe Valley's economic prosperity

Outcomes / Vision:

To assist in positioning Latrobe City as a major events destination with particular focus on showcasing our sporting venues, restaurant's and accommodation providers within our region

Budget estimate:
Budget \$120,000

Economic benefit based on 1 year, 5 years and 8 years

DIRECT SPEND:	Per Year	5 Years	8 Years
Country Champs	\$650,100	\$3,250,500	\$5,200,800
Open Veterans	\$156,200	\$781,000	\$1,249,600
TOTAL	\$806,300	\$4,031,500	\$6,450,400
ROI (\$120k)	\$7:1	\$34:1	\$54:1

EVENT GRADING
1. Estimated economic benefit to Latrobe Valley – has an assessment or forecast been completed by the event representative?
ROI
**Rating
(circle only 1)**
Explanation / justification (if less than \$5 please expand ie. new event):
\$5 - \$10
1

- 1072 Visitors to Latrobe Valley per year. 90% outside our region.
- 2932 bed stays per year
- \$806,300 EI per year. **Total \$6.4mil over 8 years.**
- **ROI of \$120K is \$54.10 per dollar spend**

\$11 - \$19
2
\$20 +
3
2. Event commitment/ term to region



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

1 year only – Annual event, agreement is for 1 year		1
2 year commercial deal		2
8 year commercial deal		3
3. Does the event have budget for promotion and marketing opportunities to showcase Latrobe City and beyond.		(Could be more than 1)
A. None allocated		0
B. Latrobe City only		1
C. Latrobe City and the Latrobe Valley (inclusive of Baw Baw and Wellington Shires)		1
D. Metro Melbourne		0
E. Other Intrastate regions		1
F. Nationally		0
G. 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.		1
4. Proposed program of sport development and community engagement activities		(Could be more than 1)
A. Is there a proposed community engagement plan / content?	Y / N	0
B. If Yes, Is there any intent to engage / collaborate with schools, CALD community members, or outreach communities? Expand:	Y / N	0
C. Are there other activities /programs included in the proposal that have not been mentioned previously? If so please provide details:	Y / N	0
5. Calendar/Market fit for Latrobe City Calendar of Events		Rating (circle)
Rationale for rating:	Poor	1
<ul style="list-style-type: none"> Long weekend events pose minimal clash with Latrobe City calendar of events. TTV are keen to work with local clubs in growing the membership base that has been impacted due to COVID. They are also keen to work with Council and can provide high profile players to attend and run sessions at future Sister Cities Festival's 	Good	2
	Excellent	3

Grading guide: 0 – 6 = GOOD | 7 – 12 = V GOOD | 13 and above = EXCELLENT

Score

13/18

STRATEGIC GOALS / FOCUS

Does the event support the following strategic goals:

<ul style="list-style-type: none"> Adding to our region's Economic prosperity 	Y / N	
<ul style="list-style-type: none"> Being complementary to community members and groups 	Y / N	



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

- Increasing the regions image and visibility

Y / N

IDENTIFY KEY ISSUES/BENEFITS

- **An 8-year event partnership is a first for council.**
- This partnership would bring many advantages such as:
 - locked in event dates enabling user groups to schedule around
 - Advanced bookings to accommodation providers
 - Increase the profile of the event in our region
 - The opportunity to host a World Feeder Series in Gippsland attracting International competitors
 - Table tennis equipment available for Leisure Centres to utilise all year round (excl tournament dates)
- This proposal amortised over 8 years is \$15,000 per annum.
- Nearly all players will be coming from outside our region.

RECOMMENDATION

Rationale:

Latrobe City Council has hosted may table tennis tournaments over the years and already have a good working relationship with TTV. This partnership would position Latrobe City as the major regional destination outside of Melbourne to host Table Tennis events in Victoria – surpassing Bendigo.

This event supports the **Latrobe City Events and Tourism Strategy 2018 – 2022** Objectives:

- 1 (Increase Visitation),
- 3 (Increase destination profile) and
- 4 (Promote community connectedness.

It also supports the **Latrobe City Council Plan 2017 -2021** Objectives:

- 1 (Support job creation and industry diversification to enable economic growth in Latrobe City) and
- 7 (Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city).

DEFINITIONS

** Event Category

Major:	Multiple overnight stays, Economic impact over \$1 million, generates significant immediate and long term economic, social and cultural benefits.
Community:	Local participants/audience
Significant Community:	Community events that attract regional/intra + national audience/participants and have an economic impact over \$50,000
Hallmark:	A reoccurring event that provides the community with an opportunity to secure high prominence in the tourism marketplace.



MAJOR EVENT ASSESSMENT FORM

Updated July 2019

ORGANISATIONAL PERFORMANCE

16. ORGANISATIONAL PERFORMANCE

Agenda Item: 16.1

Agenda Item: Procurement Policy

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. Adopts the Procurement Policy with an effective date of 7 December 2021;**
- 2. Notes that with the adoption of this Policy that any previous versions are now rescinded; and**
- 3. Makes this Policy available to the public on Council's website.**

Executive Summary:

- The current Procurement Policy was adopted by Council on 6 April 2020 and is compliant with Section 186A of the Local Government Act 1989 (1989 Act).
- The procurement provisions in the 1989 Act were superseded by those in the 2020 Act on 1 July 2021.
- In accordance with the 2020 Act, Section 108 (6) *A Council must adopt the first Procurement Policy under this section within 6 months of the commencement of this section.*
- Amendments are required to the current Procurement Policy to ensure compliance with Section 108 of the 2020 Act.

Background:

The key changes to ensure compliance with the 2020 Act are summarised in the below table. The proposed Procurement Policy is included in Attachment 1.

Section 108 (3) of the 2020 Act, outlines the following specific direction.

2020 Act Requirements	LCC Procurement Policy
(3) The Procurement Policy must include the following:	
(a) the contract value above which the Council must invite a tender or seek an expression of interest	Table 1 Increased from \$150k to \$250k, this aligns with other Gippsland Councils.
(b) a description of the criteria to be used by the Council to evaluate whether a proposed contract provides value for money	Clause 2.3.1 Amended to include criteria.
(c) a description of how the Council will seek collaboration with other Councils and public bodies in the procurement of goods or services	Clause 2.3.2.7 New clause. (Note, for consistency, all six Gippsland Councils have inserted the same clause into their Procurement Policies.)
(d) the conditions under which the Council may purchase goods or services without inviting a public tender or expression of interest	Table 6 Increased to align with purchasing thresholds. Table 7 Addition Summary of exemptions as outlined in the Procurement Operational Policy. (Note the Minister no longer approves exemptions under the 2020 Act.)
(e) a description of the process to be undertaken in inviting a public tender or expression of interest	Clause 2.3.2.1 Amended to include process description. Extracted from Procurement Operational Policy.
(f) any other matters prescribed by the regulations	Not Applicable. No regulations currently in place.

Other changes not specifically linked to Section 108 (3) of the 2020 Act include:

- Increase of the CEO delegation from \$500,000 to \$1,000,000 to approve procurement activities (Table 2 and Table 3).

- Removal of print media under the definition of public advertisement, as this is no longer a requirement in the 2020 Act (Clause 2.6).
- Clearly defining the maximum length of service contracts (Clause 2.9).

CEO Delegation

It is proposed to increase the CEO delegation from \$500,000 to \$1,000,000. This increase will create greater efficiency of procurement activities by avoiding delays associated with the council meeting timetable. This increase will bring Latrobe's CEO Delegation in line with other Regional Cities (City of Greater Geelong \$2,000,000 ex GST and City of Greater Bendigo \$1,500,000 ex GST).

Over the past four years, Council has awarded a total of 75 contracts. Of these, nine contracts were for values between the CEO delegation of \$500,000, and \$750,000 and 20 were for contracts where the value was greater than \$1,000,000.

Of the 75 Contracts awarded by Council, over half of these have been for services, where the expenditure over the life of the contract is unknown. There is a risk that the total expenditure under these contracts will exceed the CEO's delegation of \$500,000, therefore these service contracts are presented to Council.

Similarly, an additional four Lump Sum contracts were presented to Council that remained within the CEO's delegation. While the contract award amount was less than \$500,000, any potential contract variations had the risk of exceeding the CEOs delegation.

Based on the previous four years, increasing the CEO's delegation to \$1,000,000 would result in a 12% reduction in the number of reports presented to Council. This reduction in the number of reports presented to council would expedite the tendering process for these contracts, allowing projects of these values to commence up to four weeks earlier.

Contract Value	2017/18	2018/19	2019/20	2020/21	Total
Service	9	10	11	12	42
< \$500k	0	1	3	0	4
\$500k - \$750k	4	3	1	1	9
\$750k - \$1m					
\$1m +	4	10	4	2	20
Total Per Annum	17	24	19	15	75

Issues:

Strategy Implications

The revision of LCC's Procurement Policy ensures Council continues to operate openly, transparently and responsibly by remaining compliant with the 2020 Act.

Communication

A copy of the Procurement Policy will be published on LCC's website once adopted by Council.

Financial Implications

There are no foreseeable financial implications with the recommended changes to the policy.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Financial Risk</p> <p>Failing to obtain best value for money</p>	Unlikely	All procurement activities above the written quote threshold (\$1,000) must be published via councils eQuote system (VendorPanel). Utilising councils eQuote system ensures as many suppliers as possible in the market have the opportunity to quote for work with LCC.
<p>Reputational Risk</p> <p>Increased tender threshold and CEO delegation could be viewed as less transparent</p>	Unlikely	All contracts awarded by the CEO are reported to Council on a quarterly basis.
<p>Legal/Regulatory Risk</p> <p>Policy doesn't meet requirements of the 2020 Act</p>	Rare	LCC's Council Solicitor has undertaken a review of the 2020 Act and the proposed changes to the Procurement Policy to ensure all requirements have been met.

Legal and Compliance

The proposed updates to the Procurement Policy ensure LCC remains compliant with the 2020 Act.

Community Implications

The proposed updates to the Procurement Policy result in a positive impact to our Community by providing a greater transparency and understanding of LCC procurement processes.

Environmental Implications

There are no environmental impacts relevant to this report.

Consultation

Internal and external engagement was undertaken during the review process.

An analysis of LCC's current Procurement Policy and the requirements under Section 108 of the 2020 Act was undertaken by the Council Solicitor. Advice was sought from the Council Solicitor on proposed changes to ensure amendments to the Policy satisfied the 2020 Act requirements.

Consultation with the Gippsland Regional Procurement Excellence Network (comprising of the six Gippsland Councils) was undertaken to develop wording for the required Collaboration clause and consistently define Value for Money.

The proposed policy has been reviewed and endorsed by the Audit and Risk Committee at its meeting on the 2 December 2021.



Declaration of Interests:

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

Supporting Documents:

The Local Government Act 2020, Section 11, Section 108 and 109.

Attachments

1   Procurement Policy

16.1

Procurement Policy

1	Procurement Policy	223
----------	---------------------------------	------------



Procurement Policy

Version 22 – POL – 14

Approval Date: TO BE CONFIRMED

Review Date: TO BE CONFIRMED

DRAFT



Procurement Policy

DOCUMENT CONTROL

Responsible GM	Greg Drumm	
Division	Organisational Performance	
Last Updated (who & when)	Matthew Rogers – Chief Financial Officer	2021
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	22 August 2016	Policy reviewed, adopted by Council.
Council	03 April 2018	Amendments to purchase approval delegations, quotation requirements & contract variation approval requirements
Council	06 May 2019	Policy reviewed, amendments to petty cash and purchasing card clauses
Council	06 April 2020	Policy reviewed, no amendments
Council	TBC	Policy reviewed. LGA 2020 compliant updates added. Obsolete legislative and policy references removed. .
References	<p>Legislative References</p> <ul style="list-style-type: none"> • Local Government Act 2020 • Competition and Consumer Act 2010 • Goods Act 1958 • New Tax System (Goods and Services Tax) Act 1999 • OHS Safety Act 2004 • National Environment Protection Council Act 1994 • Environment Protection Act 1970 • Environment Protection Act 2017 • National Competition Policy • Competitive Neutrality Policy Victoria 2000 <p>Related Council Policies</p> <ul style="list-style-type: none"> • Purchasing Card Policy • Grants Policy • Gifts, Benefits and Hospitality Policy • Fraud and Corruption Control Policy 	

WARNING - uncontrolled when printed.

