



LATROBE CITY COUNCIL

MINUTES FOR THE COUNCIL MEETING

HELD VIA AUDIO-VISUAL LINK
AT 6PM ON
07 JUNE 2021

CM564

PRESENT:

Councillors:	Cr Sharon Gibson, Mayor	West Ward
	Cr Darren Howe, Deputy Mayor	East Ward
	Cr Tracie Lund	Central Ward
	Cr Graeme Middlemiss	Central Ward
	Cr Dan Clancey,	East Ward
	Cr Dale Harriman	East Ward
	Cr Kellie O'Callaghan	East Ward
	Cr Melissa Ferguson	South Ward
	Cr Brad Law	West Ward
Officers:	Steven Piasente	Chief Executive Officer
	Kendrea Pope	Executive Manager Office of the CEO
	Suzanne Miller	General Manager Community Health & Wellbeing
	Gail Gatt	General Manager Regional City Growth & Investment
	Greg Drumm	General Manager Organisational Performance
	Jody Riordan	Acting General Manager Assets & Presentation
	Hanna Steevens	Manager Governance
	Kieran Stewart	Governance Officer

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COUNCILLOR AND PUBLIC ATTENDANCE

PLEASE NOTE

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

Pursuant to section 394 of the *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

The Mayor read the opening prayer.

2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

The Mayor read the acknowledgement of the traditional owners of the land.

3. APOLOGIES AND LEAVE OF ABSENCE

There were no apologies.

4. DECLARATION OF INTERESTS

Cr Dale Harriman declared a material interest in Item (14.1 Development of land for Second Dwelling and Two (2) Lot Subdivision at 20 Garibaldi Street, Traralgon).

Cr Sharon Gibson advised she has an interest that is not a conflict of interest in Item 17.2 (Rating Agreement - Opal Australian Paper).

5. ADOPTION OF MINUTES

MOTION

Moved: Cr Middlemiss

Seconded: Cr Clancey

That Council confirm the minutes of the Council Meeting held on 3 May 2021 and Unscheduled Council Meeting held on 24 May 2021.

CARRIED UNANIMOUSLY

6. ACKNOWLEDGEMENTS

Cr Dan Clancey publicly acknowledged and thanked those front line workers in Latrobe City working on the vaccine roll out in the municipality.

7. PUBLIC PARTICIPATION TIME

Attend as an observer

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

Therefore this meeting allowed for physical and virtual participation by members of the public but was however was closed for a full gallery.

To meet legislated obligations and in the spirit of open, accessible and transparent governance, the Council Meeting was livestreamed.

Public Questions on Notice

In accordance with the *Governance Rules*, members of the public were able to lodge a question on notice before 12 noon in order for the question to be answered at the meeting. There were no questions lodged.

Public Speakers

Members of the public who registered before 12 noon were invited to speak to an item on the agenda.

The following persons spoke on an item on the agenda:

Item No.	Agenda Item	Name &/or Company
14.1	Development of land for Second Dwelling and Two (2) Lot Subdivision at 20 Garibaldi Street, Traralgon	Jim Wilson
14.1	Development of land for Second Dwelling and Two (2) Lot Subdivision at 20 Garibaldi Street, Traralgon	Richard Hoxley – Senior Planner, Crowther and Sadler Pty Ltd

Cr Dale Harriman left the meeting for this item at 6:08pm as it related to the matter he has declared a conflict of interest. He returned to the meeting at 6:18pm.

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

The Items Held Over Table provides a list of items where a further report to Council has been requested.

Work is currently underway to address these items and a target date for a report to be presented to Council is provided below. These dates are subject to change pending the status of the works.

The below items include open and confidential items and as such the report to Council may be included in an open or confidential agenda.

Initial Meeting Date	Item	Target Date for Future Report
Regional City Growth and Investment		
23 October 2017	Development Proposal - Expression of Interest	A report will be presented to Council in July 2021.
5 February 2018	Signage on Overhead Bridges on Freeway	A report was presented to the May 2021 Council Meeting. Complete
2 September 2019	SEA Electric: Request for Land at the Gippsland Logistics Precinct	A report will be presented to Council upon receipt of advice from the State Government.
3 June 2019	Latrobe Creative Precinct - Gippsland FM Proposal to Co-locate at the Precinct	A report will be presented to Council following the completion of the construction of the Gippsland Performing Arts Centre.
11 November 2019	Celebrating the 20th Anniversary of the Sister City Relationship with Taizhou - Taizhou Garden in Latrobe	A report will be presented to Council at the conclusion of design works.
2 December 2019	2019/17: NIEIR Report	A report will be presented to Council following the finalisation of the latest NIEIR report.
12 April 2021	2021/03 Impacts on Latrobe City of not participating in One Gippsland	A report will be presented to Council

Initial Meeting Date	Item	Target Date for Future Report
	and the implantation of the Gippsland Regional Plan	in June 2021.
Community Health and Wellbeing		
01 June 2020	Managing Camping at the Lake Narracan Foreshore Reserve	A report will be presented to a briefing in May 2021 at the conclusion of the monitoring period, with a Council report to follow.
3 August 2020	2019/20 Outdoor Pool Season Review	A report will be presented to Council at the July 2021 meeting.
3 May 2021	2021/06 Monitoring System of Airborne and Soil Lead Levels	Officers are preparing a response to this Notice of Motion.
Organisational Performance		
11 September 2017	Proposed Road Renaming - Ashley Avenue, Morwell	A report is being presented to a Councillor Briefing in May 2021 with a report to Council to follow.
6 July 2020	Englobo Land Valuations	A report was provided to Council in December 2020. Complete
7 September 2020	2020/11: Naming of Reserves in Latrobe City	A report will be presented to Council early in the 2021/22 financial year.
Assets and Presentation		
3 September 2018	2018/11 Explore alternate options available to replace the supply and use of single use water bottles	A report will be presented to Council in late 2021 following an evaluation period at the Gippsland Regional Aquatic Centre.
2 March 2020	2020/02 Review of Council Position 2010	A report was presented to a Councillor Briefing in April 2021 with

Initial Meeting Date	Item	Target Date for Future Report
		a report to Council to follow.
8 February 2021	Traralgon Recreation Reserve and Showgrounds Masterplan	A further report will be presented to Council in July 2021.
8 February 2021	Main Street, Yinnar – Traffic Calming Options	A report will be presented to a briefing in June 2021, with a Council report to follow.
8 February 2021	Latrobe Significant Tree Register 2021	A report will be presented to Council in August 2021.
8 February 2021	Building Better Regions Fund Application Approval	A further report will be presented to Council once a response has been received from the Federal Government.
12 April 2021	Draft Road Management Plan 2021-2025 - Endorsement for Consultation	A report will be presented to Council in July 2021.

NOTICES OF MOTION

9. NOTICES OF MOTION

**9.1 2021/07 REVIEW OF THE CODE OF PRACTICE FOR TIMBER
PRODUCTION REPORT**

Cr Dale Harriman

I, Cr Dale Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 7 June 2021:

MOTION

Moved: Cr Harriman

Seconded: Cr Howe

That Council:

- 1. Notes the significant delay by the state government, in releasing the review of the Code of Practice for Timber Production report;**
- 2. Notes the impact on timber industry workers, both in Victoria and locally in Latrobe City of delaying release of this report given timber supply to local mills is directly affected as a result; and**
- 3. Writes to the Minister for Environment, the Honourable Lily D'Ambrosio requesting an update regarding the timing for completion, and the immediate release, of the Review of the Code of Practice for Timber Production.**

CARRIED UNANIMOUSLY

Signed
Cr Dale Harriman
28 May 2021

Attachments

Nil

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

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

Agenda Item: 10.1

Agenda Item: 2021/2022 Budget

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

MOTION

Moved: Cr Middlemiss

Seconded: Cr Howe

That Council:

- 1. Having regard to the submissions made in accordance with Section 223 of the *Local Government Act 1989* (the Act 1989) adopts the 2021/2022 Budget (including fees and charges), *annexed to this report*;**
- 2. In accordance with the provisions of the Act 1989, declares that the amounts that it intends to raise by way of general rates, municipal charges and service charges for the period 1 July 2021 to 30 June 2022 are as follows:**

General Rates \$56,184,527

Municipal Charge \$ 5,514,570

Service Charges \$12,864,854

EPA Landfill Levy Charge \$ 889,610

Payments in lieu of rates \$ 8,041,898

- 3. Declares that the general rates will be raised in 2021/2022 by the application of the following differential rates calculated on the Capital Improved Value of rateable property:**

3.1. General rate of 0.00412036 cents in the dollar on lands as defined in paragraph 6.1.1

3.2. Farm rate of 0.00309027 cents in the dollar on farm land as

defined in paragraph 7.1.1

- 3.3. Derelict Properties rate of 0.01236108 cents in the dollar on lands as defined in paragraph 8.2
4. Declares the general rates for a twelve month period commencing 1 July 2021 and that the rates be levied in respect of each portion of rateable land for which the Council has a separate valuation;
5. Is of the opinion that the differential rates to be levied in 2021/2022 will contribute to the equitable and efficient carrying out of its functions;
6. Specifies in relation to the General Rate for 2021/2022 the following in accordance with Section 161 of the Act 1989:
 - 6.1. The objectives of the general rate as:
 - 6.1.1. the types and classes of land to which the rate will apply is all other rateable land that is not defined as farm land as described in paragraph 7.1.1 or derelict properties as described in paragraph 8.2;
 - 6.1.2. the level of the general rate is 0.00412036 cents in the dollar on the capital improved value of land as defined;
 - 6.1.3. the reasons for the use and level of that rate are that:
 - 6.1.3.1. the types and classes of land to which the rate applies can be easily identified;
 - 6.1.3.2. it is appropriate to have a general rate so as to fairly rate lands other than derelict properties, recreational and farm lands;
 - 6.1.3.3. the level of the general rate is appropriate having regard to all relevant matters including the use to which the and is put and the amount to be raised by Council's Municipal Charge;
 - 6.1.3.4. the level of the general rate is appropriate to ensure that the burden of the payment of rates is fairly apportioned across all rateable land within the Municipal district;
 - 6.1.3.5. it meets the objectives the Council considers are consistent with the economical and efficient carrying out of its functions, and
 - 6.1.4. the characteristics of the land which are the criteria for declaring the general rate are as set out in sub-paragraph 6.1.1 above;

7. Specifies in relation to the farm rate for 2021/2022 the following in accordance with Section 161 of the Act 1989:

7.1. The objectives of the farm rate as:

7.1.1. the types and classes of land to which the rate will apply is farm land as defined in Section 2 of the *Valuation of Land Act 1960*, namely, any rateable land which is not less than 2 hectares in area and which is used primarily for carrying on one or more of the following businesses or industries:

grazing (including agistment);

dairying;

pig farming;

poultry farming;

fish farming;

tree farming;

bee keeping;

viticulture;

horticulture;

fruit growing;

the growing of crops of any kind;

and that is used by a business:

- that has a significant and substantial commercial purpose or character; and**
- that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and**
- that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way it is operating**

7.1.2. the level of the farm rate is 0.00309027 cents in the dollar on the capital improved value of farm land as defined;

7.1.3. the reasons for the use and level of that rate are that:

7.1.3.1. the types and classes of land to which the rate applies can be easily identified;

- 7.1.3.2. it is appropriate to have a farm rate so as to fairly rate farm land;
- 7.1.3.3. the level of the farm rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;
- 7.1.3.4. the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district;
- 7.1.4. the types and classes of land to which the rate will apply can be identified as farm land as defined in paragraph 7.1.1;
- 7.1.5. it meets the objectives the Council considers are consistent with the economical and efficient carrying out of its functions;
8. Specifies in relation to the derelict properties rate for 2021/2022 the following in accordance with Section 161 of the Act 1989:
- 8.1. The objective of the derelict properties rate is to promote the responsible management of land and buildings through incentivising the proper development and maintenance of such land and buildings so as not to pose a risk to public safety or adversely affect public amenity.
- 8.2 The types and classes of land to which the rate will apply is properties where 8.2.1 and 8.2.2 both apply;
- 8.2.1. The property, which includes both buildings and/or land, is in such a state of disrepair that it is unfit for human habitation or other occupation, and has been in such a condition for a period of more than 3 months. (The definition of "unfit for human habitation or other occupation" is a property that is unsuitable for living or working in on a daily basis. The property is likely to lack, or have restricted access to, essential services or facilities including but not limited to water, and/or operational effluent discharge facilities, and the property is considered unsafe or unsuitable for use as a place of business or domestic inhabitation on a daily basis). and
- 8.2.2 The property meets one or more of the following criteria;
- a) The property has become unsafe and poses a risk to public safety, including but not limited to:
- the existence on the property of vermin,

rubbish/litter, fire hazards, excess materials/goods, asbestos or other environmental hazards; or

- the property is a partially built structure where there is no reasonable progress of the building permit

- b) The property adversely affects public amenity;
- c) The property provides an opportunity to be used in a manner that may cause a nuisance or become detrimental to the amenity of the immediate area;
- d) The condition of the property has a potential to adversely impact the value of other properties in the vicinity;
- e) The property affects the general amenity of adjoining land or the neighbourhood by the appearance of graffiti, any stored unregistered motor vehicles, machinery or parts thereof, scrap metal, second hand building materials, building debris, soil or similar materials, or other items of general waste or rubbish.

8.3. The level of the derelict properties rate is 0.01236108 cents in the dollar on the capital improved value of derelict properties land as defined.

8.4. the reasons for the use and level of that rate are that:

8.4.1. the differential rate is the level which Council considers is necessary to achieve the objective specified above and is set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Act 1989;

8.5. the types and classes of land to which the rate will apply can be identified as derelict land and/or buildings as defined in paragraph 8.2.1 and 8.2.2;

8.6. it meets the objectives the Council considers are consistent with the economical and efficient carrying out of its functions;

9. Specifies that the general rate continue to be applied to Retirement Villages as defined under the *Retirement Villages Act 1986* having given due consideration to the implementation of a differential rate for such lands as required by the *Ministerial Guidelines on Differential Rating*

10. Declares a Municipal charge at the annual rate of \$142.00 for

rateable land in respect of which a Municipal charge may be levied to recover some of the administrative costs of the Council for a period of 12 months from 1 July 2021 to 30 June 2022;

11. Declares an annual service charge of \$357.00 per premises for the weekly collection and disposal of refuse in respect of premises to which the service is provided (whether or not the owner or occupier of such premises avails himself or herself of the service provided) for a twelve-month period from 1 July 2021 to 30 June 2022;
12. Declares an annual EPA Landfill Levy charge of \$24.80 per garbage bin to cover the costs levied by the Environmental Protection Authority on the operation of landfills for the period 1 July 2021 to 30 June 2022;
13. Where exemptions are granted, waste services will be charged for services utilised for the period 1 July 2021 to 30 June 2022 as follows:

Garbage 120L bin \$229.00 pa

Garbage 240L bin \$337.00 pa

Garbage 240L bin Special \$260.00 pa

Recycling 240L bin \$ 78.00 pa

Organics 240L bin \$ 50.00 pa

14. Cultural and Recreational Land, in accordance with Section 4 of the *Cultural and Recreational Lands Act 1963*, the following amounts be specified as the amounts payable in respect of recreational lands described as:

Morwell Bowling Club	52 Hazelwood Road, Morwell	\$15,451.38
Traralgon Bowling Club	45-57 Gwalia Street, Traralgon	\$20,766.65
Moe Racing Club	Waterloo Road, Moe	\$17,429.15
Newborough Bowling Club	1-5 Coach Road, Newborough	\$2,534.03
Traralgon Golf Club	Princes Street, Traralgon	\$5,665.67
Yallourn Golf Club	Golf Links Road, Moe	\$3,687.61
Morwell Golf Club	Fairway Drive, Morwell	\$2,420.71

Boolarra Bowling Club	22 Duke Street, Boolarra	\$690.16
Yinnar Bowling Club	Main Street, Yinnar	\$556.25
Yallourn North Bowls Club	Reserve Street, Yallourn North	\$824.07
LV Water Ski Club	Hall Road, Yallourn North	\$247.22
Glenview Park	McNairn Road, Traralgon	\$9,270.81
Moe Golf Club	26 Thompsons Road, Newborough	\$5,923.02
Moe Bowling Club	Waterloo Road, Moe	\$1,586.34
Victorian Field & Game Association	Scales Road, Flynn Creek	\$494.44

15. **These amounts have regard to the services provided by the Council in relation to such lands and the benefit to the community derived from such recreational lands.**
16. **Directs that copies of the information required by Section 161(3) of the Act 1989 be made available for inspection at Council's office during office hours;**
17. **Having considered submissions received in relation to the 2021/2022 Budget, directs that the rates and charges as declared for 2021/2022 be levied by sending notices to the persons who are liable to pay, in accordance with Section 158 of the Act 1989;**
18. **Resolves that the rates and charges for 2021/2022 must be paid by the dates fixed under Section 167 of the Act 1989, namely:**
in full by 15 February 2022; or
by equal instalments on the following dates:
 - **30 September 2021;**
 - **30 November 2021;**
 - **28 February 2022; and**
 - **31 May 2022;**
19. **Directs and authorises the Chief Executive Officer to demand payment of and recover the rates and charges as declared in relation to the 2021/2022 Budget;**

20. Rate of Interest – Section 172 of the Act 1989:

20.1. That for the 2021/2022 financial year Council resolves to require a person to pay interest on any outstanding amounts of rates and charges:

20.1.1 which that person is liable to pay; and

20.1.2 which have not been paid by the date specified under Section 167 for their payment except where the Council has agreed to waive the whole or part of any such interest;

20.2 That for the 2021/2022 financial year Council resolves in accordance with Section 172 of the Act 1989 that the rate of interest will be as specified under Section 2 of the Penalty Interest Rates Act 1983 (Currently 10%);

21. Increase the annual operating grant for each of the Boolarra, Moe, Morwell, Traralgon, Yallourn North and Yinnar Historical Societies from \$500 per year to \$1,000 per year;

22. Write to all submitters thanking them and advising Council's response to their submission.

CARRIED UNANIMOUSLY

Executive Summary:

- In accordance with the *Local Government Act 2020*, (the Act 2020) Council must adopt a budget for each financial year by 30 June.
- Council has now complied with the legislative requirements for the preparation and public notification of its 2021/22 Budget, which includes the proposed rates and charges.
- A total of 45 submissions were received at the unscheduled council meeting held on 24 May 2021. A number of minor amendments to the advertised Budget have been made and are detailed under the Internal/External Consultation section of this report.

It is recommended that Council adopt the 2021/2022 Budget document (including fees and charges) annexed to this report and declare the rates and charges to be applied in the 2021/22 financial year.

Background:

On 12 April 2021, Council resolved to give notice of preparation of the proposed 2021/2022 Budget, including proposed rates and charges for the year, and invited submissions on the Budget in accordance with Section 223 of the Act 1989.

Public notice of the preparation of the 2021/2022 Budget was subsequently advertised in the Latrobe Valley Express on 15 April, 22 April, 29 April and 6 May advising that both documents were available for inspection at Council's service centres and on Council's website.

Submissions in relation to the Budget were receivable up to 5pm on 12 May 2021. A total of 45 written submissions were received in relation to the draft 2021/2022 Budget. All those who made submissions were provided with the opportunity to speak at the unscheduled council meeting held on 24 May 2021. Subsequently representatives from the Latrobe City Farm Ratepayers Association and the Latrobe Combined History Group took the opportunity to speak to their submissions.

The 2021/2022 Budget has been prepared utilising financially prudent principles and measures, and clearly articulate the resources required to deliver the Council Plan.

The Budget has been developed to provide for delivery of actions within the Council Plan and the continued provision of the large range of services and programs.

The Budget includes a 1.5% increase in overall rates and charges (excluding the State Government Landfill Levy) which is in line with the maximum increase in rates permissible under State Government legislation.

The Landfill Levy is proposed to increase from 1 July 2021 by \$19.92 (60%) per tonne in line with the increase imposed by the State Government on waste disposed into landfills. Of this increase \$9.92 was originally planned to be implemented by the EPA in the 2020/21 year, for half the year, therefore Council's 2020/21 Landfill levy allowed for the collection of \$1.70 relating to this increase. As the State Government decided to defer the increase for the entire 2020/21 financial year, the amount collected through the 2020/21 rates and charges has been factored in to the proposed Landfill Levy for 2021/22 of \$24.80 which results in a reduced increase of \$1.80 or 7.8%.

The Ministerial Guidelines on Differential Rating require Council to consider the application of a differential rate for Retirement Villages. Council has given consideration to this and it is not proposed to introduce a differential rate in 2021/2022.

The budget provides for the continued delivery of existing services at current levels, whilst also incorporating the first full year of operations of the Gippsland Regional Aquatic Centre (GRAC) and the commencement of operations at the Gippsland Performing Arts Centre (GPAC).

The budget also incorporates a proposed capital works program of \$31.196 million. This includes \$1.825 million of capital grants and contributions (much lower than recent years). No new borrowings are proposed in 2021/22 however \$10.00 million approved in the 2020/21 budget from the State Government's Community Infrastructure Loan program are proposed to be drawn down in the 2021/22 financial year to fund the Moe Rail Precinct Revitalisation Stage 2 (\$7.5M) and Kernot Hall Upgrade (\$2.5M) projects.

Council's limited ability to increase revenue and the recent expansion of council's infrastructure base which includes the Gippsland Regional Aquatic Centre (GRAC) and the Gippsland Performing Arts Centre (GPAC), which will both be operational during the 2021/22 financial year amongst others, have presented some significant financial challenges in being able to maintain the current array of services at their existing levels. This will become even more difficult in the future as power generators, which contribute a significant proportion of council's rates revenue, begin to cease operations.

Council's ability to set (and rebate) rates is highly regulated by legislation. It is important to bear in mind that the rate cap increase is an average increase and applies to Council's total rate base meaning that individual properties may see increases varying from the advertised percentage. This is as a result of movements in property valuations relative to the value of other properties in the municipality.

In many cases, an individual's annual rates charges may increase or decrease by more (or less) than the average rate cap. This will happen where the value of the ratepayer's property has increased or decreased in relation to the value of other properties in the municipality.

The full range of issues considered within the Budget, are detailed in the attached Budget document.

This report forms part of the statutory process for the adoption of the 2021/2022 Budget.

Issues:

Strategy Implications

The budget supports the Council Plan objective 'Ensure Council operates openly, transparently and responsibly'.

Health Implications

There are no specific health implications associated with the adoption of the recommendations of this report.

Communication

The community has been provided with the opportunity to provide feedback and make submissions to the budget at the unscheduled council meeting held on Monday 24 May 2021.

Financial Implications

Costs associated with this statutory process are officers' time and resources in the preparation of Council reports and the cost of public notices in the Latrobe Valley Express advising of Council's adoption of the Budget.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Legal/Regulatory Risk</p> <p>Non-compliance with financial framework or legislative requirements is identified as a risk. This report begins the process to ensure Council meets the requirements of the Act.</p>	<p>Unlikely</p>	<p>Adhere to budget timetable.</p>

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

Legal and Compliance

There are no other known legal and compliance issues with the adoption of the recommendations of this report.

Community Implications

There are no other known community implication issues with the adoption of the recommendations of this report.

Environmental Implications

There are no known environmental implications issues with the adoption of the recommendations of this report.

Consultation

Following public consultation 45 written submissions were received in relation to the draft budget. Council considered these submissions at the unscheduled council meeting held on 24 May 2021.

The following table includes a summary and comment on each of the submissions received.

Submitter	Summary of submission	Assessment of Submission
Latrobe City Farm Ratepayers Association	Support for the Farm Rate Differential and an increase in the Municipal charge to the maximum allowable.	<p>The 2021/22 budget supports the retention of the Farm rate differential set at 75% of the general rate in accordance with previous years.</p> <p>Property values are determined by the Valuer General Victoria in accordance with the Valuation of Land Act 1960.</p> <p>Council's draft Revenue & Rating Plan does not support an increase in the Municipal Charge to the maximum allowable under the Local Government Act, being 20% of rate revenue.</p>
Gillian Connolly	Provision of access between Hazelwood North Primary School and Hazelwood North Community Hall.	Included in the draft budget is an allocation of \$25K for the construction of a path to provide improved access between Hazelwood North Hall and Hazelwood North Primary School. This is to be funded from Local Roads and Community Infrastructure grant funding.
Lorraine Osler	Would like to see a dump point for grey water and sewerage disposal for caravans and motor homes etc. built in Traralgon.	Officers have been in contact with Ms Osler to indicate that the RV visitor market is high on the Tourism priority agenda. Council continues to work with Gippsland Water (GW) to identify possible waste dump points, recognising that GW have strict security and supervision requirements around such infrastructure. Existing dump points are currently available at each caravan park except Lake Narracan. Public dump points are also available at Moe Gardens CP, and Lifestyle Villages CP Traralgon.

Submitter	Summary of submission	Assessment of Submission
Mark Smith	Community Grants needs to be maximised as best possible within the budget.	The allocation of community grant and sponsorship categories has been expanded in the draft 21/22 budget. An amount of \$699K is specifically available for community grants and sponsorship. Overall grants and sponsorship funding has increased by \$30K from 2020/21
Latrobe Combined History Group	Latrobe Combined Historical Societies represents Boolarra, Moe, Morwell, Traralgon, Yallourn North and Yinnar Historical Societies. Council currently provides an annual operating grant of \$500 to each society, this amount has remained unchanged since 1994, they are requesting an increase to the annual operating grant to \$1,000 per year.	Each of the Historical Societies currently receive \$500 per year in annual operating grants which are primarily used by the Societies to fund expenditure such as; electricity, water, newsletter printing and distribution and general expenses. Total annual cost to council is \$3,000 per year, the request to increase funding would double this amount to \$6,000 annually and could be achieved by reducing available funding for other community grant programs.
Annabelle Gumpold	Establishment of an off-leash dog park at Sir Macfarlane Burnet Park (Hickox Street) in Traralgon.	Officers are in the process of establishing guidelines around the requirements for a successful off-leash dog park for Council's consideration. To assist with decision making this will also include a comprehensive list of the life cycle costs associated with providing such infrastructure.

Submitter	Summary of submission	Assessment of Submission
Amy Symmons	Establishment of a pathway from Tyers School around Littles Lane Road and back towards the school approximately 5 kilometres	There are currently no plans for the extension of pathways beyond the Tyers township boundary.
38 Individual submissions	New/Upgraded netball courts at Baillie Reserve Tyers.	<p>There are currently three other courts identified for resurfacing in the 2021/22 budget which have been included in the Local Roads and Community Infrastructure Program Phase 2 (LRCIP2) totalling \$150,000. These projects have been guided by the Recreation Needs Assessment process.</p> <p>The Traralgon Tyers United Football Netball Club (TTUFNC) netball courts were not identified as a priority for resurfacing, and the club does not appear to have submitted their request to be included in the Recreation Needs Assessment shortlisting process completed February 2020.</p> <p>With respect to potentially resurfacing the courts, Council Officers have identified that the TTUFNC netball court surface is rated as less than average, however they do not believe that the condition warrants submitting a new program to the LRCIP2, or to revise the draft 2021/22 budget to include this court as a new item. Council Officers have added the request as a candidate project in its future Council budget list.</p> <p>The cost to resurface the TTUFNC court is estimated to be \$50,000 or to reconstruct the court would require approximately \$175,000.</p>

Submitter	Summary of submission	Assessment of Submission
Women in Gippsland	On behalf of the Put Her Name On It (PHNOI) campaign, the request is for Council to undertake an audit of place names for gender, accumulate a list of notable local women and their stories, allocate the existing art acquisition budget to creating public art projects that recognise a range of notable and diverse women and demonstrate a commitment to public naming and commemoration of women.	<p>The place naming committee will be made aware of the request to consider local women for naming opportunities.</p> <p>Art director to take into consideration when determining art procurements, the representation of women artists work amongst the current gallery collection.</p> <p>The manager events to consider whether there are any appropriate opportunities to recognise and commemorate local notable women or women's groups when determining the annual events budget.</p> <p>Council will consider on a case by case basis the allocation of budget funding in order to recognise the public place naming or other commemoration of women.</p>

Based on the officer comments the officer recommendation regarding the Budget is that it is adopted by Council with an increase in the annual operating grant from \$500 to \$1,000 for each of Boolarra, Moe, Morwell, Traralgon, Yallourn North and Yinnar Historical Societies, to be funded as an allocation from the community grants budget.

Other

Identified Updates to the draft 2021/22 Budget document.

During the display of the budget, the following amendments to the draft budget document have been identified;

Rates and Charges

Subsequent to the release of the draft budget a review of Council's current year growth in rateable valuations has resulted in an overall increase in revenue from rates and charges of \$0.471 million. In addition the finalisation of the 2021 revaluation data has been received from Council's property valuer which has increased the total 2021 valuations from \$12,364,185,000 to \$13,836,312. This has led to a reduction in the proposed rates in the dollar for 2021/22.

The Financial Statements have been amended to reflect the additional rates growth income which impacts all four years of the budget.


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 [↓](#)  2021/2022 Budget

10.1

2021/2022 Budget

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LatrobeCity
Budget
2021/2022



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2021/22 Budget Executive Summary

Budget Summary

This document outlines the broad range of services provided by council and builds upon our community's strategic vision, Latrobe 2026, and the Council Plan 2017-2021 which focus on the following seven key strategic objectives:

- Supporting job creation and industry diversification to enable economic growth.
- Encouraging improved education and training outcomes.
- Improving liveability and connectedness.
- Improving amenity and accessibility of Council services.
- Providing a connected, engaged and safe community environment, which is improving the wellbeing of all Latrobe City citizens.
- Ensure Council operates openly, transparently and responsibly.
- Growing the civic pride of our municipality and solidifying Latrobe City's image as a key regional city.

It also details the funding that is required to deliver Council's services and maintain and improve community infrastructure.

The draft budget has been prepared on the basis of a 1.5% increase in overall rates and charges (excluding the transfer station fees and State Government Landfill Levy) which is in accordance with the maximum increase in rates permissible under the Victorian Government's Fair Go Rates System (FGRS) for the 2021/22 financial year.

The draft budget provides for the continued delivery of existing services at current levels, whilst also incorporating the first full year of operations of the Gippsland Regional Aquatic Centre (GRAC) and the commencement of operations at the Gippsland Performing Arts Centre (GPAC).

The draft budget also incorporates a capital works program of \$31.306 million. No new borrowings are proposed in 2021/22 however \$10.00 million approved in the 2020/21 budget from the State Government's Community Infrastructure Loan program are proposed to be drawn down in the 2021/22 financial year to fund the Moe Rail Precinct Revitalisation Stage 2 (\$7.5M) and Kernot Hall Upgrade (\$2.5M) projects.

The COVID-19 pandemic had a significant impact across all sectors of our community during the 2020/21 financial year. Council recognised this impact in its 2020/21 budget by implementing a freeze on rates and charges at 2019/20 levels at a cost of approximately \$13.3 million over the next ten years and the implementation of a business & community support package equating to \$1.528 million. The draft 2021/22 budget expects a return to the pre-COVID levels of support to the business sector and community, with annual rates increases in line with the maximum allowed under the State Government rate cap. This is necessary to ensure Council remains financially sustainable into the future.

A four year budget has been developed in accordance with the requirements under the Local Government Act 2020. The key aim of the budget is to support the medium term goals of the Council Plan while ensuring the long term financial sustainability of the organisation.

2021/22 Budget Executive Summary

The 2021/22 budget presented in this report has been developed through a rigorous process of consultation and review with Council and Council officers. It is Council's opinion that the budget is financially responsible and contributes to the achievement of the Council Plan objectives and strategic directions included in the 2017-2021 Council Plan.

The 2021/22 Operating Budget predicts an operating deficit of \$4.0 million, after raising rates and charges of \$83.7 million out of total revenue of \$133.4 million. When excluding non recurrent capital funding and developer contributions, an underlying operating deficit of \$8.1 million is projected for 2021/22.

The budget maintains the differential rate for derelict properties first introduced in 2017/18 with the objective to promote the responsible management of land and buildings through the proper development and maintenance of such land and buildings so as not to pose a risk to public safety or adversely affect public amenity.

It should be noted that on a cash basis Council budgets for a break even result, therefore any cash remaining at the end of the budget period is the result of a number of factors such as government grant funds received in advance, funds required to be carried forward to complete unfinished projects and funds required to settle certain balance sheet liabilities e.g. Trade and other payables, Interest Bearing liabilities, Provisions and Trust funds and deposits.

Council operations are expected to be impacted by unavoidable increased costs associated with the opening of the Gippsland Regional Aquatic Centre and Gippsland Performing Arts Centre. In addition, it will be necessary to achieve income growth whilst containing costs in order to achieve a positive underlying operating position into the future.

The 2021/22 budget has been prepared on the basis of constraint, Council will continue to review all services and capital infrastructure to ensure it is positioned to best meet the needs of the community into the future.

2021/22 Budget

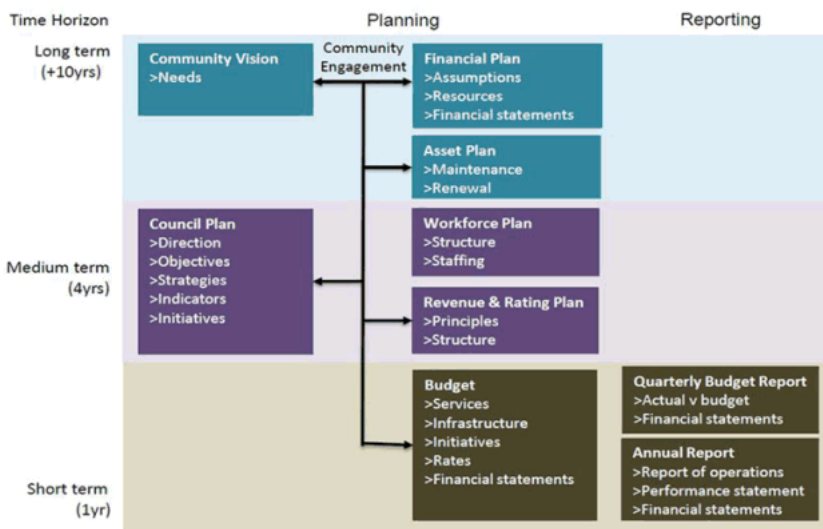
Link to the Integrated Planning and Reporting Framework

1. Link to the Integrated Planning and Reporting Framework

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated planning and reporting framework. This framework guides the Council in identifying community needs and aspirations over the long term (Latrobe 2026 and Financial Plan), medium term (Council Plan, Workforce Plan and Revenue and Rating Plan) and short term (Budget) then holding itself accountable (Annual Report).

1.1 Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan. The diagram below depicts the integrated planning and reporting framework that applies to local government in Victoria. At each stage of the integrated planning and reporting framework there are opportunities for community and stakeholder input. This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Mark Davies (Financial Professional Solutions)

The timing of each component of the integrated planning and reporting framework is critical to the successful achievement of the planned outcomes.

1.1.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services— such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities. Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

2021/22 Budget**Link to the Integrated Planning and Reporting Framework****1.2 Our vision****The Community vision**

“In 2026 the Latrobe Valley is a liveable and sustainable region with collaborative and inclusive community leadership.”

The community's vision for the future development of the region builds on its strength as one of Victoria's key regional economies and its position as the commercial centre of Gippsland with a focus on education, health and community services and facilities.

Other major aspirations are for a community that is both liveable and sustainable, with a continued focus on healthy lifestyles supported by high quality recreational and cultural facilities and a natural environment that is nurtured and respected.

The community has expressed its desire for a future in which people are united in a common purpose whilst respecting the diversity of their heritage and cultures. To enable the vision to become reality the community identified the need for effective and proactive leadership at all levels and expressed a willingness to connect with community leaders to enrich local decision making.

Our mission

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

Our values

Latrobe City Council's values describe how it is committed to achieving the Latrobe 2026 community vision through:

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

2021/22 Budget**Link to the Integrated Planning and Reporting Framework****1.3 Strategic Objectives**

Council delivers activities and initiatives under 48 major service categories. Each contributes to the achievement of one of the seven objectives as set out in the Council Plan for the 2017-21 years. The following table lists the seven themes as described in the Council Plan.

Strategic Objectives

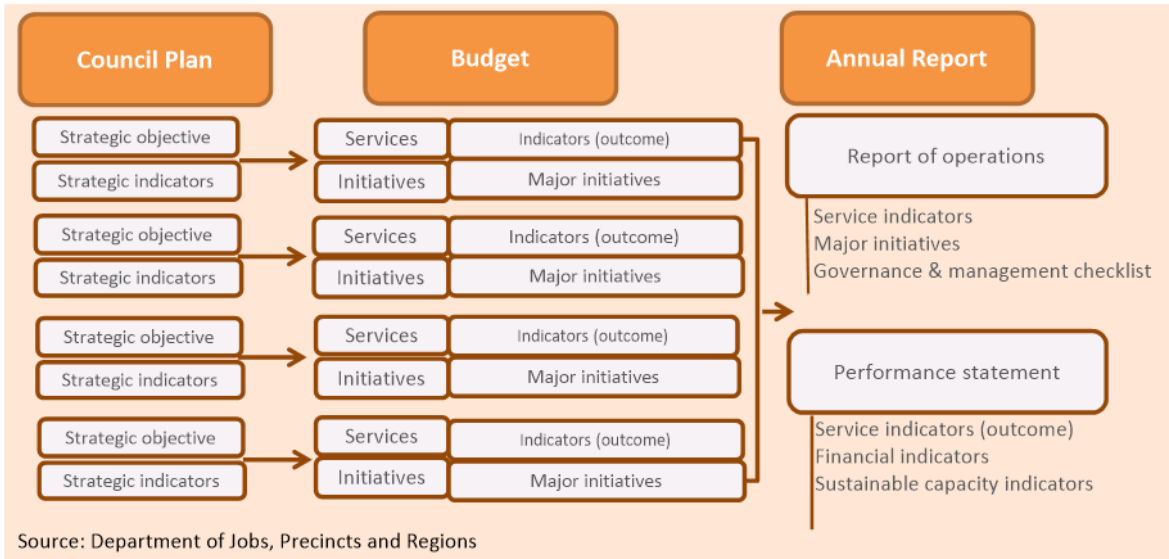
1. Support job creation and industry diversification to enable economic growth in Latrobe City.
2. Encourage improved education & training outcomes in Latrobe City.
3. Improve the liveability and connectedness of Latrobe City.
4. Improve the amenity and accessibility of Council services.
5. Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.
6. Ensure Council operates openly, transparently and responsibly.
7. Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

2021/22 Budget

Services & Service Performance Indicators

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2021/22 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



2021/22 Budget

Services & Service Performance Indicators

2.1 Objective 1: Support job creation and industry diversification to enable economic growth in Latrobe City.

To achieve our objective to support job creation and industry diversification to enable economic growth in Latrobe City, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Business Development	Provide business development advice, services and programs in accordance with the Latrobe City Council Economic Development Strategy 2016-2020.	1,159 (15) 1,144
Employment Development	Promote, coordinate and providing training and employment opportunities for aboriginal people.	342 (341) 1
Latrobe Regional Airport	Maintain, develop and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority regulations and the Latrobe Regional Airport Masterplan.	388 (449) (61)
Tourism	Proactively and strategically provide a quality visitor service, support the delivery of events, maintain the tourism website and promote a positive image of Latrobe City.	352 (5) 347
International Relations	Deliver International Relations services in accordance with the Latrobe City International Relations Plan.	156 0 156
Regional Partnerships	Provide regional leadership and facilitate a successful transition for Latrobe City to a low carbon future.	161 0 161
Total		1,749

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Economic Development	Economic Activity	Change in number of businesses (Percentage change in the number of businesses with an ABN in the municipality)	[Number of businesses with an ABN in the municipality at the end of the financial year less the number of businesses at the start of the financial year / Number of businesses with an ABN in the municipality at the start of the financial year] x100

2021/22 Budget

Services & Service Performance Indicators

2.2 Objective 2: Encourage improved education & training outcomes in Latrobe City.

To achieve our objective to encourage improved education & training outcomes in Latrobe City, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Library services	Deliver Library services and programs.	3,169 (560) 2,608
Early Learning & Care	Deliver early Learning, and Preschool services in accordance with Council adopted policies, and work with other providers to improve and integrate support services for all children in the municipality.	6,204 (5,251) 953
Total		3,561

Major Initiative

MI1) Implementation of 3 year old Kinder State Government funded initiative.

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Active library members (Percentage of the municipal population that are active library members)	[Number of active library members / municipal population] x100

2021/22 Budget

Services & Service Performance Indicators

2.3 Objective 3: Improve the liveability and connectedness of Latrobe City

To achieve our objective to improve the liveability and connectedness of Latrobe City, we will

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Arts	Deliver the Annual Latrobe Regional Gallery Exhibitions program and deliver Education and Public Participation programs across all arts facilities. Deliver the Annual Performing Arts Performances program. Manage and maintain Halls and Venues across the City.	3,039 (678) 2,361
Civil Works Projects	Deliver Civil works projects across Latrobe City in accordance with relevant legislation and guidelines.	1,565 0 1,565
Infrastructure Design	Design civil works projects in consultation with the Latrobe City community.	862 0 862
Waste Services	Deliver and manage contracts for waste services across the municipality, including kerbside collection, transfer stations, organic resource processing, hard waste services and co-mingled recycling processing in accordance with contract requirements, standards and best value principles.	7,586 0 7,586
Building Services	Provide building advice, statutory services and enforcement action in accordance with the Building Act.	536 (334) 202
Environment Sustainability	Provide Environmental planning, advice and services to internal and external stakeholders.	1,008 (553) 455
Landfill Services	Operate and maintain the Latrobe City Hyland Highway Municipal Landfill facility in accordance with Environment Protection Authority licence conditions.	3,336 (2,228) 1,108
Statutory Planning	Provide statutory planning services, advice and enforcement action in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	1,520 (385) 1,135
Strategic Planning	Provide strategic planning services and advice in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	636 0 636
Urban Growth	Develop, assess and coordinate the implementation of Development Plans and Development Contribution Plans for growth areas of Latrobe City.	397 0 397
Total		16,306

2021/22 Budget

Services & Service Performance Indicators

Major Initiatives

MI2) Complete the design and tender for the construction of the Moe Rail Revitalisation Project - Stage 2

MI3) Complete the operational implementation of the Gippsland Regional Aquatic Centre

Service	Indicator	Performance Measure	Computation
Waste collection	Waste diversion	Kerbside collection waste diverted from landfill (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100
Roads	Satisfaction	Satisfaction with sealed local roads (Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads)	Community satisfaction rating out of 100 with how Council has performed on the condition of sealed local roads.

2021/22 Budget

Services & Service Performance Indicators

2.4 Objective 4: Improve the amenity and accessibility of Council services

To achieve our objective to improve the amenity and accessibility of Council services, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure
		(Revenue)
		Net Cost
		\$'000
Community Information	Deliver professional customer service at all Latrobe City Council service centres and libraries.	1,022 <u>(67)</u> 955
Aboriginal Liaison	Strengthen the relationship between the local Aboriginal Community and Latrobe City Council by delivering on the Statement of Commitment.	48 <u>0</u> 48
Communications	Provide communications, marketing and public relations services on behalf of Latrobe City Council.	959 <u>0</u> 959
Community Engagement	Provide community engagement support services to Latrobe City Council.	1,327 <u>0</u> 1,327
Community Grants	Assist local community groups through the coordination and delivery of the annual Latrobe City community grants program.	255 <u>0</u> 255
Total		3,544

Major Initiative

MI4) Commence the Kernot Hall refurbishment

2021/22 Budget

Services & Service Performance Indicators

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

To achieve our objective to provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Aged and Disability Services	Deliver the Home and Community Care (HACC) program in accordance with Department of Health guidelines and Disability Service programs.	10,570 (6,695) 3,874
Early Childhood Health & Development	Deliver enhanced maternal and child health services in accordance with Council adopted policies.	7,672 (6,357) 1,315
Leisure Facilities	Maintain and operate Latrobe City leisure centres, outdoor pools and stadiums together with managing and maintaining caravan park and day visitor facilities.	6,636 (3,141) 3,495
Parks, Gardens and Playgrounds	Manage and maintain parks and gardens across Latrobe City and maintain and develop playgrounds in accordance with the Latrobe City Council Playground Strategy.	7,067 (79) 6,988
Recreation and Open Space Planning	Provide Recreation and Open Space Planning advice for Latrobe City.	239 0 239
Recreation Liaison	Manage and maintain sporting reserves and work with community groups across Latrobe City.	822 (73) 749
Social support	Deliver the Planned Activity Group and Meals on Wheels Programs to eligible clients.	168 (123) 46
Health Services	Minimise the incidence of food borne illness pursuant to the Food Act. Deliver an Immunisation program in accordance with the Public Health and Wellbeing Act.	974 (483) 491
Infrastructure Planning	Provide Traffic Management and Asset Management planning, advice and services for Latrobe City in accordance with statutory and regulatory timeframes.	1,676 (310) 1,366
Local Laws	Deliver customer focussed Local Law services across the municipality in accordance with Local Law No. 2 and other relevant legislation.	2,443 (1,623) 820
Property and Statutory	Administer property management, advice and services of Latrobe City Council.	742 (237) 505
Community Strengthening	Build community leadership, connectedness, inclusiveness and wellbeing by advocating on behalf of the community, and partnering with them to deliver and facilitate a range of projects, programs, strategies and action plans.	2,260 0 2,260
Emergency Management	Provide Emergency Management services including preparedness, planning, response and recovery.	449 (123) 326
Total		22,475

2021/22 Budget

Services & Service Performance Indicators

Major Initiatives

MI5) COVID-19 recovery.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Home and community care	Participation	Participation in HACC service (Percentage of the municipal target population that receive a HACC service)	[Number of people that received a HACC service / Municipal target population for HACC services] x100
Home and community care	Participation	Participation in HACC service by CALD people (Percentage of the municipal target population in relation to CALD people that receive a HACC service)	[Number of CALD people who receive a HACC service / Municipal target population in relation to CALD people for HACC services] x100
Maternal and child health	Participation	Participation in MCH key ages and stages visits (Percentage of children attending the MCH key ages and stages visits)	Number of actual MCH visits / Number of expected MCH visits] x100
Maternal and child health	Participation	Participation in MCH key ages and stages visits by Aboriginal children (Percentage of Aboriginal children attending the MCH key ages and stages visits)	[Number of actual MCH visits for Aboriginal children / Number of expected MCH visits for Aboriginal children] x100
Animal management	Health and safety	Animal management prosecutions (Number of successful animal management prosecutions)	Number of successful animal management prosecutions
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities (The number of visits to pool facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population

2018/19 Budget

Services & Service Performance Indicators

Service Performance Outcome Indicators (cont.)