Page 2 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

	<ul style="list-style-type: none"> Fraud and Corruption Control Plan Wood Encouragement Policy <p>Other Associated Documents</p> <ul style="list-style-type: none"> Procurement Operational Policy Grants and Sponsorship Operational Policy Disposal of Assets Operational Framework Instrument of Delegations Conflict of Interest Guidelines Councillor Code of Conduct Employee Code of Conduct Occupational Health and Safety State and National Regulations OHS Purchasing of Goods Disability Action Plan
Next Review Date	Prior to 1 January 2026
Published on website	Yes
Document Reference No	1380258

Latrobe City Council acknowledges the assistance of the Municipal Association Victoria through the provision of a Model Procurement Policy

Approved by Latrobe City Council

For further information about this document, please contact:

Danielle Cox
 Coordinator Procurement
 Latrobe City Council
 Tel: (03) 5128 5450
 Email: Danielle.Cox@latrobe.vic.gov.au

WARNING - uncontrolled when printed.

Page 3 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

Table of Contents

1.	Principles	7
1.1	Background	7
1.2	Scope	8
1.2.1	Other Acts and Policies	8
1.2.2	Procurement during Council Elections	8
1.3	Purpose.....	9
1.4	Integration with Council Strategy	9
1.5	Treatment of GST	10
1.6	Definitions and Abbreviations.....	10
2.	Effective Legislative and Policy Compliance and Control	13
2.1	Ethics and Probity.....	13
2.1.1	Requirement	13
2.1.2	Conduct of Councillors and Council Officers	13
2.1.2.1	General.....	13
2.1.3	Procurement Activity Processes.....	14
2.1.4	Probity Advisors/Auditors	14
2.1.5	Conflict of Interest.....	14
2.1.6	Fair and Honest Dealing	14
2.1.7	Gifts and Hospitality	15
2.1.8	Disclosure of Information	15
2.1.9	Non-Compliance.....	15
2.2	Governance	16
2.2.1	Structure	16
2.2.2	Standards	16
2.2.3	Latrobe City Council Related Policies, Frameworks and Guidelines	17
2.2.4	Methods	17
2.2.5	Responsible Financial Management.....	18
2.3	Procurement Processes and Thresholds	18
2.3.1	Process	18
2.3.2	Minimum Spend Competition Thresholds	20
2.3.2.1	Tenders	20
2.3.2.2	Quotations	22

WARNING - uncontrolled when printed.

Page 4 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
-------------------------	-------------------------------	------------------	--	----------------	--



Procurement Policy

2.3.2.3	Purchasing Cards.....	23
2.3.2.4	Petty Cash	23
2.3.2.5	Reimbursements	23
2.4	Delegation of Authority.....	25
2.4.1	Requirement	25
2.4.2	Delegations.....	25
2.4.2.1	Council Officers	25
2.4.2.2	Delegations Reserved for the Council	27
2.5	Exemptions from Procurement Levels and Procedures.....	28
2.5.1	Critical Incidents	28
2.6	Public Advertising.....	31
2.7	Internal Controls.....	31
2.8	Risk Management.....	31
2.8.1	General.....	31
2.8.2	Supply by Contract	31
2.9	Contract Terms.....	32
2.10	Endorsement	32
2.11	Dispute Resolution.....	32
2.12	Contract Management.....	32
2.13	e-Procurement.....	33
3.	Demonstrate Sustained Value	34
3.1	Achieving Value for Money.....	34
3.1.1	Requirement	34
3.1.2	Approach	34
3.1.3	Role of Specifications.....	35
3.2	Performance Measures and Continuous Improvement.....	35
3.3	Corporate Social Responsibility	35
3.3.1	Social Procurement.....	36
3.3.2	Buy Local.....	36
3.3.2.1	Local Suppliers	36
3.3.2.2	Local Economic Development.....	37
3.3.2.3	Social Contribution	37
3.3.2.4	Indigenous Engagement.....	37
3.3.2.5	Social Employment	38

WARNING - uncontrolled when printed.

Page 5 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
-------------------------	-------------------------------	------------------	--	----------------	--



Procurement Policy

- 3.3.3 Sustainable Procurement 38
- 3.3.4 Diversity and Inclusion 39
- 3.3.5 Occupational Health and Safety 39
- 4. Apply a Consistent and Standard Approach 40
- 4.1 Standard Processes 40
- 5. Build and Maintain Supplier Relationships 41
- 5.1 Developing and Managing Suppliers 41
- 5.2 Communication 41
- 6. Review Process 42
- 6.1 Review 42
- 6.2 Administrative Updates 42

WARNING - uncontrolled when printed.

Page 6 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

1. Principles

1.1 Background

Latrobe City Council:

- Recognises:
 - Developing a procurement policy and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, services and works by Latrobe City Council, will enhance achievement of objectives. These objectives include sustainable and social procurement, bottom-line cost savings, supporting the local economy, achieving innovation and better services for communities.
 - The elements of best practice applicable to local government procurement incorporate:
 - Broad principles covering ethics, value for money, responsibilities and accountabilities;
 - Guidelines giving effect to those principles;
 - A system of delegations (i.e. the authorisation of officers to approve and undertake a range of functions in the procurement process); and
 - Procurement processes, with appropriate processes covering minor, simple procurement to high value, more complex procurement.
- Contracting, purchasing and contract management activities endeavour to:
 - Achieve value for money and quality in the acquisition of goods, services and works;
 - Support Latrobe City Council's corporate strategies, aims and objectives;
 - Take a long term strategic view of its procurement needs while continually assessing, reviewing and auditing its procedures, strategy and objectives;
 - Provide a robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met;
 - Are conducted, and are seen to be conducted, in an impartial, fair and ethical manner;

WARNING - uncontrolled when printed.

Page 7 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
-------------------------	-------------------------------	------------------	--	----------------	--



Procurement Policy

- Ensure that risk is identified, assessed and managed at all stages of the procurement process;
- Use strategic procurement practices and innovative procurement solutions to promote sustainability and Value for Money, in particular making use of collaboration and partnership opportunities; and
- Comply with legislation, corporate policies or other requirements, ensuring that all staff responsible for procurement and contract management are aware of and adhere to the legislative requirements, Latrobe City Council standards and best practice.

1.2 Scope

This Procurement Policy is made under Section 108 and 109 of the *Local Government Act 2020*, (the Act) which is the key legislative framework that regulates the process of all local government procurement in Victoria.

Section 108 and 109 of the Act requires Victorian councils to prepare, approve and comply with a Procurement Policy encompassing the principles, processes and procedures applied to all purchases of goods, services and works.

Latrobe City Council's Procurement Policy applies to all contracting and procurement activities and is binding upon Councillors, Council officers, temporary employees, contractors and consultants while engaged by Latrobe City Council.

1.2.1 Other Acts and Policies

The *Competition and Consumer Act 2010* - protects businesses and its customers from unfair trading practices. Latrobe City Council officers are to ensure that they are operating fairly, transparently and competitively in the marketplace.

- The National Competition Policy - extends the Australian Consumer Law to councils and introduces Competitive Neutrality Policy.
- *Competitive Neutrality Policy Victoria 2000* - promotes efficient competition between public and private businesses operating in the same market.

1.2.2 Procurement during Council Elections

The *Local Government Act 2020* stipulates that councils are prohibited from making certain prescribed decisions during an election period¹. This includes a decision to enter into a contract that has a total value which exceeds the threshold amounts or 1% of

¹ Section 69 (b) of the Local Government Act 2020

WARNING - uncontrolled when printed.

Page 8 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

Latrobe City Council's revenue from general rates, municipal charges and service rates and charges in the preceding financial year; in the preceding year, whichever is greater.

Any decision which does not follow this requirement is deemed to be invalid. Latrobe City Council is liable to pay compensation as a result of acting on a major policy decision made in contravention of the legislation. The decision also applies to special committees or persons acting under a delegation from Council.

1.3 Purpose

The purpose of this policy is to:

- Provide policy and guidance to the Council to allow consistency and control over procurement activities;
- Demonstrate accountability to rate payers;
- Provide guidance on ethical behaviour in public sector purchasing;
- Demonstrate how to apply best practice principles when purchasing; and
- Increase the probability of obtaining the right outcome when purchasing goods, services and works.

1.4 Integration with Council Strategy

This policy supports the following Strategic Objectives contained within *Latrobe 2026: The Community Vision for Latrobe Valley* and the *Council Plan 2017-2021*:

Latrobe 2026

Governance:

In 2026, Latrobe Valley has a reputation for conscientious leadership and governance, strengthened by an informed and engaged community, committed to enriching local decision making.

Regulation and Accountability:

In 2026, Latrobe Valley demonstrates respect for the importance of rules and laws to protect people's rights outline obligations and support community values and cohesion.

Council Plan 2017 – 2021 Objective 6:

Ensure Council operates openly, transparently and responsibly

WARNING - uncontrolled when printed.

Page 9 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

Strategies:

- Enhance Council's engagement with the community to better understand the community's priorities.
- Develop Council's long term financial plan and asset management plan to ensure that Council remains financially sustainable.

1.5 Treatment of GST

All monetary values stated in this policy include GST except where specifically stated otherwise.

1.6 Definitions and Abbreviations

Term	Definition
The Act	<i>Local Government Act 2020</i> (as amended)
CEO	Chief Executive Officer
Commercial in Confidence	Information that, if released, may prejudice the business dealings of a party (for example discounts rebates, profits, methodologies and process information). It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.
Conflict of Interest	Refer to Division 2 of the <i>Local Government Act 2020</i> .
Contract Management	The process that ensures both parties to a contract that fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and in particular, to provide value for money.
Corporate Social Responsibility (CSR)	Corporate Social Responsibility is about taking positive action to demonstrate Latrobe City Council's commitment to the local community and environment on which it impacts.
The Council / Council	The Latrobe City Councillor's as the governing body
Council officers	Includes temporary, full-time and part-time Latrobe City Council employees, as well as contractors and consultants while engaged by Latrobe City Council.
Delegation	A power handed down by the Council or Chief Executive Officer in an instrument to enable a delegate to act on Council's behalf.

WARNING - uncontrolled when printed.

Page 10 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

Term	Definition
Expression of Interest (EOI)	An invitation for potential suppliers to submit an EOI for the provision of the goods, services and works generally set out in the overview of requirements contained in the document. This invitation is not an offer or a contract. It is usually the first stage of a multi-stage procurement process.
e-Procurement	Refers to the use of electronic methods at any stage of the procurement process from identification of a requirement through to any contract management and possibly procured asset management. Electronic procurement is the undertaking of the procurement process stage by electronic methods.
GM	General Manager
MECC	Municipal Emergency Coordination Centre
MERC	Municipal Emergency Response Coordinator
MERO	Municipal Emergency Resource Officer
MRM	Municipal Recovery Manager
Probity	Within Local Government, the word "probity" is often used in a general sense to mean "good process." A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Probity Advisor	Reviews dealings with tenderers and the evaluation panel at presentations and interviews. Probity advisors provide advice to the evaluation team and/or steering committee.
Probity Auditor	Reviews all processes and documentation throughout the procurement process and provides a report on their findings at the conclusion of the process.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
RERC	Regional Emergency Response Coordinator
SERC	State Emergency Response Coordinator

WARNING - uncontrolled when printed.