Service	Indicator	Performance Measure	Computation
Food safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance notifications and major non-compliance notifications about a food premises followed up / Number of critical non-compliance notifications and major non-compliance notifications about food premises] x100

2021/22 Budget

Services & Service Performance Indicators

2.6 Objective 6 : Ensure Council operates openly, transparently and responsibly

To achieve our objective to ensure Council operates openly, transparently and responsibly, we will continue to plan, deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Performance & Innovation	Administer corporate planning and reporting of Latrobe City Council and implement Council's innovation and continuous improvement programs.	1,231 0 <u>1,231</u>
Mayoral & Council Support	Council Operations, provision of support services to Councillors, deliver civic functions and events across for Latrobe City Council.	643 0 <u>643</u>
Governance	Council meeting management, Freedom of Information, internal audit, committee management, statutory registers and legal support functions.	883 (58) <u>826</u>
Financial Services	Administer financial management, advice and services of Latrobe City Council, administer procurement processes for goods and services within Latrobe City Council, administer payroll for Latrobe City Council staff and administer the database of properties within Latrobe City Council, including property valuation and municipal rate collection.	3,531 (405) <u>3,126</u>
Information Services	Maintain the Latrobe City Council IT network infrastructure, assets, purchasing and licences and provide an effective secure environment for storage and disaster recovery. Develop and maintain a Geographical Information System (GIS) for broad use by the organisation. Maintain corporate information and Council documentation and information applications in accordance with regulatory guidelines.	4,266 0 <u>4,266</u>
Office of the CEO	Actively participate in the Gippsland Local Government Network.	710 0 <u>710</u>
People & Development	To provide advice, education and support to ensure the success of the organisation through effective leadership, resourcing and people management initiatives. To deliver a variety of learning initiatives and develop the knowledge, skills and confidence of our people.	2,710 (91) <u>2,619</u>
Risk and Compliance	Provide Latrobe City Council with risk management support and advice, coordinate Occupational Health and Safety responsibilities and develop and implement a compliance framework. Administer Freedom of Information requests, Information Privacy requirements, maintain public registers, policies, audit activities and electoral functions for Latrobe City Council.	1,977 (1) <u>1,976</u>
Total		<u>15,398</u>

2021/22 Budget

Services & Service Performance Indicators

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with Council decisions (Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community)	Community satisfaction rating out of 100 with how Council has performed in making decisions in the interests of the community

2021/22 Budget

Services & Service Performance Indicators

2.7 Objectives 7: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

To achieve our objective to grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city., deliver and improve high quality, cost effective, accessible and responsive services. The services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Events	Facilitate the attraction of new events and support existing events across Latrobe City and deliver Latrobe City Council's annual Australia Day program.	1,320 (60) 1,260
Major Projects	Deliver major infrastructure projects from the Annual Capital Works Program.	813 (125) 688
Building Maintenance	This unit is to deliver the cyclic maintenance program on Latrobe City Council buildings.	5,633 0 5,633
Infrastructure Maintenance	This unit is to provide maintenance services for Latrobe City's road, drainage, signage, footpath and tree networks and to Deliver cleansing services across the municipality, including footpath and street sweeping, public toilets, bus shelters, barbeques, rotundas and picnic shelters in accordance with specified standards and schedules.	5,015 (2,647) 2,368
Total		9,949

Major Initiatives

MI6) Complete the construction of the Gippsland Performing Arts Centre and commence the activation of the complex.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
	Decision making	Council planning decisions upheld at VCAT (Percentage of planning application decisions subject to review by VCAT and that were upheld in favour of the Council)	[Number of VCAT decisions that upheld Council's decision in relation to a planning application / Number of decisions in relation to planning applications subject to review by VCAT] x100

2021/22 Budget

Services & Service Performance Indicators

2.10 Performance statement

The service performance indicators detailed in the preceding pages will be reported on within the Performance Statement which is prepared at the end of the year as required by section 132 of the Act and included in the 2020/21 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in section 5) and sustainable capacity, which are not included in this budget report. The full set of prescribed performance indicators are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the report of operations.

2.11 Reconciliation with budgeted operating result

	Net Cost/ (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Support job creation and industry diversification to enable economic growth in Latrobe City.	1,749	2,559	(810)
Encourage improved education & training outcomes in Latrobe City.	3,561	9,373	(5,811)
Improve the liveability and connectedness of Latrobe City	16,306	20,484	(4,178)
Improve the amenity and accessibility of Council services	3,544	3,611	(67)
Provide a connected, engaged and safe community environment, which is improving the the well-being of all	22,475	41,720	(19,245)
Ensure Council operates openly, transparently and responsibly	15,398	15,951	(554)
Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.	9,949	12,781	(2,832)
Total	72,982	106,480	(\$33,497)
Expenses added in:			
Depreciation and amortisation	30,357		
Finance costs	562		
Deficit before funding sources	103,901		
Funding sources added in:			
Rates & charges revenue	(\$69,959)		
Waste charge revenue	(\$13,754)		
Capital Grants & Contributions	(\$1,700)		
Victoria Grants Commission General Purpose funding	(\$9,668)		
Developer contributions	(\$4,090)		
Interest income	(\$750)		
Total funding sources	(\$99,921)		
Operating (surplus)/deficit for the year	3,980		

2021/22 Budget Financial Statements

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2021/22 has been supplemented with projections to 2024/25.

This section includes the following financial statements in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) regulations 2020*.

- Comprehensive Income Statement
- Balance Sheet
- Statement of Changes in Equity
- Statement of Cash Flows
- Statement of Capital Works
- Statement of Human Resources

2021/22 Budget Financial Statements

3.1 Comprehensive Income Statement

For the four years ending 30 June 2025

	Notes	Forecast	Budget	Projections		
		Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
Income						
Rates and charges	4.1.1	81,667	83,713	85,310	87,151	89,032
Statutory fees & fines	4.1.2	2,152	2,545	2,590	2,642	2,695
User fees	4.1.3	9,634	11,666	9,827	10,024	10,224
Grants - Operating	4.1.4	28,125	26,630	23,474	23,708	23,946
Grants - Capital	4.1.4	33,551	1,700	1,700	1,700	1,700
Contributions - Monetary	4.1.5	429	90	92	94	96
Contributions - Non-Monetary	4.1.5	4,000	4,000	4,070	4,151	4,234
Net gain on disposal of property, infrastructure, plant & equipment		-	-	-	-	-
Other Income	4.1.6	3,047	3,074	3,224	3,284	3,344
Total income		162,605	133,418	130,287	132,754	135,271
Expenses						
Employee costs	4.1.7	61,688	66,645	59,398	60,289	61,193
Materials and services	4.1.8	46,505	36,188	35,866	36,550	36,836
Depreciation	4.1.9	29,772	30,226	31,782	32,350	32,929
Amortisation - intangible assets	4.1.10	630	93	703	703	703
Amortisation - right of use assets	4.1.11	39	38	23	23	23
Bad and doubtful debts		10	11	11	11	11
Borrowing Costs		621	562	508	464	506
Finance Costs - leases		29	28	27	27	26
Other Expenses	4.1.12	4,606	3,607	3,669	3,743	3,820
Total expenses		143,900	137,398	131,987	134,160	136,047
Surplus (deficit) for the year		18,705	(3,980)	(1,700)	(1,406)	(776)
Other comprehensive income						
Net Asset Revaluation movement		2,000	25,686	25,818	25,904	25,984
Total comprehensive result		20,705	21,706	24,118	24,498	25,208

2021/22 Budget Financial Statements

3.2 Balance Sheet

For the four years ending 30 June 2025

	Notes	Forecast	Budget	Projections		
		Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
Current assets						
Cash and cash equivalents		14,861	15,445	15,273	16,249	16,235
Trade and other receivables		6,320	6,733	6,593	6,748	6,878
Other financial assets		60,169	41,169	44,257	47,576	51,144
Other Assets		4,778	4,778	4,778	4,777	4,776
Total current assets	4.2.1	86,128	68,125	70,901	75,350	79,033
Non-current assets						
Trade and other receivables		6	6	6	6	7
Other financial assets		2	2	2	2	2
Property, infrastructure, plant and equipment		1,284,282	1,314,564	1,331,139	1,352,049	1,370,220
Right-of-use assets	4.2.4	684	646	623	600	577
Intangible assets		93	-	1,407	704	1
Total non-current assets	4.2.1	1,285,067	1,315,218	1,333,177	1,353,361	1,370,807
Total assets		1,371,195	1,383,343	1,404,078	1,428,711	1,449,840
Current liabilities						
Trade and other payables		17,201	14,452	13,693	13,894	14,085
Trust funds & deposits		3,312	3,362	3,421	3,489	3,559
Provisions		19,093	17,298	16,507	17,202	15,989
Interest bearing liabilities	4.2.3	2,461	2,520	2,439	2,794	6,204
Lease liabilities	4.2.4	28	14	14	15	15
Total current liabilities	4.2.2	42,095	37,646	36,074	37,394	39,852
Non-current liabilities						
Provisions		10,439	7,870	8,512	6,663	6,346
Interest bearing liabilities	4.2.3	23,443	20,918	18,479	19,159	12,955
Lease liabilities	4.2.4	678	663	649	633	617
Total non-current liabilities	4.2.2	34,560	29,451	27,640	26,455	19,918
Total liabilities		76,655	67,097	63,714	63,849	59,770
Net assets		1,294,540	1,316,246	1,340,364	1,364,862	1,390,070
Equity						
Accumulated surplus		803,126	799,056	797,264	795,764	794,892
Reserves		491,414	517,190	543,100	569,098	595,178
Total equity		1,294,540	1,316,246	1,340,364	1,364,862	1,390,070

2021/22 Budget Financial Statements

3.3 Statement of Changes in Equity

For the four years ending 30 June 2025

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2021 Forecast Actual					
Balance at beginning of the financial year		1,273,835	784,822	484,435	4,578
Surplus for the year		18,705	18,705	-	-
Net asset revaluation increment		2,000	-	2,000	-
Transfer to other reserves		-	(401)	-	401
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,294,540	803,126	486,435	4,979
2022					
Balance at beginning of the financial year		1,294,540	803,126	486,435	4,979
Surplus for the year		(3,980)	(3,980)	-	-
Net asset revaluation increment		25,686	-	25,686	-
Transfer to other reserves	4.3.1	-	-	-	-
Transfer from other reserves	4.3.1	-	(90)	-	90
Balance at end of the financial year	4.3.2	1,316,246	799,056	512,121	5,069
2023					
Balance at beginning of the financial year		1,316,246	799,056	512,121	5,069
Deficit for the year		(1,700)	(1,700)	-	-
Net asset revaluation increment		25,818	-	25,818	-
Transfer to other reserves		-	(92)	-	92
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,340,364	797,264	537,939	5,161
2024					
Balance at beginning of the financial year		1,340,364	797,264	537,939	5,161
Deficit for the year		(1,406)	(1,406)	-	-
Net asset revaluation increment		25,904	-	25,904	-
Transfer to other reserves		-	(94)	-	94
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,364,862	795,764	563,843	5,255
2025					
Balance at beginning of the financial year		1,364,862	795,764	563,843	5,255
Deficit for the year		(776)	(776)	-	-
Net asset revaluation increment		25,984	-	25,984	-
Transfer to other reserves		-	(96)	-	96
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,390,070	794,892	589,827	5,351

2021/22 Budget Financial Statements

3.4 Statement of Cash Flows

For the four years ending 30 June 2025

	Notes	Forecast	Budget	Projections		
		Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		82,031	83,707	85,208	87,049	88,899
Statutory fees & fines		2,152	2,800	2,846	2,903	2,960
User Fees		9,634	12,832	10,920	11,015	11,232
Grants - operating		28,126	26,630	23,516	23,706	23,941
Grants - capital		33,551	1,700	1,700	1,700	1,700
Contributions - monetary		429	90	92	94	96
Interest received		700	250	250	250	250
Trust funds and deposits taken		12,765	13,050	13,059	13,068	13,070
Other Receipts		2,346	3,105	3,262	3,334	3,399
Net GST refund/payment		4,000	4,581	3,986	4,363	4,190
Employee costs		(61,357)	(67,518)	(59,752)	(59,873)	(60,740)
Materials and services		(55,757)	(41,290)	(39,522)	(40,079)	(40,436)
Short-term, low value and variable lease payments		(134)	(60)	(60)	(60)	(60)
Trust funds and deposits repaid		(12,700)	(13,000)	(13,000)	(13,000)	(13,000)
Other payments		(9,150)	(8,303)	(6,205)	(5,178)	(5,634)
Net cash provided by operating activities	4.4.1	36,636	18,574	26,300	29,292	29,867
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(85,824)	(34,436)	(20,865)	(26,076)	(23,520)
Proceeds from sale of property, infrastructure, plant and equipment		369	531	550	550	550
Payments for investments		(100,000)	(100,000)	(53,088)	(53,319)	(53,568)
Proceeds from sale of investments		110,000	119,000	50,000	50,000	50,000
Loan and advances made						
Payments of loans and advances						
Net cash used in investing activities	4.4.2	(75,455)	(14,905)	(23,403)	(28,845)	(26,538)
Cash flows from financing activities						
Finance costs		(621)	(562)	(508)	(464)	(506)
Proceeds from borrowings		18,200	-	-	3,500	-
Repayment of borrowings		(2,572)	(2,466)	(2,520)	(2,464)	(2,794)
Interest paid - lease liability		(29)	(28)	(27)	(27)	(26)
Repayment of lease liabilities		(29)	(29)	(14)	(15)	(16)
Net cash used in financing activities	4.4.3	14,949	(3,085)	(3,069)	530	(3,342)
Net increase/(decrease) in cash & cash equivalents		(23,870)	584	(172)	977	(13)
Cash & cash equivalents at beginning of year		38,731	14,861	15,445	15,273	16,249
Cash & cash equivalents at end of year		14,861	15,445	15,273	16,249	16,235

2021/22 Budget Financial Statements

3.5 Statement of Capital Works

For the four years ending 30 June 2025

	Notes	Forecast	Budget	Projections		
		Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
Property						
Land		300	0	0	0	0
Buildings		53,440	4,771	2,804	2,906	3,022
Heritage Buildings		328	0	0	0	0
Total property		54,068	4,771	2,804	2,906	3,022
Plant and Equipment						
Plant, Machinery & Equipment		2,504	2,605	1,925	1,925	1,925
Fixtures, Fittings & Furniture		10	10	10	10	10
Computers & Telecommunications		569	600	600	600	600
Artworks		22	15	15	15	15
Total Plant and Equipment		3,105	3,230	2,550	2,550	2,550
Infrastructure						
Roads		16,863	10,206	10,200	13,750	10,300
Bridges		1,686	445	450	450	450
Footpaths & Cycleways		2,084	1,208	1,235	1,235	1,235
Drainage		158	503	475	525	525
Recreational, Leisure & Community Facilities		1,892	0	354	389	400
Waste Management		2,311	2,530	0	1,000	2,000
Parks, Open Space & Streetscapes		2,472	8,170	650	650	650
Aerodromes		0	0	0	0	0
Off Street Carparks		345	243	250	250	250
Other Infrastructure		840	0	0	0	0
Total Infrastructure		28,651	23,305	13,614	18,249	15,810
Total capital works expenditure	4.5.1	85,824	31,306	18,968	23,705	21,382
Represented by:						
New asset expenditure		50,905	7,945	435	435	435
Asset renewal expenditure		23,733	20,801	18,533	19,770	20,947
Asset expansion expenditure		965	0	0	0	0
Asset upgrade expenditure		10,221	2,560	0	3,500	0
Total capital works expenditure	4.5.1	85,824	31,306	18,968	23,705	21,382
Funding sources represented by:						
Grants		33,551	1,700	1,700	1,700	1,700
Contributions		0	0	0	0	0
Council cash		44,073	29,606	17,268	18,505	19,682
Borrowings		8,200	0	0	3,500	0
Total capital works expenditure	4.5.1	85,824	31,306	18,968	23,705	21,382

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3.6 Statement of Human Resources

For the four years ending 30 June 2025

	Forecast	Budget	Projections		
	Actual				
	2020/21	2021/22	2022/23	2023/24	2024/25
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	61,688	66,645	59,398	60,289	61,193
Employee costs - capital	2,356	740	751	762	774
Total staff expenditure	64,044	67,385	60,149	61,051	61,967
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	634.6	627.8	574.2	574.5	574.7
Total staff numbers	634.6	627.8	574.2	574.5	574.7

A summary of human resources expenditure categorised according to the organisational structure of Council is included below:

Division	Budget 2021/22 \$'000	Comprises		
		Full Time	Part Time	Casual
		\$'000	\$'000	\$'000
Office of the CEO	2,596	2,071	505	20
Regional City Growth and Investment	6,373	5,306	952	115
Organisational Performance	8,881	7,440	1,435	6
Assets and Presentation	12,790	12,494	296	0
Community Health and Wellbeing	29,425	10,014	17,401	2,010
Total permanent staff expenditure	60,065	37,325	20,589	2,151
Other employee related expenditure	6,580			
Capitalised labour costs	740			
Total expenditure	67,385			

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Division	Budget 2021/22	Comprises		
		Full Time	Part Time	Casual
Office of the CEO	23.1	17.0	5.9	0.2
Regional City Growth and Investment	57.1	45.5	10.3	1.3
Organisational Performance	81.8	66.0	15.7	0.1
Assets and Presentation	128.1	125.6	2.5	0.0
Community Health and Wellbeing	327.3	91.2	220.5	15.6
Total permanent staff	617.4	345.3	254.9	17.2
Capitalised staff	10.4			
Total staff	627.8			

2021/22 Budget Financial Statements

Summary of Planned Human Resources Expenditure

For the four years ended 30 June 2025

	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
Office of the CEO				
Permanent - Full time	2,071	2,102	2,134	2,166
Female	1,227	1,245	1,264	1,283
Male	613	622	632	641
Self-described gender	0	0	0	0
Vacant	231	234	238	242
Permanent - Part time	505	513	520	528
Female	505	513	520	528
Male	0	0	0	0
Self-described gender	0	0	0	0
Vacant	0	0	0	0
Total Office of the CEO	2,576	2,615	2,654	2,694
Regional City Growth and Investment				
Permanent - Full time	5,307	5,387	5,467	5,549
Female	2,686	2,726	2,767	2,809
Male	1,760	1,786	1,813	1,840
Self-described gender	0	0	0	0
Vacant	861	874	887	900
Permanent - Part time	951	965	980	994
Female	855	868	881	894
Male	50	51	52	52
Self-described gender	0	0	0	0
Vacant	46	47	47	48
Total Regional City Growth and Investment	6,258	6,352	6,447	6,544
Organisational Performance				
Permanent - Full time	7,439	7,551	7,664	7,779
Female	3,874	3,932	3,991	4,051
Male	3,438	3,490	3,542	3,595
Self-described gender	0	0	0	0
Vacant	127	129	131	133
Permanent - Part time	1,436	1,458	1,479	1,502
Female	1,085	1,101	1,118	1,135
Male	211	214	217	221
Self-described gender	0	0	0	0
Vacant	140	142	144	146
Total Organisational Performance	8,875	9,008	9,143	9,280
Assets and Presentation				
Permanent - Full time	12,494	12,681	12,872	13,065
Female	1,975	2,005	2,035	2,065
Male	10,519	10,677	10,837	10,999
Self-described gender	0	0	0	0
Vacant	0	0	0	0
Permanent - Part time	296	300	305	310
Female	112	114	115	117
Male	184	187	190	192
Self-described gender	0	0	0	0
Vacant	0	0	0	0
Total Assets and Presentation	12,790	12,982	13,177	13,374

2021/22 Budget Financial Statements

	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
Community Health and Wellbeing				
Permanent - Full time	10,014	9,107	9,243	9,382
Female	7,445	6,683	6,783	6,885
Male	2,132	1,980	2,010	2,040
Self-described gender	0	0	0	0
Vacant	437	444	450	457
Permanent - Part time	17,401	14,291	14,506	14,723
Female	16,229	13,230	13,428	13,629
Male	720	675	685	695
Self-described gender	0	0	0	0
Vacant	452	387	393	398
Total Community Health and Wellbeing	27,415	23,398	23,749	24,105
Casuals, temporary and other expenditure	8,731	5,044	5,119	5,196
Capitalised labour costs	740	751	762	774
Total staff expenditure	67,385	60,149	61,051	61,967

	2021/22 FTE	2022/23 FTE	2023/24 FTE	2024/25 FTE
Office of the CEO				
Permanent - Full time	17.0	17.0	17.0	17.0
Female	11.0	11.0	11.0	11.0
Male	4.0	4.0	4.0	4.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	2.0	2.0	2.0	2.0
Permanent - Part time	5.9	5.9	5.9	5.9
Female	5.9	5.9	5.9	5.9
Male	0.0	0.0	0.0	0.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
Total Office of the CEO	22.90	22.9	22.9	22.9
Regional City Growth and Investment				
Permanent - Full time	45.5	45.5	45.5	45.5
Female	22.9	22.9	22.9	22.9
Male	14.0	14.0	14.0	14.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	8.6	8.6	8.6	8.6
Permanent - Part time	10.3	10.3	10.3	10.3
Female	9.1	9.1	9.1	9.1
Male	0.6	0.6	0.6	0.6
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.6	0.6	0.6	0.6
Total Regional City Growth and Investment	55.79	55.8	55.8	55.8

2021/22 Budget Financial Statements

	2021/22 FTE	2022/23 FTE	2023/24 FTE	2024/25 FTE
Organisational Performance				
Permanent - Full time	66.0	66.0	66.0	66.0
Female	35.0	35.0	35.0	35.0
Male	29.0	29.0	29.0	29.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	2.0	2.0	2.0	2.0
Permanent - Part time	15.7	15.7	15.7	15.7
Female	11.0	11.0	11.0	11.0
Male	2.3	2.3	2.3	2.3
Self-described gender	0.0	0.0	0.0	0.0
Vacant	2.4	2.4	2.4	2.4
Total Organisational Performance	81.70	81.7	81.7	81.7
Assets and Presentation				
Permanent - Full time	125.7	125.9	125.9	125.9
Female	21.0	21.0	21.0	21.0
Male	104.7	104.9	104.9	104.9
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
Permanent - Part time	2.5	2.5	2.5	2.5
Female	1.0	1.0	1.0	1.0
Male	1.5	1.5	1.5	1.5
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
Total Assets and Presentation	128.10	128.4	128.4	128.4
Community Health and Wellbeing				
Permanent - Full time	91.2	81.2	81.2	81.2
Female	68.2	60.2	60.2	60.2
Male	19.0	17.0	17.0	17.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	4.0	4.0	4.0	4.0
Permanent - Part time	220.5	190.8	190.8	190.8
Female	209.3	181.2	181.2	181.2
Male	5.3	4.7	4.7	4.7
Self-described gender	0.0	0.0	0.0	0.0
Vacant	5.9	4.9	4.9	4.9
Total Community Health and Wellbeing	311.70	272.0	272.0	272.0
Casuals and temporary staff	17.20	17.2	17.2	17.2
Capitalised labour	10.4	10.4	10.4	10.4
Total staff numbers	627.8	588.3	588.3	588.3

2021/22 Budget Notes to the financial statements

4. Notes to the financial statements

This section presents detailed information on material components of the financial statements. Council needs to assess which components are material, considering the dollar amounts and nature of these components.

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four year plan for how Council will generate income to deliver the Council Plan, program and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2021/22 the FGRS cap has been set at 1.5%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 1.5% in line with the rate cap.

A 1.4% increase in the garbage charge is proposed, however the State Government Landfill Levy has increased by 7.8% or \$1.80 in line with the State Government announced levy increase.

Payments made in lieu of rates under the Electricity Act and rating agreements are tied to current year (March) CPI levels rather than forecasted levels.

This will raise total rates and charges for 2021/22 to \$83.24 million.

2021/22 Budget Notes to the financial statements

4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2020/21 Forecast Actual \$'000	2021/22 Budget \$'000	Change \$'000	%
General Rates*	54,376	56,185	1,809	3.3%
Municipal Charges*	5,415	5,515	100	1.8%
Garbage Charges	12,607	12,865	258	2.0%
Landfill Levy	821	890	69	8.4%
Cultural & Recreational Land Rates	92	88	(4)	(4.8%)
Payments in lieu of rates	7,938	8,042	104	1.3%
Supplementary rates & charges	418	130	(288)	(68.9%)
Total rates and charges	81,667	83,713	2,046	2.5%

* These items are subject to the rate cap established under the FGRS

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2020/21 cents/\$CIV	2021/22 cents/\$CIV	Change
General rate for rateable residential properties	0.00450056	0.00412036	(8.4%)
General rate for rateable commercial properties	0.00450056	0.00412036	(8.4%)
General rate for rateable industrial properties	0.00450056	0.00412036	(8.4%)
General rate for rateable farm properties	0.00337542	0.00309027	(8.4%)
General rate for rateable derelict properties	0.01350168	0.01236108	(8.4%)

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2020/21 \$'000	2021/22 \$'000	Change \$'000	%
General	51,908	53,628	1,720	3.3%
Farm	2,435	2,530	95	3.9%
Derelict properties	33	26	(7)	(21.1%)
Total amount to be raised by general rates	54,376	56,185	1,809	3.3%

2021/22 Budget Notes to the financial statements

4.1.1(d) The number of assessments in relation to each type of class or land, and the total number of assessments, compared with the previous financial year.

Type or class of land	2020/21	2021/22	Change	
	Number	Number	No.	%
General	37,902	38,489	587	1.5%
Farm	959	954	(5)	(0.5%)
Derelict properties	8	9	1	12.5%
Total number of assessments	38,869	39,452	583	1.5%

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year

Type or class of land	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
General	11,750,154	13,015,362	1,265,208	10.8%
Farm	723,438	818,843	95,405	13.2%
Derelict properties	1,950	2,108	158	8.1%
Total value of land	12,475,541	13,836,312	1,360,771	10.9%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2020/21	2021/22	\$	%
Municipal	\$ 140.00	\$ 142.00	\$ 2.00	1.4%

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year

Type of Charge	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Municipal	5,415	5,515	100	1.8%

2021/22 Budget

Notes to the financial statements

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2020/21	2021/22	\$	%
	\$	\$	\$	%
Garbage collection	352.00	357.00	5.00	1.4%
Landfill levy	23.00	24.80	1.80	7.8%
Total	375.00	381.80	6.80	1.8%

4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Garbage collection	12,607	12,865	258	2.0%
Landfill levy	821	890	69	8.4%
Total	13,428	13,754	326	2.4%

Where exemptions are granted, waste services will be charged for services utilised as follows:

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2020/21	2021/22	\$	%
	\$	\$	\$	%
Garbage 120L Bin.	225.00	229.00	4.00	1.8%
Garbage 240L Bin	332.00	337.00	5.00	1.5%
Garbage 240L Bin - Special	256.00	260.00	4.00	1.6%
Recycling	77.00	78.00	1.00	1.3%
Organics/Green Waste	50.00	50.00	-	0.0%

2021/22 Budget Notes to the financial statements

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year

	2020/21 \$'000	2021/22 \$'000	Change \$'000	%
General Rates	54,376	56,185	1,809	3.3%
Municipal Charges	5,415	5,515	100	1.8%
Garbage Charges	12,607	12,865	258	2.0%
Landfill Levy	821	890	69	8.4%
Cultural & Recreational Land Rates	92	88	(4)	(4.8%)
Payments in lieu of rates	7,938	8,042	104	1.3%
Supplementary rates and charges	418	130	(288)	(68.9%)
Total Rates and charges	81,667	83,713	2,046	2.5%

4.1.1(l) Fair Go Rates System Compliance

Latrobe City Council is fully compliant with the State Government's Fair Go Rates System

	2020/21	2021/22
Total Base Rates & Municipal Charge*	\$ 59,799,495	\$ 60,787,404
Number of rateable properties*	38,869	39,452
Base Average Rates	1,538.49	1,540.79
Maximum Rate Increase (set by the State Government)	2.00%	1.50%
Capped Average Rate	\$ 1,569.26	\$ 1,563.91
Maximum General Rates and Municipal Charges Revenue	\$ 60,995,485	\$ 61,699,215
Budgeted General Rates and Municipal Charges Revenue	\$ 59,791,000	\$ 61,699,097

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2021/22: estimated \$0.130 million and 2020/21:\$0.418 million)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential, commercial or industrial land becomes farm or derelict land and vice versa.

2021/22 Budget

Notes to the financial statements

4.1.1(n) Differential rates

Rates to be levied

The rate and amount of rates payable in relation to land in each category of differential are:

- A farm rate of 0.00309027 for all rateable farm properties.
- A derelict properties rate of 0.01236108 for all rateable derelict properties.

Each differential rate will be determined by multiplying the Capital Improved Value of each rateable land (categorised by the characteristics described below) by the relevant percentages indicated above.

Council considers that each differential rate will contribute to the equitable and efficient carrying out of Council functions. Details of the objectives of each differential rate, the types of classes of land, which are subject to each differential rate and the uses of each differential rate, are set out below.

Farm Land

Farm land is as defined in Section 2 of the Valuation of Land Act 1960, namely, any rateable land which is not less than 2 hectares in area and which is used primarily for carrying on one or more of the following businesses or industries:

- (i) grazing (including agistment)
- (ii) dairying
- (iii) pig farming
- (iv) poultry farming
- (v) fish farming
- (vi) tree farming
- (vii) bee keeping
- (viii) viticulture
- (ix) horticulture
- (x) fruit growing
- (xi) the growing of crops of any kind, and

that is used by a business:

- (i) that has a significant and substantial commercial purpose or character;
and
- (ii) that seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
- (iii) that is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way it is operating.

The reasons for the use of this rate are that:

- (i) the types and classes of land to which the rate applies can be easily identified;
- (ii) it is appropriate to have a farm rate so as to fairly rate farm land;
- (iii) the level of the farm rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;
- (iv) the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district; which objectives the Council considers are consistent with the economical and efficient carrying out of its functions.

2021/22 Budget Notes to the financial statements

Derelict Properties

In the 2017/18 financial year Latrobe City Council introduced a differential rate relating to derelict properties across the municipality. The differential rate was set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Local Government Act 1989.

Objective

The objective of the differential rate for derelict properties is to promote the responsible management of land and buildings through incentivising the proper development and maintenance of such land and buildings so as not to pose a risk to public safety or adversely affect public amenity.

Definition/Characteristics

Properties will be considered derelict where 1 and 2 apply –

1. The property, which includes both buildings and/or land, is in such a state of disrepair that it is unfit for human habitation or other occupation, and has been in such a condition for a period of more than 3 months.

The definition of "unfit for human habitation or other occupation" is a property that is unsuitable for living or working in on a daily basis. The property is likely to lack, or have restricted access to, essential services or facilities including but not limited to water, and/or operational effluent discharge facilities, and the property is considered unsafe or unsuitable for use as a place of business or domestic inhabitation on a daily basis.

and

2. The property meets one or more of the following criteria -
 - (a) The property has become unsafe and poses a risk to public safety, including but not limited to:
 - the existence on the property of vermin, rubbish/litter, fire hazards, excess materials/goods, asbestos or other environmental hazards; or
 - the property is a partially built structure where there is no reasonable progress of the building permit"
 - (b) The property adversely affects public amenity;
 - (c) The property provides an opportunity to be used in a manner that may cause a nuisance or become detrimental to the amenity of the immediate area;"
 - (d) The condition of the property has a potential to adversely impact the value of other properties in the vicinity;"
 - (e) The property affects the general amenity of adjoining land or the neighbourhood by the appearance of graffiti, any stored unregistered motor vehicles, machinery or parts thereof, scrap metal, second hand building materials, building debris, soil or similar materials, or other items of general waste or rubbish."

Types and Classes of land subject to the differential rate

Any land having the relevant characteristics described above.

Geographic Location

Wherever located within the boundaries of the municipality.

Use of Land

Any use permitted or described under the relevant planning scheme.

Planning Scheme Zoning

The zoning applicable to each rateable land parcels within this category, as determined by consulting maps referred to in the relevant Planning Scheme.

2021/22 Budget

Notes to the financial statements

Types of Buildings

All buildings which are currently constructed on the land or which have been constructed during the current financial year.

"Use and Level of Differential Rate

The differential rate will be used to fund some of those items of expenditure described in the budget adopted by Council.

The level of differential rate is the level which Council considers is necessary to achieve the objective specified above and is set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Local Government Act 1989.

The actual amount of the differential rate for derelict properties will be four times the amount of the lowest differential rate, which is the Farm Rate, which is 75% of the General Rate. The rate in the dollar for the derelict properties will be 0.01236108 and will generate \$26,051, which represents 0.03% of total rates and charges revenue.

Recreational Land

Recreational land is defined in accordance with Section 4 of the Cultural & Recreational Lands Act 1963 (C&RL).

"The Cultural & Recreational Lands Act 1963 requires councils to take into consideration the services provided by the municipal council in relation to such lands and the benefit to the community derived from the land when determining the quantum of the amount payable in lieu of rates.

Latrobe City Council has a two concession rates in relation to recreational land. Type 1 eligible lands include land which meets the definition of C&RL that do not provide gaming facilities. The rate concession for Type 1 land is set at 50% of the general rate. In addition, there are two recreational assessments which receive an additional rebate. These rebates are applied as a result of significant changes in the CIV valuations resulting from the rezoning of land and changes in valuation methodologies. It was considered that without applying a rebate the levied amounts would fail to take into consideration the requirements under the C&RL Act. Type 2 eligible lands include land which meets the definition of C&RL that provide gaming facilities. The rate concession for Type 2 land is set at 60% of the general rate.

General Rate

The General Rate is applied to any rateable land that is not defined as farm land or recreational land.

The reasons for the use of that rate are that:-

- (i) the types and classes of land to which the rate applies can be easily identified;
- (ii) it is appropriate to have a general rate so as to fairly rate lands other than recreational and farm lands;
- (iii) the level of this rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;
- (v) the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district.

2021/22 Budget Notes to the financial statements

4.1.2 Statutory fees and fines

	Forecast	Budget 2021/22 \$'000	Change	
	Actual 2020/21 \$'000		\$'000	%
Infringements and costs	574	771	197	34.3%
Town planning fees	15	12	(3)	(20.0%)
Land information certificates	92	62	(30)	(32.6%)
Permits	744	677	(67)	(9.0%)
Other	187	139	(48)	(25.7%)
Health Registrations	-	379	381	(19050.0%)
Pool / Spa Registrations	57	10	(47)	(82.5%)
Animal Registrations	485	495	10	2.1%
Total statutory fees and fines	2,152	2,545	393	18.3%

4.1.3 User fees

	Forecast	Budget 2021/22 \$'000	Change	
	Actual 2020/21 \$'000		\$'000	%
Aged and health services	1,779	2,068	289	16.2%
Leisure centre and recreation	1,088	1,948	860	79.0%
Child care/children's programs	3,413	4,231	818	24.0%
Waste management services	2,297	2,228	(69)	(3.0%)
Other fees and charges	1,057	1,191	134	12.7%
Total user fees	9,634	11,666	2,032	21.1%

2021/22 Budget

Notes to the financial statements

4.1.4 Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast		Change \$'000	%
	Actual 2020/21 \$'000	Budget 2021/22 \$'000		
	Grants were received in respect of the following:			
Summary of grants				
Commonwealth funded grants	24,847	17,414	(7,433)	(29.9%)
State funded grants	36,829	10,916	(25,913)	(70.4%)
Total grants received	61,676	28,330	(33,346)	(54.1%)
(a) Operating Grants				
Recurrent - Commonwealth Government				
	8,609	15,694	7,085	82.3%
Financial Assistance Grants	5,503	12,315	6,812	123.8%
Aged and Disability Programs	2,799	3,032	233	8.3%
Employment Facilitation Programs	268	341	73	27.2%
Family & Childrens Programs	39	6	(33)	(84.6%)
Recurrent - State Government				
	9,914	10,703	789	8.0%
Aged and Disability Programs	1,675	1,722	47	2.8%
Arts Programs	155	155	0	0.0%
Emergency Management	-	-	-	-
Environment Sustainability	22	33	11	50.0%
Family & Childrens Programs	5,956	6,519	563	9.5%
Libraries	529	529	0	0.0%
Maternal & Child Health Program	1,399	1,557	158	11.3%
School Crossings	178	188	10	5.6%
Total recurrent grants	18,523	26,397	7,874	42.5%
Non-recurrent - Commonwealth Gov				
	2,365	20	(2,345)	(99.2%)
Aged and Disability Programs	46	-	(46)	(100.0%)
Economic Development	138	-	(138)	(100.0%)
Environment Sustainability	13	20	7	53.8%
Family & Childrens Programs	147	-	(147)	(100.0%)
Community Infrastructure	2,000	-	(2,000)	(100.0%)
Other	21	-	(21)	(100.0%)
Non-recurrent - State Government				
	7,237	213	(7,024)	(97.1%)
Arts Programs	28	-	(28)	(100.0%)
Economic Development	660	15	(645)	(97.7%)
Emergency Management	720	73	(647)	(89.9%)
Employment Facilitation Programs	2,215	-	(2,215)	(100.0%)
Family & Childrens Programs	6	-	(6)	(100.0%)
Other Recreation Facilities	250	-	(250)	(100.0%)
Public Lighting	263	-	(263)	(100.0%)
Recreational, Leisure & Community Facilities	1,910	125	(1,785)	(93.5%)
Other	10	-	(10)	(100.0%)
Carparking	1,025	-	(1,025)	(100.0%)
Community Support & Development	150	-	(150)	(100.0%)
Total non-recurrent grants	9,602	233	(9,369)	256.0%
Total operating grants	28,125	26,630	(1,495)	(5.3%)

2018/19 Budget Notes to the financial statements

4.1.4 Grants (contd.)

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
(b) Capital Grants				
Recurrent - Commonwealth Government	1,700	1,700	0	0.0%
Roads to recovery	1,700	1,700	0	0.0%
Recurrent - State Government	0	0	-	-
Total recurrent grants	1,700	1,700	0	0.0%
Non-recurrent - Commonwealth Government	12,173	-	12,173	(100.0%)
Bridges	300	-	(300)	(100.0%)
Buildings	7,589	-	(7,589)	(100.0%)
Footpaths and Cycleways	579	-	(579)	(100.0%)
Off Street Carparks	21	-	(21)	(100.0%)
Parks, Open Space and Streetscapes	938	-	(938)	(100.0%)
Recreational, Leisure & Community Facilities	1,505	-	(1,505)	(100.0%)
Roads to recovery	850	-	(850)	(100.0%)
Roads	391	-	(391)	(100.0%)
Non-recurrent - State Government	19,678	-	(19,678)	(100.0%)
Buildings	7,865	-	(7,865)	(100.0%)
Footpaths and Cycleways	85	-	(85)	(100.0%)
Parks, Open Space and Streetscapes	292	-	(292)	(100.0%)
Recreational, Leisure & Community Facilities	6,638	-	(6,638)	(100.0%)
Roads	3,998	-	(3,998)	(100.0%)
Other Infrastructure	800	-	(800)	(100.0%)
Total non-recurrent grants	31,851	-	(31,851)	(100.0%)
Total capital grants	33,551	1,700	(31,851)	(94.9%)
Total Grants	61,676	28,330	(33,346)	(54.1%)

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of grants and contributions is expected to decrease by 5.3% (or \$1.495 million) compared to 2020/21. This decrease primarily relates to a high number of non recurrent grants received in 2020/21 (e.g. Working for Victoria and Drought Communities including Flynn Hall funding) partially offset by the expectation of not receiving any advance payments for Financial Assistant Grants in 2020/21 for 2021/22 (the expected funding of \$12.315 million reflects the usual annual allocation). Non-recurrent grant funding is expected to decrease as generally only funding confirmed at the time of budget preparation is included in operating budgets.

2021/22 Budget

Notes to the financial statements

4.1.4 Grants (contd.)

Capital grants include all monies received from State and Federal governments for the purposes of funding the capital works program. Overall the level of grants and contributions is expected to decrease by 94.9% (or \$31.851 million) compared to 2020/21 mainly associated with funding received from the State and Federal Governments in relation to various Major Recreational facilities and the Gippsland Performing Arts Centre as these major projects are coming to their completion. "Analysis of Capital Budget" includes a more detailed analysis of the grants and contributions expected to be received during the 2021/22 year.

4.1.5 Contributions

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Monetary	429	90	(339)	(79.0%)
Non-monetary	4,000	4,000	0	0.0%
Total contributions	4,429	4,090	(339)	(7.7%)

Monetary Contributions relate to monies paid by developers in regard to public open space, drainage and other infrastructure in accordance with planning permits issued for property development together with non government contributions towards capital works projects. The 2021/22 budget is lower compared to 2020/21 due to expected reduced capital, open space and special charge scheme contributions.

Non-Monetary Contributions relate to expected infrastructure assets handed over to Council from developers of new subdivisions and occasionally may also include any other assets that are gifted to Council e.g. donated artworks.

4.1.6 Other income

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Interest	1,218	750	(468)	(38.4%)
Other Rent	661	731	70	10.6%
Sales	438	647	209	47.7%
Contributions other	157	247	90	57.3%
Other	573	699	126	22.0%
Total other income	3,047	3,074	27	0.9%

Overall other income is projected to remain stable with a minor increase in 2021/22. There is anticipated increases in Kiosk sales as services that were impacted by COVID19 closures in 2020/21 are anticipated to return towards normal. Largely offsetting this there is a anticipated reduction in interest income due to current low interest rates and shrinking investment funds as major capital projects are completed. Together with falling rate mainly due to reimbursements related to the 2019 Yinnar South Bushfires recognised in 2020/21 together with reduced interest income as Council spends money that has been received in advance primarily relating to capital grants.

2021/22 Budget

Notes to the financial statements

4.1.7 Employee costs

	Forecast		Change	
	Actual 2020/21 \$'000	Budget 2021/22 \$'000	\$'000	%
Salaries & Wages	52,455	57,717	5,262	10.0%
Superannuation	4,910	5,234	324	6.6%
Workcover	1,468	1,364	(104)	(7.1%)
Fringe Benefits tax	349	360	11	3.2%
Other	2,506	1,970	(536)	(21.4%)
Total employee costs	61,688	66,645	4,957	8.0%

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, WorkCover, etc. Employee costs are forecast to increase by 8.0% or \$4.96 million compared to 2020/21 forecast. Salary and Wages have been budgeted in accordance with Council's Enterprise Bargaining Agreement and annual award increases for banded staff. The major component of the increase in 2021/22 is the one-off transition costs of Council exiting out of the provision of Aged care services in June 2022.

4.1.8 Materials and services

	Forecast		Change	
	Actual 2020/21 \$'000	Budget 2021/22 \$'000	\$'000	%
Contract Payments	27,914	20,707	(7,207)	(25.8%)
Building Maintenance	296	400	104	35.1%
General Maintenance	4,892	4,585	(307)	(6.3%)
Utilities	3,251	3,561	310	9.5%
Office Administration	2,909	2,127	(782)	(26.9%)
Information Technology	2,498	2,301	(197)	(7.9%)
Insurance	1,226	1,248	22	1.8%
Consultants	3,256	1,024	(2,232)	(68.6%)
Other	263	235	(28)	(10.6%)
Total materials and services	46,505	36,188	(10,317)	(22.2%)

Materials and Services are forecast to decrease by 22.2% or \$10.317 million compared to 2020/21. This is mainly a result of higher levels of spending in 2020/21 as a result of funds carried forward from previous financial years and non-recurrent operating grants received.

2021/22 Budget Notes to the financial statements

4.1.9 Depreciation

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Property	7,186	8,926	1,740	24.2%
Plant & equipment	2,245	2,205	(40)	(1.8%)
Infrastructure	20,341	19,095	(1,246)	(6.1%)
Total depreciation	29,772	30,226	454	1.5%

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for property, plant and equipment including infrastructure assets such as roads and drains. The projected increase of \$0.454 million is mainly due to the completion of the 2020/21 capital works program and the projected completion of the Gippsland Performing Arts Centre in the first half of 2021/22. This is largely offset by a saving in infrastructure depreciation as Council's current landfill cell will be fully depreciated early in the financial year.

Refer to section 12. "Analysis of Capital Budget" for a more detailed analysis of Council's capital works program for the 2021/22 year.

4.1.10 Amortisation - Intangible assets

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Landfill Rehabilitation	612	89	(523)	(85.5%)
Software	18	4	(14)	(77.8%)
Total amortisation - intangible assets	630	93	(537)	(85.2%)

Amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's intangible assets. The projected decrease of \$0.537 million is due to the current landfill cell and software assets coming to the end of their projected useful lives.

4.1.11 Amortisation - Right of assets

	Forecast Actual 2020/21 \$'000	Budget 2021/22 \$'000	Change	
			\$'000	%
Property	23	23	0	0.0%
Vehicles	16	15	(1)	(6.3%)
Total amortisation - right of use assets	39	38	(1)	(2.6%)

This item attempts to allocate the value of Council's right of use assets over their useful life e.g. leased property and vehicles. No material change is anticipated in 2021/22.

2021/22 Budget

Notes to the financial statements

4.1.12 Other expenses

	Forecast		Change	
	Actual 2020/21 \$'000	Budget 2021/22 \$'000	\$'000	%
Auditors remuneration - VAGO	62	62	0	0.0%
Auditors remuneration - Internal	120	121	1	0.8%
Audit other	39	52	13	33.3%
Councillors' Allowances	312	323	11	3.5%
Operating lease rentals	125	41	(84)	(67.2%)
Grants	2,448	1,223	(1,225)	(50.0%)
Levies	1,500	1,785	285	19.0%
Total other expenses	4,606	3,607	(999)	(21.7%)

Other expenditure relates to a range of unclassified items including contributions to community groups, audit costs, levies, lease and rent payments and other miscellaneous expenditure items. Other expenditure is expected to decrease by \$0.999 million in 2021/22 predominantly due to the grants made available in 2020/21 under the COVID-19 Business & Community support grants package partially offset by an increase in landfill levy fees payable to the State Government as a result of previously announced levy increases.

4.2 Balance Sheet

4.2.1 Assets

Current assets (\$18.003 million decrease) - mainly due to reduced other financial assets (being cash investments) as a result of capital funding received in advance in 2020/21 that will be spent in the 2021/22 financial year. A more detailed analysis of this change is included in section 3.4. "Statement of Cash Flows".

Non current assets (\$30.151 million increase) - net result of the capital works program, asset revaluation movements, the depreciation of non-current assets and the disposal through sale of property, plant and equipment. Intangible assets will decrease due to amortisation of landfill rehabilitation costs with the next cell not currently expected to open until early in the 2022/23 financial year.

4.2.2 Liabilities

Current liabilities (\$4.449 million decrease) - the decrease in current liabilities (that is, obligations council must pay within the next year) is mainly due to decreased trade and other payables due to an expected reduction in unearned income from unspent government grants, together with landfill provisions decreasing as Council rehabilitates its legacy landfill sites.

Non current liabilities (\$5.109 million decrease) - the decrease in non current liabilities (that is, obligations council must pay beyond the next year) is predominantly as result of the repayment of existing borrowings. Provisions decrease by a net of \$2.600 million mainly due to landfill rehabilitation works to be carried out during the year.

4.2.3 Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	2020/21 \$'000	2021/22 \$'000
Amount borrowed as at 30 June of the prior year	10,276	25,904
Amount proposed to be borrowed	18,200	0
Amount projected to be redeemed	(2,572)	(2,466)
Amount of borrowings as at 30 June	25,904	23,438

2021/22 Budget

Notes to the financial statements

4.3 Statement of changes in Equity

4.3.1 Reserves

Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations. Asset valuations are predicted to increase by 2.0% or \$25.686 million.

Other Reserves are funds that Council wishes to separately identify as being set aside to meet a specific purpose in the future and to which there is no existing liability. These amounts form part of the overall Accumulated Surplus of the Council, however are separately disclosed.

4.3.2 Equity

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The decrease in accumulated surplus of \$4.070 million results directly from the deficit for the year together with the movement in statutory reserves.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

A decrease in cash flows from operating activities of \$18.062 million is mainly due to decreased inflow of capital grants \$31.851 million due to one off grants received mainly for the major recreation projects.

4.4.2 Net cash flows provided by/used in investing activities

Decreased net outflows from investing activities of \$60.550 million mainly due to decreased outflows (\$51.388 million) for property, plant and equipment (capital works) as a result of reduced external funding as the major recreation projects and Gippsland Performing Arts Centre are completed, together with reduced proceeds from investments as surplus funds are expended for these projects.

4.4.3 Net cash flows provided by/used in financing activities

An movement from net inflows in 2020/21 to net outflows in 2021/22 of \$18.034 million compared to 2020/21 is mainly the result of no new borrowings budgeted for the 2021/22 financial year compared to \$18.20 million forecasted proceeds from loans in the 2020/21 financial year for major capital projects.