Page 11 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

Term	Definition
Social Procurement	Social Procurement uses procurement processes and purchasing power to generate positive social outcomes in addition to the delivery of efficient goods, services and works.
Sustainability	Activities that meet the needs of the present without compromising the ability of future generations to meet their needs.
Tender Process	The process of inviting suppliers to submit a quotation by tender using public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Value for Money	Value for money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none"> • contribution to the advancement of Latrobe City Council's priorities; • non-cost factors such as fit for purpose, quality, service and support; and • cost-related factors including whole of life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services and works.

WARNING - uncontrolled when printed.

Page 12 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

2. Effective Legislative and Policy Compliance and Control

2.1 Ethics and Probity

2.1.1 Requirement

Latrobe City Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible audit scrutiny.

All staff involved in procurement should be skilled in probity fundamentals, their application and be familiar with Latrobe City Council's Conflict of Interest Guidelines.

2.1.2 Conduct of Councillors and Council Officers

2.1.2.1 General

Councillors and Council officers shall at all times conduct themselves in ways that are, and are perceived to be, ethical and of the highest integrity and will:

- Treat potential and existing suppliers with equality and fairness;
- Not seek or receive personal gain;
- Maintain confidentiality of Commercial in Confidence information such as competing suppliers information, pricing, specifications, quotations, tenders or any other sensitive information;
- Present the highest standards of professionalism and probity;
- Deal with suppliers in an honest and impartial manner that does not allow conflicts of interest;
- Invite quotations and tenders only where there is a clear intent to procure the goods, services and works in the near future;
- Not behave in a fraudulent or criminal manner as detailed in Latrobe City Council's Fraud and Corruption Control Policy and Fraud and Corruption Control Plan;
- Not use Latrobe City Council's purchasing system or purchasing card for the purchase of personal items;
- Provide all suppliers with the same information and equal opportunity;
- Be able to account for all decisions and provide feedback on them;

WARNING - uncontrolled when printed.

Page 13 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

- Maintain fair, equitable and non-discriminatory procedures for addressing complaints and concerns raised by suppliers or members of the community regarding Latrobe City Council's procurement activities; and
- Report matters if they are concerned that improper conduct is being undertaken, this includes:
 - Corrupt conduct;
 - A substantial mismanagement of public resources;
 - A substantial risk to public health or safety; and
 - A substantial risk to the environment.

2.1.3 Procurement Activity Processes

All procurement activity processes shall be conducted in accordance with the requirements of this policy, Latrobe City Council's Procurement Operational Policy, Procurement Guidelines and any associated procedures, relevant legislation, relevant Australian Standards and the *Local Government Act 2020*.

2.1.4 Probity Advisors/Auditors

An independent probity advisor or auditor must be appointed in the following circumstances and provide a written report of results:

- If the procurement activity exceeds the probity excess limit of \$10M; or
- If the relevant General Manager or Chief Executive Officer requests the inclusion of a probity auditor or advisor.

2.1.5 Conflict of Interest

Councillors and Council officers will at all times adhere to the Latrobe City Council Conflict of Interest Guidelines.

2.1.6 Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to participate in a procurement activity.

Impartiality must be maintained throughout the procurement process so it can withstand public scrutiny.

The commercial interests of existing and potential suppliers must be protected.

WARNING - uncontrolled when printed.

Page 14 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

Confidentiality of information provided by existing and prospective suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to individual rates or prices, discounts, rebates, profit, manufacturing and product information.

2.1.7 Gifts and Hospitality

Councillors and Council officers will at all times adhere to the Gifts, Benefits and Hospitality Policy.

2.1.8 Disclosure of Information

Commercial in Confidence information received by Latrobe City Council must not be disclosed and must be stored in a secure location.

Councillors and council officers are to protect Commercial in Confidence information, by refusing to release or discuss the following:

- Allocated Council budgets for proposed procurement activities;
- Information disclosed by suppliers in tenders, quotations or during tender negotiations;
- All information that is Commercial in Confidence information; and
- Pre-contract information including but not limited to information provided in procurement activities or subsequently provided in pre-contract negotiations.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier. At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised.

Summary information relating to contracts entered into with an estimated expenditure which exceeds the tender thresholds set by Council and specified in this Policy will be published on Latrobe City Council's external website.

2.1.9 Non-Compliance

Non-compliance to the Procurement Policy or the Procurement Operational Policy will be recorded and actions will be taken as per the procedures detailed in the Procurement Operational Policy.

WARNING - uncontrolled when printed.

Page 15 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

2.2 Governance

2.2.1 Structure

Latrobe City Council shall:

- Establish formal procurement approvals and a delegations structure that will ensure accountability and auditability of all procurement decisions made over the lifecycle of all goods, services and works;
- Ensure that Latrobe City Council's procurement structure:
 - Obtains value for money;
 - Is flexible enough to purchase the diverse range of material, goods, works and services required by Council in a timely manner;
 - Ensures that prospective contractors and suppliers are afforded an equal opportunity to participate in procurement activities; and
 - Encourages competition.

2.2.2 Standards

Procurement activities shall be carried out to the professional standards required by Local Government Best Practice Guidelines and in compliance with:

- *Local Government Act 2020*;
- Latrobe City Council's policies, operational policies and procedures;
- Latrobe City Council's Procurement Operational Policy;
- Councillor Code of Conduct;
- Latrobe City Council's Employee Code of Conduct;
- Occupational Health and Safety State and National Regulations; and

Other relevant legislative requirements such as but not limited to the *Competition and Consumer Act 2010*, *Goods Act 1958*, *New Tax System (Goods and Services Tax) Act 1999*, *OHS Safety Act 2004*, *Environment Protection Act 1970*, *Environment Protection Act 2017* and the *National Environment Protection Council Act 1994*.

WARNING - uncontrolled when printed.

Page 16 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

2.2.3 Latrobe City Council Related Policies, Frameworks and Guidelines

Latrobe City Council's policies, operational policies and guidelines relating to procurement that must also be complied with are:

- Purchasing Card Policy;
- Grant Governance Policy;
- Instrument of Delegations;
- Sponsorship Policy;
- Fraud and Corruption Control Policy
- Fraud and Corruption Control Plan;
- Disposal of Assets Operational Framework;
- Conflict of Interest Guidelines;
- OHS Purchasing of Goods;
- Wood Encouragement Policy; and
- Disability Action Plan.

2.2.4 Methods

Latrobe City Council's standard methods for purchasing goods, services and works shall be by some or all of the following methods:

- Purchasing card;
- Purchase order following the quotation process in accordance with section 2.3.2.2;
- Under contract following a tender process;
- Using aggregated purchasing arrangements with other Councils, MAV Procurement, Procurement Australia, Victorian Government, the Construction Suppliers Register or other bodies; and
- Other arrangements authorised by the Council or the Chief Executive Officer on a needs basis as required by abnormal circumstances such as emergencies.

WARNING - uncontrolled when printed.

Page 17 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

2.2.5 Responsible Financial Management

Responsible financial management shall be applied to all procurement activities.

To give effect to this principle, the availability of existing funds within an approved budget, or source of funds, shall be established prior to the commencement of any procurement activity for the supply of goods, services or works.

Council officers must not authorise the expenditure of funds in excess of their financial delegations.

Council officers must not disclose allocated procurement activity budgets to suppliers.

Latrobe City Council funds must be used efficiently and effectively to procure goods, services and works and every attempt must be made to contain the costs of the procurement process without compromising any of the procurement principles set out in this policy.

2.3 Procurement Processes and Thresholds

2.3.1 Process

Latrobe City Council's procurement processes are based on a number of principles:

- **Value for Money**

The benefits of the purchase are weighted against the costs necessary for the optimum result for Latrobe City Council and the local community. Latrobe City Council is not required to accept the lowest tender. Instead, Latrobe City Council is required to take into account issues of quality, cost, the accessibility of the service and other factors relevant to the overall objectives of the *Local Government Act 2020*.

Value for Money is often mistaken for meaning the lowest price, however, in terms of the contracting process, Value for Money requires Latrobe City Council to balance quality and price with as much transparency as is reasonably achievable. In this context price should take into account the whole life cost of the provision as far as is practicable. It follows that the delivery of Value for Money is dependent upon Latrobe City Council's priorities.

Achieving Value for Money also requires challenging the need for the procurement and the way in which the service may be reconfigured to achieve improvements in service delivery, comparing service provision options against all those available, consulting with key stakeholders and ensuring competition in the open market.

WARNING - uncontrolled when printed.

Page 18 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

Achieving Value for Money for money must be the basis of all procurement decisions within Latrobe City Council.

Value for Money is the guiding principle of Council procurement decisions and is in according with the Act, Section 108(3b). Value For Money (VFM) seeks to make sound judgement procurement decisions based on more than least cost. For each goods, services or works opportunity, VFM considers aspects relevant financial and non-financial elements such as (but not limited to):

- Quality
- Longevity
- Fitness for purpose
- Operational costs
- Experience and performance history
- Flexibility, innovation and adaptation
- Whole of life costs including acquisition, decommissioning and disposal costs
- Environmental impact including recyclability or reuse considerations.
- Backup and Support systems
- Licencing, registering and training costs
- Legal costs
- Risk, security and safety considerations

The relevant aspects of each procurement are to be considered by each officer in making each procurement decision.

In a multi-quote and tendered opportunity, the relevant VFM elements form the assessment criteria and are weighted and scored as a quantitative means to determine the offer representing best value for money to Council. These criteria and their weighting are to be established and fixed prior to quotes and tenders being sought, are to be included in the quote/tender documentation, and then responses evaluated once all responses have been provided. The response evaluation is to be included with the recommendation to the final tender/contract approver.

- **Open and Fair Competition**

All suppliers are treated fairly in an open and transparent manner and have access to the same information.

- **Accountability**

Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable.

WARNING - uncontrolled when printed.

Page 19 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

Therefore the processes by which all procurement activities are conducted will be in accordance with this Procurement Policy and associated Latrobe City Council's policies, operational policies and procedures. Additionally:

- All Council officers are required to comply with the Employee Code of Conduct and accordingly they must be able to account for all procurement decisions they have been involved in that were made over the lifecycle of all goods, services and works purchased by Latrobe City Council and provide feedback on them;
- All procurement activities are to leave an audit trail for monitoring and reporting purposes; and
- Councillors must not direct or influence Council officers in the exercise of any power in the performance of any procurement related duty or function.

- **Risk Management**

Strategies for managing risks associated with all procurement processes are in place and consistent.

- **Probity and Transparency**

All procurement processes must be conducted in a fair, honest and open manner, with the highest levels of integrity and in the public interest.

2.3.2 Minimum Spend Competition Thresholds

All Latrobe City Council procurement activities must comply with this policy and in accordance with Latrobe City Council's documented authorised delegations. The only exception to this is when a critical incident is declared invoking emergency incident procurement policies at 2.5.1.

Procurement activities must not be split into smaller amounts to circumvent the thresholds or financial delegate levels and must be calculated on total cost of ownership (options to extend the contract, contingency and travel or out of pocket expenses).

Latrobe City Council's minimum spend competition thresholds are listed below.

2.3.2.1 Tenders

Purchase of all goods, services and works for which the estimated expenditure (total value of the contract including all extension options and any provisional sums) exceeds the tender thresholds set by Council and specified in this Policy as required by the *Local Government Act 2020* must be undertaken by public tender. There is no specific time limit applicable to the length of a contract which is subject to the thresholds.

WARNING - uncontrolled when printed.

Page 20 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

Latrobe City Council may undertake a public tender process where the value of goods, services and works does not reach the threshold sums. These may be situations where a public tender is preferred or prudent, managing risk considerations are paramount, or there is a desire for greater transparency of the procurement.

An exemption can be obtained to not go to public tender. This must be endorsed by the Chief Executive Officer and Council. Exemptions from public tender must then be approved in accordance with Victorian Government Regulations.