2021/22 Budget Capital Works Program

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2021/22 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast	Budget 2021/22 \$'000	Change	
	Actual 2020/21 \$'000		\$'000	%
Property	54,068	4,771	(49,297)	(91.2%)
Plant and equipment	3,105	3,230	125	4.0%
Infrastructure	28,651	23,305	(5,346)	(18.7%)
Total	85,824	31,305	(54,519)	(63.5%)

	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Property	4,771	-	2,271	2,500	-	-	-	4,771	-
Plant and equipment	3,230	15	3,215	-	-	-	-	3,230	-
Infrastructure	23,305	7,930	15,315	60	-	1,700	-	21,605	-
Total	31,306	7,945	20,801	2,560	-	1,700	-	29,606	-

2021/22 Budget Capital Works Program

Capital works program
For the year ending 30 June 2022

4.5.2 Current Budget

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources				
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000	
PROPERTY										
Buildings										
Building Component Renewal Program	1,944	-	1,944	-	-	-	-	1,944	-	-
Bus Shelter	30	-	30	-	-	-	-	30	-	-
Latrobe Leisure Maintenance and Upgrade Program	298	-	298	-	-	-	-	298	-	-
Total Buildings	2,271	-	2,271	-	-	-	-	2,271	-	-
TOTAL PROPERTY	2,271	-	2,271	-	-	-	-	2,271	-	-
PLANT AND EQUIPMENT										
Plant, Machinery and Equipment										
Plant Replacement Program	1,046	-	1,046	-	-	-	-	1,046	-	-
Plant Replacement - Landfill Compactor	700	-	700	-	-	-	-	700	-	-
Fleet Replacement Program	834	-	834	-	-	-	-	834	-	-
Latrobe Leisure Equipment Replacement Program	25	-	25	-	-	-	-	25	-	-
Total Plant, Machinery and Equipment	2,605	-	2,605	-	-	-	-	2,605	-	-
Fixtures, Fittings and Furniture										
Office Furniture & Equipment Replacement Program	10	-	10	-	-	-	-	10	-	-
Total Fixtures, Fittings and Furniture	10	-	10	-	-	-	-	10	-	-
Computers and Telecommunications										
IT Equipment Replacement Program	600	-	600	-	-	-	-	600	-	-
Total Computers and Telecommunications	600	-	600	-	-	-	-	600	-	-
Artworks										
Artwork Acquisitions	15	15	-	-	-	-	-	15	-	-
Total Artworks	15	15	-	-	-	-	-	15	-	-
TOTAL PLANT AND EQUIPMENT	3,230	15	3,215	-	-	-	-	3,230	-	-

2021/22 Budget Capital Works Program

Capital Works Area	Asset expenditure type					Summary of funding sources			
	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
INFRASTRUCTURE									
Roads									
Gravel Road Resheet Program	974	-	974	-	-	-	-	974	-
Local Road Reseal Program	6,066	-	6,066	-	-	-	-	6,066	-
Road Rehabilitation Program	3,107	-	3,107	-	-	1,700	-	1,407	-
Construction of CFA & Garbage Truck turn-arounds	60	-	-	60	-	-	-	60	-
Total Roads	10,206	-	10,146	60	-	1,700	-	8,506	-
Bridges									
Bridge and Culverts component renewal Program	150	-	150	-	-	-	-	150	-
Bridge Deck Renewal -Lewis's Road	150	-	150	-	-	-	-	150	-
New endwalls - Dranes Road	60	-	60	-	-	-	-	60	-
Replace deck - new DDA handrail.Northways Rd Pedestrian Bridge	50	-	50	-	-	-	-	50	-
Detailed Bridge Design	35	-	35	-	-	-	-	35	-
Total Bridges	445	-	445	-	-	-	-	445	-
Footpaths and Cycleways									
Footpath Replacement Program	978	-	978	-	-	-	-	978	-
Footpath Linear Path Program	93	93	-	-	-	-	-	93	-
Footpath Missing Link Program	103	103	-	-	-	-	-	103	-
Gravel Path Renewal Project	35	-	35	-	-	-	-	35	-
Total Footpaths and Cycleways	1,208	195	1,013	-	-	-	-	1,208	-

2021/22 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Drainage									
Systematic CCTV Assessment for Piped Stormwater System	75	-	75	-	-	-	-	75	-
Erosion control Eel Hole Creek - Outfall	75	-	75	-	-	-	-	75	-
Reservoir Wall & Outfall Stabilisation - Traralgon Railway Reserve	75	-	75	-	-	-	-	75	-
Wetlands & Retention Structure Renewal Program	278	-	278	-	-	-	-	278	-
Total Drainage	503	-	503	-	-	-	-	503	-
Waste Management									
Landfill Cell development	2,530	-	2,530	-	-	-	-	2,530	-
Total Waste Management	2,530	-	2,530	-	-	-	-	2,530	-
Parks, Open Space and Streetscapes									
Play Space Implementation Plan Program	515	235	280	-	-	-	-	515	-
Retaining Wall Renewal Program	155	-	155	-	-	-	-	155	-
Total Parks, Open Space and Streetscapes	670	235	435	-	-	-	-	670	-
Off Street Car Parks									
Offstreet carpark renewal - GPAC on street parking	243	-	243	-	-	-	-	243	-
Total Off Street Car Parks	243	-	243	-	-	-	-	243	-
TOTAL INFRASTRUCTURE	15,805	430	15,315	60	-	1,700	-	14,105	-
TOTAL NEW CAPITAL WORKS FOR 2021/22	21,306	445	20,801	60	-	1,700	-	19,606	-

2021/22 Budget Capital Works Program

4.5.3 Works carried forward from the 2020/21 year

Capital Works Area	Asset expenditure type					Summary of funding sources Council			
	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
PROPERTY									
Buildings									
Kernot Hall Refurbishment	2,500	-	-	2,500	-	-	-	2,500	-
Total Buildings	2,500	-	-	2,500	-	-	-	2,500	-
TOTAL PROPERTY	2,500	-	-	2,500	-	-	-	2,500	-
INFRASTRUCTURE									
Parks, Open Space and Streetscapes									
Moe Rail Precinct Revitalisation Stage 2	7,500	7,500	-	-	-	-	-	7,500	-
Total Parks, Open Space and Streetscapes	7,500	7,500	-	-	-	-	-	7,500	-
TOTAL INFRASTRUCTURE	7,500	7,500	-	-	-	-	-	7,500	-
TOTAL CARRIED FWD WORKS FROM 2020/21	10,000	7,500	-	2,500	-	-	-	10,000	-
TOTAL CAPITAL WORKS	31,306	7,945	20,801	2,560	-	1,700	-	29,606	-

2021/22 Budget Capital Works Program

4.6 CAPITAL WORKS (OPERATING)

(These projects are of a capital nature but do not meet the definition of capital expenditure due to them either not being on Council owned/or controlled assets or not relating to an asset class recognised by Council. Expenditure on these projects appears in the Budgeted Comprehensive Income Statement).

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000

4.6.1 Current Budget

PROPERTY

Buildings									
Demolition of Dilapidated Council Buildings	85	-	-	-	-	-	-	85	-
Total Buildings	85	-	-	-	-	-	-	85	-
TOTAL PROPERTY	85	-	-	-	-	-	-	85	-

INFRASTRUCTURE

Footpaths and Cycleways									
Path New & Upgrade (DCP & Intertown Network) design	60	-	-	-	-	-	-	60	-
Total Footpaths and Cycleways	60	-	-	-	-	-	-	60	-
Roads									
Guardrail renewal	30	-	-	-	-	-	-	30	-
Pram Ramp Crossing upgrade to DDA compliance	65	-	-	-	-	-	-	65	-
Traffic and Pedestrian Safety Program	75	-	-	-	-	-	-	75	-
Traffic Light Renewal & Maintenance Agreement	30	-	-	-	-	-	-	30	-
Traffic Control & DDA Linemark & TGSi Renewal	20	-	-	-	-	-	-	20	-
Median Upgrade - Operational Safety Improvement	75	-	-	-	-	-	-	75	-
New Linemarking Projects	25	-	-	-	-	-	-	25	-
New Traffic Signs Projects	35	-	-	-	-	-	-	35	-
Total Roads	355	-	-	-	-	-	-	355	-

2021/22 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
Public Lighting									
New Street Lights installations	75	-	-	-	-	-	-	75	-
Public Lighting & Flagpole Replacement Program	135	-	-	-	-	-	-	135	-
Total Public Lighting	210	-	-	-	-	-	-	210	-
Parks, Open Space and Streetscapes									
Unserviceable Street Furniture Replacement Program	50	-	-	-	-	-	-	50	-
Total Parks, Open Space and Streetscapes	50	-	-	-	-	-	-	50	-
Off Street Car Parks									
Upgrade to DDA compliance	50	-	-	-	-	-	-	50	-
Total Off Street Car Parks	50	-	-	-	-	-	-	50	-
Waste Management									
Transfer Station Upgrades	100	-	-	-	-	-	-	100	-
Landfill Rehabilitation	4,700	-	-	-	-	-	-	4,700	-
Total Waste Management	4,800	-	-	-	-	-	-	4,800	-
TOTAL INFRASTRUCTURE	5,525	-	-	-	-	-	-	5,525	-
TOTAL CAPITAL WORKS (OPERATING)	5,610	-	-	-	-	-	-	5,610	-
TOTAL CAPITAL WORKS PROGRAM FOR 2021/22	36,917	7,945	20,801	2,560	-	1,700	-	35,217	-

2021/22 Budget Capital Works Program

Summary of Planned Capital Works Expenditure For the four years ended 30 June 2025

2022/23	Asset Expenditure Types					Funding Sources				
	Total	New	Renewal	Expansion	Upgrade	Total	Grants	Contributions	Council Cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property										
Buildings	2,804	0	2,804	0	0	2,804	0	0	2,804	0
Total Buildings	2,804	0	2,804	0	0	2,804	0	0	2,804	0
Total Property	2,804	0	2,804	0	0	2,804	0	0	2,804	0
Plant and Equipment										
Plant, machinery and equipment	1,925	0	1,925	0	0	1,925	0	0	1,925	0
Fixtures, fittings and furniture	10	0	10	0	0	10	0	0	10	0
Computers and telecommunications	600	0	600	0	0	600	0	0	600	0
Artworks	15	15	0	0	0	15	0	0	15	0
Total Plant and Equipment	2,550	15	2,535	0	0	0	0	0	2,550	0
Infrastructure										
Roads	10,200	0	10,200	0	0	10,200	1,700	0	8,500	0
Bridges	450	0	450	0	0	450	0	0	450	0
Footpaths and cycleways	1,235	200	1,035	0	0	1,235	0	0	1,235	0
Drainage	475	0	475	0	0	475	0	0	475	0
Recreational, leisure and community facilities	354	0	354	0	0	354	0	0	354	0
Waste management	0	0	0	0	0	0	0	0	0	0
Parks, open space and streetscapes	650	220	430	0	0	650	0	0	650	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	250	0	250	0	0	250	0	0	250	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	13,614	420	13,194	0	0	13,614	1,700	0	11,914	0
Total Capital Works Expenditure	18,968	435	18,533	0	0	18,968	1,700	0	17,268	0

2021/22 Budget Capital Works Program

2023/24	Asset Expenditure Types					Funding Sources				
	Total	New	Renewal	Expansion	Upgrade	Total	Grants	Contributions	Council Cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property										
Buildings	2,906	0	2,906	0	0	2,906	0	0	2,906	0
Total Buildings	2,906	0	2,906	0	0	2,906	0	0	2,906	0
Total Property	2,906	0	2,906	0	0	2,906	0	0	2,906	0
Plant and Equipment										
Plant, machinery and equipment	1,925	0	1,925	0	0	1,925	0	0	1,925	0
Fixtures, fittings and furniture	10	0	10	0	0	10	0	0	10	0
Computers and telecommunications	600	0	600	0	0	600	0	0	600	0
Artworks	15	15	0	0	0	15	0	0	15	0
Total Plant and Equipment	2,550	15	2,535	0	0	2,550	0	0	2,550	0
Infrastructure										
Roads	13,750	0	13,750	0	0	13,750	1,700	0	8,550	3,500
Bridges	450	0	450	0	0	450	0	0	450	0
Footpaths and cycleways	1,235	200	1,035	0	0	1,235	0	0	1,235	0
Drainage	525	0	525	0	0	525	0	0	525	0
Recreational, leisure and community facilities	389	0	389	0	0	389	0	0	389	0
Waste management	1,000	0	1,000	0	0	1,000	0	0	1,000	0
Parks, open space and streetscapes	650	220	430	0	0	650	0	0	650	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	250	0	250	0	0	250	0	0	250	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	18,249	420	17,829	0	0	18,249	1,700	0	13,049	3,500
Total Capital Works Expenditure	23,705	435	23,270	0	0	23,705	1,700	0	18,505	3,500

2021/22 Budget Capital Works Program

2024/25	Asset Expenditure Types					Funding Sources				
	Total	New	Renewal	Expansion	Upgrade	Total	Grants	Contributions	Council Cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Property										
Buildings	3,022	0	3,022	0	0	3,022	0	0	3,022	0
Total Buildings	3,022	0	3,022	0	0	3,022	0	0	3,022	0
Total Property	3,022	0	3,022	0	0	3,022	0	0	3,022	0
Plant and Equipment										
Plant, machinery and equipment	1,925	0	1,925	0	0	1,925	0	0	1,925	0
Fixtures, fittings and furniture	10	0	10	0	0	10	0	0	10	0
Computers and telecommunications	600	0	600	0	0	600	0	0	600	0
Artworks	15	15	0	0	0	15	0	0	15	0
Total Plant and Equipment	2,550	15	2,535	0	0	2,550	0	0	2,550	0
Infrastructure										
Roads	10,300	0	10,300	0	0	10,300	1,700	0	8,600	0
Bridges	450	0	450	0	0	450	0	0	450	0
Footpaths and cycleways	1,235	200	1,035	0	0	1,235	0	0	1,235	0
Drainage	525	0	525	0	0	525	0	0	525	0
Recreational, leisure and community facilities	400	0	400	0	0	400	0	0	400	0
Waste management	2,000	0	2,000	0	0	2,000	0	0	2,000	0
Parks, open space and streetscapes	650	220	430	0	0	650	0	0	650	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	250	0	250	0	0	250	0	0	250	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	15,810	420	15,390	0	0	15,810	1,700	0	14,110	0
Total Capital Works Expenditure	21,382	435	20,947	0	0	21,382	1,700	0	19,682	0

2021/22 Budget Financial Performance Indicators

5. Financial performance indicators

The following table highlights Council's current and projected performance across a range of key financial performance indicators. These indicators provide a useful analysis of Council's financial position and performance and should be used in the context of the organisation's objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators will be reported in Council's Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual 2019/20	Forecast 2020/21	Budget 2021/22	Strategic Resource Plan Projections			Trend +/-
						2022/23	2023/24	2024/25	
Operating Position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	(5.0%)	(13.9%)	(6.2%)	(4.7%)	(4.4%)	(3.9%)	+
Liquidity									
Working Capital	Current assets / current liabilities	2	324.7%	204.6%	181.0%	196.5%	201.5%	198.3%	+
Unrestricted Cash	Unrestricted cash / current liabilities		(71.2%)	27.4%	32.1%	32.9%	34.1%	31.8%	o
Obligations									
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue		19.3%	0.9%	0.8%	0.8%	0.7%	0.7%	o
Loans & Borrowings	Interest and principal repayments / rate revenue		2.9%	3.9%	3.6%	3.5%	3.4%	3.7%	+
Indebtedness	Non-current liabilities / own source revenue	3	26.9%	35.8%	29.2%	27.4%	25.7%	18.9%	+
Asset renewal	Asset renewal and upgrade expense / asset depreciation	4	57.5%	114.0%	77.3%	58.3%	71.9%	63.6%	-
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	5	60.1%	64.6%	64.7%	67.6%	67.8%	68.0%	-
Rates effort	Rate revenue / property values (CIV)		0.7%	0.7%	0.6%	0.6%	0.6%	0.6%	o

2021/22 Budget

Financial Performance Indicators

Indicator	Measure	Notes	Actual	Forecast	Budget	Strategic Resource Plan Projections			Trend +/-
			2019/20	Actual 2020/21		2022/23	2023/24	2024/25	
Efficiency									
Expenditure level	Total expenses / no. of property assessments		\$3,519	\$3,702	\$3,483	\$3,322	\$3,353	\$3,377	-
Revenue level	Total General rates and Municipal charges / No. of property assessments		\$1,542	\$1,538	\$1,564	\$1,591	\$1,623	\$1,656	+

Key to Forecast Trend:

- + Forecast improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecast deterioration in Council's financial performance/financial position indicator

Notes to indicators

1 Adjusted underlying result – An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives. Underlying deficits are forecast over the period, indicating that Council needs to continue to find expenditure savings and efficiencies within the rate capping environment in order to remain financially sustainable.

2 Working Capital – The proportion of current liabilities represented by current assets. Working capital is forecast to increase marginally over the four budget years.

3 Indebtedness- This ratio decreases in 2021/22 due to reducing liabilities as a result of decreasing landfill rehabilitation provisions as the capping of previous landfill sites at Moe and Morwell completed and repayment of borrowings. A larger reduction in year 4 is due to an interest only loan moving into current liabilities.

4 Asset renewal and upgrade - This percentage indicates the extent of Council's asset renewals and upgrades against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. The current level of renewal expenditure is determined by asset management plans and condition assessments of existing assets. The current ratio of just over 75% and subsequent falling to just under 64% is an indicator that there may be challenges for Council in the future as groups of assets become due for renewal within a short period of time.

5 Rates concentration - Reflects extent of reliance on rate revenues to fund all of Council's on-going services. Trend indicates Council will become more reliant on rate revenue compared to all other revenue sources.

Draft
2021/22
Fees & Charges



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2021/22					
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COMMUNITY HEALTH AND WELLBEING			
<i>Direct Care</i>			
SERVICE TYPE DIRECT CARE	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Home Care/Personal Care			
Low Income	<i>Per hour - gst free</i>	7.00	7.10
Couple Low Income	<i>Per hour - gst free</i>	9.60	9.80
Medium Income	<i>Per hour - gst free</i>	15.50	15.80
Couple Medium Income	<i>Per hour - gst free</i>	19.40	19.80
Full Cost (Non Public Holiday)	<i>Per hour - gst inc</i>	60.70	61.90
Full Cost (Non Public Holiday)	<i>Per 1/2 hour - gst inc</i>	33.70	34.40
Full Cost (Public Holiday)	<i>Per hour - gst inc</i>	123.40	125.90
Full Cost (Overtime)	<i>Per hour - gst inc</i>	91.10	92.90
Full Cost (Overtime)	<i>Per 1/2 hour</i>	58.30	59.50
Full Cost (Same Day Service)	<i>Per hour - gst inc</i>	123.40	125.90
Veterans Respite	<i>Fee as per agreement with DVA</i>	as per agreement	as per agreement
Veterans HCPC	<i>Fee as per agreement with DVA</i>	as per agreement	as per agreement
Respite Care			
Subsidised.	<i>Per hour - gst free</i>	4.60	4.70
Full Cost (Non Public Holiday)	<i>Per hour - gst inc</i>	60.70	61.90
Full Cost (Public Holiday)	<i>Per hour - gst inc</i>	123.40	125.90
Full Cost (Overtime)	<i>Per hour - gst inc</i>	91.10	92.90
Meals on Wheels Service <i>(includes all costs of providing meals)</i>			
Subsidised.	<i>Per meal</i>	9.50	9.70
Full cost meals.	<i>Per meal.</i>	15.70	16.00
Home Maintenance			
Single.	<i>Per hour - gst free</i>	12.40	12.60
Couple.	<i>Per hour - gst free</i>	18.60	19.00
Full Cost (Non Public Holiday)	<i>Per hour (Mon - Fri) - gst inc</i>	78.00	79.60
Landfill Fees.	<i>*refer waste disposal fees schedule.</i>	cost recovery	cost recovery

COMMUNITY HEALTH AND WELLBEING				
<i>Direct Care</i>				
SERVICE TYPE DIRECT CARE	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)	
Social Support Group	Subsidised with Meal (Centre Based)	<i>Per session</i>	11.40	11.60
	Subsidised without Meal (Outing)	<i>Per session</i>	6.30	6.40
	Morning Melodies (plus cost of event paid at entry)	<i>Per session</i>	11.20	11.40
	Special Events (costs to be advertised with notification of the event)	<i>Per session</i>		
	Full Cost (Level 1 & 2 CHSP Funding)	<i>Per session</i>	32.00	32.60
	Full Cost (Level 3 & 4 CHSP Funding)	<i>Per session</i>	60.70	61.90
Residing in Supported Accommodation	<i>Per session</i>	112.20	114.40	
Cancellation Fees	Full Cost CHSP/HACC PYP Clients	Less than 24 hours notice Less than 24 hours notice	Full Service Fee Service Fee	Full Service Fee Service Fee
Travel	Full Cost	<i>Per Km</i>	1.10	1.10
Senior Citizens Centres Hire	CHSP eligible organisation/groups.		No Charge	No Charge
	Community organisations/groups:			
	Per hour.	<i>8am – 5pm.</i>	18.30	18.70
	Evening.	<i>5pm – midnight.</i>	148.60	151.60
	Full Day & Evening.	<i>8am – midnight.</i>	245.60	250.50
	Commercial organisations			
	Per hour	<i>8am – 5pm.</i>	30.90	31.50
Evening	<i>5pm – midnight.</i>	242.40	247.20	
Full Day & Evening	<i>8am – midnight.</i>	400.00	408.00	
Security Deposit:				
Without alcohol.		306.00	315.00	
With alcohol.		561.00	575.00	

COMMUNITY HEALTH AND WELLBEING			
<i>Public Libraries</i>			
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Consumables	USB Drive – 2GB	<i>Each</i>	9.50
	Individual Head Sets	<i>Per set</i>	6.50
Research Fee	Public Request.	<i>Per half hour.</i>	14.70
	Commercial/Community Group Request.	<i>(Charged in 30 minute blocks, with a minimum 1 block to be charged)</i>	29.50
Library Meeting Room	Community and Not For Profit Groups.	<i>Per hour</i>	No Charge
	Commercial.	<i>Per hour</i>	31.00
	Commercial.	<i>Full day – 10am-6pm.</i>	150.00
Fees	Replacement Cards.		3.70
	Inter Library Loan	<i>Other Victorian Public Libraries; All Academic Institutions; Interstate / International Loans.</i>	No Charge POA POA
Damaged or Lost Items	Replacement Cost	<i>Minimum Charge Additional costs will apply for the replacement of covers, cases, barcodes, repairs and replacements</i>	7.90
	Beyond Repair Magazine	<i>Replacement cost plus processing fee</i>	4.00
	Talking Books	<i>Replacement cost per CD</i>	17.00

COMMUNITY HEALTH AND WELLBEING				
<i>Public Libraries</i>				
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)	
Photocopying	Black & White A4	<i>Per side</i>	0.20	0.25
	Black & White A3	<i>Per side</i>	0.40	0.50
	Colour Printing A4	<i>Per side</i>	0.70	0.80
	Colour Printing A3	<i>Per side</i>	0.90	1.20
Laminating	A4	<i>Per sheet.</i>	2.70	2.80
	A3	<i>Per sheet.</i>	3.70	3.80
Calico Library Bags	New Member		No Charge	No Charge
	Additional/Replacement	<i>Per bag</i>	2.70	3.50
Events	Author Talk (standard)	<i>Per Event</i>	5.00	5.10
	Author Talk (Special, Literarn Festival, high profile) - Member	<i>Per Event</i>	25.00	25.50
	Author Talk (Special, Literarn Festival, high profile) - Non Member	<i>Per Event</i>	30.00	30.60
	Adult Workshops Library Member	<i>Per Half Day</i>	10.00	10.20
	Adult Workshops Non Library Member	<i>Per Half Day</i>	15.00	15.30
	Adult Workshops Library Member	<i>Full Day</i>	25.00	25.50
	Adult Workshops Non Library Member	<i>Full Day</i>	30.00	30.60

COMMUNITY HEALTH AND WELLBEING				
<i>Family & Childrens Services</i>				
SERVICE TYPE		BASIS	2020/21	2021/22
FAMILY & CHILDRENS SERVICES			\$ (GST Inc)	\$ (GST Inc)
Family Day Care				
	Fees During Core Hours	<i>(8am–6pm weekdays)</i>	8.70	n/a
	Fees Outside of Core Hours	<i>Per child/hour weekdays</i>	9.20	n/a
	Fee for weekend care	<i>Per child/hour weekend</i>	10.20	n/a
	Public Holidays	<i>Per child/hour.</i>	11.70	n/a
	Administration Fee	<i>Per hour of care provided.</i>	1.40	n/a
	Communication Fee		13.30	n/a
	Induction Training	<i>New care providers pp.</i>	37.70	n/a
	Travel Charges	<i>Per km</i>	1.20	n/a
	Holding Fee	<i>% of fee per child per hour.</i>	1.00	n/a
	Meal Charges Per Child (Carers' home)			
	Breakfast	<i>Each</i>	3.60	n/a
	Lunch	<i>Each</i>	4.10	n/a
	Dinner	<i>Each</i>	4.60	n/a
	Snacks	<i>Each</i>	2.00	n/a
Community Care				
	HACC-PYP funded Community Care services	<i>per hour (gst free)</i>	n/a	6.30
Early Learning Centre				
<i>(includes Carinya, Moe Place and Traralgon)</i>				
	Full Time Care	<i>5 full days/child/week.</i>	460.00	470.00
	Full Day Care	<i>Per day</i>	97.00	99.00
	Half Day Care	<i>Per half day</i>	61.50	63.00
	Holding Fee	<i>% Per place</i>	100%	100%
	After Kinder Care	<i>Hourly</i>	16.00	16.50

COMMUNITY HEALTH AND WELLBEING			
<i>Family & Childrens Services</i>			
SERVICE TYPE FAMILY & CHILDRENS SERVICES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Moe PLACE			
Moe Early Learning Centre			
Moe Vacation Care	<i>Full Day Care</i>	74.00	76.00
	<i>Excursion Levy -Local</i>	15.50	15.80
	<i>Excursion Levy - Out of Gippsland</i>	20.50	20.90
Basketball Stadium			
Court Hire - General	<i>Per hour</i>	50.00	51.00
Half Court Hire - General	<i>Per hour</i>	26.00	26.50
Court Hire - Schools	<i>Per hour</i>	40.60	41.40
Half Court Hire - Schools	<i>Per hour</i>	20.80	21.20
Court Hire	<i>Per Day (9am - 6pm)</i>	218.50	222.90
Community Kitchen			
Kitchen Hire	<i>Per hour</i>	14.60	14.90
Kitchen Hire	<i>Per day</i>	52.00	53.00
Meeting Rooms <i>(Moe Place, Churchill Hub)</i>			
Meeting Rooms			
Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
Commercial	<i>Per hour</i>	26.50	27.00
	<i>Per Day</i>	159.20	162.40
Preschools			
Enrolment administration fee	<i>3 & 4 year old programs</i>	30.00	31.00
Preschool – 4 yr old program	<i>Per Term (effective Jan 2022)</i>	280.00	290.00
Prekinder – 3 yr old program	<i>Per Term (effective Jan 2022)</i>	240.00	100.00

COMMUNITY HEALTH AND WELLBEING			
<i>Family Health Services</i>			
SERVICE TYPE FAMILY HEALTH SERVICES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Vaccinations Purchases			
Hep B.	<i>Per dose.</i>	32.00	32.60
Twinrix.	<i>Per dose.</i>	109.00	111.20
Flu.	<i>Per dose.</i>	31.00	31.60
Hep A.	<i>Per dose.</i>	98.00	100.00
Boostrix.	<i>Per dose.</i>	52.00	53.00
Nurse			
Attend Corporate Sessions	<i>Per nurse per hour</i>	62.50	63.80

COMMUNITY HEALTH AND WELLBEING				
<i>Leisure Facilities</i>				
SERVICE TYPE LEISURE FACILITIES		BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Indoor Pool – Swims	Adult	<i>16 years and over.</i>	6.60	6.70
	Child	<i>Child 5–15 yrs & High School Student</i>	4.70	4.80
	Concession	<i>Pension, Seniors & Health Care Card</i>	5.00	5.00
	Family*	<i>*As listed on Medicare Card</i>	17.60	18.00
	Schools	<i>Per child</i>	4.00	4.10
	Children	<i>4 years and under with adult swim.</i>	No Charge	No Charge
Visit Pass – Indoor pools 12 Month expiry from date of issue	Adult	<i>Visits x 10 – 10% discount</i>	59.40	60.30
	Child	<i>Visits x 10 – 10% discount</i>	42.30	43.20
	Concession	<i>Visits x 10 – 10% discount</i>	45.00	45.00
	Family	<i>Visits x 10 – 10% discount</i>	158.40	162.00
Indoor Pool – Swim Sauna Spa	Adult	<i>Each</i>	10.90	11.10
	Concession	<i>Each</i>	8.20	8.30
	After Entry/Class	<i>Each</i>	5.50	5.60
	Adult	<i>Multipass x 10 – 10% discount</i>	98.00	100.00
	Concession	<i>Multipass x 10 – 10% discount</i>	73.80	74.70
Indoor pool – swim sauna (CHURCHILL ONLY)	Adult	<i>Each</i>	9.50	9.70
	Concession	<i>Each</i>	7.10	7.30
	After Entry/class	<i>Each</i>	4.50	4.60

COMMUNITY HEALTH AND WELLBEING				
<i>Leisure Facilities</i>				
SERVICE TYPE		BASIS	2020/21	2021/22
LEISURE FACILITIES			\$ (GST Inc)	\$ (GST Inc)
Swim Lessons - Group	Infants	<i>Per class - Supervision 1:8</i>	13.40	13.70
	Preschool	<i>Supervision 1:5</i>	14.10	14.40
	School Age	<i>Per class</i>	14.80	15.10
	Adult	<i>Per class</i>	14.80	15.10
	Transition/Lap It Up	<i>Per class</i>	9.00	9.20
	Aust Swim Teacher	<i>Per instructor, per hour</i>	58.90	60.10
Swim Lessons - Group Concession (25% Discount)				
Health Care Card	Infants	<i>Per class - Supervision 1:8</i>	10.10	10.30
Health Care Card	Preschool	<i>Supervision 1:5</i>	10.60	10.80
Health Care Card	School Age	<i>Per class</i>	11.10	11.30
Health Care, Pension & Senior Card	Adult	<i>Per class</i>	11.10	11.30
Swim Lessons - Private				
	1:1	<i>Per half hour class, per person</i>	39.20	40.00
	1:2	<i>Per half hour class, per person</i>	29.50	30.10
	1:3	<i>Per half hour class, per person</i>	24.00	24.50
Swim Lessons - Private - Concession (25% Discount)				
Concession – Health Care Card	1:1	<i>Per half hour class, per person</i>	29.40	30.00
Concession – Health Care Card	1:2	<i>Per half hour class, per person</i>	22.10	22.60
Concession – Health Care Card	1:3	<i>Per half hour class, per person</i>	18.00	18.40
Other - Indoor Pools				
	Lane Hire	<i>Per hour.</i>	48.00	49.00
	Carnival Hire	<i>Per day 9am – 5pm</i>	975.00	994.50
	School Carnival Hire	<i>Per day 9am - 3pm</i>	918.00	936.40
	Wet Out of Hours – incl 1 Lifeguard plus 1 Duty Manager	<i>Per hour plus entry fee</i>	84.30	86.00
	Carnival Fee – incl 1 Lifeguard plus 1 Duty Manager	<i>Per hour.</i>	202.00	206.00

COMMUNITY HEALTH AND WELLBEING				
<i>Leisure Facilities</i>				
SERVICE TYPE		BASIS	2020/21	2021/22
LEISURE FACILITIES			\$ (GST Inc)	\$ (GST Inc)
Fitness Program	Group Fitness.	<i>Per class</i>	13.20	13.50
	Concession	<i>Pension, Seniors & Health Care Card</i>	9.90	10.10
	Personal Training.	<i>½ hour.</i>	37.40	38.00
		<i>1 hour.</i>	65.00	66.30
	Casual Gym.	<i>Per person</i>	16.00	16.30
	Casual Concession Gym.	<i>Pension, Seniors & Health Care Card</i>	12.00	12.20
	Youth Fit	<i>Class for specific ages</i>	8.80	9.00
	Life Fit		6.50	6.70
Visit Pass – Group Fitness				
(12 Months Expiry from date of issue)				
	Adult.	<i>Visits x 10 – 10% discount</i>	118.80	121.50
	Concession.	<i>Visits x 10 – 10% discount</i>	89.10	90.90
	Youth Fit 13-15	<i>Visits x 10 – 10% discount</i>	79.20	81.00
	1/2 hr Personal Training	<i>Visits x 10 – 10% discount (half hour session)</i>	337.00	342.00
	1 hr Personal Training	<i>Visits x 10 – 10% discount (one hour session)</i>	585.00	597.00
Visit Pass - Gym				
(12 Months Expiry from date of issue)				
	Adult	<i>Visits x 10 – 10% discount</i>	144.00	146.70
	Concession	<i>Visits x 10 – 10% discount</i>	108.00	109.80

COMMUNITY HEALTH AND WELLBEING					
<i>Leisure Facilities</i>					
SERVICE TYPE LEISURE FACILITIES	BASIS	2020/21 \$ (GST Inc)		2021/22 \$ (GST Inc)	
Stadium (1)	Adult Competition.	<i>Per player per game</i>		6.50	6.60
	Concession Competition.	<i>High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card Holders</i>		4.90	4.90
	Junior Competition (during junior competition times only)	<i>Per player per game</i>		4.70	4.80
	Adult Training	<i>Per player per session #</i>		4.50	4.60
	Concession Training	<i>High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card Holders</i>		3.40	3.80
	Junior Training (0-17 years)	<i>Per player per session #</i>		3.60	3.70
	Schools	<i>Per student</i>		3.60	3.50
	Court Hire - General	<i>Per court/hour.</i>		50.00	51.00
	Court Hire - Schools	<i>Per court/hour.</i>		40.60	41.50
	Tournament Fee*	<i>Per Court per Day (9am – 5pm)</i>		218.50	223.00
* Local associations are eligible for a 30% total invoice discount to host their association tournaments within any Latrobe Leisure Facility. Maximum 2 tournaments per year.					
	Dry Out of Hours Fee	<i>Per hour (plus entry fee)</i>		60.40	61.60
	Meeting Room Hire	<i>Per hour</i>		29.50	30.00
# Session is defined as 1 hour for Domestic basketball teams 2 hours for Squad & Representative basketball teams 2 hours for Badminton / Volleyball (in recognition of set up and pack up times)					
Visit Pass Cards - Stadium				x10 (10% discount)	X20 (15% discount)
12 Month expiry from date of issue (One visit used per hour or game)					
	Adult Stadium Competition	<i>Visit pass – discount</i>		58.50	110.50
	Concession Competition	<i>Visit pass – discount</i>		44.10	83.30
	Junior Competition	<i>Visit pass – discount</i>		42.30	79.90
	Junior Training	<i>Visit pass – discount</i>		N/A	61.20
				59.40	112.20
				44.10	83.30
				43.20	81.60
				N/A	62.90

COMMUNITY HEALTH AND WELLBEING			
<i>Leisure Facilities</i>			
SERVICE TYPE LEISURE FACILITIES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Membership			
Membership Service Areas		<i>Gym Fitness - as per fitness timetable (including Aqua Aerobics) Pool (including pool, sauna & spa- where applicable)</i>	
Membership Administration Fee (per membership)	Upon joining	70.00	71.00
Bronze Membership			
Any one (1) of the above Membership Service Areas	Non Concession Concession * Off-Peak #	<i>Monthly Monthly Monthly</i>	49.00 36.80 29.40
			50.00 37.50 30.00
Silver Membership			
Any two (2) of the above Membership Service Areas	Non Concession Concession * Off-Peak #	<i>Monthly Monthly Monthly</i>	60.00 45.00 36.00
			61.00 46.00 36.50
Gold Membership			
All three (3) of the above Membership Service Areas	Non Concession Concession * Off-Peak #	<i>Monthly Monthly Monthly</i>	72.00 54.00 43.20
			73.50 55.00 44.00
Corporate			
	21+ people	<i>Discounts valid on full price memberships only. Not valid on concession memberships Discounts off term memberships only</i>	20.00%
			20.00%

(1) Schools pay court hire fee or individual student admission.

*Concessions on direct debit and term memberships are offered only to customers on Aged Pension, Senior or Disability Support Pension.

Concessions are offered to valid health care card holders up to the expiry date of the health care card (must have minimum one month on card).

#Off-Peak times include Mon-Fri 11am - 3pm & All Day on Weekends excluding Public Holidays when the venue is closed

COMMUNITY HEALTH AND WELLBEING			
<i>Leisure Facilities</i>			
SERVICE TYPE LEISURE FACILITIES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Athletic and Cycling Track			
Adult.	<i>Per participant</i>	4.70	4.80
Concession.	<i>Per participant</i>	3.50	3.60
Junior.	<i>Per participant</i>	3.20	3.30
Adult	<i>Visits x 10 – 10% discount</i>	42.30	43.20
Concession.	<i>Visits x 10 – 10% discount</i>	31.50	32.40
Junior.	<i>Visits x 10 – 10% discount</i>	28.80	29.70
School.	<i>Per student</i>	3.20	3.30
Club Hire.	<i>Per hour.</i>	46.70	47.60
Other/Athletic Carnival.	<i>Full day 9am – 3pm.</i>	576.40	588.00
Cycling / Athletic Club Hire of Bike/ Aths Track.	<i>Per annum / seasonal agreement</i>	995.60	1,015.50
Squash Courts			
Hire.	<i>Per hour.</i>	15.30	15.60
Casual Visit	<i>per person</i>	n/a	5.00
Fitness Room Hire			
Hire.	<i>Per hour.</i>	48.90	49.90
Gippsland Regional Cricket Centre			
Lane Hire	<i>Per hour (up to 4 players)</i>	39.00	40.00
Ball Machine Hire - includes lane, machine and balls	<i>Per Hour - includes Lane Hire</i>	50.00	51.00
Indoor Cricket	<i>Per Participant Per Competition</i>	12.00	12.00
School Clinic	<i>Per Clinic (3 hours)</i>	150.00	153.00
Parties	<i>Per Party - 2 hrs (up to 10 people)</i>	200.00	204.00
Meeting Room	<i>Per Hour</i>	30.00	30.00
Facility Hire	<i>Full Facility per Day (8 hours)</i>	1560	1,560.00

COMMUNITY HEALTH AND WELLBEING			
<i>Outdoor Pools</i>			
SERVICE TYPE OUTDOOR POOLS	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Entry Fees			
Adult.	<i>16 years and over.</i>	5.00	5.10
Children/ Student.	<i>Child 5 – 15 yrs & High School Student</i>	3.90	4.00
Concession.	<i>Pension, Seniors & Health Care Card</i>	4.10	4.20
Family.	<i>As listed on Medicare Card.</i>	14.60	14.90
Schools	<i>Per child</i>	3.90	4.00
Children.	<i>4 years and under with adult swim.</i>	No Charge	No Charge
Season Passes (Multi-venue)			
Single Adult Pass	<i>16 years and over.</i>	101.00	103.00
Children/ Student.	<i>Child 5 – 15 yrs & High School Student</i>	76.20	77.70
Concession.	<i>Pension, Seniors & Health Care Card</i>	78.80	80.40
Family.	<i>As listed on Medicare Card.</i>	245.00	249.90
Competitions – School Swim Carnival Hire			
School Carnival Full Day (9am - 3pm)	<i>Includes 1 Duty Manager.</i>	471.00	480.40
Other Carnival Full Day (9am - 5pm)	<i>Weekends or Public Holidays</i>	800.00	816.00
School Carnival Half Day (9am-12pm / 12pm-3pm)	<i>Mon - Fri</i>	328.00	334.60
Supervision Required at 1:100 ratio.	<i>Per hour.</i>	57.80	59.00
Out Of Advertised Operating Hours Hire			
Includes 1 Life Guard plus 1 Duty Manager.	<i>Per hour + entry fee per person</i>	84.30	86.00

COMMUNITY HEALTH AND WELLBEING			
<i>Caravan Parks</i>			
SERVICE TYPE CARAVAN PARKS	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Lake Narracan – Caravan & Camping			
Site Fee Schedule	Permanent On Site.	<i>Powered per annum (includes 23 days/nights)</i>	1,571.00
			1,603.00
	Powered Site.	<i>Per night (Up to 4 people)</i>	41.00
	Powered Site.	<i>Weekly (Up to 4 people)</i>	213.00
	Extra Person.	<i>Per night.</i>	16.50
	Unpowered Site.	<i>Per night - Family</i>	34.50
	Unpowered Site.	<i>Weekly - Family</i>	150.00
	Overnight.	<i>Per person.</i>	13.50
	Children.	<i>Aged 7 – 17 yrs.</i>	7.50
			8.00

COMMUNITY HEALTH AND WELLBEING						
<i>Health Services</i>						
SERVICE TYPE		BASIS	2020/21		2021/22	
HEALTH SERVICES			\$ (GST Inc)		\$ (GST Inc)	
Commercial Accommodation						
	New Registration.	<i>Includes motels and hostels.</i>		630.00		640.00
	Annual Renewal.	<i>Includes motels and hostels.</i>		550.00		560.00
Caravan Parks and Movable Homes <i>(Statutory Fee)</i>		<i>Triennium Fees</i>	1 Fee Unit =	14.81	1 Fee Unit =	TBA
	Statutory fees are unable to be amended by Council. This fee is set under the Residential Tenancies Act (Caravan Parks and Movable Dwellings)	<i>1-25 sites</i>	17	251.80	17	TBA
		<i>26-50 sites</i>	34	503.60	34	TBA
		<i>51-100 sites</i>	68	1,007.10	68	TBA
		<i>101-150 sites</i>	103	1,524.00	103	TBA
Transfer of Registration			1 Fee Unit =	14.81	1 Fee Unit =	TBA
	Food Act	<i>Maximum.</i>		455.00		TBA
	Public Health and Wellbeing Act	<i>Maximum.</i>		235.00		TBA
	Residential Tenancies Act	<i>Maximum.</i>	5 fee units	74.10	5 fee units	TBA
Plan Approval Fee <i>(Non-compulsory establishment inspection fee)</i>						
	Food Act Premises.	<i>Per hour</i>		140.00		145.00
	Public Health & Wellbeing Act Premises.	<i>Per hour</i>		115.00		120.00
Food & Water Sample Administration Fee						
	Sample administration fee	<i>2nd non compliant follow up.</i>		210.00		215.00
	Private water supply sample	<i>Per sample + Analyst Fee</i>		205.00		210.00

COMMUNITY HEALTH AND WELLBEING				
<i>Health Services</i>				
SERVICE TYPE HEALTH SERVICES		BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
COMMERCIAL FOOD PREMISES				
Class 1 (Full Time)	New	<i>e.g. Hospitals / Nursing Homes / Childcare Centres</i>	760.00	775.00
	Renewal		695.00	710.00
Class 2A (Full Time)	New	<i>e.g. Restaurants, Fast Food, Deli's</i>	725.00	740.00
	Renewal		670.00	685.00
	New	<i>e.g. Supermarkets / Large Manufacturers</i>	1,425.00	1,455.00
	Renewal		1,150.00	1,175.00
Class 2B (Part Time)	New	<i>Minimal unpacked potential hazardous foods</i>	480.00	490.00
	Renewal		430.00	440.00
Class 3A (Full Time)	New	<i>Minimal unpacked potential hazardous foods</i>	420.00	430.00
	Renewal		365.00	375.00
	New	<i>Water Carters</i>	180.00	185.00
	Renewal		150.00	155.00
Class 3B (Part Time)	New	<i>Food is secondary activity (e.g. B&B)</i>	275.00	280.00
	Renewal		255.00	260.00
Class 3C (Full Time)	New	<i>Food is secondary activity (e.g. B&B)</i>	205.00	210.00
	Renewal		205.00	210.00
Class 4 Low Risk Packaged	New	<i>e.g. Liquor Outlets, Video Stores, Newsagents, Pharmacies etc.</i>	Exempt	Exempt
Once off Short term	New	<i>Temporary food stall - major events</i>	255.00	260.00
Additional Inspection Fee (non compliance after 2 visits)				
Class 1 (Full Time)		<i>Per Hour (Minimum)</i>	205.00	210.00
Class 2A (Full Time)		<i>Per Hour (Minimum)</i>	175.00	180.00
Class 2B (Part Time)		<i>Per Hour (Minimum)</i>	175.00	180.00
Class 3A (Full Time)		<i>Per Hour (Minimum)</i>	150.00	155.00
Class 3B (Part Time)		<i>Per Hour (Minimum)</i>	125.00	130.00

COMMUNITY HEALTH AND WELLBEING			
<i>Local Laws</i>			
SERVICE TYPE		2020/21	2021/22
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Parking (In accordance with Road Safety Act 1986) Penalties will be applied at maximum value, as per Council resolution on 2 December 2019	Parking Infringements. <i>Section 1</i> <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>		
Dog & Cat Registration Fees (In accordance with Domestic Animal Act 1994)	Full Registration Pensioner Concession	Per Animal Per Animal	45.00 22.50
	<i>Where Microchipped and Desexed or Microchipped and Registered with applicable organisations as defined by the Domestic Animal Act 1994</i>		
	Non-Desexed Dog Full Registration Non-Desexed Dog Pensioner Concession	Per Animal Per Animal	128.00 64.00
	Domestic Animal Business. Domestic Animal Business - Animal Dangerous, Menacing or renewals only for Restricted Dog Breeds	Per annum Per Animal Full registration per animal	250.00 25.00 205.00
	Registration as Foster Carer (81/1994 Part 5B)	Per annum	55.00
Dog & Cat Infringements (In accordance with Domestic Animal Act 1994)	<i>Section 1</i> <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	TBA	TBA

COMMUNITY HEALTH AND WELLBEING			
<i>Local Laws</i>			
SERVICE TYPE		2020/21	2021/22
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Pound Release Fees – Domestic Animals			
Dog or cat release (where owner is identifiable by Council)	<i>Per animal plus charges below</i>	34.00	35.00
Dog or cat release (where owner is unidentifiable by Council)	<i>Per animal plus charges below</i>	115.00	117.00
*In Addition to Release Fees – Where Applicable			
Subsequent Releases	<i>Per animal</i>	123.00	125.00
Food and keep fees	<i>Per animal per day</i>	17.00	18.00
Male dog desexing	<i>Per animal</i>	205.00	205.00
Female dog desexing	<i>Per animal</i>	345.00	345.00
Male cat desexing	<i>Per animal</i>	115.00	115.00
Female cat desexing	<i>Per animal</i>	215.00	215.00
Dog or cat microchipping	<i>Per animal</i>	60.00	62.00
Vaccination fee	<i>Per animal</i>	75.00	85.00
Vet Check fee	<i>Per animal</i>	52.00	60.00
Vet Report	<i>Per animal</i>	91.00	120.00
Animal Sales			
Cat sale (including desexing fee)	<i>Per animal</i>	220.00	182.00
Dog sale (including desexing fee)	<i>Per animal</i>	380.00	385.00
Dog or cat sale (already desexed)	<i>Per animal</i>	170.00	173.00
Livestock			
Pound Release Large (horse, cow, bull, etc).	<i>Per animal</i>	178.50	182.00
Pound Release Small (sheep, pig, goat etc)	<i>Per animal</i>	97.00	99.00
Pound Release (Poultry)	<i>Per animal</i>	10.00	10.00
Food and Keep Fees.	<i>Per animal per day.</i>	27.50	28.00
Livestock Infringements	<i>Penalties will be applied as per the Livestock Act.</i>		
Livestock attendance for VicRoads	<i>Per Attendance</i>	617.00	630.00

COMMUNITY HEALTH AND WELLBEING			
<i>Local Laws</i>			
SERVICE TYPE		2020/21	2021/22
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Other Fees/Infringements			
Disabled Parking First Permit.	<i>Each</i>	No Charge	No Charge
Disabled Parking Additional Permits.	<i>Each.</i>	5.00	5.00
Shopping Trolley Release Fee.	<i>Per trolley</i>	178.50	182.00
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act	<i>Per vehicle Plus tow fee per vehicle if applicable</i>	673.20	687.00
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act.	<i>Per vehicle Plus standard tow fee per vehicle</i>	357.00 200.00	365.00 204.00
	<i>Plus immediate tow fee per vehicle Plus daily storage fee</i>	286.00 15.50	292.00 16.00
School Crossing Flags.	<i>Per set.</i>	92.00	94.00
Fire Hazard Infringement.	<i>Set by Statute (State Government) Per penalty unit Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	TBA	TBA
Impound General - (e.g. political signage, tents, or general items on Council land) Community Amenity Local Law No 2 2016	<i>Per item</i>	100.00	102.00
Litter Infringement. (In accordance with the Environment Protection Act 1970)	<i>Set by Statute (State Government) Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	- -	- -
Local Laws Permit.	<i>All Clauses otherwise specified</i>	55.00	60.00

COMMUNITY HEALTH AND WELLBEING			
<i>Local Laws</i>			
SERVICE TYPE		2020/21	2021/22
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Other Fees/Infringements (continued)			
Temporary outdoor eating facilities	<i>Per annum fee (inclusive of permit application fee) Consisting of up to 4 tables and a maximum of 12 chairs.</i>	151.00	154.00
Temporary outdoor eating facilities over four tables and/or over 12 chairs.	<i>Per annum fee (inclusive of permit application fee) Consisting of over 4 tables and/or over 12 chairs.</i>	306.00	312.00
Roadside Trading Permit	<i>Clause 82 – Local Law No. 2.</i>	438.00	447.00
Caravans as Temporary Accommodation permit.	<i>Clause 142 – Local Law No. 2 – Incorporates 6 month permit application for Health permit to reside in caravan.</i>	55.00	60.00
Administration Fee	<i>Administration Fee for the reconciliation and generation of an invoice to a property owner which has had force clear works completed by Council.</i>	80.00	85.00

COMMUNITY HEALTH AND WELLBEING				
<i>Building Services</i>				
SERVICE TYPE BUILDING PERMITS/FEEES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)	
Permit time extensions and inspections for lapsed permits	Minimum.	150.00	155.00	
Preparation of Section 173 Agreements For building over easements.	Per agreement	450.00	460.00	
Building File Search Fee	Linked to statutory fee	1 Fee Unit = 14.81	1 Fee Unit = TBA	
	3.19 fee units	3.19 Units 47.20	3.19 Units TBA	
Building Certificates	Linked to statutory fee	1 Fee Unit = 14.81	1 Fee Unit = TBA	
	3.19 fee units	3.19 Units 47.20	3.19 Units TBA	
Building Permit Lodgement Fees	8.23 fee units	8.23 Units 121.90	8.23 Units TBA	
Pool Registration Fees	Linked to statutory fee	1 Fee Unit = 14.81	1 Fee Unit = TBA	
	Registration Fee 2.15 fee units	2.15 Units 31.80	2.15 Units TBA	
	Pool history Search fee 3.19 fee units	3.19 Units 47.20	3.19 Units TBA	
	Certificate of Compliance lodgement fee 1.38 fee units	1.38 Units 20.40	1.38 Units TBA	
Certificate of Non-Compliance lodgement fee 26.00 fee units	26.00 Units 384.80	26.00 Units TBA		
Report and Consent	Linked to statutory fee	1 Fee Unit = 14.81	1 Fee Unit = TBA	
	First 19.61 fee units	19.61 Units 290.00	19.61 Units TBA	
	Additional based on 50% of above fee	145.00	9.80 Units TBA	
	Temporary Structure Siting Approvals Treated as a Report and Consent	19.61 Units 290.00	19.61 Units TBA	
Pope – Occupancy Permits Treated as a Report and Consent	19.61 Units 290.00	19.61 Units TBA		
Demolition 5.75 fee units	5.75 Units 85.20	5.75 Units TBA		
Building Permits (Disbursements excluded)	Value of works Up to \$10,000	Each 850.00	850.00	
	\$10,001 to \$100,000	Each Value/100+ 750.00	Value/100+ 750.00	
	\$100,001 to \$1,000,000	Each Value/200+ 1,250.00	Value/200+ 1,250.00	
	Greater than \$1,000,000	Each Value/300+ 3,000.00	Value/300+ 3,000.00	

*NOTE Statutory Fees can only be increased by the Minister for Planning. Fees will be charged in accordance with the current statutory rate.

ASSETS & PRESENTATION					
<i>Sports Stadiums, Grounds & Reserves</i>					
SERVICE TYPE	BASIS	2020/21		2021/22	
		\$ (GST Inc)		\$ (GST Inc)	
Gippsland Sport and Entertainment Park		* Peak	* Off Peak	* Peak	* Off Peak
Commercial Rate					
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1800 & lighting)	<i>Hourly Hire (8am - 5pm) per hour</i>	307.90	199.70	314.10	203.70
	<i>Hourly Hire (5pm - midnight) per hour</i>	619.00	400.60	631.40	408.60
	<i>Day Hire (8am to 5pm)</i>	1,248.50	624.20	1,273.50	636.70
	<i>Night Hire (5pm to midnight)</i>	2,492.80	1,243.30	2,542.70	1,268.20
	<i>All Day (8am to midnight)</i>	3,735.00	1,867.50	3,809.70	1,904.90
	<i>Additional costs</i>	Cost recovery	Cost recovery	Cost recovery	Cost recovery
Commission charges	<i>Percentage of Gross Ticket Sales</i>	10.0%	10.0%	10.0%	10.0%
	<i>Percentage of gross merchandise sales</i>	12.5%	12.5%	10.0%	10.0%
Ticketing service is available through Latrobe Performing Arts & Venues					
Community Rate					
	<i>plus additional bins, cleaning & utility costs</i>				
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1,800, lighting)	<i>Hourly Hire (8am - 5pm) per hour</i>	154.00	96.80	157.10	98.70
	<i>Hourly Hire (5pm - midnight) per hour</i>	310.10	195.60	316.30	199.50
	<i>Day Hire (8am to 5pm)</i>	609.70	310.10	621.90	316.30
	<i>Night Hire (5pm to midnight)</i>	1,214.10	609.70	1,238.40	621.90
	<i>All Day (8am to midnight)</i>	1,817.60	914.70	1,854.00	933.00
	<i>Additional costs</i>	Cost recovery	Cost recovery	Cost recovery	Cost recovery

ASSETS & PRESENTATION					
<i>Sports Stadiums, Grounds & Reserves</i>					
SERVICE TYPE	BASIS	2020/21 \$ (GST Inc)		2021/22 \$ (GST Inc)	
		# Night	# Day	# Night	# Day
Sporting Use (includes pitches, toilets & change rooms only)					
Schools	<i>Per day or night session</i>	124.80	62.40	127.30	63.60
Latrobe City Clubs & Groups	<i>Per day or night session</i>	245.50	125.90	250.40	128.40
Non Latrobe City Clubs & Groups	<i>Per day or night session</i>	368.30	184.10	375.70	187.80
Sundry Charges		Commercial	Community	Commercial	Community
Kiosk Hire (2 available)	<i>Per kiosk per session</i>	183.10	91.60	186.80	93.40
External Public Address System Hire	<i>Per session</i>	125.90	61.40	128.40	62.60
^ Bar Hire (2 available)	<i>Per bar per session</i>	368.30	184.10	375.70	187.80
Social Club Rooms (excluding bar and kitchen) is available for hire with the cost subject to use of the facility					
Line marking costs, other than soccer, is at the hirers expense					
Waste Management - Additional charges may apply dependant on size and type of event.					
Synthetic Field / Pitch Hire					
Latrobe City Synthetic Sports Field					
Morwell Recreation Reserve Synthetic Sports Field					
Gippsland Sport and Entertainment Park Synthetic Pitch					
Whole Field	Association / Club	<i>Per season</i>	Seasonal	Seasonal	Seasonal
	Tournaments	<i>Per day</i>	Licence	Licence	Licence
	Primary Schools (1)	<i>Per annum</i>	313.10	319.40	319.40
	Secondary Schools (2)	<i>Per annum</i>	608.60	620.80	620.80
	Casual Users	<i>Per hour</i>	1,218.30	1,242.70	1,242.70
	Lights	<i>Per hour</i>	66.60	67.90	67.90
			28.10	28.70	28.70
Half Field	Tournaments	<i>Per day</i>	156.10	159.20	159.20
	Casual Users	<i>Per hour</i>	31.20	31.80	31.80
	Lights	<i>Per hour</i>	22.20	22.60	22.60
	Additional costs	additional bins, cleaning & utility costs	Cost recovery	Cost recovery	Cost recovery

ASSETS & PRESENTATION			
<i>Sports Stadiums, Grounds & Reserves</i>			
SERVICE TYPE	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Community Room Hire			
Traralgon West Sports Complex Upstairs Pavilion			
Traralgon Railway Reservoir Conservation Reserve Community Room			
Latrobe City Synthetic Sports Field Upstairs Pavilion			
Morwell Recreation Reserve East Pavilion			
Ted Summerton Reserve Upstairs Pavilion			
Morwell Centenary Rose Garden Wing			
Lake Narracan Hovercraft Club Pavilion			
User Groups	<i>Per hour</i>	No Charge	No Charge
Not for Profit Groups	<i>Per hour</i>	15.70	16.00
Commercial Groups	<i>Per hour</i>	31.00	31.60
Additional costs	<i>additional bins, cleaning & utility costs</i>	Cost recovery	Cost recovery
Recreation Reserves and Pavilions			
Seasonal Facility Charge (3)			
Senior	Category A	<i>Per Six Month Allocation</i>	3,216.90
	Category B	<i>Per Six Month Allocation</i>	1,273.50
	Category C	<i>Per Six Month Allocation</i>	339.40
Junior	Category A	<i>Per Six Month Allocation</i>	1,604.30
	Category B	<i>Per Six Month Allocation</i>	769.90
	Category C	<i>Per Six Month Allocation</i>	206.00
Casual Use			
Latrobe City Schools	<i>Per day</i>	No Charge	No Charge
Latrobe City Sporting Clubs and Recreation/Community Groups	<i>Per day</i>	38.50	39.30
Non Latrobe City Sporting Clubs and Recreation/Community Groups	<i>Per day</i>	137.30	140.00
For Profit Groups Businesses and Sporting Groups	<i>Per day</i>	514.00	524.30
Additional costs	<i>additional bins, cleaning & utility costs</i>	Cost recovery	Cost recovery
Outdoor Netball Centres and Tennis Centres Courts			
Seasonal allocation - netball and tennis courts	<i>Per court, per annum</i>	106.10	108.20

ASSETS & PRESENTATION			
<i>Sports Stadiums, Grounds & Reserves</i>			
SERVICE TYPE	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Personal Trainers/Boot Camps/Sports Coaches <div style="text-align: right; padding-right: 20px;">All trainers/boot camp/coaches</div>	<i>per month</i>	55.20	56.30
	<i>6 month - Summer</i>	350.00	357.00
	<i>6 month - Winter</i>	150.00	153.00

*Peak – Friday to Sunday plus Public Holidays / Off Peak – Monday to Thursday excluding Public Holidays

Night refers to the hours of 5:00pm to midnight / Day refers to the hours 8:00am to 5:00pm

^ Bar hire is subject to Liquor License and other conditions

(1) Primary schools can opt to pay either Casual User rates or an annual hire fee. The annual hire fee is a flat rate with unlimited hours of use subject to availability

(2) Secondary schools can opt to pay either Casual User rates or an annual hire fee. The annual hire fee is a flat rate with unlimited hours of use subject to availability

(3) Clubs/sporting groups utilising multiple venues will only be charged for one venue, that being the highest category venue.

ASSETS & PRESENTATION			
<i>Latrobe City Traffic School</i>			
SERVICE TYPE LATROBE CITY TRAFFIC SCHOOL	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Education Group : Playgroups, kindergartens, specialist schools & school groups Hire of Traffic School	<i>Per hour.</i>	42.00	43.00
Mobile Bike Education Trailer Hire of bike trailer (Deposit \$200)	<i>Per day</i>	35.00	36.00
Hire of Hand Cranked Tricycles With responsibility for repair or replacement of damaged unit	<i>Per bike/day.</i>	2.00	3.00
Private Groups Hire of Traffic School	<i>Per hour.</i>	66.00	67.50

ASSETS & PRESENTATION			
<i>Asset Protection</i>			
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Asset Protection Fees			
Road Openings.	<i>Provision of traffic management.</i>	189.00	193.00
Road Openings.	<i>No traffic management required.</i>	97.00	99.00
Occupation of Parking Bays.	<i>Per bay per day</i>	48.50	49.50
Road Occupations.	<i>Provision of traffic management.</i>	191.50	195.50
Road Occupations.	<i>No traffic management required.</i>	94.50	96.50
Building Site Asset Inspections: Urban:			
Cost of Works < \$15,000	<i>Excluding all Reblocking, Urban Front Fencing & Demolitions</i>	-	-
Cost of Works > \$15,000	<i>Including all Reblocking, Urban Front Fencing & Demolitions</i>	189.00	193.00
Cost of Works > \$15,000 - Rural		102.00	104.00
Asset Protection Fees for Service Installations in Areas by Parties Other Than Utilities or Their Agents			
Road Length less than 100m.		191.50	195.50
Each Additional 100m of Road Length.		102.00	104.00
Asset Protection Fee for Vehicle Crossing Works			
		102.00	104.00
Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage Information			
		102.00	217.00
Security Deposit as Detailed in Clause 10 of the Vehicle Crossing Policy			
		1,500.00	1,500.00
Parking Headworks Charge as Defined in Clause 11 of the Vehicle Crossing Policy			
		3,500.00	3,570.00

ASSETS & PRESENTATION			
<i>Asset Protection</i>			
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Security Bonds as Specified in Local Law No.3	Cost of Works < \$15,000:		
	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with a 12 month Satisfactory Performance Record; Excluding all Reblocking, Front Fencing & Demolitions.</i>	510.00	510.00
	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with an Unsatisfactory Performance Record.</i>		
	Cost of Works > \$15,000:		
	<i>Including Reblocking, Residential Front Fences & Demolition Works</i>		
	Rural Building Site;	510.00	510.00
	Residential Building Site;		
	<i>No adjacent footpaths.</i>	510.00	510.00
	Residential Building Site;		
	<i>With adjacent footpaths.</i>	1,020.00	1,020.00
	Residential Building Site;		
	<i>Corner allotment, adjacent footpaths.</i>	1,530.00	1,530.00
	Residential Building Site;		
	<i>Multiple units, adjacent footpaths.</i>	2,040.00	2,040.00
	Industrial Building Site;	2,550.00	2,550.00
	Commercial Building Site;	5,355.00	5,355.00
	Multiple Building Sites	10,710.00	10,710.00
	<i>Builders with a 12 month Satisfactory Performance Record</i>		

ASSETS & PRESENTATION						
<i>Asset Protection</i>						
SERVICE TYPE ASSET PROTECTION FEES		BASIS	2020/21 \$ (GST Inc)		2021/22 \$ (GST Inc)	
Enquiries - Legal Point of Discharge or Drainage Information		<i>Set by Statute (State Government) based on 9.77 fee units</i>	1 Fee Unit =	14.81	1 Fee Unit =	TBA
Urban Areas	9.77 Units		144.70	9.77 Units	TBA	
Charge for Restoration of Road Openings in Urban and Rural Areas			Actual cost plus 10% of the actual cost to cover administration expenses		Actual cost plus 10% of the actual cost to cover administration expenses	
Asset Protection Penalty for Infringement Notice as Specified in Section 19 of Local Law No.3		<i>Set by Statute (State Government)</i>	Penalty Units are defined by Section 5 of the Monetary Units Act 2004		Penalty Units are defined by Section 5 of the Monetary Units Act 2004	
			1 Fee Unit =	161.80	1 Fee Unit =	TBA
			2	323.60	2 Units	TBA
Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004		<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004		Fee Units are defined by Section 5 of the Monetary Units Act 2004	
for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>more</u> than 50kms per hour			1 Fee Unit =	14.81	1 Fee Unit =	TBA
Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.		<i>Set by Statute (State Government)</i>	45	666.45	45	TBA
Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.		<i>Set by Statute (State Government)</i>	25	370.25	25	TBA
Minor works conducted on, or on any part of the roadway, shoulder or pathway.		<i>Set by Statute (State Government)</i>	11	162.90	11	TBA
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.		<i>Set by Statute (State Government)</i>	5	74.05	5	TBA

ASSETS & PRESENTATION			
<i>Asset Protection</i>			
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>not more</u> than 50kms per hour	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004 1 Fee Unit = 14.81	Fee Units are defined by Section 5 of the Monetary Units Act 2004 1 Fee Unit = TBA
Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	20 Units 296.20	20 Units TBA
Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5 Units 74.05	5 Units TBA
Minor works conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	11 Units 162.90	11 Units TBA
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5 Units 74.05	5 Units TBA

ASSETS & PRESENTATION			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE TRANSFER STATION FEES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
		General Waste	General Waste
Sedan/Wagon	<i>Seat up.</i>	12.80	14.00
	<i>Seat down.</i>	16.80	18.00
Utilities	Water line up to 1.8m Long Tray.	19.40	21.00
	Water Line over 1.8m Long Tray.	29.60	32.00
	Heaped up to 1.8m Long Tray.	25.50	28.00
	Heaped over 1.8m Long Tray.	36.70	40.00
Single Axle Trailers	Water Line up to 1.8m Long.	24.50	26.00
	Water Line 1.8m to 2.75m Long.	32.60	34.00
	Heaped up to 1.8m Long.	32.60	34.00
	Heaped 1.8m to 2.75m Long.	47.90	50.00
	Boxed up to 1.8m Long.	47.90	50.00
	Boxed 1.8m to 2.75m Long.	75.50	80.00
Tandem Axle Trailers	Water Line 2.75m to 3.75m Long.	51.00	55.00
	Heaped 2.75m to 3.75m Long.	90.80	95.00
	Boxed 2.75m to 3.75m Long.	123.40	130.00
Small Items	Mobile Garbage Bin (wheelie bin).	5.90	6.50
	Kitchen / Dining Chairs.	7.10	7.50
	Stools.	7.10	7.50
E-Waste (Electrical Items)	All e-waste including Computers, monitors, TVs and peripherals		
	<i>endorsed in scope (per item)</i>	5.80	6.00
	<i>Out of scope - small (per item)</i>	6.00	6.50
	<i>Out of scope - large (per item)</i>	8.00	8.50

ASSETS & PRESENTATION			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE TRANSFER STATION FEES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Mattress or Base	Single	<i>Per item</i>	18.90
	Double/Queen/King	<i>Per item</i>	26.00
Medium Items	Lounge Chairs.	<i>Up to two</i>	15.30
	Small Cupboards.	<i>HDL – 1.3m x 0.6m x 1.2m.</i>	15.30
	2 Seat Sofa.		15.30
Large Items	Large Cupboards.	<i>HDL – 2.5m x 0.7m x 1.6m.</i>	25.00
	3 Seat Sofa.		25.00
Tyres	Car and Motor Cycle.		7.10
	Light Truck & 4WD.		12.20
Tyres on Rims	Car.		12.80
	Light Truck and Fork Lifts.		24.00
Recyclable Goods – Free of Charge (1)		No Charge	No Charge
Other Waste Management	Domestic Waste Card (2)	<i>Per annum.</i>	202.90
	Synthetic Mineral Fibre (SMF) Plastic Bags	<i>Each</i>	4.70
General Heavy Waste	Building, Demolition or Renovation Waste (Plaster, Cement Sheeting, Tiles on Backings)	<i>per m³</i>	110.00
Motor Oil Containers	5 Litres and Under	<i>Each</i>	0.50
	10 Litres to 20 Litres	<i>Each</i>	1.00

ASSETS & PRESENTATION			
<i>Waste Management - Landfill</i>			
SERVICE TYPE WASTE MANAGEMENT - LANDFILL (1)	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Clean Fill (1) Clean Fill – Only if required at Landfill.	<i>Per tonne – including landfill levy.</i>	56.00	67.00
Putrescible Waste & Inert Waste	<i>Per tonne (excluding contractual arrangements) Minimum charge 1 tonne (Includes State Government Landfill Commercial Levy \$93.19 per tonne)</i>	201.00	220.00
Dead Animals			
Less than 30kg. Ex Vets	<i>Per animal</i>	14.00	14.30
	<i>Per bag (max 30kg)</i>	14.00	14.30
Industrial Waste			
Synthetic Mineral Fibre Wrapped - Domestic Plastic Bags for Packaging	<i>Per cubic metre (m3)</i>	31.50	35.00
	<i>Per bag</i>	4.50	5.00
Hazardous Waste			
Asbestos – Domestic. Latrobe City Residents Non-Latrobe City Residents	<i>Per m3</i>	56.00	60.00
	<i>Per 20kg package (2)</i>	56.00	25.00
	<i>must be removed and deposited by the resident, otherwise prescribed waste rate.</i>		
Category C contaminated soil (waste code N121)	<i>per tonne</i>	n/a	250.00

(1) Dry clean fill can only be deposited by contractors by prior arrangement and will only be accepted if fill material is required. It will be charged at the rate of \$40 per tonne, which includes the increase in EPA Commercial levy. There is no public access to landfill.

(2) Maximum of 6 x 20kg packages correctly wrapped per customer.

REGIONAL CITY GROWTH & INVESTMENT						
<i>Statutory Planning</i>						
SERVICE TYPE PLANNING PERMITS			2020/21	2021/22		
	BASIS		\$ (GST Inc)	\$ (GST Inc)		
Many of these fees are those prescribed under the Planning and Environment (Fees) Regulations 2016 and the Subdivision (Permit and Certification Fees) Regulations, but are not a complete representation of the Regulations. Reference should be made to the Regulations to obtain the complete wording of individual fee regulations (GST exempt). * NOTE – Statutory Fees are subject to change at the discretion of the Minister for Planning.						
Use - To propose a new use of land or to change the use of land						
New use or change of use	<i>Statutory State Government Fees</i>		Fee for Permit Application	1,318.10	Fee for Permit Application	89 fee units
			Fee to Amend Permit	1,318.10	Fee to Amend Permit	89 fee units
Single dwelling						
To develop land or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:	Up to \$10,000		<i>Statutory State Government Fees</i>			
			Fee for Permit Application	199.90	Fee for Permit Application	13.5 fee units
			Fee to Amend Permit	199.90	Fee to Amend Permit	13.5 fee units
	\$10,001 to \$100,000.					
			Fee for Permit Application	629.40	Fee for Permit Application	42.5 fee units
			Fee to Amend Permit	629.40	Fee to Amend Permit	42.5 fee units
	\$100,001 to \$500,000					
			Fee for Permit Application	1,288.50	Fee for Permit Application	87 fee units
			Fee to Amend Permit	1,288.50	Fee to Amend Permit	87 fee units
	\$500,001 to \$1,000,000					
		Fee for Permit Application	1,392.10	Fee for Permit Application	94 fee units	
		Fee to Amend Permit	1,392.10	Fee to Amend Permit	94 fee units	
\$1M to \$2M						
		Fee for Permit Application	1,495.80	Fee for Permit Application	101 fee units	
		Fee to Amend Permit	1,392.10	Fee to Amend Permit	94 fee units	

REGIONAL CITY GROWTH & INVESTMENT						
<i>Statutory Planning</i>						
SERVICE TYPE PLANNING PERMITS	BASIS	2020/21 \$ (GST Inc)		2021/22 \$ (GST Inc)		
		VicSmart				
A permit that is subject of a VicSmart application if the estimated cost of the development is:	\$0 to \$10,000	Statutory State Government Fees	Fee for Permit Application	199.90	Fee for Permit Application	13.5 fee units
			Fee to Amend Permit	199.90	Fee to Amend Permit	13.5 fee units
	More than \$10,000		Fee for Permit Application	429.50	Fee for Permit Application	29 fee units
			Fee to Amend Permit	429.50	Fee to Amend Permit	29 fee units
	Subdivide or Consolidate land		Fee for Permit Application	199.90	Fee for Permit Application	13.5 fee units
			Fee to Amend Permit	199.90	Fee to Amend Permit	13.5 fee units

REGIONAL CITY GROWTH & INVESTMENT						
Statutory Planning						
SERVICE TYPE PLANNING PERMITS		BASIS	2020/21		2021/22	
			\$ (GST Inc)		\$ (GST Inc)	
All Other Development						
To develop land if the estimated cost of the development is:	Up to \$100,000	Statutory State Government Fees	Fee for Permit Application	1,147.80	Fee for Permit Application	77.5 fee units
			Fee to Amend Permit	1,147.80	Fee to Amend Permit	77.5 fee units
	\$100,001 to \$1,000,000.		Fee for Permit Application	1,547.60	Fee for Permit Application	104.5 fee units
			Fee to Amend Permit	1,547.00	Fee to Amend Permit	104.5 fee units
	\$1,000,001 to \$5,000,000		Fee for Permit Application	3,413.70	Fee for Permit Application	230.5 fee units
			Fee to Amend Permit	3,413.70	Fee to Amend Permit	230.5 fee units
	\$5,000,001 to \$15,000,000		Fee for Permit Application	8,700.90	Fee for Permit Application	587.5 fee units
			Fee to Amend Permit	3,413.70	Fee to Amend Permit	230.5 fee units
	\$15,000,001 to \$50,000,000		Fee for Permit Application	25,658.30	Fee for Permit Application	1732.5 fee units
			Fee to Amend Permit	3,413.70	Fee to Amend Permit	230.5 fee units
	More than \$50,000,000		Fee for Permit Application	57,670.10	Fee for Permit Application	3894 fee units
			Fee to Amend Permit	3,413.70	Fee to Amend Permit	230.5 fee units

REGIONAL CITY GROWTH & INVESTMENT					
<i>Statutory Planning</i>					
SERVICE TYPE PLANNING PERMITS	BASIS	2020/21		2021/22	
		\$ (GST Inc)		\$ (GST Inc)	
Subdivision					
Subdivide an Existing Building	<i>Statutory State Government Fees</i>	Fee for Permit Application	1,318.10	Fee for Permit Application	89 fee units
		Fee to Amend Permit	1,318.10	Fee to Amend Permit	89 fee units
Subdivide land into 2 lots		Fee for Permit Application	1,318.10	Fee for Permit Application	89 fee units
		Fee to Amend Permit	1,318.10	Fee to Amend Permit	89 fee units
Realignment of a common boundary between 2 lots or to consolidate 2 lots or more		Fee for Permit Application	1,318.10	Fee for Permit Application	89 fee units
		Fee to Amend Permit	1,318.10	Fee to Amend Permit	89 fee units
To subdivide land (\$1,318.10 for each 100 lots created)		Fee for Permit Application	1318.10 for each 100 lots	Fee for Permit Application	89 fee units per 100 lots
		Fee to Amend Permit	1318.10 for each 100 lots created	Fee to Amend Permit	89 fee units per 100 lots created
To create, vary or remove a restriction within the meaning of the Subdivision Act 1998; or To create or remove a right of way; or To create, vary or remove an easement other than a right of way; or To vary or remove a condition in the nature of an easement other than a right of way in a Crown grant.		Fee for Permit Application	1,318.10	Fee for Permit Application	89 fee units
		Fee to Amend Permit	1,318.10	Fee to Amend Permit	89 fee units

REGIONAL CITY GROWTH & INVESTMENT					
<i>Statutory Planning</i>					
SERVICE TYPE PLANNING PERMITS	BASIS	2020/21 \$ (GST Inc)		2021/22 \$ (GST Inc)	
		Other			
A permit not otherwise provided for by this	<i>Statutory State Government Fees</i>	Fee for Permit Application	1,318.10	Fee for Permit Application	89 fee units
		Fee to Amend Permit	1,318.10	Fee to Amend Permit	89 fee units
Fees under Regulation					
For certification of a plan of subdivision	<i>Statutory State Government Fees</i>	11.8 fee units	174.80	11.8 fee units	
Alteration of a plan under section 10(2) of the Act		7.5 fee units	111.10	7.5 fee units	
Amendment/re-certification of a certified plan under section 11(1) of the Act		9.5 fee units	140.70	9.5 fee units	
Administrative Charges					
Written Planning Advice Requests	<i>Per response</i>		90.00		95.00
Endorsed Plans: Plans to be endorsed under planning permit conditions	<i>Statutory State Government Fees</i>	22 fee units	325.80	22 fee units	
Extend the Expiry Date of a Permit.	<i>Per permit</i>		300.00		300.00
Search for and Provide a copy of a permit	<i>Per permit</i>		150.00		155.00
Liquor Licence Applicant Information Requests	<i>Per application</i>		146.90		155.00
Certificate of Compliance under Section 97N	<i>Statutory State Government Fee- Per permit</i>	22 fee units	325.80	22 fee units	
Where the planning scheme specifies that a matter must be done to the satisfaction of the responsible authority or municipality	<i>Per Response</i>		325.80		22 fee units
Secondary Consent	<i>Per permit</i>		318.00		320.00
For an agreement to a proposal to amend or end an agreement under Section 173 of the Act	<i>Statutory State Government Fee</i>	44.5 fee units	659.00	44.5 fee units	

REGIONAL CITY GROWTH & INVESTMENT			
<i>Strategic Planning</i>			
SERVICE TYPE	BASIS	2020/21 Fee Units	2021/22 Fee Units
AMENDMENTS TO PLANNING SCHEMES			
Stage One Considering a request to amend the planning scheme; and Taking action required by Division 1 of Part 3 of the Planning and Environment Act 1987; and Considering any submissions which do not seek a change to the amendment; and If applicable, abandoning the amendment in accordance with Section 28.	<i>Statutory State Government Fees</i>	206	206
Stage Two Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b); and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	<i>Statutory State Government Fees</i>		
	<i>1-10 submissions</i>	1,021	1,021
	<i>11-20 submissions</i>	2,040	2,040
	<i>21+ submissions</i>	2,727	2,727
Stage Three Adopting the amendment or part of the amendment in accordance with Section 29; and Submitting the amendment for approval in accordance with Section 31.	<i>Statutory State Government Fees</i>	32.5	32.5
Stage Four Considering a request to approve an amendment in accordance with Section 35; and Giving notice of approval of an amendment in accordance with Section 36.	<i>Statutory State Government Fees</i>	32.5	32.5
20(4) Amendment For requesting the Minister to prepare an amendment to a planning scheme exempted from the requirements referred to in section 20(4) of the Act.	<i>Statutory State Government Fees</i>	270	270
20(A) Amendment For requesting the Minister to prepare an amendment to a planning scheme exempted from certain requirements prescribed under section 20A of the Act.	<i>Statutory State Government Fees</i>	65	65
96(A) Amendment Under section 96A(4)(a) of the Act: The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made This relates to Stage 1 fees and planning permit application fees	<i>Statutory State Government Fees</i>	Various	Various
		\$(GST Inc)	\$(GST Inc)
Administration Charges General written advice of planning scheme amendment histories.	<i>per hour - additional charges may payable depending on enquiry</i>	64.50	65.80
Costs and expenses for a Planning Panel to be appointed, hear and consider submissions, and prepare a report under Part 8 of the Planning and Environment Act 1987.	<i>Full fee recovery of government charges</i>	Various	Various

*NOTE Statutory Fees can only be increased by the Minister for Planning. Fees will be charged in accordance with the current statutory rate.

REGIONAL CITY GROWTH & INVESTMENT				
<i>Latrobe Regional Gallery</i>				
SERVICE TYPE		BASIS	2020/21	2021/22
LATROBE REGIONAL GALLERY			\$ (GST Inc)	\$ (GST Inc)
Meeting Room 1: with boardroom table	Commercial Rental	<i>Half Day (4 hours)</i>	115.00	N/A
		<i>Full Day (10am - 4pm)</i>	200.00	350.00
		<i>Evenings/Weekends</i>	N/A	250.00
	Community Rental	<i>Half Day (4 hours)</i>	53.00	No Charge
		<i>Full Day (10am - 4pm)</i>	101.00	No Charge
		<i>Evening (After 5pm)</i>	N/A	150.00
Meeting Room 2: Room with kitchen table and lounge	Commercial Rental	<i>Half Day (4 hours)</i>	115.00	N/A
		<i>Full Day (10am - 4pm)</i>	200.00	350.00
		<i>Evenings/Weekends</i>	N/A	250.00
	Community Rental	<i>Half Day (4 hours)</i>	53.00	No Charge
		<i>Full Day (10am - 4pm)</i>	101.00	No Charge
		<i>Evening (After 5pm)</i>	N/A	150.00
Studio Workshop - Commercial Not available on Public Holidays	Rental.	<i>Half day (4 hours)</i>	250.00	N/A
		<i>Full Day (10am - 4pm)</i>	400.00	350.00
		<i>Evening (After 5pm)</i>	POA	400.00
		<i>Weekend (10am - 4pm)</i>	POA	400.00
Studio Workshop - Community Not available on Public Holidays	Rental.	<i>Half day (4 hours)</i>	53.00	N/A
		<i>Full Day (10am - 4pm)</i>	112.00	No Charge
		<i>Evening (After 5pm)</i>	POA	150.00
		<i>Weekend (10am - 4pm)</i>	POA	No Charge

REGIONAL CITY GROWTH & INVESTMENT				
<i>Performing Arts Centre</i>				
SERVICE TYPE		BASIS	2020/21	2021/22
LATROBE PERFORMING ARTS CENTRE			\$ (GST Inc)	\$ (GST Inc)
Commercial Hire - Theatrical <i>Inclusive of labour, audio & lighting, FOH Services</i>	Little Theatre	<i>Base Rate 5 Hours</i>	N/A	2,500.00
	Town Hall	<i>Base Rate 5 Hours</i>	N/A	2,500.00
	Ticketing Fees - Little Theatre	<i>Based on Capacity</i>	N/A	675.00
	Ticketing Fees - Town Hall	<i>Based on Capacity</i>	N/A	1,250.00
Commercial Hire - Non Theatrical	Little Theatre	<i>Base Rate 4 Hours</i>	N/A	400.00
	Town Hall	<i>Base Rate 4 Hours</i>	N/A	400.00
	Little Theatre - Rehearsal	<i>2 Hours</i>	N/A	150.00
	Town Hall - Rehearsal	<i>2 Hours</i>	N/A	150.00
Commercial Hire - Additional Labour	Technicians	<i>Each (5 Hours)</i>	N/A	350.00
	FOH/ Usher	<i>Each (4 Hours)</i>	N/A	280.00
	Additional Hours	<i>Per Hour</i>	N/A	70.00
Community Hire - Theatrical <i>Inclusive of labour, audio & lighting, FOH Services</i>	Little Theatre	<i>Base Rate 5 Hours</i>	N/A	1,500.00
	Town Hall	<i>Base Rate 5 Hours</i>	N/A	1,500.00
	Ticketing Fees - Little Theatre	<i>Based on Capacity</i>	N/A	450.00
	Ticketing Fees - Town Hall	<i>Based on Capacity</i>	N/A	800.00
Community Hire - Non Theatrical	Little Theatre	<i>Base Rate 4 Hours</i>	N/A	200.00
	Town Hall	<i>Base Rate 4 Hours</i>	N/A	200.00
	Little Theatre - Rehearsal Rate	<i>2 Hours</i>	N/A	No Charge
	Town Hall - Rehearsal Rate	<i>2 Hours</i>	N/A	No Charge
Community Hire - Additional Labour	Technicians	<i>Each (5 Hours)</i>	N/A	250.00
	FOH/ Usher	<i>Each (4 Hours)</i>	N/A	200.00
	Additional Hours	<i>Per Hour</i>	N/A	50.00

REGIONAL CITY GROWTH & INVESTMENT				
<i>Performing Arts Centre</i>				
SERVICE TYPE		BASIS	2020/21	2021/22
GIPPSLAND PERFORMING ARTS CENTRE			\$ (GST Inc)	\$ (GST Inc)
Commercial Hire - Theatrical <i>Inclusive of labour, audio & lighting, FOH Services</i>	Theatre	<i>Base Rate 5 Hours</i>	N/A	3,500.00
	Ticketing Fee	<i>500 Ticket Minimum</i>	N/A	1,750.00
Commercial Hire - Functions & Events	Conference Rooms	<i>Base Rate 4 Hours</i>	N/A	400.00
	Conference Rooms - Rehearsal	<i>Base Rate 2 Hours</i>	N/A	150.00
	Meeting Room	<i>Base Rate 4 Hours (M-F, 10am - 4pm)</i>	N/A	250.00
	Meeting Room	<i>Evenings/ Weekends 2 Hours</i>	N/A	180.00
	Conference	<i>Whole Venue 8 Hours</i>	N/A	4,000.00
	Conference Ticketing Fee	<i>500 Ticket Minimum</i>	N/A	1,750.00
	Outdoor Event	<i>Base Rate 8 Hours</i>	N/A	1,600.00
	Additional Hours	<i>Per Hour</i>	N/A	200.00
Commercial Hire - Additional Labour	Technicians	<i>Each (5 Hours)</i>	N/A	350.00
	FOH/ Usher	<i>Each (4 Hours)</i>	N/A	280.00
	Additional Hours	<i>Per Hour</i>	N/A	70.00
Community Hire - Theatrical <i>Inclusive of labour, audio & lighting, FOH Services</i>	Theatre	<i>Base Rate 5 Hours (Fri - Sun)</i>	N/A	2,500.00
	Ticketing Fee	<i>500 Ticket Minimum</i>	N/A	1,250.00
	Theatre - Offpeak	<i>Base Rate 5 Hours (Mon- Thu)</i>	N/A	2,000.00
	Ticketing Fee - Offpeak	<i>500 Ticket Minimum</i>	N/A	1,000.00
Community Hire - Functions & Events	Conference Rooms	<i>Base Rate 4 Hours</i>	N/A	200.00
	Conference Rooms - Rehearsal	<i>Base Rate 2 Hours</i>	N/A	No Charge
	Meeting Room	<i>Base Rate 4 Hours (M-F, 10am - 4pm)</i>	N/A	140.00
	Meeting Room	<i>Evenings/ Weekends 2 Hours</i>	N/A	120.00
	Conference	<i>Whole Venue 8 Hours</i>	N/A	2,800.00
	Conference Ticketing Fee	<i>500 Ticket Minimum</i>	N/A	1,250.00
	Outdoor Event	<i>Base Rate 8 Hours</i>	N/A	880.00
	Additional Hours	<i>Per Hour</i>	N/A	110.00
Community Hire - Additional Labour	Technicians	<i>Each (5 Hours)</i>	N/A	250.00
	FOH/ Usher	<i>Each (4 Hours)</i>	N/A	200.00
	Additional Hours	<i>Per Hour</i>	N/A	50.00

REGIONAL CITY GROWTH & INVESTMENT				
<i>Community Halls</i>				
SERVICE TYPE COMMUNITY HALLS	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)	
Sound Shell	Commercial Hire	<i>Per Standard Day</i>	337.00	500.00
	Commercial - Technical Support	<i>Per Standard Day</i>	N/A	1,500.00
	Commercial - Cleaning Charge	<i>Per Clean</i>	N/A	TBA
	Community Hire	<i>Per Standard Day</i>	No Charge	No Charge
	Community - Technical Support	<i>Per Standard Day</i>	N/A	900.00
	Community - Cleaning Charge	<i>Per Clean</i>	N/A	TBA
Kernot Hall – Commercial Hire	Whole Hall	<i>Whole Venue 5 Hours</i>	N/A	1,000.00
	Additional Hours	<i>Per Hour</i>	N/A	250.00
	Cleaning Charge	<i>Per Hire</i>	N/A	500.00
	Kitchen Cleaning	<i>If used during hire</i>	N/A	300.00
	Audio & Lighting	<i>If required (minimum)</i>	N/A	700.00
	FOH/ Usher	<i>If required (minimum)</i>	N/A	300.00
Kernot Hall – Community Hire	Whole Hall	<i>Whole Venue 5 Hours</i>	N/A	600.00
	Additional Hours	<i>Per Hour</i>	N/A	150.00
	Cleaning Charge	<i>Per Hire</i>	N/A	250.00
	Kitchen Cleaning	<i>If used during hire</i>	N/A	150.00
	Audio & Lighting	<i>If required (minimum)</i>	N/A	500.00
	FOH/ Usher	<i>If required (minimum)</i>	N/A	250.00
Moe Town Hall - Community Rate	Commercial Hire	<i>Base Rate 4 Hours</i>	N/A	90.00
	Commercial -Cleaning Charge	<i>(Subject to public health directions) per hire</i>	N/A	75.00
	Community Hire	<i>Base Rate 4 Hours</i>	20.80	55.00
	Community -Cleaning Charge	<i>(Subject to public health directions) per hire</i>	N/A	55.00
Churchill Community Hall	Commercial Hire	<i>Base Rate 4 Hours</i>	N/A	90.00
	Commercial -Cleaning Charge	<i>(Subject to public health directions) per hire</i>	N/A	75.00
	Community Hire	<i>Base Rate 4 Hours</i>	20.80	55.00
	Community -Cleaning Charge	<i>(Subject to public health directions) per hire</i>	N/A	55.00

REGIONAL CITY GROWTH & INVESTMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Traralgon East Community Centre	Commercial Hire	Base Rate 4 Hours	N/A
	Commercial -Cleaning Charge	(Subject to public health directions) per hire	N/A
	Community Hire	<i>Base Rate 4 Hours</i>	20.80
	Community -Cleaning Charge	(Subject to public health directions) per hire	N/A
Traralgon South Hall	Commercial Hire	<i>Base Rate 4 Hours</i>	N/A
	Commercial -Cleaning Charge	<i>(Subject to public health directions) per hire</i>	N/A
	Community Hire	<i>Base Rate 4 Hours</i>	20.80
	Community -Cleaning Charge	<i>(Subject to public health directions) per hire</i>	N/A
Newborough Hall	Commercial Hire	<i>Base Rate 4 Hours</i>	N/A
	Commercial -Cleaning Charge	<i>(Subject to public health directions) per hire</i>	N/A
	Community Hire	<i>Base Rate 4 Hours</i>	20.80
	Community -Cleaning Charge	<i>(Subject to public health directions) per hire</i>	N/A

REGIONAL CITY GROWTH & INVESTMENT			
<i>Latrobe Regional Airport</i>			
SERVICE TYPE LATROBE REGIONAL AIRPORT	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Airport Annual Licence Fees			
Recreational		152.60	155.70
Light Commercial		756.20	771.30
Commercial		1,514.70	1,545.00
AVDATA movement charges			
AVDATA movement charges	<i>per tonne / per movement</i>	n/a	12.00

These fees are set annually by the Latrobe Regional Airport Board and therefore the proposed 2021/22 fees may be subject to amendment following that process.

REGIONAL CITY GROWTH & INVESTMENT		
<i>Visitor Information Centre</i>		
SERVICE TYPE	2020/21	2021/22
VISITOR INFORMATION CENTRE	\$ (GST Inc)	\$ (GST Inc)
Photocopying & Printing		
Black and White A4	0.50	0.50
Colour A4	1.50	1.50

ORGANISATIONAL PERFORMANCE						
<i>Governance</i>						
SERVICE TYPE GOVERNANCE		BASIS	2020/21 \$ (GST Inc)		2021/22 \$ (GST Inc)	
Freedom of Information		Application Fee	Set by Freedom of Information Act 1982		1 Fee Unit = 14.81 2 Units 29.60	1 Fee Unit = TBA 2 Units TBA
Access Charges		Set by Freedom of Information (Access Charges) Regulations 2014		* As per Regulations		
		Search Charges - per hour		1.5 units 22.20	1.5 units TBA	
		Supervision Charges - per hour		1.5 units 22.20	1.5 units TBA	
		Photocopying Charges - per page		B&W 0.20	B&W 0.20	
Community Public/Products Liability Insurance \$10m cover with \$250 excess (subject to policy terms & conditions)						
Available to; Uninsured, non-high risk applicants, hiring any part, or all of a council owned or controlled facility, or involved in a council event or program or being a permit holder for a council event or program.						
Part A Venue/ Facility Hirers		Per hire (up to 52 times per year)		15.00	16.00	
Part B Performers/ Stallholders/ Artists/ Street Stallholders/ Buskers/ Tutors and Instructors		Per hire (up to 52 times per year)		35.00	36.00	

ORGANISATIONAL PERFORMANCE			
<i>Property & Legal</i>			
SERVICE TYPE PROPERTY AND LEGAL	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Property and Legal			
Road Discontinuance/Closure & Sale of Land Application Fee.	<i>Per application</i>	255.00	260.00
Annual Lease/License Charge Non Commercial or Community & Non Profit Organisation.	<i>Per lease or licence per annum</i>	87.00	90.00
Off Street Car Parks			
Seymour Street Car Park (Traralgon)			
Car park space leases After Hours Call out Fee – Seymour Street Car Park	<i>Per space per annum Per callout</i>	1,280.00 Charged directly by Security Firm	1,306.00 Charged directly by Security Firm
Commercial Road Car Park (Morwell)			
Car park space leases	<i>Per space per annum</i>	862.00	880.00
Replacement Permit Stickers			
Replacement Permit Sticker	<i>First replacement in the financial year</i>	No Charge	No Charge
	<i>Subsequent replacements in the same financial year</i>	22.50	23.00

CORRESPONDENCE

11. CORRESPONDENCE

Nil reports

PRESENTATION OF PETITIONS

12. PRESENTATION OF PETITIONS

Agenda Item: 12.1

Agenda Item: **Green Waste Disposal Amnesty for Properties in Declared Bushfire Risk Areas**

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

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

Status: **For Information**

MOTION

Moved: Cr Lund

Seconded: Cr Middlemiss

That Council:

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

CARRIED UNANIMOUSLY

Executive Summary:

- Latrobe City Council (Council) has been presented with a petition (Attachment 1) containing 74 submissions requesting Green Waste Disposal Amnesty for Properties in Declared Bushfire Risk Areas.
- This report is being presented to Council in accordance with Section 4.5 of the *Council Meetings Policy*, requesting that the petition lay on the table.
- The purpose of laying the petition on the table is to bring to the Council's attention the petition, the terms of the petition and to allow time for a detailed report to be prepared for the consideration of Council.
- No debate or discussion will be entered into when the petition is tabled,

however it can occur when the petition is brought back to Council in a further report.

Background:

Latrobe City Council (Council) has been presented with a petition (Attachment 1) containing 74 signatures expressing requesting Green Waste Disposal Amnesty for Properties in Declared Bushfire Risk Areas.

The petition details in the covering letter the following:

We, the undersigned wish to inform the Latrobe City Council (LCC) of our current concerns relating to the cost and logistics currently associated with the disposal of green waste generated from our properties. There are currently no initiatives provided by LCC for residents in declared bushfire risk areas in general. In contrast, we are aware that other neighbouring councils have various programs providing cost amnesty for green waste disposal within their respective jurisdictions.

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

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

Actions

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

This report is being presented to Council in accordance with the *Governance Rules* requesting that the petition lay on the table.

The purpose of laying the petition on the table is to bring to the Councils attention the petition, the terms of the petition and allow time for a detailed report to be prepared for the consideration of Council. No debate or discussion will be entered into when the petition is tabled, however it can occur when the petition is brought back to Council in a further report.