A Procurement Plan must be completed and approved prior to tender

An evaluation panel is required for all publicly advertised procurement activities and must contain a minimum of three people. All evaluation panels will contain a member with relevant knowledge, an independent person (independent from the contract manager's team) and a representative from the Procurement Team.

All evaluation panel members must complete an individual conflict of interest declaration.

All tender documents must be created using Latrobe City Council's standard templates and the eTendering portal must be used.

Evaluation criteria and assigned weightings must be developed prior to advertising the procurement activity. Latrobe City Council's standard evaluation criteria consists of the following:

- Gateway Criteria – required to be met to proceed to the evaluation stage
- Mandatory Criteria – required for all tenders
- Discretionary Criteria – criteria from which the Contract Manager may select the relevant option depending upon the specifications

All evaluation criteria must be listed in the documentation; however criteria weightings will not be released.

If a briefing or site visit is required to support the procurement activity, the documentation is to specify whether these are to be compulsory or optional. All compulsory site visits will form part of the Gateway evaluation criteria.

Any additional information to be provided after the Procurement Plan has been released will be made available to all potential suppliers.

Any questions asked during the procurement activity process will be made available for all suppliers.

All publicly advertised procurement activities will be open for a minimum of 21 calendar days. A selected procurement activity will be open for a minimum of 7 calendar days.

WARNING - uncontrolled when printed.

Page 21 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

All submissions must be submitted via the eTendering portal. Hardcopy submissions will not be accepted. If a hardcopy submission is received via post or courier, the submission will not be accepted and will be returned via post unopened.

Latrobe City Council will not accept late submissions; however an exception may exist where it can be substantiated that there was a Latrobe City Council system failure or interruption to the eTendering portal. The CEO or General Manager can accept a late submission where it can be determined this circumstance prevailed at the time of attempted lodgement.

The gateway criteria must be met by tenderers to be eligible for evaluation.

The evaluation panel has discretion to exclude any tenders from further evaluation at the Gateway stage if the price submitted is 15% higher than the total project budget for that tender.

A procurement team member will evaluate the mandatory and gateway criteria. All evaluation panel members will complete the evaluation against the discretionary criteria. A full evaluation to review and agree on a recommendation is completed with all evaluation panel members.

Price can be measured either by lump sum or schedule of rates.

The evaluation panel is required to score submissions from 0 – 5 against the evaluation criteria to allow a comparison of submissions. Reasons and justifications for scores given must be documented.

All recommendations to award a contract must be submitted for CEO or Council approval. The recommendation for goods or service contracts must include any options to extend the contract.

2.3.2.2 Quotations

Purchase of goods, services and works having a total valuation of less than the compulsory tender threshold and do not require a contract, may be undertaken using the procurement by quotation method as described in Table 1 below:

Table 1

Quote Requirements	
Quotations	
Less than \$1,000	Minimum one (1) verbal quotation
\$1,001 - \$5,000	Minimum one (1) written quotation

WARNING - uncontrolled when printed.

Page 22 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

\$5,001 - \$25,000	Minimum two (2) written quotations
\$25,001 - \$250,000	Minimum three (3) written quotations
Tender	
Greater than \$250,000	Public Tender process required

In addition to the quotation requirements above, quotations may be publicly advertised at the Council officer's discretion. This may occur when a field of potential suppliers hasn't been established, or an innovative approach is required, or the project has broad appeal that may attract keen prices.

2.3.2.3 Purchasing Cards

Purchasing cards are available and the preferred method, for low value purchases. They must be used in accordance with Latrobe City Council's Purchasing Card Policy and must not be used for personal use.

2.3.2.4 Petty Cash

A petty cash system operates to provide temporary cash advances for legitimate, urgent and operational business expenses.

The maximum cash advance is \$50 and must be authorised by the requesting officer's supervisor.

Petty Cash will only be used to reimburse business expenses in exceptional circumstances or where a delay in reimbursement will cause financial hardship.

2.3.2.5 Reimbursements

A reimbursement system operates to reimburse legitimate and operational business expenses incurred by employees on behalf of Latrobe City Council. Legitimate and operational business expenses are defined as expenses incurred that are essential to performing functions of the relevant business unit.

All reimbursement expenditure must adhere to quotation requirements and purchasing approval delegations prior to incurring any expenses.

The reimbursement facility should not be used for purchases that can reasonably be made in advance via the quotation processes.

All reimbursements must be undertaken in accordance with council's reimbursement procedure.

WARNING - uncontrolled when printed.

Page 23 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

2.3.2.6 Agency

Council may use the services of a third party agent to undertake a tender on its behalf. Where this engagement is determined Council will:

- Endorse the tender and contract specifications, conditions and other contract documentation before public tenders are called;
- Ensure proper procurement processes and procedures are in place;
- Make a decision to either accept one of the tenders or reject all tenders as allowed by the Act, including reviewing the evaluation panel's assessment of submissions and recommendation to select one tender or a panel of tenderers; and
- Exercise discretion in accepting one of the tenders and merely rely on the work undertaken by the agent.

2.3.2.7 Collaboration

In accordance with the Act, Section 108(3c), Council will seek to collaborate with other Councils and Public Bodies through the various networks including through the Gippsland Regional Procurement Excellence Network (RPEN) and the Gippsland GROW network. Other networks in which Council officers are engaged may also provide collaboration opportunities depending on the procurement opportunity being considered.

Collaboration will be sought where it can be demonstrated that the value for money proposition will be improved by the scaling up of the opportunity with the inclusion of other Councils and Public Bodies. Value For Money, in regards to collaboration, will consider the relative cost reductions for the scaling up of the opportunity in comparison to any additional costs incurred such as delays to accommodate timing differences between Councils, the multi-party contract management regime imposed, and the contractual complexities incurred such as handling of securities and early contract withdrawal by one or more parties. Collaboration will be sought by email request to the Procurement representative of each Gippsland RPEN member seeking their interest in collaborative participation. Relevant opportunities will also be communicated with the Gippsland GROW network.

In accordance with the Act, Section 109(2), each report to Council recommending entering into a procurement agreement, will include information relating to the opportunities for collaboration.

WARNING - uncontrolled when printed.

Page 24 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

2.4 Delegation of Authority

2.4.1 Requirement

Delegations define the limitations within which Council officers are permitted to work. Delegation of procurement authority allows specified Council officers to approve certain purchases, quotation, tender and contractual processes without prior referral to the Council. This enables council officers to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity.

2.4.2 Delegations

2.4.2.1 Council Officers

The following tables outline the authorised procurement delegations, identifying Council officers authorised to make procurement commitments in respect of goods, services and works on behalf of Latrobe City Council.

The delegations for all purchasing at Latrobe City Council are in accordance with Table 2:

WARNING - uncontrolled when printed.

Page 25 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

Table 2

Procurement Approval Delegations	
Limit of Delegation	Approving Officer
Purchase Card	As delegated by CEO or delegate
Up to \$500	Supervisor or equivalent*
Up to \$25,000	Coordinator / Team Leader**
Up to \$100,000	Manager
Up to \$250,000	General Manager
Up to \$1,000,000	Chief Executive Officer
Greater than \$1,000,000	Council

*for the approval of reimbursements only

**delegation for Team Leaders with budget responsibility only

All procurements require the applicable approval prior to providing advice to potential suppliers. Council officers must not authorise the expenditure of funds in excess of their financial delegations. Council officers are not permitted to authorise expenditure which directly benefits them or they are the recipient of the goods, service and works.

To ensure segregation of duties, Latrobe City Council requires at least three different officers to be involved and responsible for an end to end procurement activity. No single officer is to have complete control over any procurement activity. The delegations to award a contract at Latrobe City Council are in accordance with Table 3:

Table 3

Contract Award Delegations	
Limit of Delegation	Power to Award
<\$1,000,000	Chief Executive Officer
>\$1,000,000	Council

Where a contract variation is required, approval must first be sought from the applicable approving officer. The approving officer has the delegation to sign all correspondence in relation to the variation.

WARNING - uncontrolled when printed.

Page 26 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

The delegations for contract variations at Latrobe City Council are in accordance with Table 4:

Table 4

Contract Variation Delegations (per contract)	
Cumulative value of variations	Approving Officer
Up to \$25,000	Coordinator / Team Leader
Up to \$100,000	Manager
Up to \$250,000	General Manager
Greater than \$250,000	Chief Executive Officer

Where the Cumulative value of all variations;

- **exceeds 10%** of the original contract value, endorsement must be sought from the General Manager or Chief Executive Officer
- **exceeds \$500,000** it must be approved by the Chief Executive Officer and a briefing note be submitted to Council for their noting only.

Table 5

Latent Conditions (as per Australian Standards) and Design Variations	
Limit of Delegation	Approving Officer
Up to project budget	Contract Superintendent or Representative
Over project budget	Council

2.4.2.2 Delegations Reserved for the Council

Commitments and processes which exceed the Chief Executive Officer's delegation must be approved by Council. See Tables 2, 3 and 4 for Council officer's delegations to approve purchasing, award contracts and approve contract variations.

WARNING - uncontrolled when printed.

Page 27 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

2.5 Exemptions from Procurement Levels and Procedures

The delegations for endorsing and approving exemptions are in accordance with Table 6:

Table 6

Purchasing Exemption Delegations		
Value	Endorsed by	Approving officer
Up to \$25,000	Procurement Officer	Manager
Up to \$100,000	Coordinator Procurement; or Chief Financial Officer	General Manager
Up to \$250,000	Coordinator Procurement; or Chief Financial Officer	Chief Executive Officer
Greater than \$250,000	Chief Executive Officer	Chief Executive Officer

2.5.1 Exemptions less than \$250,000 (below tender)

Acceptable justifications for exemptions below the tender threshold are specified in the Procurement Operational Policy.

2.5.2 Exemptions greater than \$250,000 (above tender)

Exemptions for the above tender threshold are detailed in Table 7:

Exemptions from Tendering	
Exemption Name	Explanation and limitations
A contract made because of genuine emergency or hardship	<ul style="list-style-type: none"> Where the Council has resolved that the contract must be entered into because of an emergency (e.g. to provide immediate response to a natural disaster, declared emergency, etc.)
A contract made with, or a purchase from a contract made by, another government entity, government-owned entity or other approved third party	<ul style="list-style-type: none"> This general exemption allows engagements: With another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government; and/or

WARNING - uncontrolled when printed.

Page 28 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

	In reliance on contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australia (PA).
Extension of contracts while Council is at market	<ul style="list-style-type: none"> Allows Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or are taking longer than expected. This exemption may be used when the establishment of an interim short-term arrangement with an alternative supplier is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality
Professional services unsuitable for tendering	<ul style="list-style-type: none"> Insurance (incl. WorkCover) Legal Services (exempt under the Local Government (General) Regulations 2015).
Information technology resellers and software developers	<ul style="list-style-type: none"> Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, where there is only one supplier of the software who holds the intellectual property rights to the software
Regional Waste and Resource Recovery Groups	<ul style="list-style-type: none"> Situations where a Regional Waste and Resource Recovery Group constituted under the <i>Environment Protection Act 1970</i> had already conducted a public tender for and on behalf of its member councils

The CEO may approve ad-hoc exemptions in exceptional circumstances where it can be demonstrated that it is in the best interests of the community to do so.

WARNING - uncontrolled when printed.

Page 29 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

2.5.3 Critical Incidents

Emergency Management policies and processes are invoked when a relevant Incident Controller, State Emergency Response Coordinator (SERC), Regional Emergency Response Coordinator (RERC) or Municipal Emergency Response Coordinator (MERC) (if not already self-activated by the Municipal Emergency Resource Officer (MERO) / Municipal Recovery Manager (MRM)) contacts Council requesting Council assistance in relation to:

- An emergency within the meaning of the *Emergency Management Act 1986* and the *Emergency Management Act 2013*;
- Latrobe City Council's Municipal Emergency Management Plan being activated;
- An emergency impact that requires activation of Council resources through the MERO/MRM via the Municipal Emergency Coordination Centre (MECC);
- An incident that activates the Council's Business Continuity Plan;
- An incident that represents a serious threat to health, safety, security of person or property; or
- A situation that represents a serious or urgent disruption to Latrobe City Council services.

In recognition that full compliance with existing Latrobe City Council procurement policies may not support the requirements during a critical incident, an alternative procurement process is in place to operate during a critical incident. Critical incident procurement aims to accommodate urgent procurement needs whilst ensuring that procurement processes adopted are reasonable and conducted with appropriate consideration of the standard procurement principles. In the event of a critical incident being declared, the process for procuring goods, services and works is to:

- Take into account value for money, accountability and probity to the extent that they can be applied given the severity and urgency of the incident;
- Adopt minimum record keeping processes through the Crisisworks Emergency Management System for relief, response and recovery;
- Ensure records of all procurements and decisions are documented in Crisisworks and disclosure of the value of goods, services and works procured for the emergency are reported to Council upon request;
- Ensure a procurement team member is to be part of the Emergency Management team to manage all procurement activities; and

WARNING - uncontrolled when printed.

Page 30 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

- Ensure emergency incident approval processes are activated through the MERO via delegated authority of the Chief Executive Officer.

2.6 Public Advertising

All public procurement activities are to be published on Latrobe City Council's e-tendering portal to promote open and fair competition as specified in the *Local Government Act 2020*.

2.7 Internal Controls

Latrobe City Council will establish and maintain the Procurement Operational Policy which will detail the internal controls over procurement processes and will ensure:

- A minimum of three people are involved in and are responsible for a transaction end to end;
- Transparency in the procurement process;
- A clearly documented audit trail exists for procurement activities;
- Appropriate authorisations are obtained and documented; and
- Systems are in place for appropriate monitoring and performance measurement.

2.8 Risk Management

2.8.1 General

Risk management is to be appropriately applied at all stages of procurement activities. This will be properly planned and carried out in a manner that will protect and enhance capability to prevent, withstand and recover from interruption to the supply of goods, services and works.

Risk management will be carried out in accordance with the stated requirements in the Risk Management Policy and the Guidelines for Occupational Health and Safety, Management of Contract and any Federal or State regulatory requirements.

2.8.2 Supply by Contract

The provision of goods, services and works by contract potentially exposes risk.

Latrobe City Council will minimise its risk exposure by measures such as:

- Standardising contracts to include current, relevant clauses;

WARNING - uncontrolled when printed.

Page 31 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

- Requiring security deposits where appropriate;
- Referring specifications to relevant experts;
- Requiring contractual agreement before allowing the commencement of work;
- Use of or reference to relevant Australian Standards (or equivalent); and
- Effectively managing the contract including monitoring and enforcing performance.

2.9 Contract Terms

All contractual relationships must be documented in writing based on standard terms and conditions unless changes to this are supported by the Procurement and Governance teams.

The maximum contract term is not to exceed five years (initial period plus all extension options). Exceptions may be made in exceptional circumstances where there is a genuine economic reason to do so (e.g. the contract is linked to significant assets).

To protect the best interests of Latrobe City Council, terms and conditions must be settled in advance of any commitment being made with a supplier.

2.10 Endorsement

Council officers and Councillors must not endorse any products or services.

2.11 Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the potential for legal action.

2.12 Contract Management

The purpose of contract management is to ensure that Latrobe City Council, and where applicable its contractors, receive the goods, services and works provided to the required standards of quality and quantity as intended by the contract by:

- Establishing a system monitoring and achieving the responsibilities and obligations of both parties' under the contract;
- Providing a means for the early recognition of issues and performance problems and the identification of solutions;
- Goods, services and works have been completed to council officers satisfaction prior to payment occurring;

WARNING - uncontrolled when printed.

Page 32 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

- Contract variations are approved prior to any work commencing;
- Contract variations are reported to Council on a quarterly basis; and
- Adhering to Latrobe City Council's Risk Management Operational Framework and adhering to relevant Occupational Health and Safety Contractor Compliance Procedures.

All Council contracts are to include contract management requirements. Furthermore, contracts are to be proactively managed by the Council officer responsible for the delivery of the contracted goods, services and works to ensure Latrobe City Council receives value for money.

A Contract Superintendent will be appointed and delegated authority as assigned by Australian Standards for the purpose of directing latent conditions and design variations.

2.13 e-Procurement

e-Procurement is integral to the overall development of procurement processes and involves the use of electronic systems to acquire and pay for goods, services and works.

By utilising e-Procurement Latrobe City Council aims to:

- Reduce transaction costs;
- Increase supplier competition;
- Make processes more efficient;
- Improve management information and visibility of spend;
- Increasing control and consistency of processes; and
- Improve spend compliance.

For these reasons Latrobe City Council will only be accepting tender submissions electronically via the electronic Tender Box, unless otherwise approved prior to the closing time and date by the Coordinator Procurement. The electronic Tender Box is a free service.

WARNING - uncontrolled when printed.

Page 33 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

3. Demonstrate Sustained Value

3.1 Achieving Value for Money

3.1.1 Requirement

Latrobe City Council's procurement activities will be carried out on the basis of obtaining value for money (as defined in 1.6 Definitions and Abbreviations and detailed in 2.3.1 Process – Value for Money).

This means minimising the total cost of ownership over the lifetime of the requirement, consistent with acceptable quality, reliability and delivery considerations. Lowest price is not the sole determinate of value for money.

3.1.2 Approach

This will be facilitated by:

- Developing, implementing and managing procurement strategies that support the coordination and streamlining of activities throughout the lifecycle;
- Developing and implementing a variety of standard selection criteria and weightings. Criteria and weightings will be established at the beginning of a tendering process to ensure value for money is achieved;
- Effective use of competition;
- Using a schedule of rates and panel contract arrangements where appropriate;
- Identifying and rectifying inefficiencies in procurement processes;
- Placing emphasis on the procurement activity planning process;
- Developing more cost efficient procurement processes including appropriate use of e-solutions;
- Council officers responsible for providing procurement services or assistance within Latrobe City Council and providing competent advice in terms of available products and agreements;
- Working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, services and works being acquired;
- Undertaking analysis of Council's category spending patterns; and

WARNING - uncontrolled when printed.

Page 34 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

- Ensuring procurement effort corresponds with risk and expected return.

3.1.3 Role of Specifications

Specifications used in quotations, tenders and contracts are to support and contribute to Latrobe City Council's Value for Money objectives by being written in a manner that:

- Ensures impartiality and objectivity;
- Clearly defines Latrobe City Council's requirements;
- Encourages the use of standard products;
- Encourages sustainability; and
- Eliminates unnecessarily stringent requirements.

3.2 Performance Measures and Continuous Improvement

Latrobe City Council will establish appropriate performance measures and reporting systems to monitor performance and compliance with procurement policies, procedures and controls which will be reported to Latrobe City Council's Senior Leadership Team and / or Executive Team.

Procurement procedures, practices and costs may be benchmarked externally.

The performance measurements developed will be used to:

- Highlight trend and exceptions where necessary to enhance performance;
- Improve the internal efficiency of the procurement process and where relevant the performance of suppliers; and
- Facilitate programs to drive improvement in procurement to eliminate waste and inefficiencies.

3.3 Corporate Social Responsibility

Corporate Social Responsibility is about taking positive action to demonstrate Latrobe City Council's commitment to the local community and the environment on which it impacts. This means maximising the benefits of the services we provide across the community and minimising the negative aspects of activities.

Latrobe City Council integrates Corporate Social Responsibility into its organisational policies and practices through social procurement, sustainability and diversity.

WARNING - uncontrolled when printed.

Page 35 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

3.3.1 Social Procurement

Social Procurement is the process of generating positive social outcomes through the procurement of goods, services and works. Social Procurement generates positive outcomes by building on initiatives already undertaken by Latrobe City Council in enhancing sustainable and strategic procurement practices, further enabling procurement to effectively contribute towards building stronger communities and meeting the social objectives.

Social Procurement can effectively contribute to building stronger communities and meeting social objectives and in particular facilitating employment opportunities to target communities within the Latrobe City region,

Latrobe City Council is committed to Social Procurement by:

- Ensuring all procurement practices are sustainable and strategically aligned with wider Council objectives;
- Achieving greater value for money across the community through the use of effective procurement;
- Ensuring all businesses have the same opportunity to tender for Council contracts;
- Enhancing partnerships with other councils, suppliers and community stakeholders;
- Building and maintaining a strong community by exploring ways to generate local employment (particularly among disadvantaged residents) and further strengthening the local economy;
- Purchasing ethical and fair trade goods to support equitable, local, national and international trade; and
- Ensuring business meets its obligations to its employees under applicable industrial instruments and legislation.

3.3.2 Buy Local

3.3.2.1 Local Suppliers

Latrobe City Council is committed to buying from local businesses where purchases can be justified against Value for Money grounds, while remaining compliant with the *Competition and Consumer Act 2010* and other fair trading legislation requirements.

Wherever practicable, Latrobe City Council will fully examine the benefits available through purchasing goods, services and works from suppliers within Latrobe City.

WARNING - uncontrolled when printed.

Page 36 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

To ensure that value for money is achieved through use of local suppliers when purchasing, Latrobe City Council shall:

- Encourage a 'buy local' culture within Council;
- Encourage local suppliers to participate in Council business by advertising in local newspapers and other means considered appropriate;
- Ensure that procurement policies and procedures do not disadvantage local suppliers;
- Ensure transparency in Council procurement practices;
- Encourage the use of local suppliers by contractors.

3.3.2.2 Local Economic Development

Latrobe City Council will also seek from prospective suppliers/contractors, where applicable, what economic contribution they will make to the Latrobe City region. Latrobe City Council will assign weighting percentage up to a maximum of 15% to this criteria element. The quotation or tender evaluation panel will determine the percentage applied to any procurement.

Such examples may include a supplier/contractor who:

- Engages and contracts with local suppliers
- Engages local sub-contractors
- Participates in apprenticeship schemes or employs apprentices when tendering for projects upon award
- Contributes to the financial, social and environmental wellbeing of the region
- Enables the expansion, growth and servicing of local businesses and contractors
- Uses existing local businesses

3.3.2.3 Social Contribution

A social enterprise is a revenue generating business with primarily social objectives that reinvest surpluses in the business or community, rather than being driven by the need to deliver profit to shareholders and owners. These organisations are commonly referred to as social benefit suppliers and include social enterprises, Australian Disability Enterprises, Fair Trade Businesses, Indigenous Businesses, and can include women-owned and minority-owned businesses.

Latrobe City Council will identify opportunities to work with social enterprises and other not for profit businesses in the Latrobe City region that deliver social outcomes as part of doing business, either directly or as part of our supply chain.

3.3.2.4 Indigenous Engagement

Latrobe City Council is committed to exploring opportunities in engaging local indigenous businesses for the delivery of goods, services or works.

WARNING - uncontrolled when printed.

Page 37 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

3.3.2.5 Social Employment

Latrobe City Council is committed to Social Procurement, effectively achieving social objectives and facilitating employment opportunities to target communities in the Latrobe City region via our procurement processes. Latrobe City Council will seek from prospective suppliers/contractors, where applicable, what employment contribution they will make to the Latrobe City region.

3.3.3 Sustainable Procurement

Latrobe City Council recognises it has an implicit role in furthering sustainable development, through its procurement of goods, services and works.