Issues:

Strategy Implications

All implications of the petition will be considered as part of a detailed Council report to be presented at an Ordinary Council meeting.

Communication

The Head Petitioners have been advised that the petition will be presented at this Council meeting and of the process to be expected.

Financial Implications

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

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:

Attachments

1. Green Waste Petition (Published Separately)

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

CHIEF EXECUTIVE OFFICE

13. CHIEF EXECUTIVE OFFICE

Agenda Item: 13.1

Agenda Item: Release of draft Governance Rules and draft Local Law for Public Consultation

Sponsor: Chief Executive Office

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

Status: For Decision

Proposed Resolution:

That Council:

- 1. approves the release of the draft Governance Rules for public consultation for a four-week period, commencing Tuesday 08 June 2021 to Tuesday 06 July 2021;***
- 2. gives notice pursuant to sections 119 and 223 of the Local Government Act 1989 of its intention to make a local law stating:***
 - a. the purpose and general purport of the proposed Local Law;***
 - b. that a copy of the proposed Local Law and explanatory document may be obtained from Council's offices; and***
 - c. that any person affected by the proposed Local Law may make a submission;***
- 3. provides any person who makes a request to be heard in person the opportunity to appear in person at a Council meeting.***

ALTERNATE MOTION

Moved: Cr O'Callaghan

Seconded: Cr Howe

That Council:

- 1. Amend the draft Governance Rules to include a new sub-rule after 20.2.1 as follows:**

maintain a neutral position on an item under debate:

- ***After a motion has been determined, the Chair may make comments related to conducting the debate, for example thanking Councillors for their contribution, but keeping in mind the primacy of the chairing role and the importance of maintaining neutrality;***
2. **approves the release of the draft Governance Rules (as amended in resolution 1) for public consultation for a four-week period, commencing Tuesday 08 June 2021 to Tuesday 06 July 2021;**
 3. **gives notice pursuant to sections 119 and 223 of the Local Government Act 1989 of its intention to make a local law stating:**
 - a) **the purpose and general purport of the proposed Local Law;**
 - b) **that a copy of the proposed Local Law and explanatory document may be obtained from Council's offices; and**
 - c) **that any person affected by the proposed Local Law may make a submission;**
 4. **provides any person who makes a request to be heard in person the opportunity to appear in person at a Council meeting.**

CARRIED UNANIMOUSLY

Executive Summary:

Pursuant to requirements of the *Local Government Act 2020* (the Act), Council adopted its Governance Rules on 7 September 2020. As the Rules are not subordinate legislation, a Local Law was adopted concurrently (Local Law No.1), the main purpose of which was to enable enforcement of conduct standards in meetings.

As noted at the time, the text of the Rules and Local Law was largely taken from the former Local Law No.1 and Council Meeting Policy. A detailed review of the contents of the Rules and Local Law No.1 has now been undertaken by officers and proposed amendments are suggested to assist with the orderly, consistent and transparent conduct of Council meetings.

The review was guided by best practice governance practices and sought to align the Rules with the Governance Principles in the Act.

The draft Governance Rules and Local Law No.1 with proposed amendments are provided at Attachments 1 and 2 respectively.

It is recommended to undertake a four-week public consultation process on Council's website, seeking comment on the draft Governance Rules. Public notice of the draft local law is required to comply with sections 119 and 223 of the *Local Government Act 1989*. Social media will also be suitably used to publicise the

consultation activity.

Background:

Officers have undertaken a detailed review of the contents of Council's Governance Rules, adopted on 7 September 2020 under section 60 of the *Local Government Act 2020* (the 2020 Act), as well as the related Local Law No.1 also adopted on 7 September 2020 pursuant to section 111 of the *Local Government Act 1989* (the 1989 Act).

While Council's Election Period Policy forms part of the Governance Rules, it has not been included in the current review.

Amendments have been suggested that officers believe will assist with:

- Amendment of provisions necessary to comply with new provisions in the Local Government Act 2020.
- Incorporating practical considerations into meeting procedures;
- Procedural certainty;
- More detailed requirements for minutes content;
- Clarification of conflict of interest processes;
- Appropriate application of the Governance Rules to Community Asset Committees;
- Drafting clarity (administrative amendments).

Section 60(4) of the 2020 Act requires Council to follow a process of community engagement when amending its Governance Rules, although the Rules are not one of the Council documents for which the 2020 Act mandates a process of deliberative engagement as part of the community engagement process.

Requirements in the 2020 Act for the making of local laws come into force on 1 July 2021, and transitional provisions of that Act result in any such process commenced prior to 1 July remaining subject to the 1989 Act until finalised. Accordingly, if a decision to proceed with making an updated Local Law No.1 is made prior to 1 July 2021, that process will be carried out under the 1989 Act.

The 1989 Act requires publication of notice of the intention to make the local law, making copies available for inspection along with an explanatory document, and allowing any interested person to make a submission under section 223 of that Act. Officers believe the statutory requirements will provide appropriate community engagement.

Issues:

Strategy Implications

Regular review of the Rules and Local Law will achieve Objective 6 of the Council Plan - Ensure Council operates openly, transparently and responsibly. It will also best ensure compliance with the *Local Government Act 2020*.

Health Implications

Nil.

Communication

It is a requirement of the *Local Government Act 2020* (2020 Act) that Council follows a process of community engagement in developing the Rules, for which Council's Community Engagement Policy will be followed, and a requirement of the *Local Government Act 1989* (1989 Act) that development of local laws include public notice and the opportunity for public submissions.

Financial Implications

Nil.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Reputational Risk</p> <p>The Rules and/or a local law do not align with community expectations.</p>	1 (Rare)	<p>Reviewing the documents at appropriate intervals will best ensure alignment with community expectations.</p> <p>Community consultation is to be undertaken and feedback considered.</p>
<p>Legal/Regulatory Risk</p> <p>Failure to publicly consult on the Rules and local law may mean Council has not complied with the community engagement requirement for development of the Rules and the requirements of the 1989 Act for development of local laws</p>	1 (Rare)	<p>Community consultation is to be undertaken and feedback considered.</p>

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

Legal and Compliance

Section 60 of the 2020 Act requires Council to develop, adopt and keep in force Governance Rules and subsection 60(7) requires development of those Rules to involve community engagement. Section 119 of the 1989 Act requires public notice and the opportunity for public submissions in development of local laws.

Community Implications

A clear and consistent set of Governance Rules and accompanying local law provides a strong framework for the operation of Council, which in turn promotes the trust of the municipal community and encourages community member engagement. These documents are also considered to be an integral part of how Council maintains compliance with the overarching governance principles contained in section 9 of the 2020 Act.

Environmental Implications

Nil.

Consultation

Engagement will commence should the report's recommendations be adopted. It is recommended to conduct a four week public consultation process on Council's website, seeking comment on the draft Governance Rules and the draft local law. Submissions in relation to the local law may also be made under section 223 of the 1989 Act. Social media will also be suitably used to publicise the consultation activities.

Other

Nil.

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:

Local Government Act 2020

Local Government Act 1989

Attachments

1   Draft Governance Rules

2   Draft Local Law No.1

13.1

Release of draft Governance Rules and draft Local Law for Public Consultation

1	Draft Governance Rules	152
2	Draft Local Law No.1	204



Governance Rules

Version 2

Approval Date: [Click here to enter text.](#)

Review Date: [Click here to enter text.](#)



Governance Rules

DOCUMENT CONTROL

Responsible GM	Click here to enter text.	
Division	Click here to enter text.	
Last Updated (who & when)	Click here to enter text.	Click here to enter text.
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	07/09/2020	Adoption of Rules
References	<i>Election Period Policy</i> <i>Citizen Confidentiality and Privacy Policy</i> <i>Civic, Ceremonial Functions and Honours Policy</i> <i>Employee Code of Conduct</i> <i>Local Government Act 2020</i> <i>Local Government Act 1989</i> <i>Planning and Environment Act 1987</i> <i>Privacy and Data Protection Act 2014</i>	
Next Review Date	Click here to enter text.	
Published on website	Click here to enter text.	
Document Reference No		



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Part A: Introduction

1. Title

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

2. Objectives of these Governance Rules

The objectives of these Governance Rules are to:

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

3. Authorising Provision

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

4. Scope of the Governance Rules

- 4.1 These Governance Rules apply to all Council meetings.
- 4.2 These Governance Rules apply to all meetings of:
 - 4.2.1 Delegated Committees appointed by the Council;
 - 4.2.2 Community Asset Committees appointed by the Council;insofar as is set out at Rules 68-69.

5. Definitions and Notes

In these Governance Rules:

Act	means the <i>Local Government Act 2020</i>
Agenda	means a document containing the date, time and place of a meeting and a list of business to be transacted at the meeting
Audit and Risk Committee	means the Audit and Risk Committee established by a Council under section 53 of the Act
Chair	means the Chairperson of a meeting and includes an acting, temporary and substitute Chairperson
Chamber	means any room where the Council holds a Council meeting
Chief Executive Officer	means the Chief Executive Officer of Council
Community Asset Committee	means a Community Asset Committee established by Council under section 65 of the Act
Council	means Latrobe City Council
Council meeting	means a meeting of the Council convened in accordance with these Governance Rules and includes scheduled meetings and unscheduled meetings
Delegated Committee	means a Delegated Committee established by Council under section 63 of the Act
Delegated Committee meeting	means a meeting of a Delegated Committee
Deputy Mayor	means the Deputy Mayor of Council and any person appointed by Council to act as Deputy Mayor
Disorder/Disorderly	means any disorderly conduct of a member of the gallery or a Councillor and includes: <ul style="list-style-type: none">• interjecting when another person is speaking, except, in the case of where a Councillor is raising a Point of Order;• making comments that are defamatory, malicious, abusive or offensive;• refusing to leave the meeting when requested, ordered or directed to do so by the Chair in accordance with the Act and the Governance Rules; and• engaging in any other conduct which prevents the orderly conduct of the meeting.

Election Period	has the same meaning as in the <i>Local Government Act 2020</i>
Mayor	means the Mayor of Council and any person appointed by Council to be acting as Mayor
Motion	means a proposal framed in a way that will result in the opinion of Council being expressed, and a Council decision being made, if the proposal is adopted
Notice of Motion	means a notice setting out the text of a motion, which it is proposed to move at the next relevant meeting
Notice of rescission	means a notice of motion to rescind or amend a resolution made by Council
Point of Order	means a procedural point (about how the meeting is being conducted), not involving the substance of a matter before a meeting
Procedural Motion	means a motion that relates to a procedural matter only and which is not designed to produce any substantive decision but used merely as a formal procedural measure
Quorum	means the majority of members of the Council or a Delegated Committee
Rescind	means to repeal or amend a resolution and 'rescinded' includes 'amended'
Rule or Sub-Rule	means a rule or sub-rule included in these Governance Rules
Senior Officer	has the same meaning as in the <i>Local Government Act 1989</i>
Significant expenditure	means one (1) percent or more of general rate income of the Council
Urgent business	means a matter that relates to or arises out of a matter which has arisen since distribution of the agenda and cannot reasonably or conveniently be deferred until the next meeting

Part B: Election of the Mayor and Deputy Mayor

Appointment of Acting Mayor

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

6. Determining the Election of the Mayor

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

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

Explanatory Note

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

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

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

7. Determining the Election of any Deputy Mayor

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

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

8. Determining the Appointment of any Acting Mayor

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

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

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Part C: Meetings Procedure

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

Division 1 - Notices of Meetings and Delivery of Agendas

9. Council meetings

- 9.1. The dates, times and places Council meetings are to be held will be determined by Council.
- 9.2. At or before the last meeting each calendar year, Council must fix the date, time and place of all Council meetings for the following calendar year.
 - 9.2.1 A schedule of Council meetings will be published on Council's website and be available from Council's customer service centres.
- 9.3. An unscheduled Council meeting may be called by:
 - 9.3.1 Council resolution;
 - 9.3.2 Written notice by the Mayor or three Councillors specifying the business to be transacted and delivered to the Chief Executive Officer.
- 9.4. The Chief Executive Officer must determine a time and date for the meeting within 3 business days, unless exceptional circumstances apply.
- 9.5. Notice of an Unscheduled meeting must be published on Council's website as soon as practicable after the time and date of the meeting has been determined.
- 9.6. Only the business specified in the Council resolution, or written notice, may be considered at an Unscheduled meeting, unless all Council, by unanimous resolution determine to admit another matter.
- 9.7. Reasonable notice, including on the Council's website, must be given when Council has changed a meeting date, time or place.
- 9.8. A Council meeting must not go longer than three hours, unless a majority of Councillors present vote in favour of it continuing. If the Councillors present vote against the meeting continuing, the meeting is adjourned to a time, date and place to be determined by the Chair.
- 9.9. Councillors who are unable to attend a Meeting may submit an apology:
 - 9.9.1. In writing to the Chair, who will advise the meeting; or
 - 9.9.2. By seeking another Councillor to submit it at the meeting on their behalf.
- 9.10. An apology submitted to a meeting will be recorded in the minutes.

9.11. A Councillor intending to take a leave of absence should submit it in writing to the Mayor:

- 9.11.1. The Mayor will seek to have any leave of absence request received included in the agenda of the next Council Meeting;
- 9.11.2. A leave of absence not included in a Council Meeting agenda may still be considered by Council if a written request has been received by the Mayor prior to the meeting;
- 9.11.3. Council will not unreasonably withhold its approval of a leave of absence request.

9.12. A Councillor who has not submitted an apology or had a leave of absence approved who is not in attendance at a Council meeting will be recorded as absent.

10. Agendas

10.1. For all scheduled meetings of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda, which includes a motion to adopt the attached or previously distributed minutes of the previous meeting, to every Councillor at least three business days before the meeting.

10.2. For any unscheduled meeting of Council, the Chief Executive Officer must provide notice of the meeting and a meeting agenda to every Councillor within a reasonable time of the special meeting being called but not less than 24 hours prior to the meeting unless there are urgent or exceptional circumstances.

10.3. The requirements to provide notice and an agenda under Sub-Rules 10.1 and 10.2 do not apply to a Councillor who has been granted leave of absence and who has advised the Chief Executive Officer in writing not to provide the notice and agenda.

10.4. An agenda for each Council meeting:

- 10.4.1. that is not an Unscheduled meeting, will be made available on Council's website no less than 2 business days before the Council meeting;
- 10.4.2. that is an Unscheduled meeting, will be made available on Council's website no less than 1 business day before the Council meeting unless exceptional circumstances apply in which case it will be made available as soon as practicable.

Division 2 – Quorums

11. Inability to gain a Quorum

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

- 11.1. those Councillors present; or

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

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

12. Inability to maintain a Quorum

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

- 12.1. those Councillors present; or
- 12.2. if there are no Councillors present, the Chief Executive Officer, or, in the absence of the Chief Executive Officer, a senior officer appointed as a member of Council's Executive Team,

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

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

- 13.1 The Chair may defer an item of business in respect of which there is, or is likely to be, a disclosure of a conflict of interest by one or more Councillors that will cause a quorum to be lost, and direct the Chief Executive Officer to include that item of business on an agenda for a future Council meeting.
- 13.2 If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, Council will:
- 13.2.1 Determine the matter will be considered in separate parts, if a quorum can be maintained for each separate part; or
- 13.2.2 Determine to make decisions on separate parts of the matter at a meeting where quorum can be maintained, before making a decision on the whole matter at a meeting for which quorum can be maintained.
- 13.3 If a quorum cannot be achieved or maintained due to the declaration of conflicts of interests by the majority of Councillors, and the matter cannot be separated into component parts or prior decisions made, Council will delegate the decision to be made:
- 13.3.1 By the Chief Executive Officer; or
- 13.3.2 By a Delegated Committee, established for the purpose of determining the matter, comprised of all the Councillors who have not disclosed a conflict of interest and any other person(s) the Council considers suitable.
- 13.4 A decision made under delegation due to Council not being able to achieve or maintain a quorum will be reported to the next Council meeting.

14. Adjourning or Postponing a Meeting

- 14.1. Council may adjourn any meeting.
- 14.2. On advice from the Chief Executive Officer or his or her delegate that there is evidence the required meeting notice was incorrect or inconsistent and this information led to a councillor(s) not attending the meeting, the Chair may adjourn a meeting.
- 14.3. If the Chair is of the opinion that the conduct of those present at the meeting is obstructing the progress of business at the meeting, the Chair may adjourn the meeting to a later time on the same day, whether a short adjournment of less than an hour or a longer period as necessary, or to another day that the Chair considers appropriate.
- 14.4. The Chief Executive Officer must give notice to each Councillor of the date, time and place to which the meeting stands adjourned and of the business remaining.
- 14.5. If there is an emergency, the Chief Executive Officer or his or her delegate may postpone a Council meeting provided reasonable attempts are made to notify every Councillor.
- 14.6. The Chief Executive Officer must provide a report to the next meeting of the Council of the circumstances causing the postponement of the Council meeting.
- 14.7. The Chief Executive Officer must provide written notice of a meeting adjourned under Rules 11, 12 or 13 but where this is not practicable because time does not permit that to occur, then, provided every reasonable attempt is made to contact every Councillor, notice by telephone, facsimile, email, in person or by some other means is sufficient.

Division 3 – Business of Meetings**15. Business at Meetings and Order of Business**

- 15.1 No business can be dealt with at a Council meeting unless it is contained on the agenda or admitted as urgent business in accordance with Rule 17;
- 15.2 The order of business to be included in an agenda for a scheduled Council meeting will be determined by the Chief Executive Officer and the Mayor having regard to the principles of open, efficient and effective processes of government.

16. Change to Order of Business

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

17. Urgent Business

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

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

Division 4 – Motions and Debate**18. Councillors may propose Notices of Motion**

- 18.1. A Councillor may submit a notice of motion to the Chief Executive Officer for a matter to be listed on a meeting agenda.
- 18.2. A notice of motion cannot be accepted by the Chair, unless it has been listed on the agenda for the meeting at which it was proposed to be moved or unless it is accepted by Council as urgent business.

19. Notice of Motion

- 19.1. A notice of motion must be:
 - 19.1.1. in writing;
 - 19.1.2. signed and dated by the Councillor proposing the notice of motion; and
 - 19.1.3. lodged with the Chief Executive Officer by 10:00 am four business days before the next scheduled Council meeting to allow inclusion in the agenda in accordance with Sub-Rule 10.1;
- 19.2. A notice of motion lodged in accordance with Sub-Rule 19.1 must have been raised for discussion at a Councillor Briefing Session by the Councillor who is proposing to move it, at least 7 days prior to the Council meeting at which it is proposed to be moved.
- 19.3. Once lodged with the Chief Executive Officer a notice of motion may be withdrawn by, no later than 2 business days before the meeting at which it was to be considered, the Councillor who lodged the notice of motion submitting written advice to the Chief Executive Officer that it is to be withdrawn.
- 19.4. The Chief Executive Officer must reject a notice of motion which:
 - 19.4.1. is vague;
 - 19.4.2. is identical or substantially similar to a notice of motion or a rescission motion that has been considered by the Council and lost in the preceding six months;
 - 19.4.3. relates to a matter already included in the agenda circulated to Councillors in accordance with Rule 10;

- 19.4.4. is defamatory;
 - 19.4.5. may be prejudicial to any person or Council;
 - 19.4.6. is objectionable in language or nature;
 - 19.4.7. is outside the powers of Council;
 - 19.4.8. is a notice of motion submitted during the Election period; or
 - 19.4.9. is a matter subject to a Council decision making process which has commenced but is not yet complete.
- 19.5. If the Chief Executive Officer rejects a notice of motion under Sub-Rule 19.4, the Chief Executive Officer will inform the Councillor who lodged the notice of motion of that rejection and the reasons for it within 1 working day of receiving the notice of motion. The Councillor will be provided with an opportunity to amend the proposed notice of motion provided that the amended notice of motion is lodged with the Chief Executive Officer within 1 working day of being informed of the rejection.
- 19.6. The Chief Executive Officer may reject and refer any notice of motion to the Council's operational service request process if it relates to a matter that the Chief Executive Officer determines is more appropriately addressed that way.
- 19.7. Subject to Sub-Rule 19.8 a notice of motion must call for a Council report if the notice of motion:
- 19.7.1. substantially affects the level of Council services;
 - 19.7.2. commits the Council to expenditure in excess of \$5,000 and that has not been included in the adopted budget;
 - 19.7.3. establishes or amends a Council policy; or
 - 19.7.4. commits the Council to any contractual arrangement, as determined by the Chief Executive Officer.
- 19.8. Where a notice of motion is likely to commit Council to significant expenditure not included in the adopted budget then the notice of motion must only call for referral to and for Council's consideration as part of its future year's annual budget and public submission process.
- 19.9. The Chief Executive Officer may designate a notice of motion to be confidential in accordance with the Act, in which case the notice of motion will be confidential unless the Council resolves otherwise.
- 19.10. The full text of any notice of motion accepted by the Chief Executive Officer must be included in the agenda.
- 19.11. The Chief Executive Officer must cause all notices of motion to be numbered, dated and entered in the notice of motion register in the order in which they are received.

- 19.12. Except by leave of Council, each notice of motion before any meeting must be considered in the order in which they were entered in the notice of motion register under Sub-Rule 19.11.
- 19.13. The motion moved must not be substantially different to the motion published in the agenda, however, it may be amended by resolution of the Council.
- 19.14. If a Councillor who has given a notice of motion is absent from the meeting, or fails to move the motion when called upon to do so by the Chair, any other Councillor may move the motion.
- 19.15. If a notice of motion is not moved at the meeting at which it is listed, it lapses.

20. Chair's Duty

- 20.1. The Chair must not accept any motion or amendment which the Chair considers to be:
- 20.1.1. defamatory;
 - 20.1.2. objectionable in language or nature;
 - 20.1.3. vague or unclear in intention;
 - 20.1.4. outside the powers of Council;
 - 20.1.5. irrelevant to the item of business on the agenda and which has not been admitted as urgent business; or
 - 20.1.6. an amendment that is contrary to Sub-Rule 24.3.
- 20.2. The Chair must:
- 20.2.1. conduct the meeting impartially;
 - 20.2.2. refrain from debate on a motion;
 - 20.2.2.1. where the Chair wishes to move or second a motion, they must temporarily vacate the Chair before the motion is considered by Council. The Chair will be temporarily filled in accordance with Rule 47.2 until the relevant Motion is determined.
 - 20.2.3. allow the Chief Executive Officer the opportunity to correct factual errors or incorrect assertions that arise during the meeting;
 - 20.2.4. call a person to order if their behaviour is disruptive and interferes with the conduct of the business of Council.

21. Motion Procedure

The procedure for moving any motion is:

- 21.1. The Chair will state the item number and title on the agenda in full, then ask "Councillors, do I have a motion?";
- 21.2. The mover must state the motion without speaking to it:

- 21.2.1. if the motion being moved is identical to the officer recommendation in the report, the mover may state the motion to be as per that recommendation;
- 21.2.2. if the motion being moved is not identical to the officer recommendation in the report, the mover must state the content of the motion in full.
- 21.3. The motion must be seconded by a Councillor other than the mover.
- 21.4. The motion will lapse if it is not seconded.
- 21.5. If the motion is seconded, the Chair must ask: "Is the motion opposed?"
- 21.6. If the motion is not opposed the Chair must ask: "Does any Councillor wish to speak in favour of the motion?"
- 21.7. If no Councillor opposes the motion, or wishes to speak on the motion, the Chair must declare the motion carried.
- 21.8. If a Councillor opposes the motion, the Chair must ask the mover to address the Council on the motion.
- 21.9. The Chair must ask the seconder to address the Council on the motion who may reserve his or her address until later in debate.
- 21.10. The Chair will then invite any Councillor opposed to the motion to debate it and then must provide an opportunity for any Councillor to speak in favour of the motion, allowing any other Councillors wanting to speak in favour or against the motion to speak in turn.
- 21.11. If no further Councillor wishes to speak for or against the motion, the Chair must ask the mover if they wish to exercise their right of reply in accordance with Rule 22 prior to the motion being put to the vote.

22. Right of Reply

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

23. Determining a Motion

- 23.1. To determine a motion before a Council meeting, the Chair will:
 - 23.1.1. First call for those in favour of the motion;
 - 23.1.2. Then those opposed to the motion; and

- then declares the result to the meeting.
- 23.2. Each Councillor present at a meeting who is entitled to vote must vote. Any Councillor who is present and does not vote will be taken to have voted against the motion in line with section 61(5)(e) of the Act.
 - 23.3. Voting may be by any method resolved by Council that enables those in attendance and, where applicable, those watching a livestream broadcast, to clearly see which way a Council has voted at the time a vote is taken.
 - 23.4. In the absence of Council resolving an alternative method, voting on any matter is by show of hands.
 - 23.5. Voting at a meeting must not be in secret, but if the meeting is closed to the public, a Councillor is not required to divulge their vote to the public.
 - 23.6. The vote cast by each Councillor will be recorded in the minutes of the meeting.
 - 23.7. Once a vote on a motion or amendment has been taken, no further discussion relating to the motion or amendment is allowed unless the discussion involves foreshadowing a notice of rescission where a resolution has just been made, or a positive motion where a resolution has just been rescinded.

Explanatory Note

For example, Rule 23.7 would permit discussion about a matter which would otherwise be left unresolved because a notice of rescission had been successful. For instance, assume that Council resolved to refuse a planning permit application. Assume further that this resolution was rescinded.

24. Moving an Amendment

- 24.1. A motion which has been moved and seconded but not put to the vote may be amended.
- 24.2. An amendment may be proposed and seconded by any Councillor, except the mover or seconder of the motion.
- 24.3. A proposed amendment must:
 - 24.3.1. be relevant to the subject of the motion;
 - 24.3.2. not be in opposition to the motion; and
 - 24.3.3. not contradict the form or substance of the motion.
- 24.4. The Chair will follow the procedure in Rules 21 to 23 for consideration of the motion.
- 24.5. Any debate arising from an amendment to a motion must be confined to the terms of the amendment.
- 24.6. A motion to confirm a previous resolution of Council cannot be amended.

25. How many Amendments may be Proposed

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

26. Who may debate an Amendment

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

27. An Amendment Once Carried

- 27.1. If the amendment is carried:
 - 27.1.1. the motion as amended becomes the substantive motion before the meeting; and
 - 27.1.2. the mover and seconder of the amendment are deemed to be the mover and seconder of the amended motion before the meeting; and
 - 27.1.3. the amended motion can then be further amended.
- 27.2. If the amendment is not carried, the debate returns to the motion, or a further amendment may be proposed.

28. Withdrawal of Motions and Amendments

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

29. Separation of Motions and Amendments

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

30. Chair may Separate or Aggregate Motions and Amendments

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

- 30.1. several parts; or
- 30.2. its aggregate form.

31. Foreshadowing Motions

- 31.1. At any time during debate a Councillor may foreshadow a motion so as to inform Council of his or her intention to move a motion at a later stage in the meeting, but this does not extend any special right to the foreshadowed motion.
- 31.2. A foreshadowed motion must substantially relate to an item already listed on the agenda of the meeting, otherwise it can only be accepted by Council as urgent business and subject to the urgent business restrictions under Rule 17.

- 31.3. A motion foreshadowed may be prefaced with a statement that in the event of a particular motion before the Chair being resolved in a certain way, a Councillor intends to move an alternative motion.
- 31.4. If the substantive motion in relation to which a Councillor foreshadowed a motion is:
- 31.4.1. not moved or seconded; or
 - 31.4.2. moved, seconded and lost;
- the Chair may call on that Councillor to move their foreshadowed motion immediately.
- 31.5. The minutes of the meeting will not record a foreshadowed motion until the foreshadowed motion is formally moved.

32. Motions and Amendments in Writing

- 32.1. The Chair must require that a complex or detailed motion or amendment be in writing and may adjourn the meeting while the motion or amendment is being written.
- 32.2. The Chair may defer a matter until a motion has been written, allowing the meeting to proceed uninterrupted.

33. Repeating Motion or Amendment

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

34. Debate must be relevant to the Motion

- 34.1. Debate must always be relevant to the motion before the Chair, and, if not, the Chair must request the speaker to confine debate to the motion.
- 34.2. If the speaker continues to debate irrelevant matters after being requested to confine debate to the motion before the Chair, the Chair may direct the speaker not to speak any further.
- 34.3. A speaker to whom a direction has been given under Sub-Rule 34.2 must comply with that direction. If the speaker fails to comply with the Chair's direction, the Chair may require the speaker to leave the chamber until the motion has been put to the vote and the speaker must comply with that requirement.

35. Priority of address

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

36. Speaking Times

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

- 36.1. the mover of a motion or an amendment which has been opposed or where a Councillor has asked to speak in favour of the motion under Rule 21 - 3 minutes;
- 36.2. any other Councillor – 3 minutes; and
- 36.3. the mover of a motion exercising a right of reply – 3 minutes.

37. Extension of Speaking Times

- 37.1. An extension of speaking time may be granted by the Chair at any time before, during or immediately after debate, but only one extension is permitted for each speaker on any question and the extension cannot be granted for longer than 3 minutes.
- 37.2. The Chair must not grant an extension of speaking time if another speaker has commenced participation in the debate.

38. Addressing the Meeting

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

39. Right to Ask Questions

- 39.1. At an appropriate time during a debate, the Chair may allow questions from Councillors concerning or arising out of the motion or amendment before the Chair.
- 39.2. Questions may only be raised when no other Councillor is speaking..
- 39.3. All questions must be:
 - 39.3.1. directed through the Chair;
 - 39.3.2. relevant to the matter before Council;
 - 39.3.3. seeking genuine clarification of the matter; and
 - 39.3.4. limited to the facts of the matter.
- 39.4. The Chair has the discretion to restrict the number of questions asked and answered to allow for the orderly flow of the meeting.

Division 5 – Procedural Motions**40. Procedural Motions**

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

- 40.2. The Chair may reject a procedural motion if the Chair believes the Motion on which it is proposed has not been adequately or sufficiently debated.
- 40.3. Procedural motions require a seconder.
- 40.4. Procedural motions must be recorded in the minutes of the meeting.
- 40.5. Notwithstanding any other provision in these Governance Rules, procedural motions must be dealt with in accordance with the following table:

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PROCEDURAL MOTIONS TABLE

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

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

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

Division 6 – Rescission Motions

41. Notice of Rescission

- 41.1. A Councillor may propose a notice of rescission provided:
- 41.1.1. the resolution proposed to be rescinded has not been acted on; and
 - 41.1.2. the notice of rescission is provided to the Chief Executive Officer setting out:
 - 41.1.2.1. the resolution to be rescinded; and
 - 41.1.2.2. the meeting and date when the resolution was made.
- 41.2. A notice of rescission is a form of notice of motion and all provisions in these Governance Rules regulating notices of motion apply to notices of rescission.
- 41.3. A resolution will be deemed to have been acted on if the Chief Executive Officer has caused:
- 41.3.1. its contents or substance to be formally communicated to a person whose interests are materially affected by it, including by publishing the proposed minutes of the meeting on Council's website; or
 - 41.3.2. a statutory process or work to commence;
- so as to vest enforceable rights in or obligations on Council or any other person.
- 41.4. The Chief Executive Officer or an appropriate member of Council staff must defer implementing a resolution which:
- 41.4.1. has not been acted on; and
 - 41.4.2. is the subject of a notice of rescission which has been delivered to the Chief Executive Officer in accordance with Rule 41.1;
- unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy or in the Chief Executive Officer's opinion, place the Council at significant legal, financial or other risk.

Explanatory Note

By way of example, assume that, on a Monday evening, Council resolves to have legal representation at a planning appeal to be heard on the following Thursday. Assume also that, immediately after that resolution is made, a Councillor lodges a notice of motion to rescind that resolution. Finally, assume that the notice of rescission would not be dealt with until the next Monday evening (being after the day on which the planning appeal is to be heard).

In these circumstances, deferring implementation of the resolution would have the effect of depriving the resolution of efficacy. This is because the notice of rescission would not be debated until after the very thing contemplated by the

resolution had come and gone. In other words, by the time the notice of rescission was dealt with the opportunity for legal representation at the planning appeal would have been lost.

Rule 41.4 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the resolution rather than deferring implementation of it.

42. When a Rescission Motion is Lost

- 42.1. If a rescission motion is lost, a similar motion may not be put before Council for at least six months from the date it was last lost, unless Council resolves that the notice of motion be re-listed at a future meeting.
- 42.2. If a rescission motion is lost, the Chief Executive Officer or an appropriate member of Council staff is not prevented from acting upon the resolution even if a subsequent notice of rescission has been listed for a Council meeting at least six months subsequent to when the motion for rescission was lost.

Explanatory Note

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

Rule 42.2 would, in such circumstances, justify the Chief Executive Officer or an appropriate member of Council staff actioning the original resolution rather than deferring implementation of it until after the further notice of rescission.

43. If Not Moved

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

44. May be Moved by any Councillor

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

Division 7 – Points of Order

45. Chair to Decide

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

46. Chair may Adjourn to Consider

- 46.1. The Chair may adjourn the meeting to consider a point of order but otherwise must rule on it as soon as it is raised.
- 46.2. All other proceedings before Council are suspended until the point of order is decided.

47. Dissent from Chair's Ruling

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

"That the Chair's ruling [setting out that ruling or part of that ruling] be dissented from".
- 47.2. When a motion in accordance with this Rule is moved and seconded, the Chair must leave the Chair and the Deputy Mayor (or, if there is no Deputy Mayor or the Deputy Mayor is not present, a temporary Chair elected by the meeting) must take their place.
- 47.3. The Deputy Mayor or temporary Chair must invite the mover to state the reasons for their dissent and the Chair may then reply .
- 47.4. The temporary Chair must put the motion in the following form:

"That the Chair's ruling be dissented from."
- 47.5. The temporary Chair maintains a Chair's right to a second vote under section 61(5)(d).
- 47.6. If the vote is in the negative, the Chair resumes the Chair and the meeting proceeds.
- 47.7. If the vote is in the affirmative, the Chair must then resume the Chair, reverse or vary (as the case may be) the Chair's previous ruling and proceed.
- 47.8. The Chair must then resume the Chair for the remainder of the meeting.
- 47.9. The defeat of the Chair's ruling is in no way a motion of censure or non-confidence in the Chair, and should not be so regarded by the meeting.

48. Procedure for Point of Order

- 48.1. A Councillor raising a point of order must:
 - 48.1.1. state the point of order; and
 - 48.1.2. state any section, Rule, paragraph or provision relevant to the point of order.
- 48.2. Any Councillor interrupted by another Councillor raising a point of order must remain silent until the Councillor raising the point of order has been heard and determined by the Chair.

49. Valid Points of Order

A point of order may be raised in relation to:

- 49.1. a motion, which, under Rule 20, or a question which, under Rule 39, should not be accepted by the Chair;
- 49.2. a question of procedure;
- 49.3. any act of disorder;
- 49.4. a Councillor who is not conducting themselves in accordance with the Councillor Code of Conduct;
- 49.5. irrelevant debate; or
- 49.6. a matter that is outside the powers of Council.

Explanatory Note

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

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

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

Division 8 – Minutes**50. Confirmation of Minutes**

- 50.1. At every Council meeting the minutes of the preceding meeting must be dealt with as follows:
 - 50.1.1. a motion will be moved to confirm the minutes in the following terms:
“That the minutes of themeeting held on
.....20.....be confirmed.”;
 - 50.1.2. if no Councillor indicates opposition to the minutes, the Chair must declare the minutes confirmed;
 - 50.1.3. if a Councillor indicates opposition to the minutes, that Councillor must specify the particular matter in the minutes concerned and may, after asking any questions to clarify the matter, move a motion to correct the inaccuracy;
 - 50.1.4. once the minutes are confirmed the Chair of the meeting at which they are confirmed must sign them, if practicable.
- 50.2. No discussion or debate on the confirmation of minutes is permitted except where their accuracy as a record of the proceedings of the meeting to which they relate is questioned.

- 50.3. The Chief Executive Officer must ensure that the minutes of any meeting are:
- 50.3.1. published on Council's website; and
 - 50.3.2. available for inspection at Council's office during normal business hours.
- 50.4. Nothing in Sub-Rule 50.3 requires Council or the Chief Executive Officer to make public any minutes relating to a Council meeting or part of a Council meeting closed to members of the public in accordance with section 66 of the Act.

51. Content of the Minutes

- 51.1. The Chief Executive Officer must ensure that minutes of each Council meeting are kept and those minutes include:
- 51.1.1. The date, place, time and nature of the meeting;
 - 51.1.2. The names of the Councillors present and the names of any Councillors who apologised in advance for their non-attendance;
 - 51.1.3. The names of the members of Council staff present;
 - 51.1.4. Any information required to reflect the mode of the meeting for example an in-person meeting, a virtual meeting or a combination of both.
 - 51.1.5. Any disclosure of the existence and type (and, where appropriate, nature) of a conflict of interest made by a Councillor, and when such disclosure occurred;
 - 51.1.6. Arrivals and departures (including temporary departures) of Councillors during the course of the meeting;
 - 51.1.7. Each motion and amendment moved (including procedural motions, and motions and amendments that lapse for the want of a seconder);
 - 51.1.8. The outcome of every motion moved;
 - 51.1.9. The vote cast by each Councillor;
 - 51.1.10. Whether any vote against a motion was a result of a Councillor abstaining from the vote including where relevant explanatory notes as to how the vote was tallied;
 - 51.1.11. Questions upon notice and the responses provided;
 - 51.1.12. Details of any petitions made to Council;
 - 51.1.13. The failure of a quorum;
 - 51.1.14. The time and reason for any adjournment of the meeting or suspension of standing orders, including when the meeting or standing orders were resumed;

- 51.1.15. Any closure of the meeting to members of the public in accordance with the provisions of section 66(2) of the Act including the reason for the closure;
- 51.1.16. The date and time the meeting was commenced and concluded;
- 51.1.17. Any other matter that the Chief Executive Officer thinks should be recorded to clarify the intention of the meeting or the reading of the minutes.

52. Recording and broadcasting Meetings

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

Division 9 – Behaviour

53. Public Addressing the Meeting

- 53.1. All present at a Council meeting are required to behave in accordance with the Governance Rules to allow the meeting to proceed without disruption.
- 53.2. Any member of the public addressing Council must extend due courtesy and respect to Council and the processes and policies under which it operates and must take direction from the Chair whenever called on to do so.
- 53.3. Appropriate behaviour includes:
 - 53.3.1. Be quiet during proceedings;
 - 53.3.2. Not create a nuisance within the meeting;
 - 53.3.3. Be respectful of the protocols of the meeting;
 - 53.3.4. Not harassing those attending the meeting, including Councillors, officers and other visitors;
 - 53.3.5. Not bringing in any placards, posters or materials other than personal effects unless prior permission has been sought and granted from the Chair;
 - 53.3.6. Not displaying any physical violence or verbal abuse to anyone or anything within the meeting;
 - 53.3.7. Not record meeting proceedings without the consent of the Chair via photography, filming or audio unless consent has been given in accordance with Rule 52 of these Governance Rules;
 - 53.3.8. Have mobile devices switched off or on silent.

54. Chair May Remove

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

55. Suspensions

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

56. Removal from Chamber

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

Division 10 – Miscellaneous**57. Matters Not Provided For**

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

Division 11 – Suspension of Standing Orders**58. Suspension of Standing Orders**

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

Explanatory Note

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

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

- 58.2. The suspension of standing orders should not be used purely to dispense with the processes and protocol of the governance of Council.
- 58.3. Once the discussion has taken place and before any motions can be put, the resumption of standing orders will be necessary.

Division 12 – Public Engagement

59. Community Participation

- 59.1. Latrobe City Council will consider where possible, the inclusion of community members to engage in the meetings that have not been closed to the public, or to a forum where Council decides that these Governance Rules will apply.
- 59.2. Where community members or organisations, including businesses, wish to make arrangements to address Council on a topic at a time other than at a Council meeting, requests can be submitted electronically to egovernance@latrobe.vic.gov.au.

60. Requirements for Councillors whilst speaking

There is no requirement for a Councillor to stand whilst speaking. However, Councillors must ensure that they utilise the supplied microphone (or any other specific device to enable clarity of speaking), to enable that all members of the public in attendance (including hearing loop or streaming services) may hear the debate and decision making of the Council.

61. Acknowledgments

- 61.1. At times it will be appropriate for the Council to acknowledge, or recognise achievements of individuals or groups, or the passing of a person who is closely associated with the Council or the community at a Council meeting. Where formal honours are applicable, the *Civic, Ceremonial Functions and Honours Policy* must be followed.
- 61.2. At a Council meeting, the following may occur:
- 61.2.1. a Councillor speaking on the matter (in accordance with the debate timeframes outlined in these Governance Rules) noting the details of the achievements or passing of a person;
 - 61.2.2. a presentation of a certificate or plaque; or
 - 61.2.3. a minute's silence recognising the passing of a person.
- 61.3. A Council resolution is not required to note the details of the achievements or the passing of a person (or send correspondence as such), however, one will

be required if further action is required and cannot override provisions outlined within the *Civic, Ceremonial Functions and Honours Policy*.

62. Streaming Council Meetings

- 62.1. In the spirit of open, accessible and transparent governance, Latrobe City Council will consider streaming Council meetings, either in part or in whole, in accordance with requirements provided for in these Governance Rules.
- 62.2. By attending a Council meeting those present may be recorded or image captured. Where participating in the meeting, consent is automatically given for those participating to being recorded and images captured. Notices of this effect will be on display at the meeting, although all care is to be taken to maintain a person's privacy as an attendee in the gallery.
- 62.3. Recordings are used to enable the community who are unable to attend the meeting to view the meeting and for the preparation of the official minutes. Recordings will be retained for viewing by the public for a period deemed reasonable by Council.

63. Petitions

- 63.1. The community has the right to lobby Council, and can do so through petitioning. For a petition from the community to be considered valid, and accepted and presented to a Council meeting on its own merits, the requirements in Sub-Rules 63.2 to 63.4 must be met:
- 63.2. A petition must be:
 - 63.2.1. in the prescribed template format (attached to these Governance Rules at Appendix One);
 - 63.2.2. addressed to Latrobe City Council;
 - 63.2.3. refer to a matter on which Latrobe City Council has the power to act;
 - 63.2.4. state the reasons for petitioning Latrobe City Council;
 - 63.2.5. contain a request for action by Latrobe City Council;
 - 63.2.6. be signed by at least ten people (must not be in pencil);
 - 63.2.7. not relate to a matter under consideration through a current submission/objection process (e.g. through the Act or the *Planning and Environment Act 1987*).
- 63.3. The terms of the petition must:
 - 63.3.1. be placed at the top of every page;
 - 63.3.2. not contain any alterations;
 - 63.3.3. not exceed 250 words;
 - 63.3.4. not be illegal and must not promote illegal acts; and
 - 63.3.5. language must not be objectionable or inflammatory in nature.
- 63.4. Only paper-based petitions (in the prescribed format) or e-petitions that are submitted through an approved Council e-petition facility that meet the above criteria will be accepted.

- 63.5. Submitting your petition
- 63.5.1. Paper-based petitions should be forwarded by mail with the details of the head petitioner or other nominated person for follow up, to:
- Latrobe City Council
PO Box 264
Morwell VIC 3840
- or delivered in person to any Latrobe City Council customer service centre during business hours.
- 63.5.2. E-petitions can be forwarded in accordance with the criteria specified by Council for that facility.
- 63.6. Once received, officers will provide written acknowledgement of receipt, and undertake an initial assessment against the criteria specified in these Rules to ensure that it complies prior to being presented to the next available Council meeting.
- 63.7. Where the petition does not meet the specified criteria, the following will apply:
- 63.7.1. If the subject matter relates to a current submission process (e.g. through the Act or the *Planning and Environment Act 1987*), the petition will be considered as a submission/objection to that process;
- 63.7.2. Any other matter it will be considered as general correspondence and not presented to Council;
- and the head signatory or other nominated person notified accordingly.
- 63.8. A petition that meets the criteria will be listed for tabling at the next available Council meeting with the following information:
- 63.8.1. The terms of the petition;
- 63.8.2. The number of signatures.
- 63.9. No discussion or debate will be entered into when a petition is being tabled, however, if the petition relates to an operational matter, Council must refer the petition to the Chief Executive Officer for consideration. If this occurs, a further report to Council is not required.
- 63.10. Follow up of Petition
- 63.10.1. Once tabled, the petition is forwarded to the appropriate Divisional General Manager for action. A report is then presented to a subsequent Council meeting, which will include officers' recommended response for Councils consideration.
- 63.10.2. Officers may contact the head petitioner or other nominated person as appropriate to clarify any of the issues raised in the petition.
- 63.10.3. The head petitioner will be advised in writing of the outcome of the request contained in the petition within a reasonable timeframe.
- 63.10.4. It is the responsibility of the head signatory to advise other signatories of the outcome.

64. Written Submissions

- 64.1 Council will invite submissions in accordance with its policies and governing legislation in force from time to time. Written submissions can form part of an officer report being presented to Council, however there are no other opportunities for written submissions or correspondence to be listed as an agenda item.
- 64.2 These Rules do not override the provisions of the Act, or change the opportunities or obligations in relation to people wishing to lodge submissions/objections to planning applications or proposed planning scheme amendments.
- 64.3 Where the submission does relate to a statutory submission process under the Act or the *Planning and Environment Act 1987*, Council will ensure that those procedures are followed, including any notifications required to those who have made a submission as specified in the applicable statutory processes.

65. Speaking at a Council Meeting

- 65.1. For a member of the public to be able to speak at a Council meeting, the following requirements must be met:
- 65.1.1. The request to speak must be relevant to an item that is on the agenda for that meeting, and that does not relate to a matter for which the meeting would normally be closed (section 66 of the Act);
- 65.1.2. Requests must be received no later than midday on the day of the meeting via contacting the Governance Officer by telephone or via the form available on Council's website;
- 65.1.3. The person requesting to speak must provide their name, address, contact number, who they represent (and must also provide written approval to do so) and the item they wish to speak on;
- 65.1.4. Where a person wishes for another person to speak on their behalf, they must provide written approval to do so (either in their written submission for any submission being heard under section 223 of the *Local Government Act 1989* or under separate advice to Council prior to the meeting);
- 65.1.5. The Chair has the discretion to limit the full time of any one person to speak to a maximum of three minutes, regardless of how many persons (or organisations) they are speaking on behalf of;
- 65.1.6. The person requesting to speak acknowledges that consent is automatically given to being recorded (if the meeting is to be livestreamed) and for the recording to be made available to the public;
- 65.1.7. Organisations are required to select one spokesperson to address Council on their behalf. If an organisation wishes to select more than one spokesperson, it may do so if its request is granted by the Chair prior to the commencement of the meeting;
- 65.1.8. Speaking at Council meeting opportunities is not to be used to present petitions, letters or ask questions (these can be done through alternative mechanisms available as outlined in these Rules);

- 65.1.9. During a declared State of Emergency public participation at Council meetings may be undertaken via tele or video conferencing as determined by Council.
- 65.2. The following procedural matters apply for managing speakers:
- 65.2.1. The order of speakers will be as follows:
- 65.2.1.1. Aligns with the order of reports on the agenda;
- 65.2.1.2. Then in order of receipt of the request to speak or as otherwise instructed by the Chair.
- 65.2.2. There is no requirement for standing orders of the meeting to be suspended or resumed to allow members of the public to speak to an item on the agenda.
- 65.3. The following requirements for addressing a Council meeting apply:
- 65.3.1. When addressing the meeting, persons are asked to address the meeting facing the Chair at the microphone provided;
- 65.3.2. Speakers are requested to keep their address brief and to the main issues of concern;
- 65.3.3. The time limit allowed for each speaker is three minutes. Only one extension of not more than three minutes can be granted regardless of how many items are being addressed.
- 65.3.4. Councillors may ask questions of the speaker to clarify a point, however, no debate or commentary is to be provided at this time.
- 65.4. The following protocol applies when addressing a Council meeting:
- 65.4.1. Any person addressing the Chair must refer to the Chair as:
- Madam Mayor; or
 - Mr Mayor; or
 - Madam Chair; or
 - Mr Chair
- as the case may be.
- 65.4.2. All Councillors, other than the Mayor, must be addressed as Councillor (*name*).
- 65.4.3. All members of staff in attendance must be addressed as Mr or Ms (*name*) as appropriate or by their official title.