In addition, Latrobe City Council recognises the potential impact this spend has on the environment and where applicable will integrate sustainability, environmental and social issues into the procurement process. Latrobe City Council aims to achieve this by:

- Taking into account the need to minimise emissions and reducing the negative impacts of transportation when purchasing goods, services and works;
- Taking steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products and services procured;
- Considering the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner;
- Considering the basic life cycle analysis of products to minimise the adverse effects on the environment resulting directly or indirectly from products;
- Selecting products and services that have minimal effect on the depletion of natural resources and biodiversity;
- Working more effectively with local suppliers to ensure they are encouraged to bid for Latrobe City Council's business in line with the Procurement Policy;
- Ensuring all relevant procurement activities contain sustainability specifications as appropriate to the product or service being procured;
- Comply with all Australian regulations and legislation and ensuring our suppliers do the same; and
- Training all Council officers on sustainability considerations within the procurement process.

WARNING - uncontrolled when printed.

Page 38 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

3.3.4 Diversity and Inclusion

Promoting equality through procurement can improve community relations, satisfaction among users, competition, value and the quality of public services, . It should be a consideration in every procurement activity and reflect corporate commitment to diversity and equal opportunities wherever possible.

Latrobe City Council recognises the importance of having a diverse supplier base that reflects the breadth of our clients and the Victorian community.

Diversity and inclusion in procurement can refer to diverse suppliers, for example indigenous, culturally diverse, disability or gender diverse suppliers or can refer to generic suppliers providing consideration of the needs of diverse groups.

Latrobe City Council's Procurement Policy looks at including diverse enterprises in procurement processes and Latrobe City Council's Disability Action Plan is considered to ensure procurement processes and decisions do not directly or indirectly discriminate against people with a disability.

3.3.5 Occupational Health and Safety

Latrobe City Council will undertake due diligence assessments on all suppliers to ensure compliance to legislative and business requirements. Latrobe City Council requires all contractors, service providers and volunteers to comply with all Occupational Health and Safety legislative requirements. These are mandatory requirements and non-compliance will disqualify prospective suppliers. Suppliers will be required to provide evidence of insurances in providing goods, services and works.

WARNING - uncontrolled when printed.

Page 39 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
-------------------------	-------------------------------	------------------	--	----------------	--



Procurement Policy

4. Apply a Consistent and Standard Approach

Latrobe City Council will provide effective and efficient commercial arrangements for the acquisition of goods, services and works.

4.1 Standard Processes

Latrobe City Council will provide effective commercial arrangements covering standard products and provision of standard services to enable **Council officers** to source requirements in an efficient manner.

This will be achieved via a combination of the following:

- Use of Latrobe City Council's approved suppliers;
- Pricing where relevant;
- Processes, procedures and techniques;
- Tools and business systems (e.g. e-Procurement arrangements);
- Reporting requirements; and
- Application of standard contract terms and conditions.

WARNING - uncontrolled when printed.

Page 40 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
-------------------------	-------------------------------	------------------	--	----------------	--



Procurement Policy

5. Build and Maintain Supplier Relationships

Latrobe City Council recognises that in order to achieve sustainable value, appropriate relationships must be developed and maintained with suppliers.

5.1 Developing and Managing Suppliers

Developing and managing suppliers is essential to achieving a competitive market capable of delivering Latrobe City Council services and works requirements. Latrobe City Council recognises the importance of effective and open working relationships with its suppliers and is committed to the following:

- Managing existing approved suppliers, to ensure the benefits are delivered;
- Maintaining approved suppliers compliance with Latrobe City Council's requirements for insurances, Occupational Health and Safety, etc.; and
- Developing new suppliers and improving the capability of existing suppliers where appropriate.

All suppliers have a responsibility to follow and comply with the principles outlined in Latrobe City Council's Supplier Code of Conduct, which should be read in conjunction with Latrobe City Council's Purchase Order Terms and Conditions.

5.2 Communication

External communication is very important in ensuring a positive interest from potential suppliers. Latrobe City Council's website will be updated and provide:

- Information about Council and how to become an approved supplier;
- A list of open Public Procurement Activities;
- Summary information relating to contracts entered into with an estimated expenditure which exceeds the compulsory tender thresholds as per section 2.1.8;
- Purchase Order Terms and Conditions;
- Supplier Code of Conduct;
- Guidelines for "Doing Business with Latrobe City Council";
- Standard documentation used in the procurement process; and
- Links to other relevant sites.

WARNING - uncontrolled when printed.

Page 41 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
----------------------	----------------------------	---------------	--	-------------	--



Procurement Policy

6. Review Process

6.1 Review

To ensure compliance with Section 108 of the *Local Government Act 2020*, this policy will be reviewed and updated at least once during each 4-year term of the Council, unless one of the following occurs first:

- Significant changes to legislation applicable to the subject matter of the policy
- Upon request of Council

Unless otherwise indicated, this policy will still remain applicable beyond the process review date until that review has been finalised by Council.

6.2 Administrative Updates

It is recognised that from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include updating to the latest style/template for policy, a change to the name of a Council department or applicable responsible position, a change to the name of a Federal or State Government department and minor update to legislation which does not have material impact.

Any change or update which materially alters this document must be by decision of Council.

WARNING - uncontrolled when printed.

Page 42 of 42

Responsible Division	Organisational Performance	Approved Date		Review Date	
-------------------------	-------------------------------	------------------	--	----------------	--

Agenda Item: 16.2

Agenda Item: Latrobe City Advocacy Plan 2021-2025

Sponsor: General Manager, Organisational Performance

Council Plan Objective: SMART

Status: For Decision

Proposed Resolution:

That Council endorses the Latrobe City Advocacy Plan *Transition Latrobe 2021-25*.

Executive Summary:

Latrobe City Council conducts high level advocacy on behalf of the community with the Victorian and Commonwealth Governments. Latrobe City's advocacy is primarily conducted by the Mayor and the CEO, supported by Councillors.

The purpose of Latrobe City's advocacy is to build the profile of Latrobe City with the Government policy makers and to partner with the Government in the delivery of positive outcomes for the Latrobe community that support the region's economic and social transformation and reflect the community's aspirations, desires and needs.

These outcomes could include the provision of investment assistance for our major projects or other financial support, or changes to Government policy to benefit our Regional City.

The Council Plan 2021-2025 provides a broad direction for Latrobe City's advocacy, supported by the Community Vision 2021-2030. This Advocacy Plan has been developed to align with these Council endorsed documents for the 4-year Council term.

Hence, Latrobe City's advocacy platform outlined in the Plan is closely aligned with the broad themes that arise from the Community Vision and the Council Plan.

Our specific advocacy projects that fall under these broad themes are cyclically reviewed and adjusted based on Council's and community's priorities, and issues and opportunities that emerge.

Council's advocacy strategy for the Victorian State and Federal elections will be developed separately.

Specific advocacy strategies will also be developed for emerging urgent priorities as needed.

Background:

Nil

Issues:

Strategy Implications

This report is strategically aligned with all Council Plan's strategic directions, however primarily with SMART.

Communication

Internal communication has been conducted and feedback sought from Councillors, as well as relevant Council Officers, the Senior Leaders Team and the Executive Team.

Financial Implications

No direct financial implications to the Council Budget are foreseen from this report. If Government investment in Latrobe City is secured, some financial impacts may be possible.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Reputational Risk</p> <p>Advocacy Plan delivery includes some inherent potential reputational risks related to the specific advocacy priorities.</p>	<p>3</p>	<p>Tactical strategic planning for the Advocacy Plan implementation</p>

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

Legal and Compliance

No legal nor compliance implications associated with this report.

Community Implications

No direct community implications from this report; positive community impacts can be expected from a successful implementation of the Advocacy Plan.

Environmental Implications

No direct environmental implications from this report.

Consultation

Community consultation to inform the Advocacy Plan has been undertaken as part of the Council Plan and Community Vision processes.

Other

Nil

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1.   Latrobe City Advocacy Plan Transition Latrobe 2021-25

16.2

Latrobe City Advocacy Plan 2021-2025

- 1 Latrobe City Advocacy Plan Transition Latrobe 2021-25 269**

Latrobe*City*

Transition Latrobe

2021-2025

Latrobe City Advocacy Plan for Transition



 **Latrobe***City*
a new energy

This work is copyright. Apart from any use permitted under the Copyright Act 1968 all rights are reserved.

The information in this document is correct as at the date of publication but is subject to change. Please check the Latrobe City Council website www.latrobe.vic.gov.au to make sure this is the latest version.

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

Date of publication: [October 2021].

Contents

MAYOR'S MESSAGE	4	ABOUT LATROBE CITY AND ITS TRANSITION	7
Latrobe City is transforming	5		
		LATROBE CITY'S ADVOCACY	8
		Our community vision	8
		Why Advocacy?	10
		Forms of Advocacy	10
		Advocacy Principles	11
		LATROBE CITY'S ADVOCACY PLATFORM	13
		WHAT DO WE ADVOCATE FOR?	14-15
		DELIVERING LATROBE CITY'S ADVOCACY PLATFORM	16
		Table 1: Latrobe City Advocacy Plan Delivery - Key Milestones	17

Mayor's Message

As our traditional industries are closing down, the Latrobe City community has adopted, learned, grown and adjusted to many changes that have come and are yet to come. This community has proven its resilience by embracing the new and looks into the future with hope, strength and pride.

We have much to be proud of.

Throughout generations we have built engineering expertise and work force capability that is second to none. Our energy transmission infrastructure is solid and can provide the foundation for new industries that create jobs. The region has land that is affordable, fit for purpose and available for industry to establish in Latrobe City. We have strong skills development and education capabilities that can skill people to find jobs in the new economy and equip our young people with sought-after 21st century skills that are high in demand in the market place.

And we can build on our strengths.

This is an opportunity for our Regional City to reinvent itself. For us to see our City in the new light with new opportunities.

This Advocacy Plan builds on the 10-year vision Latrobe 2031 – Our Community Vision that the Latrobe community has created and supported. This Plan is also aligned with our Councillors' vision for our City for the next four years through the Council Plan 2021-2025.

This Plan builds on the premise that we cannot do this alone. We have and will continue to partner closely with the Victorian and Commonwealth Governments, our partners and our community on the journey of transforming our Regional City.

We thank the Victorian and Commonwealth Governments for their assistance to date. However, the job is not yet done.

This transition journey will be a long one and our intention is to continue to work hand in hand and in good faith with the Government at all levels to unlock the economic potential of our Regional City and to deliver a myriad of positive outcomes for our transitioning community.

Mayor

Latrobe City Council



Latrobe City is transforming.

The impacts from the Hazelwood Power Station and Mine closures in 2017 continue to be deeply felt in the community. Recently, Energy Australia announced the closure of the Yallourn Power Station and Mine in 2028. With the anticipated future closure of Loy Yang A Power Station and associated Mine by 2048, our region and its economic and social trajectory continue to be profoundly impacted. Simultaneously, our native forest logging, as elsewhere in Victoria, will be banned by 2030.

The Victorian and Commonwealth Governments made a notable and immediate contribution to Latrobe City through a comprehensive package of funded initiatives after the closure of the Hazelwood Power Station and associated Mine in 2017. These measures included the creation of the Latrobe Valley Economic Growth Zone and Latrobe Valley Authority (LVA) and associated funding of \$266 million.

There have been further major infrastructure investments including Latrobe Regional Hospital Stage 3, coupled with funding support for major social capital projects such as Latrobe Creative Precinct, Gippsland High-Tech Precinct, Latrobe Health Innovation Zone and Gippsland Regional Aquatics Centre.

In the Victorian State Budget 2021-22, the Victorian Government provided a significant \$10 million investment to support Latrobe City's food manufacturing capacity that will deliver a notable boost to our region's employment with up to 1700 jobs once fully operational, assist in the diversification of our economic base and build our economic resilience through enabling further investment in our food and fibre sector.



About Latrobe City and its Transition

For decades, Latrobe City as one of Victoria's major Regional Cities has been the epicentre of power generation in Victoria. The region's brown coal has been utilised for the provision of affordable electricity for the majority of Victoria (currently contributing in excess of 70 per cent of Victoria's energy requirements). Originally by the State Electricity Commission of Victoria and subsequently by private mine operators via our large coal mines at Traralgon (AGL Loy Yang A and Alinta Loy Yang B), and Newborough (Yallourn) and now closed Morwell (Hazelwood).