66. Public Question Time

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

- assistance. Rather, it is designed to allow for clarification of issues of public interest.
- 66.2. For a question to be considered at a Council meeting, the following requirements must be met:
- 66.2.1. The person submitting the question must include their name, address and contact number;
 - 66.2.2. A question must not exceed 50 words in length;
 - 66.2.3. A question must focus on an issue within Councils powers to act;
 - 66.2.4. A question must not name, allude to, or focus on an individual
 - 66.2.5. No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council meeting.
- 66.3. Questions that meet one of the following criteria will not be answered at a Council meeting:
- 66.3.1. Repetitive or has already been answered (either previously by officers in writing or at a Council meeting);
 - 66.3.2. Relates to a matter for which the meeting would normally be closed (section 66 of the Act);
 - 66.3.3. Is prejudicial to the Council or any other person if answered;
 - 66.3.4. Relates to the personal views or actions of an individual Councillor or Officer;
 - 66.3.5. Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage;
 - 66.3.6. Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature;
 - 66.3.7. Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.
- 66.4. Submitting your question
- 66.4.1. Questions for consideration at a Council meeting can be submitted:
 - 66.4.1.1. electronically to egovernance@latrobe.vic.gov.au;
 - 66.4.1.2. via an online form available on Council's website; or
 - 66.4.1.3. via a form available in Councils' customer service centres (attached to these Governance Rules at Appendix Two).
 - 66.4.2. Questions must be received by no later than midday 1 business day before the Council meeting. Any questions received after this deadline that meets the criteria will be held until the next scheduled Council meeting for response.
- 66.5. Response at a Council Meeting
- 66.5.1. The Chair will ask the Chief Executive Officer to conduct the public question time session.

- 66.5.2. The Chief Executive Officer will ascertain if the person asking the question is present in the gallery, and if so, will read the question or summarise its contents, and read the response to the question. The Chief Executive Officer can nominate another Senior Staff member to read the response to the question, if they deem it suitable.
- 66.5.3. If the person asking the question is not present in the gallery, the question and the response is not required to be read out. However the details will be included in the minutes of the meeting and a copy distributed to the person to their nominated address.
- 66.5.4. During a declared State of Emergency public participation at Council meetings may be undertaken via tele or video conferencing as determined by Council.
- 66.5.5. Council has the discretion to seek clarification to the question if deemed necessary. Otherwise the person asking the question is not permitted to enter into debate or discussion during this session.

67. Privacy

- 67.1. To comply with the Victorian *Privacy and Data Protection Act 2014*, personal information provided as part of any provision detailed in these Rules will only be used for the primary purpose for which it was provided – (e.g. to consider the petition, question or submission), except where the Rules specifically state otherwise.
- 67.2. Processes will comply with Council's *Citizen Confidentiality and Privacy Policy* where applicable.
- 67.3. As part of Council's operations, any document incorporated into a Council agenda must be made publically available, including any petitions which are tabled.
- 67.4. The agenda and minutes are printed and available for the general public, and appear on Council's website. Attachments such as full submissions and petitions will be made available to Councillors; however will only be available for viewing at Council Headquarters via appointment for members of the public. A summary of the submissions, including name (unless specifically requested in writing to remain anonymous), will be made available in the agenda and minutes.
- 67.5. The following details as outlined in the table below will be published in the minutes.

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

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

Part D: Other Matters

Division 1 – Committees

68. Delegated Committees

- 68.1. If Council establishes a Delegated Committee, these Rules will apply to the Delegated Committee Meetings with any necessary modifications.
- 68.2. For the purpose of Sub-Rule 68.1:
- 68.2.1. a Council Meeting is to be read as a reference to a Delegated Committee Meeting;
 - 68.2.2. a Councillor is to be read as a reference to a Member of the Delegated Committee; and
 - 68.2.3. a reference to the Mayor is to be read as a reference to the Chair of the Delegated Committee.
- 68.3. If Council establishes a Delegated Committee, Council may resolve that a provision of these Governance Rules do not apply to that Committee.

69. Community Asset Committees

- 69.1. The Governance Rules may apply to any Community Asset Committee established by Council.
- 69.2. Council may resolve, in establishing a Community Asset Committee, which chapters of the Governance Rules.
- 69.3. A Community Asset Committee must act in accordance with its adopted Terms of Reference, Instrument of Delegation and any other governing document adopted by Council.

Division 2 – Election Period Policy

70. Council's Election Period Policy

- 70.1. Council will have in place an Election Period Policy that:
- 70.1.1. Governs decision making during a local government election period, including what may be considered at a Council meeting;
 - 70.1.2. Prohibits the use of Council resources for any election campaign purposes, including Federal, State or Council elections;
 - 70.1.3. Sets out the conditions for any community engagement required to be undertaken during an election period, including consultations and Civic events;
 - 70.1.4. Sets out the requirements for any Council publications during a local government election period – including the website, social media, newsletters and advertising – to ensure Council does not publish materials that relate to issues that are the subject of election campaigns;
 - 70.1.5. Defines roles and responsibilities in relation to who is the spokesperson for Council during an election period;
 - 70.1.6. Sets out the requirements for a Councillor or member of Council staff who is a candidate in an election including a Federal, State or Council election.
- 70.2. At least once in each Council term and, not later than 12 months prior to the commencement of an election period, Council will review its Election Period Policy.
- 70.3. The Election Period Policy forms part of these Governance Rules.
- 70.4. Any outstanding Delegate's Reports may still be reported to a meeting of Council during this period.

Division 3 – Conflict of Interest

71. Obligations with regard to Conflict of Interest

- 71.1. Councillors, Members of Delegated Committees and Council staff are required to:
- 71.1.1. Avoid all situations which may give rise to conflicts of interest;
 - 71.1.2. Identify any conflicts of interest; and
 - 71.1.3. Disclose or declare all conflicts of interest.

72. Councillors and Members of Delegated Committees

72.1. May not participate in discussion or decision-making on a matter in which they have a conflict of interest.

72.2. All disclosures of conflicts of interest will be recorded in the minutes of a Council or Delegated Committee meeting.

73. Procedure at a Council or Delegated Committee Meeting

73.1. A Councillor or Member of a Delegated Committee who has a conflict of interest and is attending the Council or Delegated Committee meeting must make a full disclosure of that interest:

73.1.1. by either:

- (a) advising the meeting of the details required under Sub-Rules 73.1.2 and 73.1.3 at the time in the agenda for disclosures of conflicts of interest; or
- (b) advising the Chief Executive Officer in writing of the details required under Sub-Rules 73.1.2 and 73.1.3 before the meeting; and

73.1.2. classifying the type of interest that has been given rise to the conflict as either:

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

73.1.3. describing the nature of the interest; and

73.1.4. if the Councillor or Member advised the Chief Executive Officer of the details under Sub-Rule 73.1.1(b), at the meeting during the time in the agenda for disclosures of conflicts of interest, the Councillor or Member must make a disclosure of the class of interest only and confirm that a written notice has been given to the Chief Executive Officer under these Rules.

73.2. Immediately prior to the consideration of the item in which they have a conflict of interest, a Councillor or Member of a Delegated Committee must indicate to the meeting the existence of the conflict of interest and leave the meeting.

73.3. A Councillor or Member of a Delegated Committee who discloses a conflict of interest and leaves a meeting must not communicate with any participants in the Meeting while the decision is being made.

73.4. The Chief Executive Officer must:

- 73.4.1. keep written disclosures given to him or her under this Rule in a secure place for 3 years after the date the Councillor or Member of a Delegated Committee who made the disclosure ceases to be a Councillor or Member of a Committee; and

73.4.2. destroy the written disclosure when the 3 year period referred to in Sub-Rule 73.4.1 has expired.

73.5. The requirements of this Rule also apply to a Councillor or other Member of a Community Asset Committee who has a conflict of interest and is attending the Community Asset Committee meeting.

74. Procedure at other meetings organised, hosted or supported by Council

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

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

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

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

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

74.6. If there are no minutes kept of the meeting, the Councillor may provide to the Chief Executive Officer a written notice recording that the disclosure was made and accurately summarising the explanation given under Sub-Rule 74.2, to be retained pursuant to Sub-Rule 73.4.

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

75. Council Staff

75.1. Must act in accordance with the Employee Code of Conduct.

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

75.3. May be permitted to provide advice to a decision maker if a conflict of interest exists, subject to the procedure and disclosure provisions at Rule 76 and the Employee Code of Conduct.

76. Procedure for disclosures of conflicts of interest by Council Staff

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

- 76.2. A Council staff member who has disclosed a conflict of interest may provide advice to Council or another staff member acting under delegation if:
- 76.2.1. The number and qualifications of other people providing advice regarding the same matter is equal or greater; or
 - 76.2.2. The staff member who has disclosed the conflict of interest is the only staff member with expertise in the area; and
 - 76.2.3. The staff member's General Manager determines that the conflict of interest has not influenced the advice provided; and
 - 76.2.4. The existence of the conflict of interest is documented in all advice provided by that staff member, and in the case of verbal advice, is documented by the decision maker.

Division 4 – Joint Council Meetings

77. Procedure for Joint Council Meetings

- 77.1. Council may resolve to participate in a Joint Council meeting to consider:
- 77.1.1. Collaborative projects;
 - 77.1.2. Collaborative procurement;
 - 77.1.3. Emergency Response.
- 77.2. If Council has resolved to participate in a Joint Council meeting, the Chief Executive Officer (or Delegate) will agree on governance rules with the participating Councils.
- 77.3. Where Latrobe City Council is the lead Council on a matter to be brought for consideration at a Joint Council meeting, the Mayor will be nominated to Chair the Joint Council meeting
- 77.4. A majority of Councillors will be appointed to represent Council at a Joint Council meeting.
- 77.5. Consistent information will be provided to Councillors prior to any Joint Meeting and every endeavour will be made by the Chief Executive Officer to facilitate a joint briefing.
- 77.6. A joint briefing arranged in accordance with Sub-Rule 77.5 may be held electronically.

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Appendix One: Petition Template

Petition to the Latrobe City Council

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

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

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

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

Appendix Two: Public Question Time

Council Meeting Public Question Time Form

Council invites questions from members of the community at its scheduled Council Meetings. Questions must be received by midday on the day of the Council Meeting. Any questions received after this deadline that meets the criteria specified in the Latrobe City Council *Governance Rules* will be held until the next scheduled Council Meeting for response.

Please refer to the Latrobe City Council *Governance Rules* for further information (an extract is attached over the page).

Name: _____
 Address: _____

 Contact Phone Number: _____

Question Topic:

Question:

Signed: _____ Date: _____

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

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

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

Date and Time Question Received:

Contacted Governance: Yes No



Council Meeting Public Question Time Form

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

Public question time is a section of the agenda of a Council Meeting during which Council may answer questions submitted by members of the public.

It is not designed to take the place of contacting a Councillor or Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.

69.1 Requirements for a valid question

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

- 69.1.1 The person submitting the question must include their name, address and contact number;
- 69.1.2 A question must not exceed 50 words in length;
- 69.1.3 A question must focus on an issue within Council's powers to act;
- 69.1.4 A question must not name, allude to, or focus on an individual
- 69.1.5 No more than two questions (including questions asked in parts) are able to be submitted per person for any one Council meeting.

69.2 Questions that meet one of the following criteria will not be answered at a Council Meeting:

- 69.2.1 Repetitive or has already been answered (either previously by officers in writing or at a Council meeting);
- 69.2.2 Relates to a matter for which the meeting would normally be closed (section 66 of the Act);
- 69.2.3 Is prejudicial to the Council or any other person if answered;
- 69.2.4 Relates to the personal views or actions of an individual Councillor or Officer;
- 69.2.5 Relates to a matter that is the subject of negotiation, litigation or commercial interest/advantage;
- 69.2.6 Is defamatory, indecent, abusive, irrelevant, trivial or objectionable in language or nature;
- 69.2.7 Is considered trivial or vexatious or it is more appropriate to direct to officers of the Council during normal business hours.

Governance Use Only:

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

Notes:





Latrobe City Council
Local Law No. 1

Meeting Conduct Local Law 2021

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Latrobe City Council Local Law No. 1 Meeting Conduct Local Law 2021

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Part A: Introduction

1. Title

This is the Latrobe City Council Meeting Conduct Local Law which will be known as the "Meeting Conduct Local Law".

2. Objectives of this Local Law

The objectives of this Local Law are to:

- 2.1. regulate the use of the Council's Common Seal; and
- 2.2. determine a set of offences and associated penalties relating to conduct at Council and Delegated Committee Meetings.

3. Authorising Provision

This Local Law is made under section 14 of the *Local Government Act 2020* and section 111 of the *Local Government Act 1989*.

4. Scope of the Local Law

This Local Law shall apply to and have operation throughout the whole of the Municipal District of Latrobe City Council.

5. Period of Operation of the Local Law

This Local Law:

- 5.1. commences on the day following the day on which notice of the making of this Local Law is published in the Victoria Government Gazette, and operates throughout the municipal district; and
- 5.2. ends on the 10th anniversary of the day on which it commenced operation.

6. Revocation of Local Law No. 1 - 2020

On the commencement of this Local Law, the Meeting Procedure Local Law No.1 2020 is revoked.

7. Definitions and Notes

In this Local Law:

Act	means the <i>Local Government Act 2020</i> or <i>Local Government Act 1989</i> as referenced
Chamber	means any room where the Council holds a Meeting
Chair	means the Chairperson of a Meeting and includes an acting, temporary and substitute Chairperson
Chief Executive Officer	means the Chief Executive Officer of Council

Common Seal	means the Common Seal of Council
Council	means Latrobe City Council
Meeting	means a properly constituted meeting of the Council or a Delegated Committee
Delegated Committee	means a Delegated Committee established by Council under section 63 of the <i>Local Government Act 2020</i>
Disorderly conduct	means any disorderly conduct of a member of the gallery or a Councillor and includes: <ul style="list-style-type: none">• interjecting when another person is speaking, except, in the case of where a Councillor is raising a Point of Order;• making comments that are defamatory, malicious, abusive or offensive;• refusing to leave the Meeting when requested, ordered or directed to do so by the Chair in accordance with the <i>Local Government Act 2020</i> and the Governance Rules; and• engaging in any other conduct which prevents the orderly conduct of the meeting.
Governance Rules	means the Governance Rules of Latrobe City Council as in force from time to time pursuant to section 60 of the <i>Local Government Act 2020</i>
Penalty units	mean penalty units as prescribed in the <i>Sentencing Act 1992</i>

Part B: Council's Common Seal

Summary: The Common Seal is a formal legal means of evidencing the Council's "signature" on documents when required. The provisions in this Part are designed to protect the integrity of the Common Seal and describe when it may be affixed to a document.

8. Council's Common Seal

- 8.1. The Chief Executive Officer must ensure the security of Council's Common Seal at all times.
- 8.2. The use of the Common Seal shall be in accordance with a specific decision of the Council.
- 8.3. The affixing of Council's Common Seal to any document must be attested to by the signature of the Chief Executive Officer or any other member of Council staff duly authorised by Council.
- 8.4. A person must not use the Common Seal or any device resembling the Common Seal without authority of Council under subclause 8.2.

Penalty: 10 penalty units

Part C: Meeting Conduct

Summary: To maintain order at Meetings and ensure efficient and effective conduct of Council business, Council requires recourse to enforcement mechanisms. This Part creates offences as one enforcement mechanism, and complements standards of conduct for Meetings set out in the Governance Rules.

9. Offences

It is an offence in relation to the conduct of Meetings for:

- 9.1** a Councillor to not withdraw an expression considered by the Chair to be offensive or disorderly, and apologise when called on twice by the Chair to do so.
Penalty: 2 penalty units
- 9.2** any person, not being a Councillor, who is guilty of any improper or disorderly conduct, to not leave the Chamber when requested by the Chair to do so.
Penalty: 5 penalty units
- 9.3** a Councillor not to leave the Chamber on the Chair's order or suspension by Council.
Penalty: 5 penalty units
- 9.4** any person to fail to comply with a lawful direction of the Chair in relation to the conduct of the Meeting and the maintenance of order.
Penalty: 2 penalty units
- 9.5** any person to inscribe a name or signature purporting to be the name or signature of another person upon a petition or joint letter which is presented to Council or has the intention of being presented to Council.
Penalty: 10 penalty units
- 9.6** any person to record or broadcast any part of a Meeting without the prior approval of Council or the Chair, except for a member of staff authorised by the Chief Executive Officer. Such consent may at any time during the course of the Meeting be revoked by Council or the Chair.
Penalty: 5 penalty units.

Explanatory Note

The penalty units shown are the maximum penalty which a Court can impose. It is always open to a Court to impose no penalty or a lesser penalty.

If an offence has been committed, the person who committed the offence can be prosecuted in a Court.

Certification

This Local Law was made by resolution of Latrobe City Council on .

Date of public notice of the making of this Local Law in Latrobe Valley Express: .

Date of notice of the making of this Local Law in the Victoria Government Gazette: .

Date of sending this Local Law to the Minister: .

Date the Local Law came into force: .

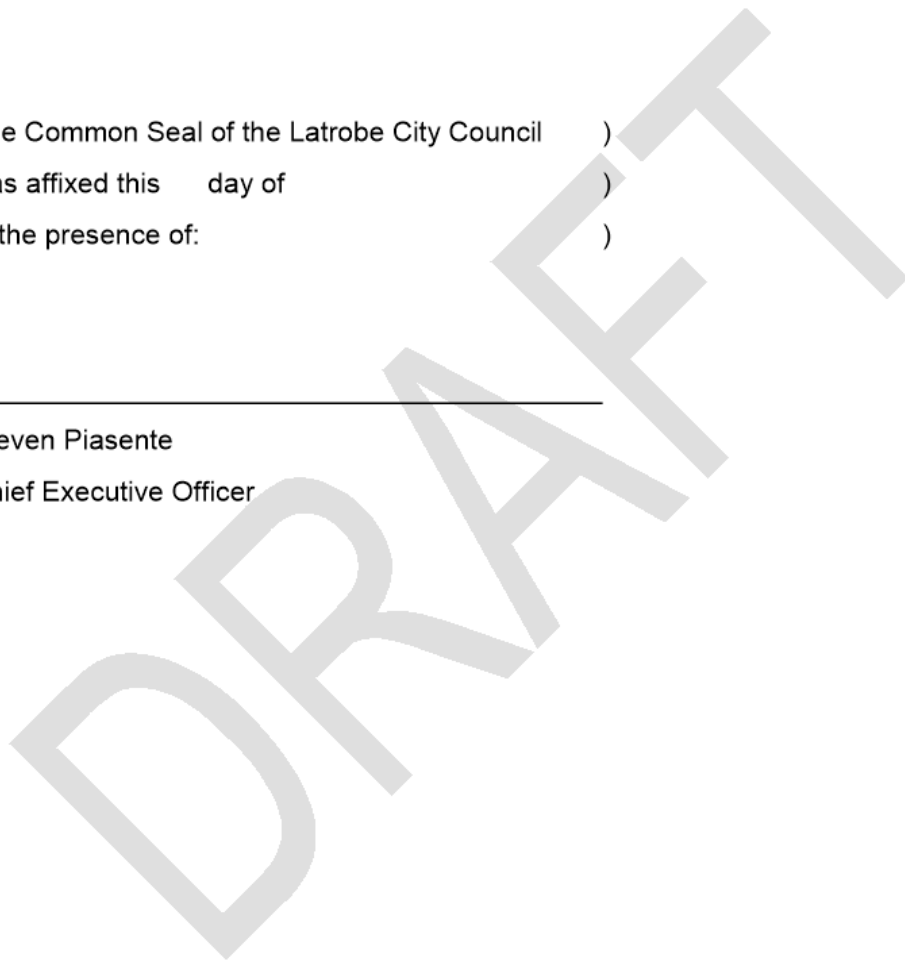
The Common Seal of the Latrobe City Council)

was affixed this day of)

in the presence of:)

Steven Piasente

Chief Executive Officer



REGIONAL CITY GROWTH AND INVESTMENT

14. REGIONAL CITY GROWTH AND INVESTMENT

Agenda Item: 14.1

Agenda Item: Development of land for Second Dwelling and Two (2) Lot Subdivision at 20 Garibaldi Street, Traralgon

Sponsor: General Manager, Regional City Growth and Investment

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

Status: For Decision

Cr Dale Harriman left the meeting at 6:44pm. He returned to the meeting at 6:57pm, after the item had been determined.

Proposed Resolution:

That Council:

Issue a Notice of Decision to Grant a Permit, for the development of land for a second dwelling and two (2) lot subdivision at 20 Garibaldi Street, Traralgon, Lot 6 on Lodged Plan 15917 with the following conditions:

Amended Plans Required

- 1. Prior to the commencement of works, revised plans must be submitted to and approved by the Responsible Authority. The plans must be consistent with those provided with the original application but modified to show:
 - a) A notation on the Site Plan and Landscape Plan that the fence shared with 18 Garibaldi Street must be provided with a self supporting privacy screen above the height of the existing fence to 1.8m above ground level.****

Endorsed Plans Condition:

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

Standard Conditions:

- 3. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.**
- 4. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.**

5. Upon completion of the works, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.

Fencing Condition

6. Before an Occupancy Permit is issued for the dwelling hereby permitted, the fence shared with 18 Garibaldi Street must be provided with a self supporting privacy screen above the height of the existing fence to 1.8m above ground level at the full cost of the developer.

Landscaping Conditions:

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.

Gippsland Water Condition:

9. The owner of the land must enter into a formal Minor Works Agreement with Gippsland Water, under the Corporation's Land Development system, for the complete construction of works necessary for the provision of water supply and sewerage services to all lots of the subdivision. Pay to Gippsland Water any fees and contributions and satisfy all conditions pertaining to the aforementioned deed. Please refer to our website: <https://www.gippswater.com.au/developers/information/developer-works>

Engineering Conditions:

10. Before the commencement of any works hereby permitted or prior to the certification of the plan of subdivision under the Subdivision Act 1988 (whichever is earlier), a site drainage plan, including levels or contours 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 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 proposed buildings, open space and paved areas within each lot will be drained for a 20% AEP storm event to the legal points of discharge of each lot.
 - b) An underground pipe drainage system conveying stormwater discharge from the legal point of discharge of each lot separately to Latrobe City Council's stormwater drainage system.

- c) **The provision of stormwater detention within the site and prior to the point of discharge into Latrobe City Council's drainage system. The stormwater detention system must be designed to ensure that stormwater discharges arising from the proposed development of the land are restricted to predevelopment flow rates. The rate of pre-development stormwater discharge shall be calculated using a coefficient of run-off of 0.4.**
 - d) **No part of any above ground stormwater detention system is to be located within a stormwater drainage easement or a sewerage easement unless with the Responsible Authority's written approval.**
- 11. **The plan of subdivision submitted for certification under the Subdivision Act 1988, must show appropriate easements set aside for drainage purposes, to the satisfaction of the Responsible Authority.**
- 12. **Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.**
- 13. **Before an Occupancy Permit is issued for the dwelling 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) **The construction of all new property stormwater drainage connections in accordance with the approved site drainage plan, so that each proposed lot is separately drained from its legal point of discharge to Latrobe City Council's stormwater drainage system.**
 - b) **The construction of on-site stormwater detention works on Lot 1 in accordance with the approved site drainage plan.**
 - c) **Works to ensure that there are no buildings located across any proposed lot boundaries.**
- 14. **Before an Occupancy Permit is issued for the dwelling hereby permitted, 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) **The proposed vehicle crossing for Lot 2 must be constructed to provide access to the land in accordance with the endorsed plans and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC 307.**
 - b) **Areas for vehicle access within Lot 2 must be constructed in accordance with plans endorsed by the Responsible Authority.**

15. Prior to the issue of a Statement of Compliance for this subdivision under the Subdivision Act 1988, either:
- a) Construction of on-site stormwater detention works within Lot 2 in accordance with the site drainage plan as approved under Planning Permit 2020/293 issued by Latrobe City Council must be completed to the satisfaction of the Responsible Authority; 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. On-site stormwater detention works within Lot 2 must be constructed in accordance with the site drainage plan as approved under Planning Permit 2020/293 issued by Latrobe City Council prior to the issue of an Occupancy Permit for a dwelling on that lot; 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.

Subdivision Conditions:

16. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
17. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
18. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with section 8 of that Act.

Telecommunications Conditions:

19. 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.**

Section 173 Agreement Condition:

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

- a) Construction of the development approved under Planning Permit 2019/138 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 2020/293 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.

Expiry of Development:

21. This permit will expire if one of the following circumstances applies:
- a) The development is not started within two years of the date of this permit; or
 - b) The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit. An extension of time to complete the development or a stage of the development may be requested if—

- the request for an extension of time is made within 12 months after the permit expires; and
- the development or stage started lawfully before the permit expired.

Expiry of Subdivision:

22. This permit will expire if:
- a) the plan of subdivision is not certified within 2 years of the date of this permit; or
 - b) the registration of the subdivision is not completed within 5 years of certification.

The Responsible Authority may extend the time if a request is made in writing before the permit expires or within six months of expiry of permit.

Note: The commencement of the subdivision is regarded by Section 68(3A) of the Planning and Environment Act 1987 as the certification of the plan, and completion is regarded as the registration of the plan.

ALTERNATE MOTION

Moved: Cr Howe

Seconded: Cr Clancey

That Council:

Issue a Notice of Decision to Grant a Permit, for the development of land for a second dwelling and two (2) lot subdivision at 20 Garibaldi Street, Traralgon, Lot 6 on Lodged Plan 15917 with the following conditions:

Amended Plans Required

- 1. Prior to the commencement of works, revised plans must be submitted to and approved by the Responsible Authority. The plans must be consistent with those provided with the original application but modified to show:**
 - a) A notation on the Site Plan and Landscape Plan that the fence shared with:**
 - i. 18 Garibaldi Street must be provided with a self-supporting privacy screen above the height of the existing fence to 1.8m above ground level; and**
 - ii. 34 Lafayette Street must be provided with a 0.3 metre high self-supporting privacy screen above the height of the existing fence.**

Endorsed Plans Condition:

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

Standard Conditions:

- 3. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.**
- 4. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.**
- 5. Upon completion of the works, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.**

Fencing Condition

- 6. Before an Occupancy Permit is issued for the dwelling hereby permitted, the fence shared with:**
 - a) 18 Garibaldi Street must be provided with a self supporting privacy**

screen above the height of the existing fence to 1.8m above ground level at the full cost of the developer; and

- b) 34 Lafayette Street must be provided with a 0.3 metre high self-supporting privacy screen above the height of the existing fence at the full cost of the developer.

Landscaping Conditions:

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.

Gippsland Water Condition:

9. The owner of the land must enter into a formal Minor Works Agreement with Gippsland Water, under the Corporation's Land Development system, for the complete construction of works necessary for the provision of water supply and sewerage services to all lots of the subdivision. Pay to Gippsland Water any fees and contributions and satisfy all conditions pertaining to the aforementioned deed. Please refer to our website:
<https://www.gippswater.com.au/developers/information/developer-works>

Engineering Conditions:

10. Before the commencement of any works hereby permitted or prior to the certification of the plan of subdivision under the Subdivision Act 1988 (whichever is earlier), a site drainage plan, including levels or contours 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 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 proposed buildings, open space and paved areas within each lot will be drained for a 20% AEP storm event to the legal points of discharge of each lot.
- b) An underground pipe drainage system conveying stormwater discharge from the legal point of discharge of each lot separately to Latrobe City Council's stormwater drainage system.
- 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 a stormwater drainage easement or a sewerage easement unless with the Responsible Authority's written approval.
11. The plan of subdivision submitted for certification under the Subdivision Act 1988, must show appropriate easements set aside for drainage purposes, to the satisfaction of the Responsible Authority.
12. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.
13. Before an Occupancy Permit is issued for the dwelling 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) The construction of all new property stormwater drainage connections in accordance with the approved site drainage plan, so that each proposed lot is separately drained from its legal point of discharge to Latrobe City Council's stormwater drainage system.
- b) The construction of on-site stormwater detention works on Lot 1 in accordance with the approved site drainage plan.
- c) Works to ensure that there are no buildings located across any proposed lot boundaries.
14. Before an Occupancy Permit is issued for the dwelling hereby permitted, 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) The proposed vehicle crossing for Lot 2 must be constructed to provide access to the land in accordance with the endorsed plans and must comply with the vehicle crossing standards set out in Latrobe City Council's Standard Drawing LCC 307.
- b) Areas for vehicle access within Lot 2 must be constructed in accordance with plans endorsed by the Responsible Authority.
15. Prior to the issue of a Statement of Compliance for this subdivision

under the Subdivision Act 1988, either:

- a) **Construction of on-site stormwater detention works within Lot 2 in accordance with the site drainage plan as approved under Planning Permit 2020/293 issued by Latrobe City Council must be completed to the satisfaction of the Responsible Authority; 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. **On-site stormwater detention works within Lot 2 must be constructed in accordance with the site drainage plan as approved under Planning Permit 2020/293 issued by Latrobe City Council prior to the issue of an Occupancy Permit for a dwelling on that lot; 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.**

Subdivision Conditions:

16. **The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.**
17. **All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.**
18. **The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with section 8 of that Act.**

Telecommunications Conditions:

19. 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.**

Section 173 Agreement Condition:

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

- a) Construction of the development approved under Planning Permit 2019/138 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 2020/293 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.**

Expiry of Development:

21. This permit will expire if one of the following circumstances applies:

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

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit. An extension of time to complete the development or a stage of the development may be requested if—

- the request for an extension of time is made within 12 months after the permit expires; and**
- the development or stage started lawfully before the permit expired.**

Expiry of Subdivision:

22. This permit will expire if:

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

The Responsible Authority may extend the time if a request is made in writing before the permit expires or within six months of expiry of permit.

Note: The commencement of the subdivision is regarded by Section 68(3A) of the Planning and Environment Act 1987 as the certification of

the plan, and completion is regarded as the registration of the plan.

For Crs Clancey, O'Callaghan, Law, Howe, Lund, Ferguson and Gibson
Against: Cr Middlemiss

CARRIED

Executive Summary:

The applicant is seeking to develop a residential allotment at 20 Garibaldi Street, Traralgon with a second dwelling and two (2) lot subdivision. The site is located within the General Residential Zone, Schedule 1 (GRZ1) and is not affected by any overlays.

Following advertising of the application, seven objections were received, raising the following concerns:

- The application is not in keeping with Amendment C105 Live Work Latrobe and Council's Resolution relating to dwelling densities in the Latrobe municipality;
- The size of the proposed dwelling and whether it is single or double storey
- Dimensions of the site are approximate only;
- Impact on solar access to 34 Lafayette Street;
- Safety and traffic congestion issues;
- Concerns raised about how the application was publicly advertised and the notification period;
- Viewing of development plans and whether a single or double storey dwelling is proposed; and
- Previous proposals at the site were rejected.

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

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

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

Background:

Summary

Land: 20 Garibaldi Street, Traralgon, known as Lot 6 on Lodged Plan 15917

Proponent: Crowther & Sadler Pty Ltd

Zoning: General Residential Zone, Schedule 1

Overlay: None affecting the land

A Planning Permit is required for the construction of a second dwelling on the lot in the General Residential Zone and subdivision of the land in accordance with Clause 32.08-6 and Clause 32.08-3 of the Scheme respectively.

Proposal

The application is for the construction of a second dwelling and subdivision of the land into two lots at 20 Garibaldi Street, Traralgon.

Proposed lot 1 will be 522m² and retains the existing single storey brick dwelling with tiled hip roof. The dwelling comprises of three bedrooms and includes an associated detached garage, which is proposed to be modified to be contained solely within proposed Lot 1. The dwelling is setback 8 metres from Garibaldi Street and 2.3m from Lafayette Street with existing vehicle access from Garibaldi Street to remain unchanged. A secluded private open space area of 78m² is to be provided for the residents of this dwelling.

Proposed Lot 2 will have an area of 287m² and comprise of a new single storey brick dwelling with a pitched tiled roof and detached storage shed. The proposed dwelling will contain three bedrooms and an attached double garage accessed from a new crossover from Lafayette Street, with a 3m setback from the street. A secluded private open space area of 51m² is to be provided for the residents of this dwelling.

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

Subject Land

The subject site is a corner allotment comprising of a total area of 809m² with primary frontage to Garibaldi Street and secondary frontage to Lafayette Street. Existing on the site is a brick dwelling with three bedrooms, a tiled hipped roof and associated outbuildings. Garden plantings are included within the front garden of the existing dwelling. The site is relatively flat and there are no easements or restrictive covenants affecting the site.

The subject land forms part of an established residential precinct of Traralgon with the Princes Highway approximately 250m south of the subject land and the Traralgon commercial activity centre approximately 700m to the east of the subject land. The site is well serviced by shopping services, community facilities and bus services.

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

Surrounding Land Use

North: Single storey dwelling in the GRZ1

South: Garibaldi Street in the GRZ1

East: Double storey dwelling in the GRZ1

West: Lafayette Street in the GRZ1

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
- Generally 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 Latrobe Planning Scheme and the relevant planning concerns have been considered and relevant permit conditions addressing these issues will be required.

Issues:

Strategy Implications

Strategy 9 of the Council Plan 2017-2021 seeks to *"Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City"*. An objective to achieve this strategy is to *"Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens"*.

Health Implications

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

Communication:

Notification

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

Following advertising of the application, seven submissions in the form of written objections were received.

A copy of the objections can be viewed at Attachment 3 of this report, a copy of the Applicants response to those objections can be viewed at Attachment 4 of this report and the location of objectors' properties can be viewed at Attachment 5 of this report.

The following issues were raised in the objections:

- The application is not in keeping with Live Work Latrobe and Council's Resolution relating to dwelling densities in the Latrobe municipality.

Comment:

The adopted Council motion provided a preferred lot density of 11 lots per hectare for unencumbered land and new residential development on greenfield sites in Latrobe City. As the proposal is infill development, it is considered that the adopted motion is not applicable to this application.

The Traralgon Housing Framework Plan identifies the subject land within an 'Incremental Change Area', which seeks to *'encourage higher density housing in the form of townhouses, units and dual occupancies, appropriate to the surrounding context'* in accordance with Clause 21.02-12, Objective 3 of the Latrobe Planning Scheme. The site is located on land that is suitable for higher density housing having regard to its surrounding context, as it is within close proximity to existing local shops at Henry Street (approximately 200m north-west of the subject site), local parks and public transport services.

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

- The size of the proposed dwelling on proposed Lot 2.

Comment:

The size of proposed Lot 2 is considered appropriate as it provides sufficient area for the proposed second dwelling and for future occupants to enjoy good solar access, private open space and internal living space whilst also minimising the residential amenity impacts to adjoining properties. The proposed lot sizes are comparable to other residential properties along Garibaldi Street, including 20A Garibaldi Street (242m²) and 1/13 Garibaldi Street (283m²).

- Dimensions of the site are approximate only.

Comment:

Exact dimensions are subject to a final field survey, which is typically carried out following a planning permit being issued in preparation of a formal Plan of Subdivision.

- Impact on solar access to 34 Lafayette Street.

Comment:

34 Lafayette Street adjoins the subject site to the north. The applicant submitted shadow diagrams demonstrating that there would be no solar access impacts to 34 Lafayette Street having regard to the orientation of the site.

- Safety and traffic congestion issues.

Comment:

The proposed driveway in Lafayette Street is approximately 25 metres from the intersection of Garibaldi Street and Lafayette Street. As such, it is considered that there will be no adverse vehicle safety issues with the new driveway and that it provides sufficient space for vehicles to enter and exit the site without resulting in further congestion. The existing driveway in Garibaldi Street servicing proposed Lot 1 (the existing dwelling) will remain unchanged.

Council considers the impact on road congestion from the new driveway is negligible and would not adversely affect the amenity of the locality.

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

- Concerns raised about how the application was publicly advertised and the notification period.

Comment:

Notice of the application was provided by the applicant in accordance with Council's instructions. The public notice period for which Council would not determine the application was 21 days from the date notices were mailed and it is noted that the notification period exceeded the 14 day period prescribed by Council to allow for the Easter holiday period.

Pursuant to Section 52(1)(d) of the Planning and Environment Act 1987 Act, a sign was placed centrally on the Garibaldi Street frontage of the subject site and adequately conveyed the nature of the application for viewing by local residents and visitors passing by the property.

- Viewing of development plans and whether a single or double storey dwelling is proposed.

Comment:

A notice was sent to affected property owners and a sign notice was placed at the site detailing that the plans were available for viewing on Council's website, which

show a single storey dwelling with double garage proposed. The notice also included Council's email address where a copy of the planning permit application and supporting documentation could be obtained from Council Officers should it be requested by affected property owners.

- Previous proposals at the subject site were rejected.

Comment:

It is noted two previous applications were withdrawn in order to address a number of planning issues raised by Council. All applications, including the subject planning permit application, are required to be assessed on their own merits.

External Referrals

Notice of the application was given to Gippsland Water under Section 52(1)(d) of the Act. No objection was made to the granting of a planning permit subject to the inclusion of standard conditions.

Internal Referrals

Council's Infrastructure Team provided conditional consent to the granting of a Planning Permit subject to the inclusion of appropriate conditions to manage stormwater and construction.

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). 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 three days required to attend and present at the appeal, totalling 10 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 \$8,000.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Reputational Risk</p> <p>Supporting an application which has received seven submissions that raised concerns including density, solar access impacts, traffic and advertisement of the application.</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>
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* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

Legal and Compliance:

Latrobe Planning Scheme

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

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

State Planning Policy Framework

- Clause 15.01-1S – Urban Design
- Clause 15.01-2S – Building Design
- Clause 15.01-3S – Subdivision Design
- Clause 15.01-5S – Neighbourhood Character
- Clause 16.01-1S – Integrated Housing
- Clause 16.01-2S – Location of Residential Development
- Clause 16.01-3S – Housing Diversity
- Clause 16.01-4S – Housing Affordability

Local Planning Policy Framework

- Clause 21.02-10 – Housing
- Clause 21.02-12 – Incremental Change Areas
- Clause 21.06-1 – Key Issue – Built Environment
- Clause 21.06-1 – Urban Design & Neighbourhood Character
- Clause 21.09-6 – Traralgon

Zoning

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

Overlay

No overlays apply to the subject land.

Particular Provisions

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

Decision Guidelines (Clause 65)

Clause 65 sets out the decision guidelines to be considered before deciding on an application or plan. Following an assessment against the relevant decision guidelines, the proposal is considered to be generally consistent with the relevant decision guidelines.

Incorporated Documents

- *Australian Standard AS/NZS 2890.1:2004, Parking Facilities – Off-street car parking, Standards Australia 2004.*

The parking proposed is compliant with the relevant requirements of this incorporated document.

Referenced Documents

- *Latrobe City Urban Design Guidelines (as amended).*

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 relevant provisions, including street setback and presentation, vehicle access and garages, side setbacks and walls on boundaries, and private open space and garden area requirements.

It is noted that the landscape provision in the Latrobe UDG for 'Incremental Change Areas' require 1 large canopy tree to be accommodated for each dwelling within the front setback.

There is one existing street tree fronting Garibaldi Street and overhead powerlines restrict opportunities to provide for the planting of one canopy tree within the nature strip of Lafayette Street for proposed Lot 2. Notwithstanding this, the submitted

Landscape Plan shows a tree to be planted (Crepe Myrtle) with a mature height of 3-5m within the front of dwelling 2. In this regard, it is considered the 'Purpose' of the landscape provision has been satisfied, which seeks to 'ensure new developments provide generous landscape responses to enhance the streetscape and maintain the landscape character of Latrobe'.

Strategic direction of the State and Local Planning Policy Frameworks

The key elements of the Planning Policy Framework and Municipal Planning Strategy, which also requires consideration against the Latrobe UDG, have been considered in the assessment of the application.

The proposal is consistent with the Planning Policy Framework in relation to urban design and neighbourhood character, as it respects the neighbourhood character of the area and the built form and scale of the proposed dwelling is consistent with the surrounding neighbourhood.

The subject site is identified as an 'Incremental Change Area' in the Traralgon Housing Framework Plan.

The proposal is considered to be appropriate to the surrounding context as it would provide additional housing in close proximity to public open space, transport services and local shops, whilst also maintaining a reasonable level of amenity between surrounding properties, including solar access and privacy.

Considering the proximity of the site to community services and infrastructure, whilst factoring in the size of the allotment and the scale and design of development proposed, the proposal is considered to be consistent with the strategies and objectives of the relevant clauses listed under the Planning Policy Framework and the Municipal Strategic Statement, which seeks to reinforce the regional suburban character of Latrobe City's established and new neighbourhoods while responding to changing housing needs. The single storey nature of the proposal assists in maintaining the modest scale of existing residential development whilst also minimising amenity impacts to adjoining residential properties, thereby being a suitable development at the subject site.

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

The zone seeks to "encourage development that respects the neighbourhood character of the area" and "to encourage a diversity of housing types and housing growth particularly in locations offering good access to services and transport". The proposed development would provide for a diversity of housing in an area serviced with good access to services and transport, and the setbacks, driveway design and single storey construction proposed are consistent with the existing and preferred neighbourhood character of the area. Each lot will have adequate space for landscaping and carparking and will be consistent with the landscaping character of the area.

It is considered that the proposed development is supported by the relevant provisions of the Planning Policy Framework and the Municipal Planning Strategy in

relation to urban design, building design and neighbourhood character. The further development of housing options in an established residential area is encouraged by the relevant provisions of the Scheme.

Having regard to the scheduled objectives and decision guidelines for the area, the proposal provides setbacks and appropriate building articulation and space for landscaping, as envisaged by the zone. The proposed dwelling will not dominate the streetscape or visual aesthetic from adjoining residential properties and proposed vehicle access is safe and easily accessible from Lafayette Street.

The development plans demonstrate there would be minimal adverse impacts to surrounding properties, including visual and acoustic privacy. In order to limit views into the existing secluded private open space of the adjoining eastern property given that there is an existing 1.6m boundary fence, the Site Plan includes the following notation:

“Provide self supporting privacy screen above height of the existing fence to 1.8m above ground level and be no more than 25% transparent”.

Subject to no portion of the fence being transparent, this is considered an acceptable outcome to mitigate visual privacy between the subject site and adjoining eastern property. A condition of consent will be imposed requiring the fence in question to be constructed 1.8m above ground level at the full cost of the developer before an Occupancy Permit is issued for dwelling 2.

In light of the above, the proposed development is considered to meet the ‘Purpose’ of the zone and the relevant decision guidelines of the zone and its schedule.

Particular Provisions:

- **Clause 52.06 – Car Parking:**

The existing dwelling 1 contains three bedrooms and as such, requires two parking spaces. The dwelling includes an existing garage for vehicle parking and parking on the driveway. Dwelling 2 is proposed with three bedrooms and is provided with a double garage for car parking that meets the dimension requirements specified in the Scheme.

- **Clause 53.01 – Public Open Space Contribution and Subdivision:**

Two lot subdivisions are exempt from this requirement if the Council considers it unlikely that each lot will be further subdivided. It is considered unlikely that either lot would be further subdivided noting that each proposed lot will contain a dwelling and would not be subject to further subdivision as it would create smaller lots with narrow street frontages that would not respond positively to neighbourhood character and not meet the applicable objectives of Clause 56. In light of this, a public open space contribution is not required.

- Clause 55 – Two or More Dwellings on a Lot:

The objectives of the 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.

- Clause 56 – Residential Subdivision:

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

Clause 65 (Decision Guidelines)

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

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

Options:

Council has the following options in regard to this application:

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

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

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1. [Attachment 1 - Development Plans and Site Plan](#)
2. [Attachment 2 - Site Context Plan](#)
3. Attachment 3 - Copies of Objections (Published Separately)

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

4. [Attachment 4 - Applicant's response to objections](#)
5. Attachment 5 - Location of objectors' properties (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. Contains location of objectors' properties

14.1

Development of land for Second Dwelling and Two (2) Lot Subdivision at 20 Garibaldi Street, Traralgon

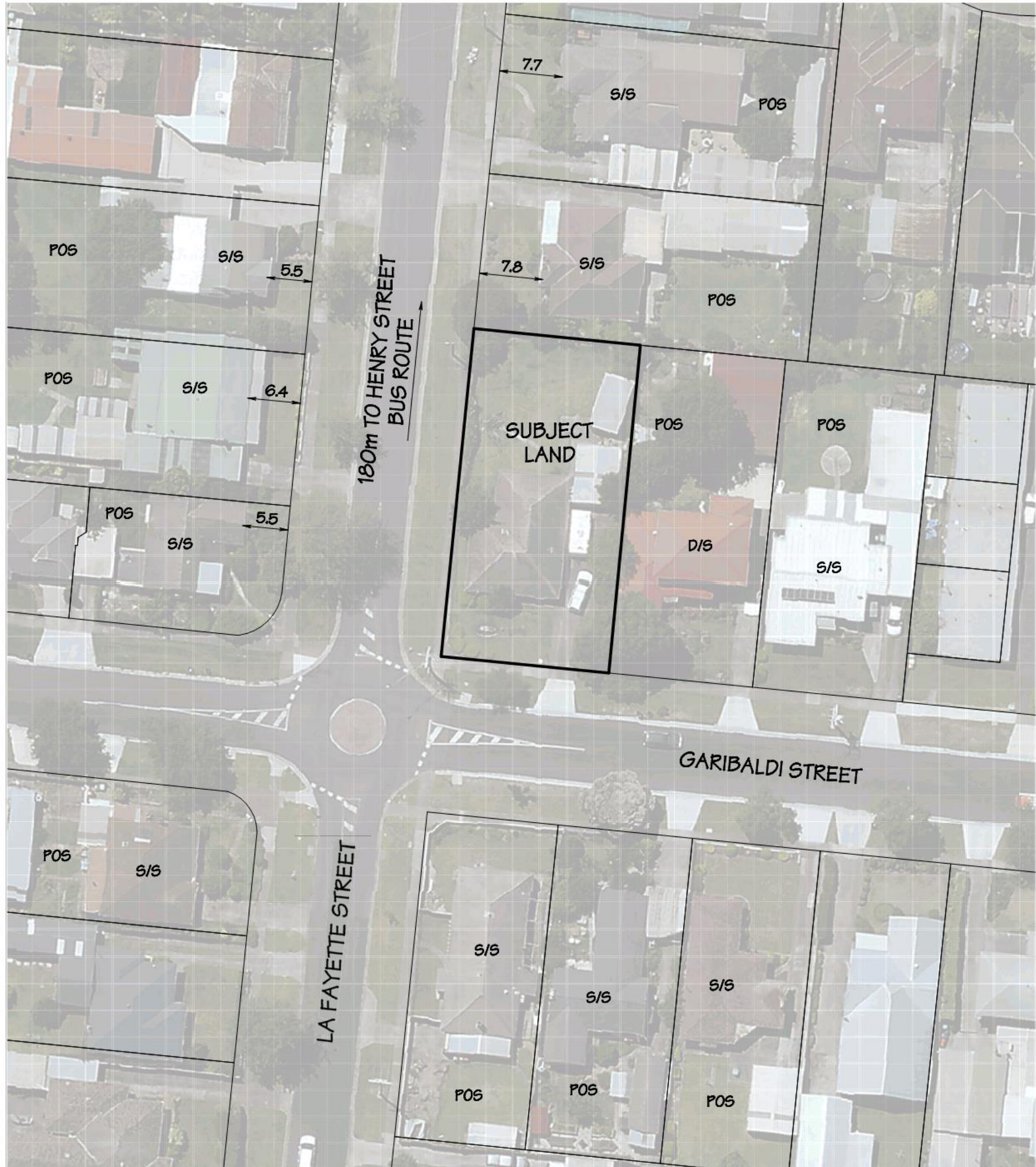
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SITE CONTEXT PLAN

PARISH OF TRARALGON
CROWN ALLOTMENT 48 (PART)

LOT 6 ON LP15917

S/S - SINGLE STOREY
D/S - DOUBLE STOREY
POS - PRIVATE OPEN SPACE



Crowther & Sadler Pty. Ltd.

LICENSED SURVEYORS & TOWN PLANNERS
162 MACLEOD STREET, BAIRNSDALE, VIC., 3875
P. (03) 5162 6011 E. contact@crowthersadler.com.au

FILENAME: 18854 Site Context V1.pro

TOM PANAGIS

20 GARIBALDI STREET, TRARALGON

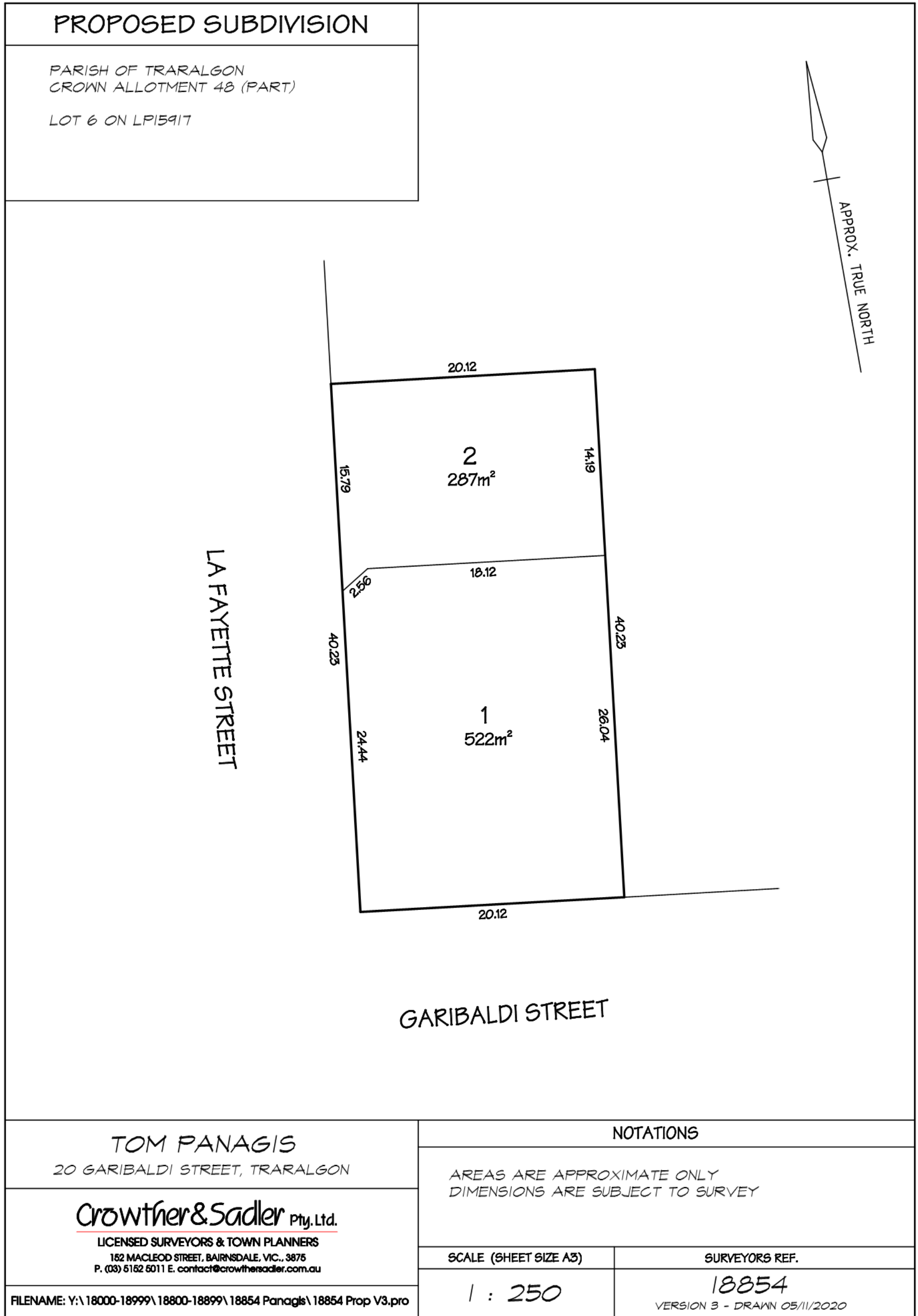
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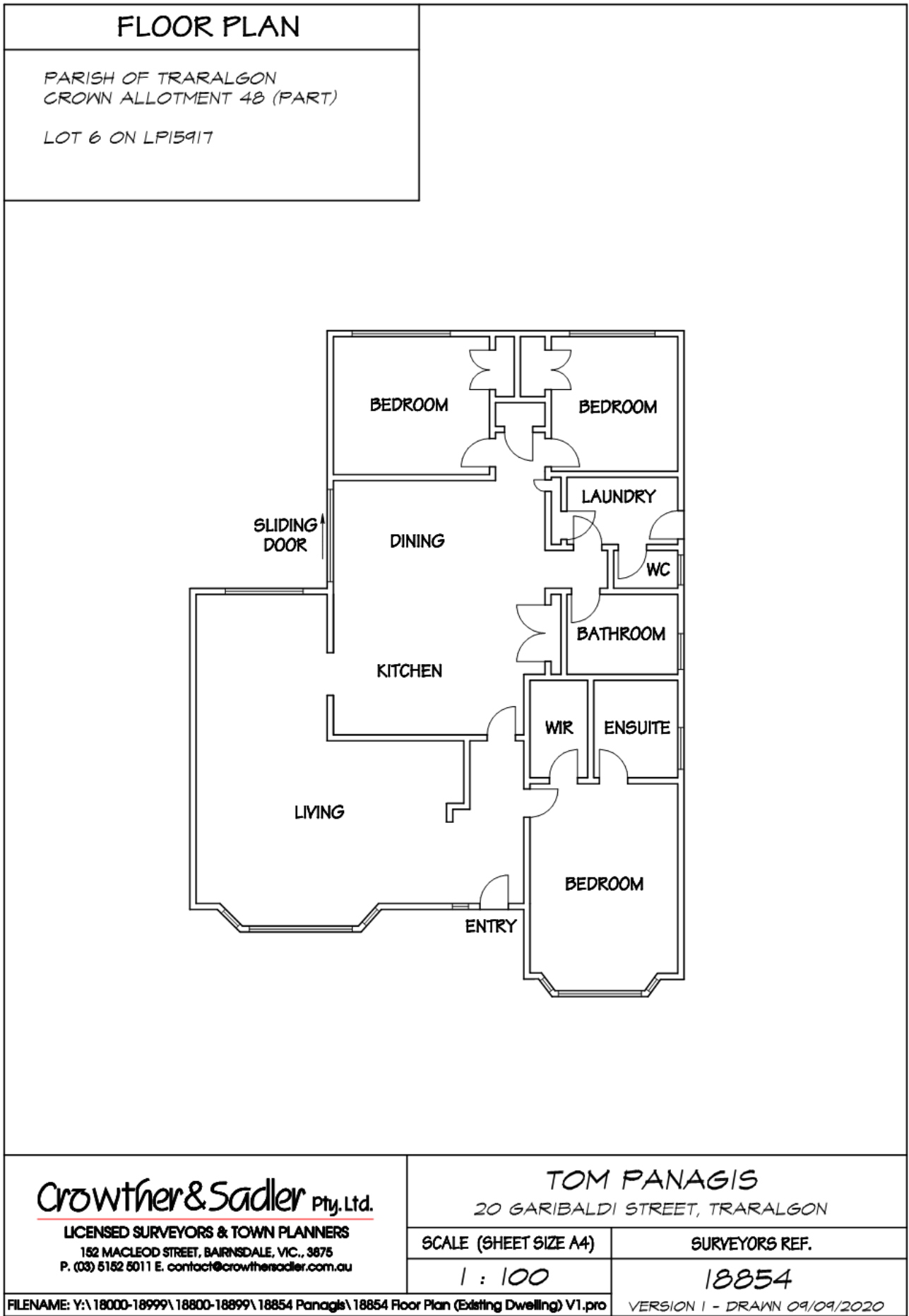
SURVEYORS REF.

1 : 500

18854

VERSION 1 - DRAWN 17/03/2020





ELEVATION D

ALL GLASS TO CONFORM WITH AS1288-2006 : GLASS IN BUILDINGS

- ▨ DENOTES 150mm DEEP BULKHEAD TO PLASTER FACE - UNLESS NOTED OTHERWISE. REFER ALSO INTERNAL ELEVATIONS.
- NOTE: DIMENSIONS LOCATING WINDOWS ARE NOMINAL.
- NOTE: ALL INTERNAL DOOR HEIGHTS TO BE 2040mm. HIGH UNLESS OTHERWISE NOTED.
- NOTE: DIMENSIONS FOR WALL SETOUT ARE NOMINAL & TO FACE OF STUDWORK.
- NOTE: BULKHEADS & NBS ARE NOMINAL SIZES ONLY.
- NOTE: LIFT-OFF HINGES TO W.C. DOOR UNLESS DISTANCE TO PAN IS 1.2m OR GREATER

ELEVATION A

ELEVATION B

ELEVATION C

470x960mm BRICK PIER
90x90 TIMBER POST
WRAPPED IN ABELFLEX
ON GALV. BRACKET

SOLID LINE DENOTING
SELECTED FEATURE
BRICKWORK AS PER
COLOUR DOC.

2No. 90x90mm
TIMBER POSTS ON
GALVANISED STEEL
BRACKETS

BEAMS BY TRUSS

BEAM BY TRUSS

4810mm MIN WIDE OPENING
2110mm MIN HIGH OPENING
(70 DOOR RECESS)

400mm DIA.
TUBULAR
SKYLIGHT

SOLAR
HWS
TANK

SWD RISER FOR
HWS O/FLOW

PROVIDE SEALED INSITU WASTE
CONNECTION TO GROUND FLOOR
BATH & WC, GROUND & FIRST
FLOOR SHOWER WASTE POINTS

● SMOKE DETECTOR TO A.S 3786 -
MULTIPLE POINTS TO BE INTERCONNECTED

[MH] MANHOLE

ALL NET AREAS TO COMPLY WITH A.S. 3740

NOTE: ALL SANITARY COMPARTMENTS TO COMPLY
WITH CURRENT B.C.A. PART 3.8.3.3.

NOTE: REF. FRE. WM. CD. DW INDICATE POSITION
ONLY.

AREAS.	Ground Floor:	114.12	sq.m	12.28	sqrs
	Subtotal:	114.12	sq.m	12.28	sqrs
	Porch:	5.64	sq.m	0.61	sqrs
	Garage:	36.05	sq.m	3.88	sqrs
	Total Area:	155.81	sq.m	16.77	sqrs

SIMONDS HOMES VICTORIA P/L ACN 050 197 610

HEAD OFFICE 1ST FLOOR 570 ST KILDA ROAD, MELBOURNE VIC 3004

TELEPHONE (03) 9682 0700

ENQUIRIES 1300 SIMONDS

INTERNET www.simonds.com.au

E-MAIL enquiries@simonds.com.au

Spec: **SIMONDS HOMES RANGE SMALL LOT**

(STANDARD)

- DEVELOPMENT DIVISION PURPOSE ONLY -

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View: **GROUND FLOOR PLAN**

Customer: **M. PANAGIS**

Address: **LOT 2 GARIBALDI STREET, TRARALGON**

Sheet No:
2.1

Scale: **1:100@A3**

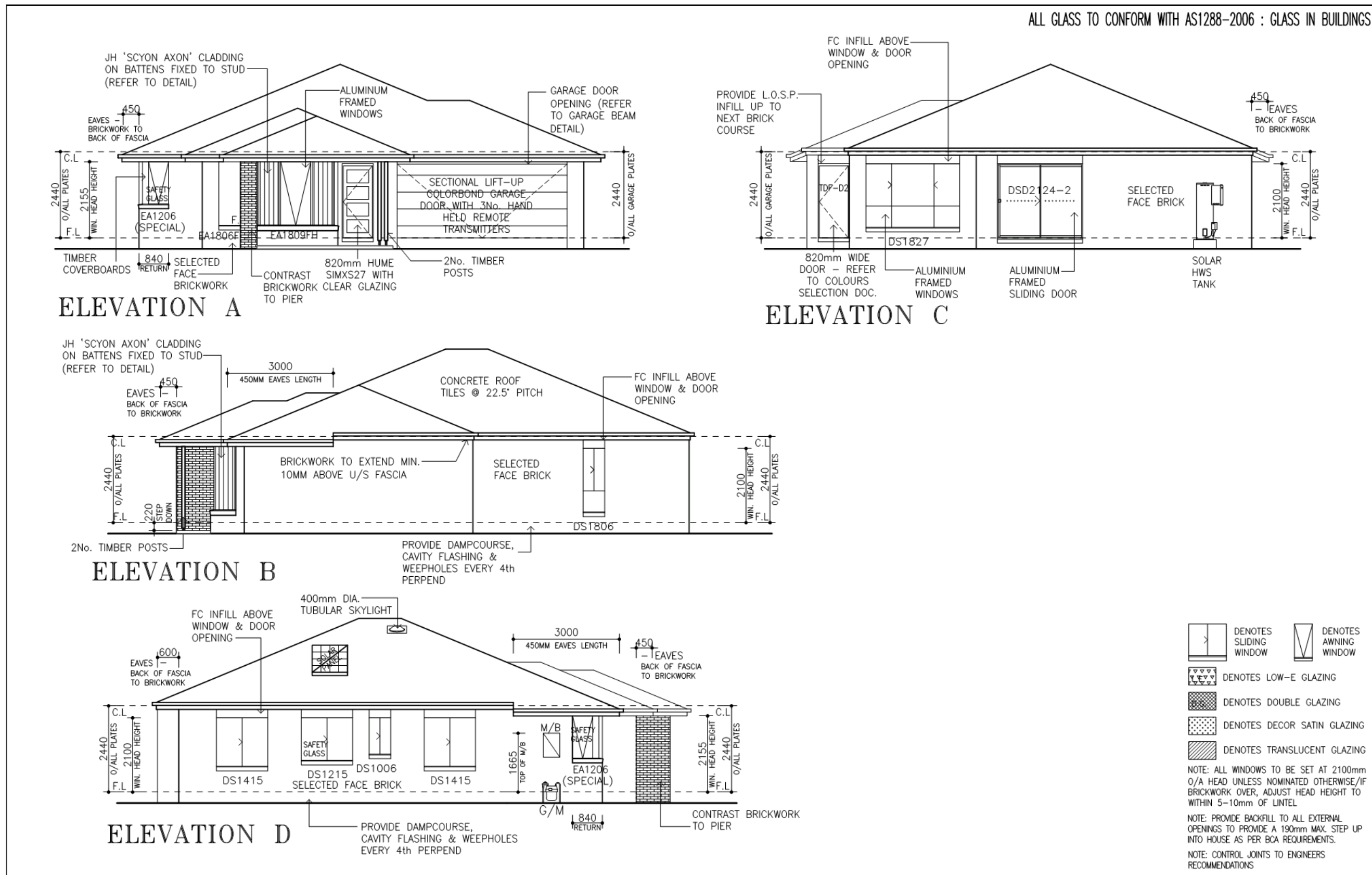
Date: **25.11.19**

House: **CURRAWONG 16_155-14A**

Facade: **CLYDE**

Drawn: **P.B.L** Job No: **62451 CON**

Design: **X00X** Mastered: **K.T** Checked: **X00X**






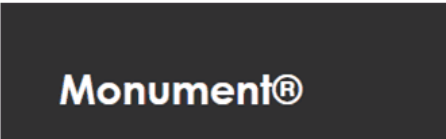
SIMONDS HOMES VICTORIA P/L ACN 050 197 610 HEAD OFFICE 1ST FLOOR 570 ST KILDA ROAD, MELBOURNE VIC 3004 TELEPHONE (03) 9682 0700 E-MAIL enquiries@simonds.com.au SIMONDS	ENQUIRIES 1300 SIMONDS INTERNET www.simonds.com.au	Spec: SIMONDS HOMES RANGE SMALL LOT (STANDARD) - DEVELOPMENT DIVISION PURPOSE ONLY - © COPYRIGHT 2003 SIMONDS IP Pty Ltd (ACN 144 839 805) (ABN 56 144 839 805) NOT TO BE REPRODUCED IN PART OR WHOLE WITHOUT EXPRESS PERMISSION.	View: ELEVATIONS 1 Customer: M. PANAGIS Address: LOT 2 GARIBALDI STREET, TRARALGON	Sheet No: 3.1	Scale: 1:100@A3 Date: 25.11.19	House: CURRAWONG 16_155-14A Facade: CLYDE Drawn: P.B.L Job No: 62451 CON Design: X00X Mastered: K.T Checked: X00X
	SIMONDS HOMES VICTORIA P/L ACN 050 197 610 ENQUIRIES 1300 SIMONDS INTERNET www.simonds.com.au HEAD OFFICE 1ST FLOOR 570 ST KILDA ROAD, MELBOURNE VIC 3004 TELEPHONE (03) 9682 0700 E-MAIL enquiries@simonds.com.au SIMONDS					

Our Ref: 18854

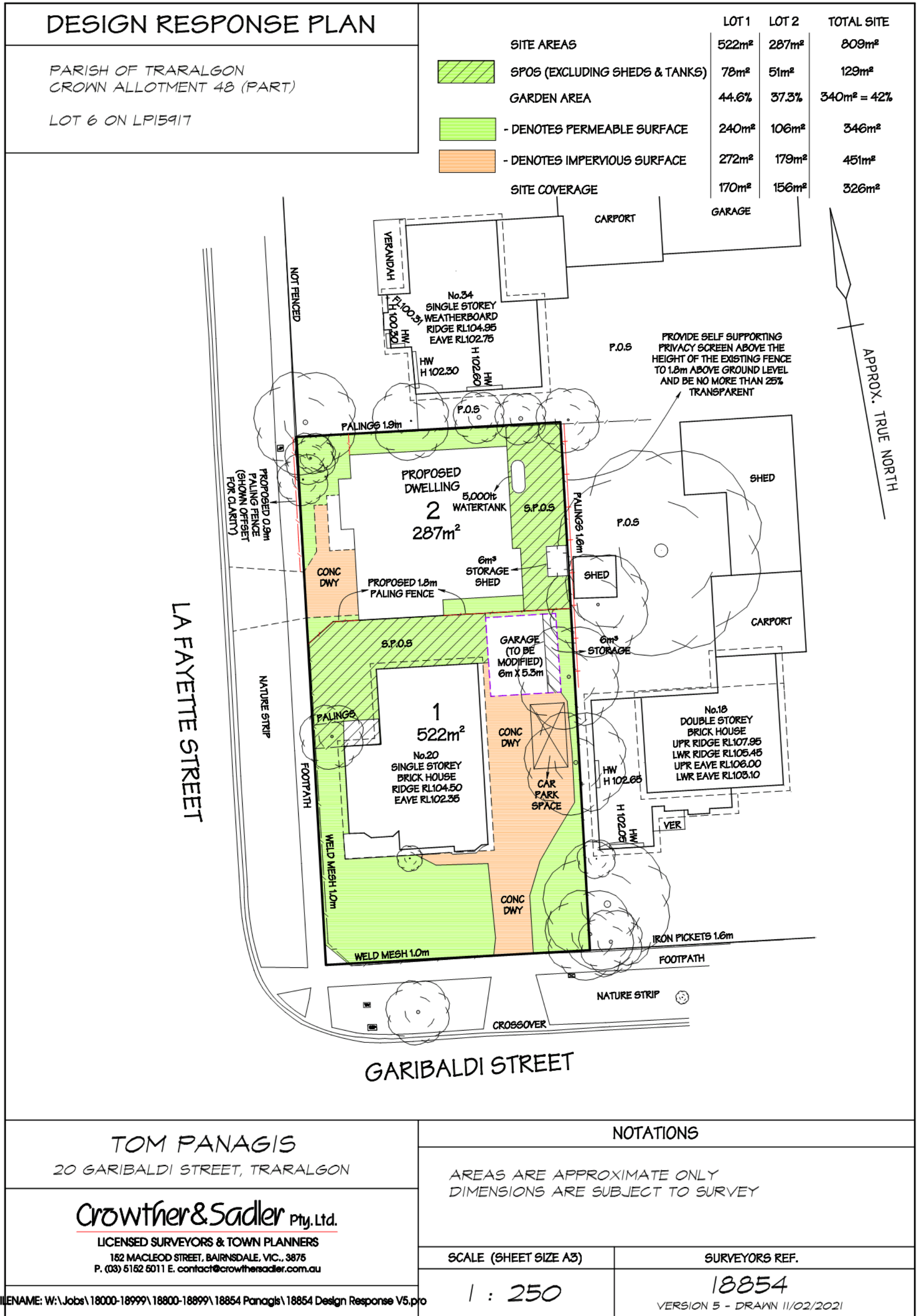
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PO Box 722,
Bairnsdale, VIC 3875

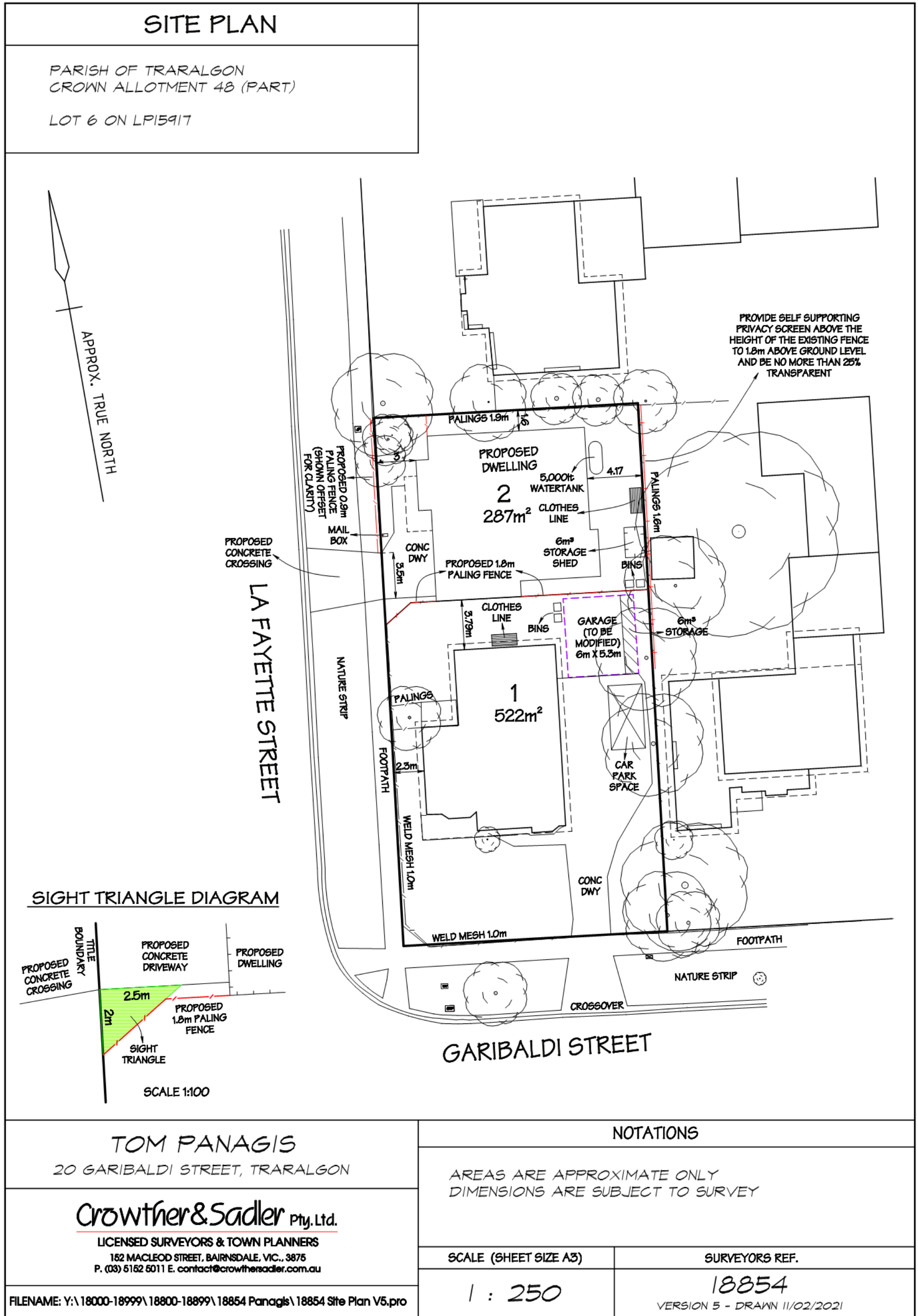
P: 5152 5011
F: 5152 5705
E: contact@crowthersadler.com.au

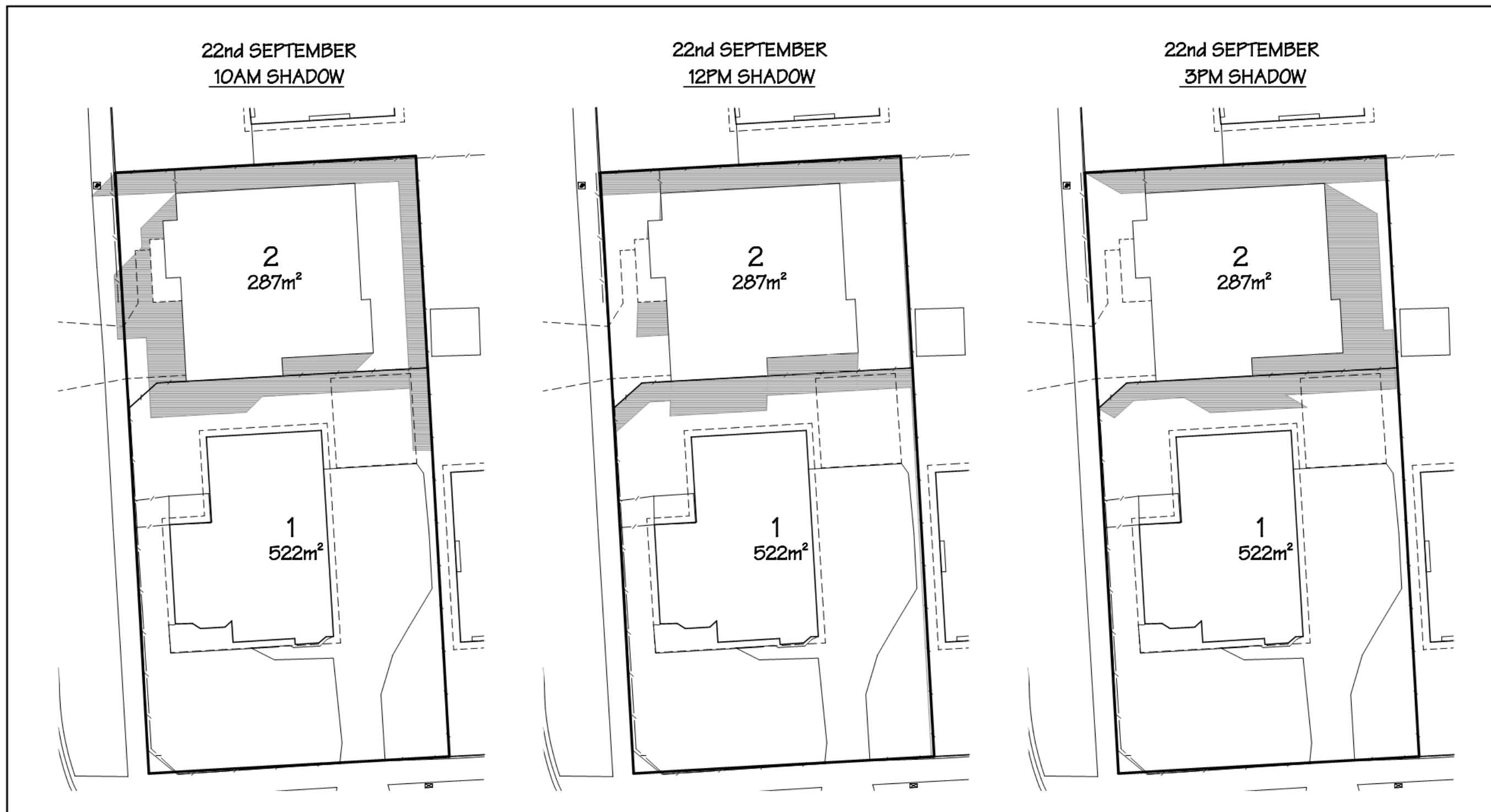
**External Colours & Materials Schedule
Proposed Second Dwelling and Two Lot Subdivision
20 Garibaldi Street, Traralgon**

Material	Colour
Bricks	<p><i>"Homestead Mushroom"</i></p>  <p>(Source: www.austrabricks.com.au)</p>
Roof Tiles	<p><i>"Barramundi"</i></p>  <p>(Source: www.monier.com.au)</p>
Garage Door	<p><i>"Basalt"</i></p>  <p>(Source: www.bnd.com.au)</p>
<p>Colourbond Gutter / Colourbond Fascia / Aluminium Windows (front) / Aluminium Windows (front & side) / Aluminium Door Frames Downpipes / Scyon Axon Cladding</p>	<p><i>"Monument"</i></p>  <p>(Source: www.colourbond.com.au)</p>





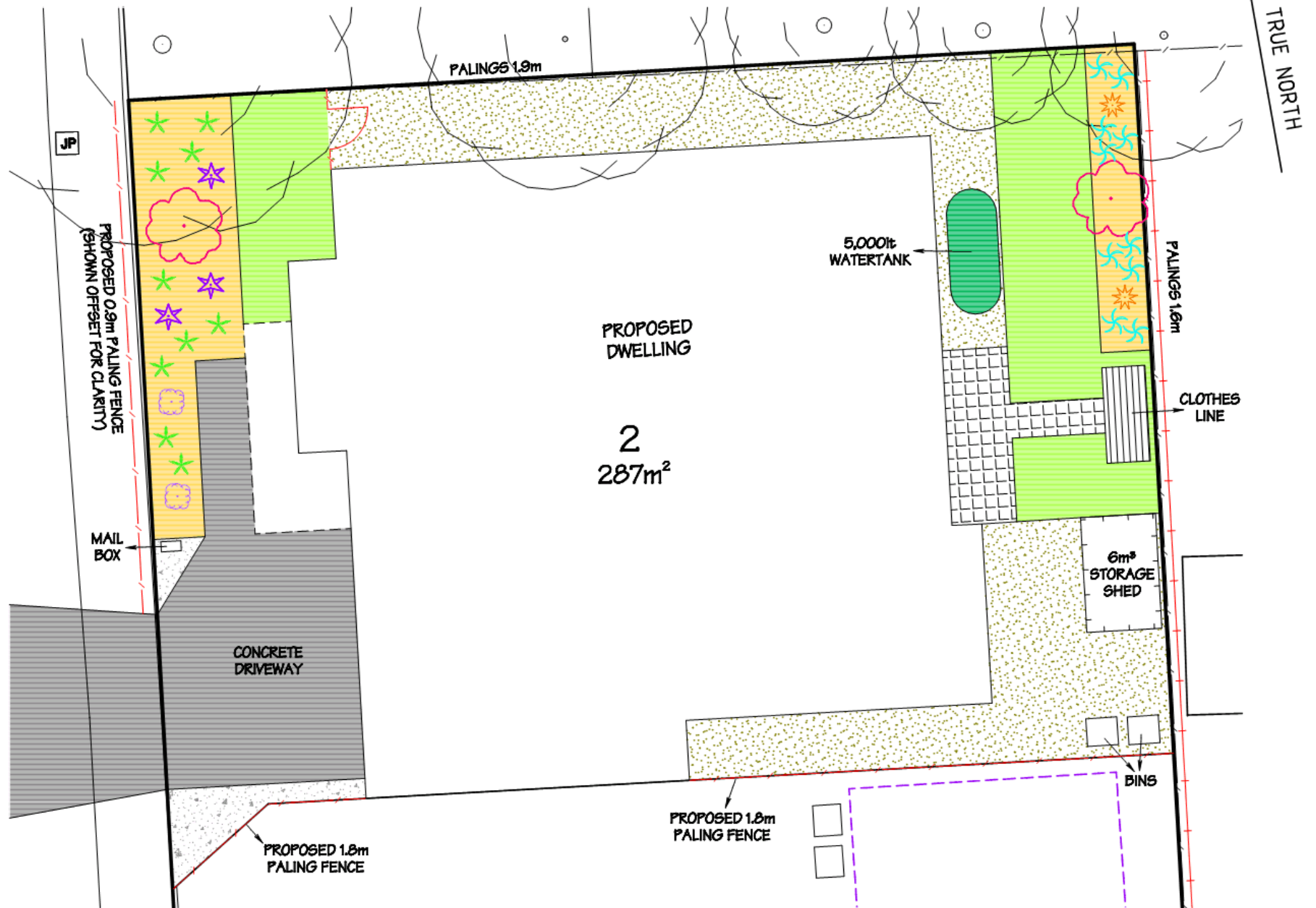




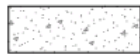
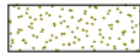

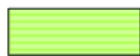

<p>TOM PANAGIS 20 GARIBALDI STREET, TRARALGON</p>	<p>NOTATIONS</p>		<p>SHADOW DIAGRAM</p>
<p>Crowther & Sadler Pty. Ltd. LICENSED SURVEYORS & TOWN PLANNERS 152 MACLEOD STREET, BAIRNSDALE, VIC., 3875 P. (03) 5152 5011 E. contact@crowthersadler.com.au</p>	<p>SCALE (SHEET SIZE A3)</p>		<p>PARISH OF TRARALGON CROWN ALLOTMENT 48 (PART) LOT 6 ON LP15917</p>
<p>FILENAME: Y:\18000-18999\18800-18899\18854 Panagis\18854 Shadow Diag V3.pro</p>	<p>1 : 250</p>	<p>SURVEYORS REF. 18854 VERSION 3 - DRAWN 11/02/2021</p>	

LANDSCAPE PLAN







PARISH OF TRARALGON
CROWN ALLOTMENT 48 (PART)
LOT 6 ON LP15917



LEGEND

-  - 50mm DEEP PEBBLES
-  - 50mm DEEP CRUSHED ROCK (DROMANA TOPPINGS OR SIMILAR)
-  - 50mm DEEP PINE MULCHED GARDEN BED
-  - SEEDED GRASS
-  - PERMEABLE PAVERS

PLANTING SCHEDULE

	COMMON NAME	BOTANICAL NAME	POT SIZE	SIZE AT MATURITY	QUANTITY
	CREPE MYRTLE	<i>Lagerstroemia Indica</i>	270mm	3-5m	2
	LITTLE CON	<i>Lomandra Confertifolia</i>	100mm	30cm H 30cm W	10
	BEE'S RUBY	<i>Armeria</i>	100mm	15cm H 30cm W	10
	PRINCESS LILIES	<i>Fabiana Alstroemeria</i>	100mm	30-60cmH 60-90cmW	2
	WILD IRIS	<i>Dietes Grandiflora</i>	100mm	40cm H 40cm W	3
	NEW ZEALAND FLAX	<i>Phorium Wings of Gold</i>	100mm	60-90cmH 60-90cmW	2

Crowther & Sadler Pty. Ltd.

LICENSED SURVEYORS & TOWN PLANNERS
152 MACLEOD STREET, BAIRNSDALE, VIC., 3875
P. (03) 5152 5011 E. contact@crowthersadler.com.au

FILENAME: W:\Jobs\18000-18999\18800-18899\18854 Panagis\18854 Landscape Plan V1.pro

TOM PANAGIS
20 GARIBALDI STREET, TRARALGON

SCALE (SHEET SIZE A3)



SURVEYORS REF.

1 : 100

18854

VERSION 1 - DRAWN 11/02/2021



	<p>2020/293 - 20 Garibaldi Street, Traralgon - Site Context Plan</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>10/05/2021</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 Dial Before You Dig. The compilation of this map is subject to copyright laws and regulations, no part of this map can be reproduced without prior written consent of Latrobe City Council.</p>	<p>1:2000</p>	

Crowther & Sadler Pty Ltd.

A.B.N. 24 006 331 184

LICENSED SURVEYORS & TOWN PLANNERS

Our ref: 18854

21 April 2021

Senior Statutory Planner
Latrobe City Council
Via SPEAR**Attention: Mr Aryan Qayumi**

Dear Aryan,

**Re: Planning Application 2020/293
20 Garibaldi Street, Traralgon**

We have received copies of objections in response to the proposed development at 20 Garibaldi Street, Traralgon. We have reviewed the objections and provide the following response.

We understand objections have raised the following concerns:

- Proposed lot size
- Proximity to Traralgon CAD
- Proposed driveway too close to intersection.
- Reduction of natural light to adjoining dwelling
- Dwelling size
- Public notice requirements

Proposed lot size: The proposed lot sizes are appropriate and directly respond to the development layout. The proposed lot sizes are comparable to similar developments that have occurred immediately nearby in Garibaldi Street. The lot sizes and dimensions are noted "approximate" as the exact dimensions will be subject to top survey. A field survey is typically undertaken after a Planning Permit is issued in preparation of a formal Plan of Subdivision. Subdivision densities of 11 lots to the hectare apply to greenfield subdivisions and not to infill development.

Proximity to Traralgon CAD: The proposed development is consistent with the objectives and strategies for residential development within an *Incremental change* area. *Incremental change* areas have been determined by proximity to the Traralgon Transit City Area (400m) and Local/Neighbourhood Activity Centres (LNAC). The subject land is within 200m of the LNAC situated at the corner of Henry Street and Ambrose Avenue. Increased residential densities in the form of dual occupancies is supported and encouraged within *Incremental change* areas in accordance with Clause 21.02-3 and Clause 21.120-10 of the Latrobe Planning Scheme.

152 Macleod St.
PO Box 722,
Bairnsdale, VIC 3875P: 5152 5011
F: 5152 5705

E: contact@crowthersadler.com.au



FS 520900



MEMBER FIRM

18854 Response to Objections.docx

Principal: Michael J. Sadler, L.S., Dip Surv, M.I.S., MAICD

Proposed driveway too close to intersection: Objections have incorrectly described the location of the proposed driveway at 10 metres from an intersection. The proposed driveway in Lafayette Street is approximately 26 metres from the intersection of Garibaldi Street and Lafayette Street. The existing driveway in Garibaldi Street is unchanged by the proposed development.

Reduction of daylight to existing dwellings: The design and siting of the proposed dwelling will not reduce natural light into existing dwellings on adjoining properties. The proposed dwelling will be on the south side of 34 Lafayette Street meaning there will be no overshadowing at all to habitable room windows or secluded private open space within the neighbouring property.

Dwelling size: Concerns the proposed dwelling is too large are unfounded. The design and layout of the proposed dwelling satisfies standards for site coverage, garden area, setbacks from boundaries and private open space.

Public notice requirements: Notice of the application was provided to owners and occupiers of properties and a sign was displayed on the site in accordance with the instructions issued by Council. The duration of the public notice period provided was 21 days from the date notices were mailed. The notification period exceeded the 14 day period prescribed by Council to allow for the Easter holiday period.

In summary we believe the proposal offers an appropriate response to the features and constraints of the site and to the character of the neighbourhood. The development will not result in unreasonable impact to the adjoining properties.

As always, please do not hesitate to contact our office should we be able to assist further in relation to this matter.

Regards,



RICHARD HOXLEY
Senior Planner

Agenda Item: 14.2

Agenda Item: Use and development of land with a service station, boundary re-alignment and creation of access to a Road Zone Category 1

Sponsor: General Manager, Regional City Growth and Investment

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

Status: For Decision

MOTION

Moved: Cr Clancey

Seconded: Cr Howe

That Council issues a Notice of Decision to Grant a Permit for the use and development of land with a service station, boundary re-alignment and creation of access to a Road Zone Category 1 at 5483 & 5495 Princes Highway, Traralgon (TP897605U & L1 TP823034F), with the following conditions:

Amended Plans Condition:

- 1. Prior to the commencement of works, revised plans must be submitted to and approved by the Responsible Authority. The plans must be consistent with those provided but modified to show:**
 - a) All signage removed from the plans;**
 - b) The plans amended to reflect all changes required by Vic Roads conditions (i.e. conditions 32-44).**

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.

Endorsed Plans Condition:

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

Standard 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.**
Amenity Conditions:
- 6. The use and development must be managed so that the amenity of the area is not detrimentally affected, through the:**
 - a) transport of materials, goods or commodities to or from the land;**
 - b) appearance of any building, works or materials;**
 - c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;**
 - d) presence of vermin;**
 - e) or otherwise, to the satisfaction of the Responsible Authority.**
- 7. Any external lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.**
- 8. All security alarms or similar devices installed on the land must be of a silent type in accordance with any current standard published by Standards Australia International Limited and be connected to a security service.**
- 9. All waste material not required for further on-site processing must be regularly removed from the site. All vehicles removing waste must have fully secured and contained loads so that no wastes are spilled or dust or odour is created to the satisfaction of the Responsible Authority.**
- 10. The loading and unloading of vehicles and the delivery of goods to and from the land must:**
 - a) be carried out on or adjacent to the boundaries of the land;**
 - b) Not disrupt the circulation of traffic, access, pedestrian mobility and parking of vehicles on and off the land; and**
 - c) be carried out to the satisfaction of the Responsible Authority.**
- 11. No goods or packaging materials or machinery may be stored or left exposed outside the building so as to be visible from any public road or way.**
- 12. Before the use starts and/or the development is occupied, the concrete paved area for the washing of vehicles must be constructed so all water**

is drained to an outlet point (and includes appropriate oil interceptor traps) in the concrete area and discharged to the sewer. Vehicles must not be washed in any other area other than the designated washing bay as shown on the endorsed plans to the satisfaction of the Responsible Authority.

Landscaping Conditions:

13. 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.
14. 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.

Health Conditions:

15. All wastewater shall be treated and disposed of to the reticulated sewer to the satisfaction of the Responsible Authority.
16. Wash down water to be recycled or discharged to sewer via a triple interceptor to the satisfaction of the Water Authority.
17. The fit out of the food premises must comply with the Food Standards Code Australia Standard 3.2.3, Food Premises and Equipment. Compliance with Standard 3.2.3 will facilitate compliance with Standard 3.2.2 Food Safety Practices and General Requirements and the Australian Standard Design, Construction of Food Premises AS 4674-2004
18. Noise levels emanating from the premises must be managed in accordance with the Victorian Environment Protection Authority's State Environment Protection Policy (Control of Noise from Commerce, Industry and Trade) No. N-1 and 'Noise from industry in Regional Victoria' Publication 1411, October 2011.

Engineering Conditions:

19. 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 stormwater management plan including 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. Plans must be drawn to scale with dimensions and an electronic copy (PDF) must be provided. Stormwater drainage must be designed in accordance with the requirements of Latrobe City Council's design guidelines and the plan must provide for the following:
 - a) How the land including all buildings, open space and paved areas

will be drained to the site discharge point for the service station, for a 1 in 10 year ARI storm event.

- b) How stormwater will be conveyed from the site discharge point and connecting to the designated waterway to the north east of the service station site.
 - c) Written approval from the West Gippsland Catchment Management Authority for the works to discharge stormwater to the designated waterway.
 - d) Details regarding treatment of stormwater within the service station site to achieve the following objectives for environmental quality as set out in the Urban Stormwater Best Practice Environmental Management Guidelines, CSIRO 1999 and designed in accordance with:
 - i) 80% retention of the typical annual load of suspended solids;
 - ii) 45% retention of the typical annual load of total phosphorus;
 - iii) 45% retention of the typical annual load of total nitrogen; and
 - iv) 70% retention of the typical annual load of gross pollutants.
 - e) A concrete paved area must be used for the refuelling of vehicles such that all water shall be drained to an outlet point at which an oil and silt interceptor trap shall be installed to receive all drainage from the paved area. All waste water from the oil and silt interceptor trap must be discharged to an approved sewer or other approved outlet.
20. 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.
21. Before the commencement of any works hereby permitted, detailed engineering plans and specifications must be submitted to the satisfaction of and approved by the Responsible Authority. The engineering plans must be generally in accordance with the endorsed plans. 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 one copy and an electronic copy in PDF format must be provided. The plans must include:
- a) How the land including all buildings, open space and paved areas will be drained to the site discharge point for the service station, for a 1 in 10 year ARI storm event.
 - b) Road pavement widening works along the east side of Bradford Drive between Princes Highway and the proposed exit to the land in accordance with the endorsed plans. This section of Bradford

Drive shall be widened to include a sealed pavement and kerb and channel along both sides of Bradford Drive for the full length of the development's abuttal to Bradford Drive.

22. **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.**
23. **Before the use commences of the development 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) **The construction of a new stormwater drainage connection in accordance with the approved plans, so that Lot 1 is separately drained from its legal point of discharge to the designated waterway.**
24. **Before the use commences of the development hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the following works must be completed in accordance with the endorsed plans and to the satisfaction of the Responsible Authority. Construction of these works must include all necessary permits being obtained and inspections of the works by officers from the Responsible Authority.**
 - a) **Road pavement widening works along the east side of Bradford Drive between Princes Highway and the proposed exit to the land in accordance with the endorsed plans. This section of Bradford Drive shall be widened to include a minimum 7.3 metre wide sealed pavement and kerb and channel along both sides of Bradford Drive for the full length of the development's abuttal to Bradford Drive.**
 - b) **All proposed vehicle crossings must be constructed in accordance with the endorsed plans.**
 - c) **The areas shown on the endorsed plans for vehicle access and car parking must be constructed to such levels that they can be used in accordance with the approved plans including surfacing with an all-weather sealed surface, drained, line marking to indicate all access lanes; and clearly marked to show the direction of traffic along access lanes and roadways.**
 - d) **A concrete paved area must be constructed for the refuelling of vehicles such that all water shall be drained to an outlet point at which an oil and silt interceptor trap shall be installed to receive all drainage from the paved area. All waste water from the oil and silt**

interceptor trap must be discharged to an approved sewer or other approved outlet.

- e) All drainage systems must be constructed in accordance with the approved stormwater management plan.
 - f) All redundant vehicle crossings must be removed and kerb and channel and grassed naturestrip reinstated.
25. All works to be constructed along Bradford Drive and which will become the responsibility of Latrobe City Council, shall be maintained by the operator of this permit for a period of three months from the date of practical completion of the works. Maintenance of road works shall include all inspections required in accordance with Latrobe City Council's Road Management Plan. Following the certified end of this maintenance period by the Responsible Authority, a Defects Liability Period of nine months shall then apply during which the operator of this permit will remain responsible for any defects in the works.
26. Car spaces, vehicle access lanes and driveways must be kept available for these purposes at all times.
27. The areas set aside for car parking and vehicle access lanes must be maintained in a continuously useable condition to the satisfaction of the Responsible Authority.
28. Where proposed, all lighting used to externally illuminate buildings, works and uses shall be fitted with cut-off luminaries (baffles), so as to prevent the emission of direct and indirect light onto adjoining roadways, land and premises to the satisfaction of the Responsible Authority.