The Latrobe Valley has been in transition for many years, following the Hazelwood Power Station and Mine closures in 2017, and the subsequent significant investment in the region by the Victorian and Commonwealth Governments. With the Yallourn Power Station and Mine closing in 2028 and further power station closures anticipated in the next 20-25 years, our region will continue to evolve as part of its ongoing economic transformation and seek investment in industries that contribute to its economy and COVID-19 recovery.

Major Government recreational and liveability investment post-Hazelwood has been welcomed by Latrobe City, and as the transition continues, there is renewed focus on job creation and economic transformation that creates the foundation for the profound structural change that is required. Therefore, more needs to be done to advance a stable and prosperous future for this region, and to realise Latrobe City's full potential as a Regional City.

At the core of this transformation is a strong need to drive the region's employment and economic diversification, given that Latrobe City has borne, and is expected to continue to bear, a significant economic cost of the structural change currently occurring in the Australia's energy sector.

As with the rest of the country, Latrobe City has been further challenged by the diverse and profound impacts from the COVID-19 pandemic. Our economy has been significantly impacted, with 50 per cent of the businesses in Latrobe City adversely impacted, particularly accommodation and hospitality, arts and recreation services, retail trade, and small private health and social services.

Council believes that major infrastructure investment that creates jobs continues to be critical to future-proof our economy, drive our economic and social step change and unlock this region's potential as a strong, progressive and thriving Regional City.

In December 2020 Council endorsed the Latrobe City Investment Roadmap. This document provides direction for Latrobe City's economic aspirations and demonstrates that Gippsland's Regional City is investment ready, with a focus on Industry Led Skills and Training, Advanced Manufacturing, Regional and Rural Health and a Circular Economy.

Latrobe City's Advocacy

The Council Plan 2021-2025 provides a broad direction for Latrobe City's advocacy, and supported by the Community Vision 2021-2030, forms a united vision for Latrobe City's future aspirations that are at the heart of economic prosperity, liveability and social wellbeing of this transitioning community and its effort to cement the recognition of Latrobe City as a strong Regional City.

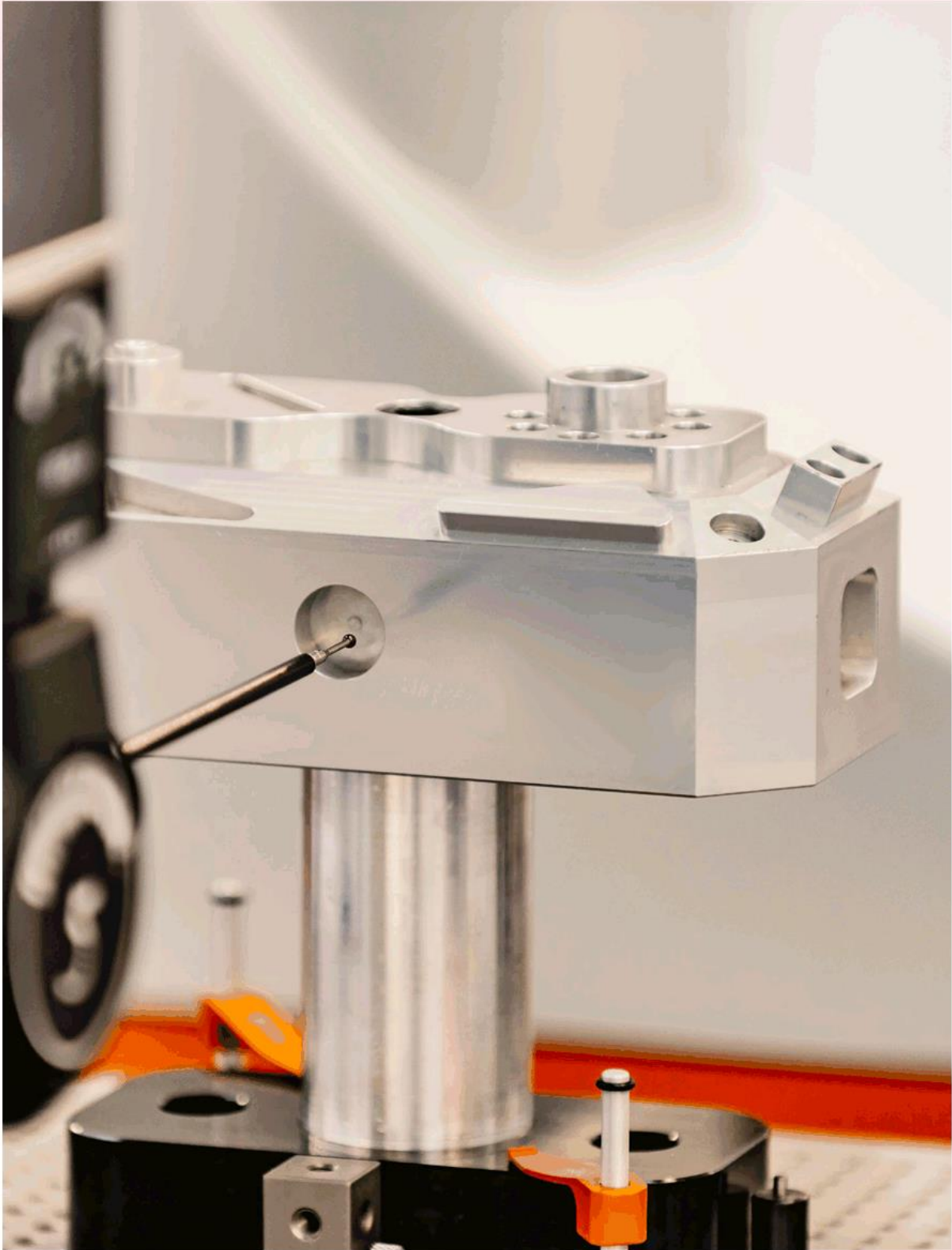
Through building on the platform of the Community Vision, Council is committed to building in this Plan and its collaboration with the Government decision-makers and leaders a strong aspect of community voice.

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.





Why Advocacy?

The Latrobe City Council conducts high level advocacy and government relationship building activity on behalf of the community with the Victorian and Commonwealth Governments. Latrobe City's advocacy is primarily conducted by the Mayor and the CEO, supported by Councillors.

The purpose of Latrobe City's advocacy is to build the profile of Latrobe City with the Government policy makers and to partner with the Government in the delivery of positive outcomes for the Latrobe community that supports the region's economic and social transformation and reflect the community's aspirations, desires and needs.

These outcomes could include the provision of investment assistance for our major projects or changes to policy to benefit our region and our community, and ultimately to build a strong prosperous future for Latrobe City.

Ultimately, advocacy is instrumental in supporting Council in its role to improve the overall quality of life for people in Latrobe City.

Forms of Advocacy

Council's advocacy is informed by strategic approaches that define an appropriate course of action in any given situation in order to maximise the potential for the desired change.

Council conducts advocacy in the following ways:

Submissions to State and Federal Government Consultations and Parliamentary Inquiries

Council prepares submissions and position statements to inquiries or consultations that are being conducted by the Government and its Departments or the Parliament through its various Committees, as well as other regulatory bodies. These submissions are considered as part of the Government decision-making process as comments and recommendations from external parties.

Submissions to the State and Federal Budgets processes

Council prepares its submissions to the yearly State and Federal Budget processes that incorporate identified Government investment opportunities for Latrobe City, and infrastructure or other projects that are a priority for Council. These submissions are supported by a meeting program that provides an opportunity to present the project ideas directly to the policy makers.

Direct and proactive advocacy through meeting programs and/or direct correspondence with the local Members of Parliament, State and Federal Ministers and other policy-makers

Council responds directly to relevant issues as they emerge and delivers its position to decision-makers directly through formal correspondence and conversations. This could be both positive or negative i.e. Council could respond to Government policy or investment decisions that affect positively or negatively the Latrobe community.



Latrobe City Transition Task Force

Latrobe City Council has recently formed the Latrobe City Transition Task Force as a governance framework for bi-partisan support from all levels of Government and the Opposition to collaborate in good faith to inform priority investments into the region, primarily to stimulate and diversify the economy and to create jobs.

Led and convened by Latrobe City Council, the Task Force brings together State and Federal Government and Opposition decision-makers to form the Task Force core membership. This Group is supported by the Government, Industry and Business Reference Group that provides advice to the Task Force.

Representation of priority issues to the local Members of Parliament, Ministers or the Opposition representatives

Council makes representations to policy makers in a bi-partisan fashion on issues that have significant relevance to the Latrobe economy and community. This takes a form of profile-raising activity and is conducted, for instance, as regular Delegations to Canberra, the State Government engagement programs, and specific campaigns ahead of State and Federal elections.

Public awareness and media activity

Council communicates its activities and positions via media and social media. These strategic communications activities are strategically aligned with advocacy approaches where this is possible. The purpose is to raise awareness amongst policy makers of the Council's and its community's position on matters of importance and to inform the public.

Policy statements

Council develops policy statements to form a strong position on an issue of importance and provide a platform for consistency. These can be stand-alone statements, or broader policies or strategies.

Policy platforms and networks

Council can establish or be part of groupings of peers, stakeholders and/or policy makers to advocate jointly on policy positions and topical issues. This allows for a strengthened voice and hence more influence in the decision-making circles. Currently these include e.g. One Gippsland, Regional Capitals of Victoria, Regional Capitals of Australia and the Municipal Association of Victoria (MAV) to name a few.

Advocacy Principles

Latrobe City's advocacy principles are aligned with the core values of the organisation:

- **Accountability:**
 - We develop goals in advocacy to reflect and align with our Council Plan and Community Vision, and to be of benefit to our community
 - We demonstrate leadership, and are proactive and responsive in our advocacy
- **Collaboration:**
 - We are connected to our community and conduct advocacy that is informed by the community voice
 - We foster collaboration and partner with the Government and all our stakeholders in good faith to bring about positive outcomes for our community
- **Innovation:**
 - We adopt innovative, strategic and fit for purpose approaches to our advocacy
 - We are adaptive and find solutions in response to change
- **Trust:**
 - We build trusting relationships with our community, the Government and all our stakeholders
 - We act in the best interest of our community at all times



Latrobe City's Advocacy Platform

Latrobe City's advocacy platform for transition is closely aligned with the themes that arise from the Community Vision and the Council Plan.

Our specific advocacy projects that fall under these broad themes are cyclically reviewed and adjusted based on Council's and community's priorities and opportunities that emerge.

SMART

New jobs & industry

Skills & education

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.

SUSTAINABLE

Liveability

Sustainable industries

Environment

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.

CREATIVE

Arts & creative industries

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.

CONNECTED

Connected towns & communities

Local & regional transport connections

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.

HEALTHY

Health, wellbeing & safety

Equality

Our communities' health, wellbeing and safety is assured with abundant green spaces and by focusing on accessibility and inclusivity. We have focused on preventative measures to promote positive health outcomes for all generations through supporting active lifestyles and education. We continue our focus on closing the gap so all of our community can overcome barriers and achieve improved health outcomes.

What do we advocate for?

SMART

New jobs & industry

Skills & education

We advocate for:

- Investment in emerging new industries (such as new clean energy industries, hydrogen, circular economy, automotive technologies, carbon innovation, advanced manufacturing and defence) that have the potential to generate new jobs and create job security into the future.
- Support for the recovery of our tourism, events and recreation sectors and related jobs.
- The removal of funding and regulatory barriers to building the capacity and availability of enabling infrastructure and utility services to support industrial, commercial and residential growth in Latrobe City.
- The rehabilitation and re-purposing of redundant mine areas that supports a sustainable and prosperous Latrobe City.
- The skills development of our work force that matches the immediate and future industry needs
- Support for innovation and research capacity of our region.

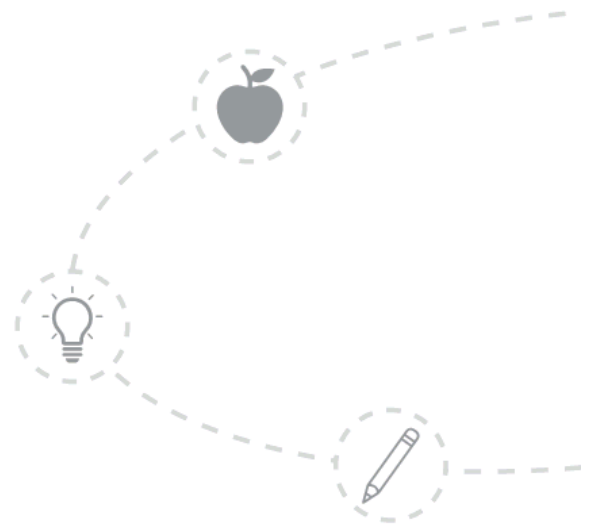
HEALTHY

Health, wellbeing & safety

Equality

We advocate for:

- Positive health, wellbeing and safety outcomes for our community.
- The whole of government response to equity issues in our community including prevention and early intervention programs.
- Foster a positive cultural and health related behavioural change in Latrobe City with our partners and other levels of government.



CREATIVE

Arts & creative industries

We advocate for:

- Support for the recovery of the arts and creative industries in Latrobe City.





SUSTAINABLE

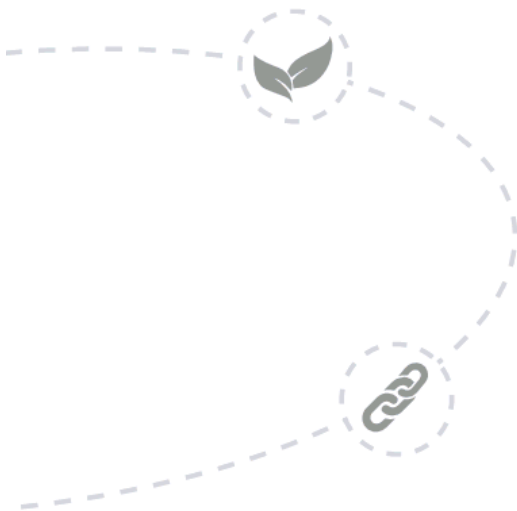
Liveability

Sustainable industries

Environment

We advocate for:

- The provision of sustainable infrastructure and community services.
- An equitable transition to a new energy future through leadership in clean energy, recycling and resource management.
- Water security to provide industry and the community with long term certainty.
- Positive outcomes for our environment



CONNECTED

Connected towns and communities

Local and regional transport connections

We advocate for:

- Connectivity with investment in shared pathways between towns to connect Latrobe City communities.
- Improved transport services including passenger and rail freight connections, and local and regional bus services.
- Investment in well maintained and improved road infrastructure.
- Support for the activation of the Latrobe Regional Airport to facilitate freight, niche passenger services, flight training and emergency services.



Delivering Latrobe City's Advocacy Platform

Within the Latrobe City's broad advocacy platform context outlined in this Plan, clearly defined and articulated advocacy priorities and projects will guide Latrobe City's advocacy activities to ensure that advocacy remains relevant, targeted and timely.

The different advocacy priorities have varying degrees of urgency and require varying approaches depending on the outcomes sought.

The outcomes that Council looks for through its advocacy might be a new service or service improvement policy changes, legislative and regulatory issues or investment.

In addition to the 'standing advocacy issues' such as limited transport connectivity that continues to negatively impact on our community, there might be acute time-sensitive matters that emerge that require an immediate response such as emergency situations. Additionally, Council proactively and systematically identifies projects that it wants to present to the Government, either for funding or other support.

The below table outlines high level milestones for Latrobe City's advocacy over the life of the Plan. This forms a guide only as timelines and actions might change subject to changes in policy environment, unexpected circumstances or by Council resolution.

Individualised strategies and approaches apply to each of the advocacy priorities. These will be developed and delivered parallel to the key milestones.





TABLE 1: LATROBE CITY ADVOCACY PLAN DELIVERY – KEY MILESTONES

• February	Latrobe City's Priority Projects reviewed
• March	Latrobe City Canberra Delegation
• April	State Government Engagement Program
• May	Latrobe City's Priority Projects reviewed
• May	Government 22/23 Budget Analysis
• August	Latrobe City's Priority Projects reviewed
• October	Latrobe City Government Budget Submissions endorsed and lodged
• October	Latrobe City Government Budget Submissions Engagement Program
• November	Latrobe City's Priority Projects reviewed
• November	Latrobe City Mayoral election

2022 is a double election year with both Victorian State and Federal Elections held. Latrobe City Council will develop and deliver specific election campaign strategies during this time.

Note: During the final delivery year (2025), Council Plan and Community Vision will be reviewed and adopted by October and Advocacy Plan by December. This may impact timelines for some advocacy activities.







CONTACT US

PO Box 264, Morwell VIC, 3840

☎ 1300 367 700

@ latrobe@latrobe.vic.gov.au

🌐 www.latrobe.vic.gov.au

Morwell Corporate Headquarters
141 Commercial Road

Moe Service Centre
1-29 George Street

Traralgon Service Centre
34/38 Kay Street

Churchill and District Community Hub
9/11 Philip Parade

Agenda Item: 16.3

Agenda Item: Fair Go Rates System - Rate Cap Variation 2022/23

Sponsor: General Manager, Organisational Performance

Council Plan Objective: SUSTAINABLE

Status: For Decision

Proposed Resolution:

That Council does not seek a variation to the Fair Go Rates System annual rate cap set by the Minister for Local Government for the 2022/2023 financial year.

Executive Summary:

The purpose of this report is to seek a decision of Council in relation to whether a variation will be sought to the 2022/2023 Fair Go Rates System rate cap as set by the Minister for Local Government.

- The Fair Go Rates System (FGRS) was introduced into the *Local Government Act 1989* in December 2015. The legislation limits the maximum amount by which Victorian councils can increase rates in a year without seeking additional approval from the Essential Services Commission (the Commission).
- The Minister for Local Government sets the rate cap in December each year for the following financial year. Councils have the ability to apply for an increase in the rate cap set by the Minister by notifying the Commission of their intention to lodge an application for a variation. Notification for a variation to the 2022/23 rate cap must be provided to the Commission by the 31 January 2022 with completed applications required by the 31 March 2022.
- In order to apply for a variation there are six legislative matters which must be addressed by each applicant, including the need to canvas the thoughts of the community and ratepayers through a community consultation process. This is recognised as requiring significant time and financial resources to enable this to occur. Latrobe City Council has not initiated any community or ratepayer consultation in relation to a variation of the rate cap at this point in time.
- This Ordinary Council Meeting is the last scheduled Council meeting prior to the date in which Council must notify the Essential Services Commission of its intention to apply for a variation to the rate cap.

- Having regard to the above, it is Officers' opinion that a balanced budget position can be achieved for the 2022/23 financial year without the need for a rate cap variation and that it would not represent a good use of Council resources to seek a rate variation for this coming year.

Background:

In December 2015 the Victorian Government established the Fair Go Rates System (FGRS), a legislative framework that limits the maximum amount by which Victorian councils can increase rates in a year without seeking additional approval. The limitation applies to general and municipal charges and came into effect from the 2016/2017 financial year and is commonly referred to as the rate cap.

Each year the Minister for Local Government (the Minister) sets the average rate cap, that is the maximum increase in Council's average rates and municipal charge for the forthcoming financial year. The Minister has the ability to set a cap that applies to all councils, a group of councils or a single council.

Where a council determines that the average rate cap is insufficient to meet a council's needs, the council can apply to the Essential Services Commission (the Commission) for a higher cap.

The Commission has a role in monitoring and reporting on Council's compliance with the rate cap and has statutory responsibilities under the *Local Government Act 1989* (the Act) to ensure that the long term interests of the ratepayers and the community in relation to sustainable outcomes in the delivery of services and critical infrastructure, while also ensuring that a council has the financial capacity to perform its duties and function and exercise its powers under the Act.

It is the role of the Commission to assess and consider whether to approve any application for a variation to the rate cap, having regard to the six legislative matters;

1. The proposed higher cap and the specified year(s) that it will apply
2. The reason for which the council seeks the higher cap
3. How the views of ratepayers and the community have been taken into account in proposing the higher cap
4. How the higher cap is an efficient use of council resources and represents value for money
5. Whether consideration has been given to reprioritising proposed expenditures and alternative funding options and why the council does not consider those options to be adequate; and
6. That the assumptions and proposals in the application are consistent with the council's long term strategy and financial management policies set out in the council's planning documents and annual budget.

The Minister is required to announce the rate cap for the 2022/23 financial year by the 31 December 2021, with Councils having until the 31 January 2022 to notify the Commission of their intention to apply for a variation followed by a further period up to the 30 March 2022 to lodge their submission.

At the time of writing this report the Minister had not advised the quantum of the rate cap for the 2022/23 financial year.

The Minister is required to seek and have regard to advice from the Commission before setting the rate cap, with the rate cap to be based on the forecast change in the consumer price index (CPI) over the financial year to which the rate cap relates plus or minus any adjustment such as efficiency dividends.

The latest State Government Department of Treasury and Finance macroeconomic indicators for the 2022/23 budget are currently estimating CPI for the 2022/23 financial year at 1.75%.

A 1% annual increase in the general rate and municipal charge is estimated at approximately \$617K.

Council's Financial Plan includes assumptions of a balanced cash budget with an estimated annual rate increases of 1.75% for the 2022/23 financial year.

Issues:

Strategy Implications

This report aligns with the Council Plan theme of Sustainable, ensuring that Council remains financially sustainable to ensure funding of council priorities and maintenance of community assets

Communication

Previously, an indication of an intension to lodge an application as a place holder resulted in considerable adverse publicity and negative community sentiment. Thus any intension to seek a variation will need to be supported by a well-developed communication plan. There is currently no developed communication plan to support a variation to the rate cap.

Financial Implications

There are no financial implications associated with this report, however should Council decide to apply for a variation to the rate cap, indications from other councils are that this process can cost up to \$200K. There is no allocation of funds in the 2021/22 Adopted Budget to fund an application.

Council does have the ability to pass a resolution to allocate funds from the Unallocated Cash Surplus currently sitting in reserve should this be deemed necessary.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Reputational Risk Community dissatisfaction if a cap variation was sought	Likely	Extensive community consultation
Reputational damage	Possible	Ensure that the requirement for a rate variation is justified and clearly identified

Legal and Compliance

There are no legal implications, as there is a clear legislative process that is required to be followed.

Community Implications

The recommendation not to seek a variation to the rate cap is unlikely to have a positive or negative impact.

Environmental Implications

There are no environmental impacts associated with this recommendation.

Consultation

No engagement is necessary based on the current recommendation.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

Nil

URGENT BUSINESS

17. 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.

**MEETING CLOSED TO
THE PUBLIC TO
CONSIDER
CONFIDENTIAL
INFORMATION**

18. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

The information in this section was declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020.

For the avoidance of doubt, section 66 of the *Local Government Act 2020* (which came into effect on 01 May 2020) also enables the Council to close the meeting to the public to consider confidential information as this term is defined under the *Local Government Act 2020*.

Proposed Resolution:

That Council closes this Ordinary Meeting of Council to the public to consider confidential information on the following grounds:

(a) the information to be considered has been declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020; and

(b) pursuant to section 66 of the *Local Government Act 2020* on the following grounds:

18.1 2022 Australia Day Awards

Agenda item 18.1 *2022 Australia Day Awards* is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. Personal Information