WGCMA Conditions:

29. Prior to the commencement of any works related to the subdivision, a Stormwater Management Plan (SMP) must be developed to the satisfaction of West Gippsland Catchment Management Authority. The Stormwater Management Plan must demonstrate that all stormwater discharge from the development will meet the Urban Stormwater Best Practice Environmental Management Guidelines (CSIRO, 1999).

Gippsland Water Conditions:

30. Prior to the commencement of any water, sewer or ancillary works vested in Gippsland Water, the owners of the land, the developer and the design consultant, must have executed a Developer Works Agreement for the decommissioning of the 100mm AC water main (to be removed from the ground as part of the works) and the re-alignment of the 150mm water main from private property to within the road reserve (This water main within private property is also to be removed from the ground as part of the works). Please refer to our website: <https://www.gippswater.com.au/developers/information/information->

design-consultants and download Form 1.

31. The owner of the land, the developer and the design consultant must also enter into a formal Developer Works Deed of Agreement with Gippsland Water, under the Corporation's Land Development system, for the complete construction of works necessary for the provision of sewerage services to this development. Pay to Gippsland Water any fees and contributions and satisfy all conditions pertaining to the aforementioned deed. Please refer to our website: <https://www.gippswater.com.au/developers/information/information-design-consultants> and download Form 1.

Prior to the commencement of any water, sewer or ancillary works that will be vested in Gippsland Water, the owner of the land, the developer and the design consultant, must have executed the aforementioned deed with Gippsland Water.

Vic Roads Conditions:

32. Only one direct point of entry to the development from the Princes Highway will be permitted. This must be a left in only access located generally in accordance with O'Brien Traffic drawing 21045002 dated 12 January 2021.
33. At the entry to the development from the Princes Highway, a left turn lane (generally in accordance with the Austroads Guidelines) must be provided.
34. Direct exit onto the Princes Highway from the development will not be permitted.
35. The existing intersection of Bradford Drive and the Princes Highway must be reconstructed to the satisfaction of the Head, Transport for Victoria.
36. At the intersection of Bradford Drive and the Princes Highway, a splitter island must be provided to the satisfaction of the Head, Transport for Victoria.
37. The existing road safety barriers must be modified to the satisfaction of the Head, Transport for Victoria.
38. Provide V3 roadway lighting to the satisfaction of the Head, Transport for Victoria.
39. Prior to the plans being endorsed, they must be amended to remove the exit onto the Princes Highway to the satisfaction of Head, Transport for Victoria. Once approved the plans can be endorsed and form part of the permit hereby permitted.
40. Prior to works beginning on the site, detailed functional layout plans in accordance with Gippsland Regions developer funded checklist must be

submitted and approved by the Head, Transport for Victoria.

41. Prior to plans beginning, the applicant's design consultants must attend a predesign meeting with Department of Transport Gippsland Regional officers.
42. Prior to the use hereby approved, all roadworks must be completed at no cost and to the satisfaction of the Head, Transport for Victoria.
43. Prior to commencement of the development hereby approved a truck wheel-wash must be installed at the property boundary to enable all mud and other tyre borne debris from vehicles to be removed prior to exiting the land.
44. The truck wheel-wash must be maintained in good order during the construction phase of the development and may be removed at the end of the construction phase of the development with the prior approval of Head, Transport for Victoria.

Standard Subdivision Conditions:

45. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, sewerage facilities, electricity, gas and telecommunication services to each lot shown on the endorsed plan in accordance with the authority's requirements and relevant legislation at the time.
46. All existing and proposed easements and sites for existing or required utility services and roads on the land must be set aside in the plan of subdivision submitted for certification in favour of the relevant authority for which the easement or site is to be created.
47. The plan of subdivision submitted for certification under the Subdivision Act 1988 must be referred to the relevant authority in accordance with section 8 of that Act.

Standard AusNet Conditions:

48. The operator of this permit must meet the requirements of AusNet Electricity Services Pty Ltd in that, prior to the issues of Certification/Statement of Compliance, they:
 - a) 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.
 - b) 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.
 - c) 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 by also be required.

Use & Development Expiry Condition:

49. This permit will expire if one of the following circumstances applies:

- a) The development is not started within two years of the date of this permit; or**
- b) The development is not completed and the use has not commenced within four years of the date of this permit;**

The Responsible Authority may extend the periods referred to if a request is made in writing before the permit expires, or within six months of expiry of permit. An extension of time to complete the development or a stage of the development may be requested if—

- the request for an extension of time is made within 12 months after the permit expires; and**
- the development or stage started lawfully before the permit expired.**

Subdivision Expiry Condition:

50. This permit will expire if one of the following circumstances applies:

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

The Responsible Authority may extend the time if a request is made in writing before the permit expires or within six months of expiry of permit.

Note: The commencement of the subdivision is regarded by Section 68(3A) of the Planning and Environment Act 1987 as the certification of the plan, and completion is regarded as the registration of the plan.

CARRIED UNANIMOUSLY

Executive Summary:

A planning permit application has been received which seeks to use and develop land with a service station, boundary re-alignment and creation of access to a Road Zone Category 1 at 5483 & 5495 Princes Highway, Traralgon. The subject site is located within the Farming Zone – Schedule 1 (FZ1), is affected by the Design and Development Overlay – Schedule 10 (DDO10) and is also partially affected by Design and Development Overlay – Schedule 8 (DDO8).

Following advertising of the application, two objections were received to the application, raising the following concerns:

- The historic status of the Bradford Drive and Princes Highway intersection;
- Access and egress to the site;
- Traffic and safety issues;
- The strategic planning policy for the area; and
- The future land use capability of land within the area.

The applicant provided a response to the concerns raised in the objections which was provided to the objectors. In response, none of the objections were withdrawn.

The proposal has been considered against the relevant provisions of the Latrobe Planning Scheme (the Scheme) and the objections received to date and is considered to have satisfied the purpose and decision guidelines of the Farming Zone and the Design and Development Overlay (DDO). Overall, it is considered that the proposal is consistent with the relevant objectives and decision guidelines of the Scheme.

It is therefore recommended that a Notice of Decision to Grant a Permit be issued.

Background:

Summary

Land:	5483 & 5495 Princes Highway, Traralgon, known as land in Title Plan 897605U & 823034F.
Proponent:	Millar Merrigan & NBA Group
Zoning:	Farming Zone – Schedule 1
Overlay:	Design & Development Overlay – Schedule 8 & 10 (DDO 8 & DDO10)

A Planning Permit is required to use and develop land with a service station in the FZ1, subdivide land in the FZ1 and DDO10 and to create or alter access to a road in a Road Zone Category 1.

Proposal

The proposal seeks to construct a service station and associated facilities (including a convenience shop, car wash & vacuuming facilities). Access to the service station is proposed from both the Princes Highway and Bradford Drive. The service station will operate 24 hours, seven days a week and all proposed uses will be run under a single operator. Given the number of working bays within the shop, it is anticipated that a maximum of two staff members will be onsite at one time. The applicant has detailed that the western half of the development area will be a future pad site suitable for a complementary development (subject to separate permit approval process).

The proposed development:

- service station including ancillary convenience shop etc. - which can be described as follows:
 - floor area of approx. 258 m²;
 - overall height of approx. 5.75 m;
 - provides 20 car parking spaces (including 1 disabled parking space);
 - provides four bicycle spaces;
 - aluminium external cladding to plant platform (colorbond woodland grey);
 - zincalume klip-lok roofing (colorbond surfmist);
 - polished precast concrete wall cladding;
 - aluminium composite wall cladding (dark grey metallic); and
 - timber looking porcelain tile wall cladding (timber/mat finish).
- service station canopy which encompasses six car bays (accommodating 12 vehicles) which can be described as follows:
 - overall height of approx. 5.9 m;
 - dimensions (Length – 27 m, Width – 14.4 m);
 - covers an area of approx. 388.8 m²;
 - aluminium Dulux 'Caltex' Canopy (powder-coated red);
 - zincalume klip-lok roofing (colorbond surfmist);
 - zincalume canopy column (super enamel high gloss coated medium grey); and
 - electrical cabling provided to allow for future solar panels.

- diesel canopy which encompasses two truck bays (accommodating four trucks), two truck parking spaces and can be described as follows:
 - overall height of approx. 6.9 m;
 - dimensions (Length – 14.5 m, Width – 10.5 m);
 - covers an area of approx. 152.25 m²;
 - aluminium Dulux 'Caltex' Canopy (powder-coated red);
 - zincalume klip-lok roofing (colorbond surfmist); and
 - zincalume canopy column (super enamel high gloss coated medium grey).

- car wash which encompasses four manual wash bays and one automatic wash bay and can be described as follows:
 - includes one automatic wash bay;
 - overall height of approx. 4.1 m;
 - covers an area of approx. 255.69 m²;
 - aluminium cladding to fascia (gold metallic);
 - aluminium cladding to blade wall and bay separators (dark grey metallic); and
 - aluminium cladding to external walls (white).

- vacuum bays which encompasses two vacuum bays (accommodating 4 vehicles) and can be described as follows:
 - overall height of approx. 4.1 m;
 - floor area of approx. 126.3 m²;
 - aluminium cladding to fascia (gold metallic); and
 - aluminium cladding to blade wall and bay separators (dark grey metallic).

A Landscape Plan has been prepared to accompany the proposed development. The design aims to help blend the developments' landscape into the proposed extension of the site offering the overall site a sense of cohesion and linking spaces. The inclusion of five indigenous trees and six native canopy trees will offer shade amenity and they are provided to locations which offer amenity to staff and site users during break times and relaxation. The vegetation selected are hardy species which will respond well to high traffic and offer resilience to impacts likely within a site like this which maintains high traffic movement.

The driveway is proposed to be fully planted with a mixture of tufting grasses and low shrubs/groundcovers to create seasonal interest, provide reliable planted outcomes, and minimise ongoing maintenance and irrigation requirements to ensure an attractive appeal to the development.

The proposed subdivision will re-align the boundary between the existing lots to create a 9,000 m² lot to facilitate the proposed development. The balance lot will contain two existing dwellings, associated shedding, wetlands, and waterway with access to this lot from Princes Highway. There is no significant vegetation noted in this area that would require a permit for removal.

The proposed development plans can be viewed in Attachment 1 of this report.

Subject Land

The subject site is located at 5483 & 5495 Princes Highway, Traralgon and is more formally described Lot 1 on Title Plan 823034F (5483 Princes Highway) and Title Plan 897605U (5495 Princes Highway). The site has a combined area of approximately 56.94 hectares and is under the same ownership.

The large majority of the subject land is characterised by pasture grass with a single dwelling with various agricultural sheds and outbuildings located toward the south-east portion of the site. There is also a large water-body and waterway that traverses through the centre of the property and a smaller water-body to the north-east. It should be noted that the development proposal only relates to 9,000 m² of land located in the south-east corner of the site. There are two existing vehicular access points available to the site. The main access point from Princes Highway features a low brick wall marking the entrance and a gravel driveway extends north-west toward the existing dwelling. A secondary gravel driveway extends toward the large shedding that is present adjacent to the dwelling, from Bradford Drive. The subject site is largely cleared due to agricultural activities such as grazing. It is characterised by some planted canopy vegetation concentrated along the boundary lines and around the existing dwelling. Stands of remnant vegetation are also scattered throughout the site.

To the north, west and east of the subject site are large lots encompassing mixed agricultural and residential living uses. The majority of streets in the area are sealed although unsealed gravel streets exist. Footpaths and concrete kerb and channelling are absent in the area. There is also an existing development of car yards within the adjoining Special Use Zone Schedule 2 land. The site is situated approximately 5 kms south-west of Traralgon and 9 kms north-east of Morwell.

Surrounding Land Use

- North: RLZ1 lots containing existing development
- South: Road in a RDZ1
- East: LDRZ and SUZ2 lots containing existing development
- West: RLZ1 lots containing existing development as well as PUZ zoned land

A site context plans 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 Farming Zone;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Design and Development Overlay;
- Consistent with Clause 65 (Decision Guidelines); and
- The objection(s) received has been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered.

Issues:

Strategy Implications

Strategy 9 of the Council Plan 2017-2021 seeks to "implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City". An objective to achieve this strategy is to "Support job creation and industry diversification to enable economic growth in Latrobe City".

Health Implications

It is noted that health implications have been considered in the assessment of this application and it is considered that any offsite impacts can be mitigated through appropriate conditions on the permit and relevant codes of practice/legislation.

Communication

Notification:

The application was advertised pursuant to Sections 52(1)(a)(c) and (d) of the Planning and Environment Act 1987. Clause 52.29-5 and 52.06-4 details that the application is exempt from the notice requirements of Section 52(1)(a), (b) and (d), the decision requirements of Section 64(1), (2) and (3) and the review rights of Section 82(1) of the Planning and Environment Act 1987 (the Act).

Notices were sent to all adjoining and adjacent landowners and occupiers as well as landowners and occupiers within approximately 500 metres east of the development site. In addition, a sign was placed along Bradford Drive for a minimum period of 14 days.

Following advertising of the application, two formal written objections were received.

A copy of the objections can be viewed at Attachment 3 of this report, a copy of the Applicant's response to the objections can be viewed at Attachment 4 of this report and the location of the objectors' properties can be viewed at Attachment 5 of this report.

The two objections received to the application raised the following concerns:

- The historic status of the Bradford Drive and Princes Highway intersection (including access and egress to the site)

Comment:

The application was referred to VicRoads for consideration, VicRoads have consented to the granting of the permit subject to the inclusion of appropriate conditions on any permit issued. These conditions require at a starting point a predesign meeting to take place between relevant parties, applicants' consultant and VicRoads, to agree on the final design of the future intersection at Bradford Drive and Princes Highway. These works will be required to be undertaken by the developer and the intersection upgraded to the agreed standard before any future service station commences operation.

- Traffic and safety issues

Comment:

It is noted that a traffic engineering report was provided with the application and was prepared in consultation with Vic Roads. Additionally, Council's engineering team as well as Vic Roads have reviewed the application and have not raised any concerns regarding traffic or safety with both parties consenting to the granting of a permit subject to the inclusion of appropriate conditions.

- The strategic planning policy for the area / The future land use capability of land within the area

Comment:

It is noted that the use of the land for a service station is a permitted (i.e. permit required) use under the Farming Zone, which the land is currently zoned. Additionally, the strategic vision outlined in the Morwell-Traralgon Employment Corridor master plan, seeks to accommodate future urban growth north of Princes Highway. The masterplan allocates most of the site for residential purposes however the southeast corner will include a Neighbourhood Activity Centre (NAC). The proposed development is located within the designated NAC which is deemed appropriate and will complement the future uses that will form part of the activity centre. The subject site is also considered to be appropriate due to its location along a highway as well as the car yards / sales that are located opposite the site along Bradford Drive.

External:

The application was referred in accordance with the requirements of Section 55 of the Act to Vic Roads for consideration. There was no objection to the granting of a planning permit subject to the inclusion of appropriate conditions.

The application was also referred under section 52(1)(d) of the act to Gippsland Water and WGCMA. The authorities consented to the proposal subject to the inclusion of appropriate conditions.

Internal:

The application was referred internally to Council's Engineering, Health, Environment and Strategic team(s) for consideration. There was no objection subject to the inclusion of appropriate conditions.

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). 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 three days required to attend and present at the appeal, totalling 10 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 given the scale of the project 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 two submissions which raise concerns including ingress and egress from the site, increased traffic, road / access safety, no upgrade of Bradford Drive intersection, strategic context, etc.</p>	3 - Possible	<p>The proposal has been considered against the Latrobe Planning Scheme and it is considered to be consistent with the relevant provisions. Additionally, the application was referred to Council's Engineering Team as well as Vic Roads who have provided consent subject the inclusion of appropriate conditions.</p>
<p>Reputational Risk & Financial Risk</p>	3 - Possible	<p>To manage and limit the potential risk the</p>

Not supporting the application and the applicant seeking review of the decision at VCAT.		recommendation has been considered against the Planning Policy Framework and Municipal Planning Strategy.
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* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

Legal and Compliance

Latrobe Planning Scheme

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

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

State Planning Policy Framework

- 11.02-3S (Sequencing of development)
- 11.02-1S (Supply of urban land)
- 11.03-1S (Activity Centres)
- 11.03-2S (Growth areas)
- 11.03-6S (Regional and local places)
- 12.01-1S (Protection of biodiversity)
- 12.01-3S (River corridors, waterways, lakes and wetlands)
- 12.05-1S (Environmentally sensitive areas)
- 12.05-2S (Landscapes)
- 13.02-1S (Bushfire planning)
- 13.05-1S (Noise abatement)
- 13.07-1S (Land use compatibility)
- 14.01-1S (Protection of agricultural land)
- 14.02-2S (Water quality)
- 15.01-1S (Urban Design)
- 15.01-2S (Building Design)
- 15.01-3S (Subdivision Design)

- 15.01-5S (Neighbourhood Character)
- 15.01-6S (Design for rural areas)
- 15.03-2S (Aboriginal cultural heritage)
- 17.01-1S (Diversified economy)
- 17.02-1S (Business) and provision)
- 19.03-2S (Infrastructure design and provision)

Local Planning Policy Framework

- 21.02-2 (Settlement)
- 21.02-5 (Activity Centres)
- 21.03-2 (Sustainability)
- 21.03-5 (Significant Environments and Landscapes)
- 21.03-9 (Biodiversity)
- 21.04-12 (Bushfire)
- 21.05-1 (Agriculture)
- 21.05-3 (Water)
- 21.06-1 (Urban Design and Neighbourhood Character)
- 21.06-10 (Township identity)
- 21.07-1 (Economic Growth)
- 21.09-1 (Network City Towns and Growth Corridors)
- 22.02 (Rural dwelling and Subdivision in the Farming Zone)

Zoning

The subject site is located in the Farming Zone – Schedule 1. A planning permit is required for the use and development of the land with a service station.

The purpose and decision guidelines of the Farming Zone have been taken into account as part of the assessment of this application and it is considered that the application is consistent with the zoning provisions. This will be discussed later in this report.

Overlay

The subject land is affected by the Design and Development Overlay. A planning permit is required to subdivide land.

The purpose and decision guidelines of the Design and Development Overlay have been taken into account as part of the assessment of this application and it is considered that the application is consistent with the overlay provisions. This will be discussed later in this report.

Particular Provisions

- Clause 52.06 – Car Parking
- Clause 52.29 – Land Adjacent to a Road Zone Category 1, or a Public Acquisition Overlay for a Category 1 Road
- Clause 52.34 – Bicycle Facilities
- Clause 53.18 – Stormwater Management in Urban Development

Decision Guidelines (Clause 65):

Clause 65.01 sets out the decision guidelines to consider before deciding on an application or approval of a plan.

Incorporated Documents (Clause 81):

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.
- Australian Standard AS2890.2-2002 Parking facilities: Off-street commercial vehicle facilities. Standards Australia 2002.
- Building in bushfire-prone areas - CSIRO & Standards Australia (SAA HB36-1993), May 1993.
- 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 proposal is considered to be consistent with the relevant planning provisions. The subject land forms part of the Morwell Traralgon Employment Corridor - MTEC (Amendment C1154). It is noted that the proposal is located within the proposed future Neighbourhood Activity Centre (NAC) with the area north of Princes Highway designated as future residential use areas. MTEC outlines that the future NAC could consist of a full line supermarket, specialty shops and ancillary commercial floor space of the type typically provided in a residential growth area. It is considered that the application sufficiently demonstrates how the proposal would integrate into a future NAC and the wider development of the site. It would provide for the service station and ancillary convenience store, car wash and vacuum bay and will bring increased business to the area. The site is ideally placed on the corner where it can gain access from two separate roads. The design, height, and bulk of the proposed

development is considered to be quite typical of a service station and limits impacts to surrounding areas through appropriate landscaping and scaling. The proposed development is also well setback from the road frontage. The proposed use and development of the site with a service station is also considered to increase economic diversity and resilience within the region by introducing a new business onto land identified for a future planned activity centre, which in turn brings employment opportunities to the area.

No vegetation within the site will be impacted by the proposal. However, it is unclear whether any native vegetation within the road reserve will be impacted by the proposal as the access and egress locations to the site have not been finalised and will require redesign in-line with Vic Roads' conditions. As a result, native vegetation removal will not form part of this application. If any native vegetation is found to be impacted this will require separate permit approval.

It is noted that the subject site is located within a Bushfire Prone Area and as such the development has been designed with an emphasis on the protection of human life. With a managed fire break and the existing perimeter road, the proposed development is capable of achieving an acceptable BAL that will minimise the risk to life and property as appropriate.

The proposal has provided an appropriate and approved CHMP as required under the Aboriginal Heritage Regulations 2018. Furthermore, the proposal has been designed so as not to adversely impact on any waterways with appropriate provisions for drainage and stormwater being a requirement. Furthermore, it is noted that reticulated infrastructure is available to the site.

The proposed development is located in the south-east corner of the site. A total area of 9,000 m² is required to facilitate the proposed development as such the subdivision aspect of this application seeks to realign the existing titles to reflect the proposed development footprint. The proposal will not negatively impact on surrounding land and will create a more regular shaped lot and is therefore considered to be appropriate.

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 Farming Zone: The Proposal is Consistent with the Zone

The subject site is currently located within the Farming Zone – Schedule 1. 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 35.07-6 (with appropriate conditions).

The proposal is consistent with the Municipal Planning Strategy and the Planning Policy Framework. The proposal has been referred to WGCMA who had no objection to the granting of a planning permit subject to the inclusion of appropriate conditions, including the requirement for a Stormwater Management Plan (SMP). The application

was referred to Gippsland Water who have provided consent with conditions around the decommissioning of an AC water main as well as the complete construction of works necessary for the provision of sewerage services to this development. As detailed previously in this report the subject land has been identified to transition to residential, with the site of the proposed service station located in an area identified as a future NAC and therefore it is considered that the proposal is consistent with the future strategic direction of Traralgon.

The subject land is ideally located for this style of development, given the Highway frontage and position on the periphery of a future proposed residential and NAC area. Additionally, it is noted that the closest existing development to the proposed works is a car yard located within a SUZ2. It is considered that the scale and form of the proposed development is relatively standard for a Service Station and consistent with the bulky goods corridor along Princes Highway. The proposed development incorporates substantial landscaping and the proposed development will result in an improved presentation. The future strategic direction for the precinct will see the area transition for urban growth, with the proposed development remaining appropriate in a residential and NAC context. The proposal makes use of existing infrastructure and services.

The applicant has sited the proposed Service Station to the south-eastern corner of the subject land, therefore minimising impacts on adjoining properties. It noted that besides the subject site itself, there is no adjoining Farming Zone properties. Instead the subject land is largely surrounded by Rural Living and Low Density Residential properties containing existing dwellings and development. The proposal will not have an adverse impact on soil and water quality and appropriate drainage infrastructure will be established to control site run-off. Furthermore, Council's Engineering Team have reviewed the application and have provided consent subject to the inclusion of appropriate conditions. Additionally, the proposal has been sited to minimise impact on the operation of existing agricultural uses surrounding the subject site.

It is unclear whether any native vegetation within the road reserve will be impacted by the proposal as the access and egress locations to the site have not been finalised and will require redesign in-line with Vic Roads' conditions. As a result, native vegetation removal will not form part of this application. If any native vegetation is found to be impacted this will require separate permit approval.

The application was referred to both Councils Engineering team and Vic Roads who had no objection to the proposal subject to the inclusion of appropriate conditions. The proposed development will require traffic management measures however, the specifics of the access and egress to the proposed service station from Princes Highway and Bradford Drive cannot be confirmed due to the nature of the conditions provided from Vic Roads which require changes and designs approved by Vic Roads.

***'Purpose' and 'Decision Guidelines' of the Design and Development Overlay:
The Proposal is Consistent with the Overlay***

The subject site is covered partially by the Design and Development Overlay – Schedule 8 (DDO8), however, this overlay does not encumber the area of proposed works. Furthermore, although the entire site is affected by the Design and

Development Overlay – Schedule 10 (DDO10), the proposed development does not trigger under this overlay due to the proposal not exceeding the height requirement.

Instead the DDO is only a consideration for the boundary re-alignment component of the application. The proposal is considered to be generally consistent with the Overlay `Purpose` and `Decision Guidelines` of Clause 43.02-6 (with appropriate conditions) as the proposed will result in an improved outcome as it will realign the existing titles to reflect the proposed development footprint.

Particular Provisions:

- Clause 52.06 – Car Parking

It is noted that `service station` is not a use listed in Table 1 to Clause 52.06-5. Therefore, pursuant to Clause 52.06-6 car parking spaces must be provided to the satisfaction of the Responsible Authority. The application includes the provision of 20 car parking spaces (not including those spaces located under the refuelling canopies) including one disabled space as well as two truck parking spaces. It is anticipated that the store will be utilised to quickly purchase food and car related products and therefore turnover of car spaces will be high as it is unlikely that patrons will be on site for a long period. Cars visiting the service station will be able to use the area under the canopy for parking while they pay.

Therefore, the car parking provided for the service station and convenience shop is considered appropriate.

- Clause 52.29 – Land Adjacent to a Road Zone Category 1, or a Public Acquisition Overlay for a Category 1 Road

This application involves the use and development of land which is adjacent to a Road Zone Category 1 (RDZ1) and proposes to create an access onto Princes Highway, being a RDZ1. The application was referred to VicRoads as a Section 55 Determining Referral Authority who raised no objection subject to the inclusion of appropriate conditions.

- Clause 52.34 – Bicycle Facilities

Pursuant Clause 52.34 there is no specific bicycle parking requirement for a service station. However, the scheme details the bicycle requirement for a convenience store is 1 space to each 600 m² of leasable floor area if the leasable floor area exceeds 1,000 m² for employees and 1 space to each 500 m² of leasable floor area and if the leasable floor area exceeds 1,000 m² for visitors. Given that the subject site is approximately 258 m², no bicycle parking spaces are required for the proposed development. The applicant has shown the provision of four bicycle spaces within the service yard to the south of the proposed service station building and this is considered to be sufficient.

- Clause 53.18 – Stormwater Management in Urban Development

The purpose of this clause 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’.

The proposal has been assessed by Council’s Engineering team who has requested conditions be included on any approval issued with regard to the drainage of the land and stormwater. With these conditions imposed it is considered that the proposal adequately addresses the purpose and decision guidelines of the clause.

Clause 65 (Decision Guidelines):

Clause 65.01 and 65.02 sets out the decision guidelines to be considered before deciding on an application or plan or an application to subdivide land. The appropriate guidelines have been considered in the above discussion, including:

- *The matters set out in section 60 of the Act.*
- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *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.*
- *Factors likely to cause or contribute to land degradation, salinity or reduce water quality.*
- *Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.*
- *The extent and character of native vegetation and the likelihood of its destruction.*
- *Whether native vegetation is to be or can be protected, planted or allowed to regenerate.*
- *The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.*
- *The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts*
- *The suitability of the land for subdivision.*
- *The existing use and possible future development of the land and nearby land.*

- *The availability of subdivided land in the locality, and the need for the creation of further lots.*
- *The effect of development on the use or development of other land which has a common means of drainage.*
- *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 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.*
- *If the land is not sewered and no provision has been made for the land to be sewered, the capacity of the land to treat and retain all sewage and sullage within the boundaries of each lot.*

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 Plans, Site Plan & Plan of Subdivision
2.  Site Context Plans
3. Copy of Objections (Published Separately)

This attachment is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*,

as it relates to personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. Copy of objection and personal identifying information

4. Copy of Response to 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. Personal identifying information included

5. Location of Objectors' Properties (Published Separately)

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

14.2

Use and development of land with a service station, boundary re-alignment and creation of access to a Road Zone Category 1

- 1 Development Plans, Site Plan & Plan of Subdivision..... 276**
- 2 Site Context Plans 292**

TRARALGON DEVELOPMENT

NEW MULTI USE DEVELOPMENT AT:
5483-5495 PRINCES HIGHWAY, TRARALGON VIC 3844



DRAWING REGISTER

ARCHITECTURAL DRAWINGS: VODA BUILDING SERVICES

DRG NO.	DESCRIPTION	REV
19036-TP000	COVER SHEET & DRAWING REGISTER	B
19036-TP001	LOCATION PLAN: EXISTING & DEMOLITION	A
19036-TP002	LOCATION PLAN: PROPOSED	B
19036-TP010	SITE PLAN: PROPOSED	B
19036-TP020	SIGNAGE DETAILS: SIGN LOCATION & TRAFFIC SIGNS DETAILS	B
19036-TP021	SIGNAGE DETAILS: PYLON, DIRECTIONAL SIGNS, MENU BOARDS & D/T CANOPIES	B
19036-TP101	SERVICE STATION CANOPY: FLOOR PLAN; ROOF PLAN AND ELEVATIONS	A
19036-TP102	SERVICE STATION: FLOOR PLAN; ROOF PLAN AND ELEVATIONS	B
19036-TP103	CAR WASH: FLOOR PLAN; ROOF PLAN AND ELEVATIONS	B
19036-TP104	VACUUM BAYS: FLOOR PLAN; ROOF PLAN AND ELEVATIONS	B
19036-TP105	DIESEL TRUCK CANOPY: FLOOR PLAN; ROOF PLAN AND ELEVATIONS	A
19036-TP220	3D VIEWS	B

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REV	DATE	BY	AMENDMENT	CHK	REV	DATE	BY	AMENDMENT
A	21/10/19	LL	TP ISSUE					
B	24/10/19	LL	DRAWING REGISTER UPDATED					

Project Title: **TRARALGON DEVELOPMENT**
 NEW MULTI USE DEVELOPMENT AT:
 5483-5495 Princes Highway,
 Traralgon VIC 3844

Stage	Drawing Scale	CAD File:	Option
TOWN PLANNING	As Shown	-	
Drawing Title	Drawn By	Date:	
COVER SHEET	LL	October 2019	
DRAWING REGISTER	Project No.	Drawing No.	Revision
	19036	TP000	B



01 LOCATION PLAN: EXISTING
Scale 1:400 @ A1

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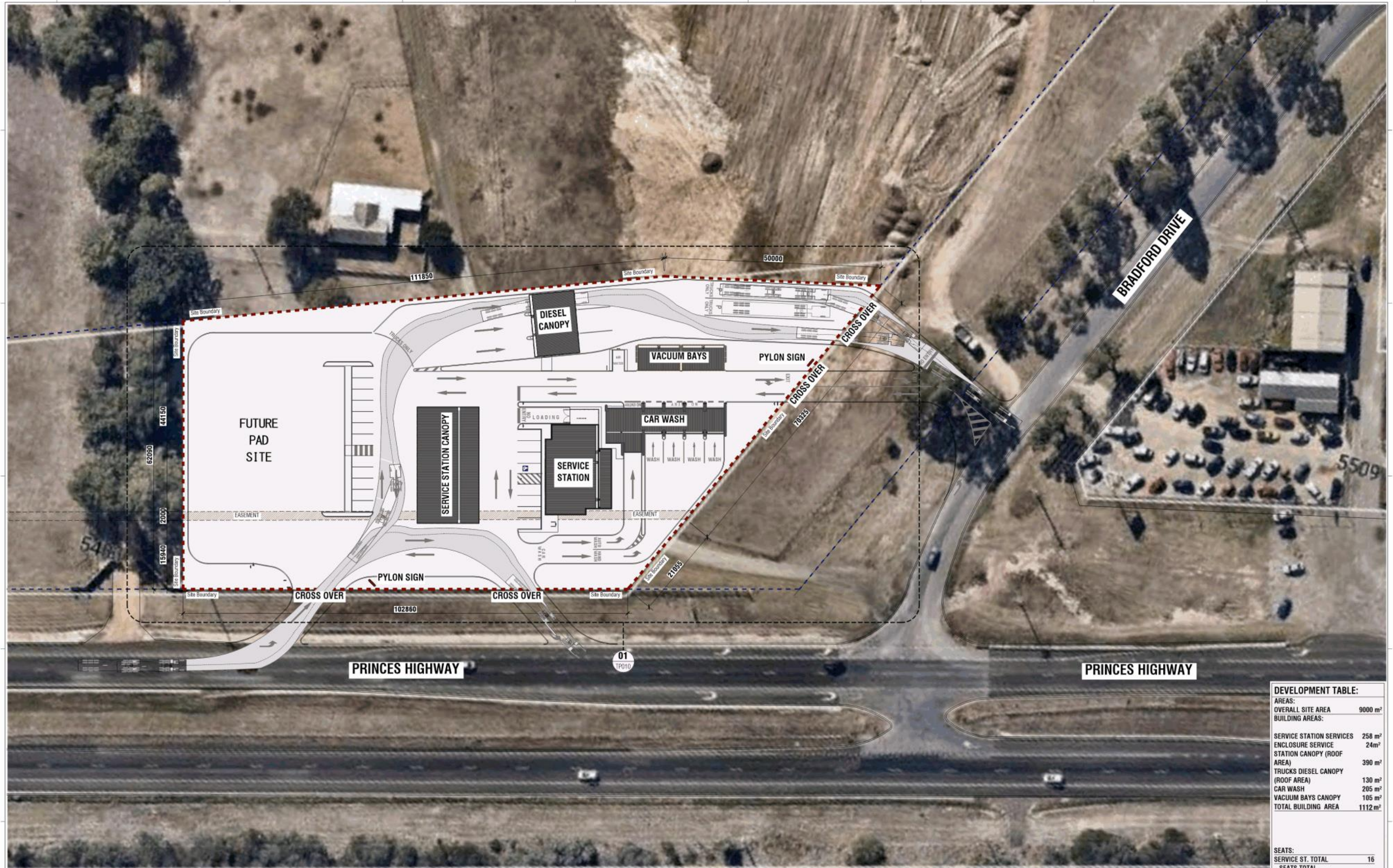


REV	DATE	BY	AMENDMENT	CHK	REV	DATE	BY	AMENDMENT
A	21.10.19	LL	TP ISSUE					

CHK/ Project Title
TRARALGON DEVELOPMENT
NEW MULTI USE DEVELOPMENT AT:
5483-5495 Princes Highway,
Traralgon VIC 3844

Stage **TOWN PLANNING**
Drawing Title
**LOCATION PLAN:
EXISTING & DEMOLITION**

Drawing Scale As Shown	CAD File:	Option
Drawn By LL	Date: October 2019	
Project No. 19036	Drawing No. TP001	Revision A



DEVELOPMENT TABLE:

AREAS:	
OVERALL SITE AREA	9000 m ²
BUILDING AREAS:	
SERVICE STATION SERVICES	258 m ²
ENCLOSURE SERVICE	24m ²
STATION CANOPY (ROOF AREA)	390 m ²
TRUCKS DIESEL CANOPY (ROOF AREA)	130 m ²
CAR WASH	205 m ²
VACUUM BAYS CANOPY	105 m ²
TOTAL BUILDING AREA	1112 m²
SEATS:	
SERVICE ST. TOTAL	16
SEATS TOTAL	
CAR PARKS:	
STANDARD CAR PARKS	20
ACCESSIBLE CAR PARKS	01
CAR PARKS TOTAL	21
BIKE PARKS TOTAL:	4

01 LOCATION PLAN: PROPOSED
Scale 1:400 @ A1

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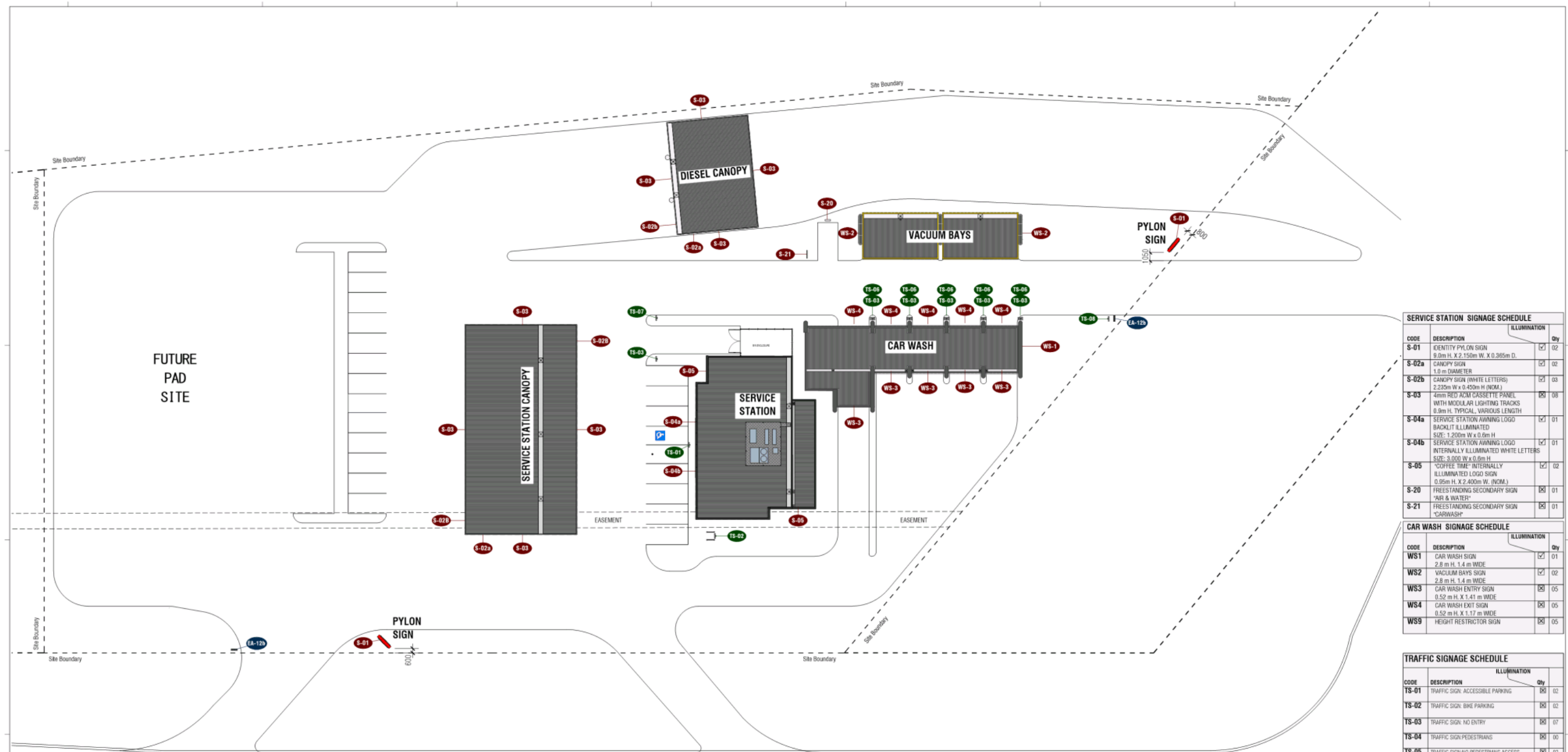


REV	DATE	BY	AMENDMENT	CHK	REV	DATE	BY	AMENDMENT
A	21.10.19	LL	TP ISSUE					
B	23.10.19	LL	GENERAL REVISION, ISSUED FOR TP					

TRARALGON DEVELOPMENT
NEW MULTI USE DEVELOPMENT AT:
5483-5495 Princes Highway,
Traralgon VIC 3844

Stage: **TOWN PLANNING**
Drawing Title: **LOCATION PLAN: PROPOSED**

Drawing Scale	CAD File:	Option
As Shown		
Drawn By	Date:	
LL	October 2019	
Project No.	Drawing No.	Revision
19036	TP002	B



SERVICE STATION SIGNAGE SCHEDULE			
CODE	DESCRIPTION	ILLUMINATION	Qty
S-01	IDENTITY PYLON SIGN 9.0m H. X 2.150m W. X 0.385m D.		02
S-02a	CANOPY SIGN 1.0 m DIAMETER		02
S-02b	CANOPY SIGN (WHITE LETTERS) 2.235m W x 0.450m H (NOM.)		03
S-03	4mm RED ACM CASSETTE PANEL WITH MODULAR LIGHTING TRACKS 0.8m H. TYPICAL, VARIOUS LENGTH		08
S-04a	SERVICE STATION AWNING LOGO BACKLIT ILLUMINATED SIZE: 1.200m W x 0.6m H		01
S-04b	SERVICE STATION AWNING LOGO INTERNALLY ILLUMINATED WHITE LETTERS SIZE: 3.000 W x 0.5m H		01
S-05	"COFFEE TIME" INTERNALLY ILLUMINATED LOGO SIGN 0.95m H. X 2.400m W. (NOM.)		02
S-20	FREESTANDING SECONDARY SIGN "AIR & WATER"		01
S-21	FREESTANDING SECONDARY SIGN "CARWASH"		01

CAR WASH SIGNAGE SCHEDULE			
CODE	DESCRIPTION	ILLUMINATION	Qty
WS1	CAR WASH SIGN 2.8 m H. 1.4 m WIDE		01
WS2	VACUUM BAYS SIGN 2.8 m H. 1.4 m WIDE		02
WS3	CAR WASH ENTRY SIGN 0.52 m H. X 1.41 m WIDE		05
WS4	CAR WASH EXIT SIGN 0.52 m H. X 1.17 m WIDE		05
WS9	HEIGHT RESTRICTOR SIGN		05

TRAFFIC SIGNAGE SCHEDULE			
CODE	DESCRIPTION	ILLUMINATION	Qty
TS-01	TRAFFIC SIGN: ACCESSIBLE PARKING		02
TS-02	TRAFFIC SIGN: BIKE PARKING		02
TS-03	TRAFFIC SIGN: NO ENTRY		07
TS-04	TRAFFIC SIGN: PEDESTRIANS		00
TS-05	TRAFFIC SIGN: NO PEDESTRIANS ACCESS		02
TS-06	TRAFFIC SIGN: GIVE WAY		06
TS-07	TRAFFIC SIGN: FOOT PATH		01
TS-08	TRAFFIC SIGN: SPEED LIMIT		02
TS-09	TRAFFIC SIGN: DUAL LANE ENTRY SIGN		00

01 SITE PLAN: PROPOSED
Scale 1:250 @ A1

PRINCES HIGHWAY

PRINCES HIGHWAY

NOTE:

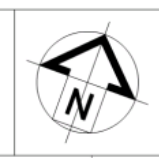
- REFER TO DRAWING TP021 FOR PYLON SIGN;
- BOARDS AND HEIGHT RESTRICTING SIGNS DETAILS REFER TO BUILDING ELEVATIONS DRAWINGS FOR BUILDING SIGNS DETAILS



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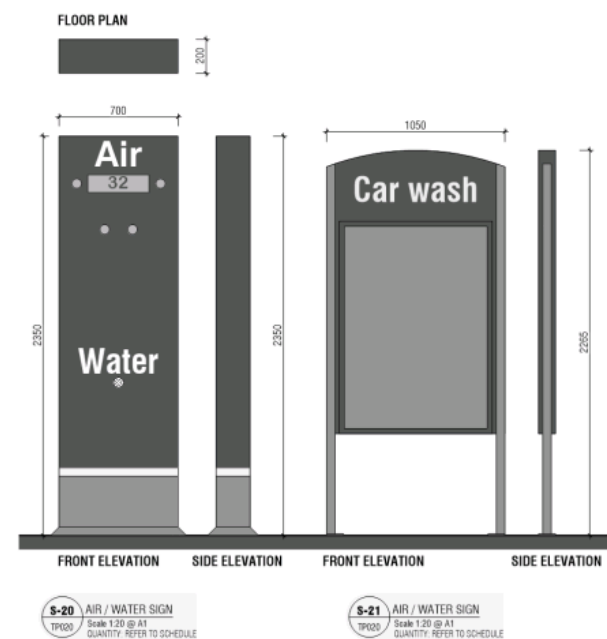
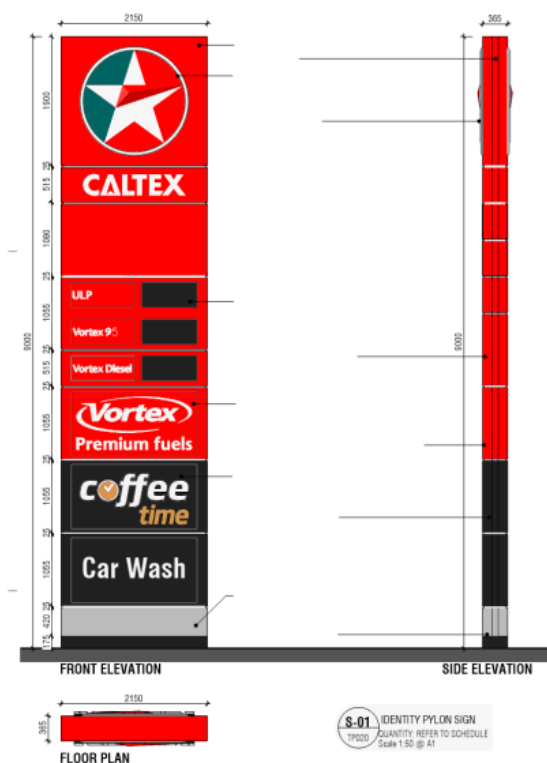
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REV	DATE	BY	AMENDMENT	CHK	REV	DATE	BY	AMENDMENT	CHK
A	21.10.19	LL	TP ISSUE						
B	23.10.19	LL	GENERAL REVISION, ISSUED FOR TP						

Project Title
TRARALGON DEVELOPMENT
NEW MULTI USE DEVELOPMENT AT:
5483-5495 Princes Highway,
Traralgon VIC 3844

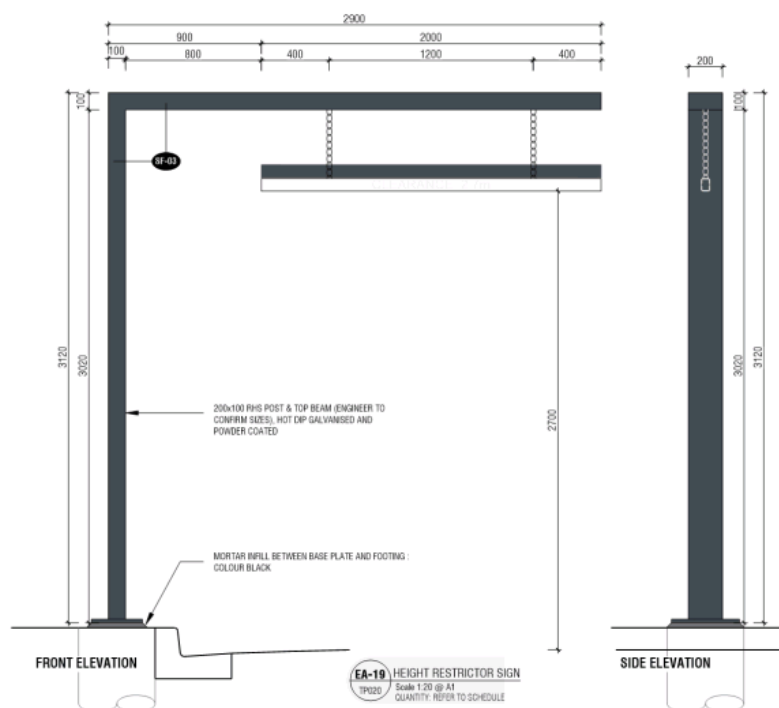
Stage	Drawing Scale	CAD File:	Option
TOWN PLANNING	As Shown		
Drawing Title	Drawn By	Date:	
SIGNAGE DETAILS:	LL	October 2019	
TRAFFIC SIGNS DETAILS	Project No.	Drawing No.	Revision
	19036	TP020	B



S-01 IDENTITY PYLON SIGN
Scale 1:50 @ A1
QUANTITY REFER TO SCHEDULE

S-20 AIR / WATER SIGN
Scale 1:20 @ A1
QUANTITY REFER TO SCHEDULE

S-21 AIR / WATER SIGN
Scale 1:20 @ A1
QUANTITY REFER TO SCHEDULE



EA-19 HEIGHT RESTRICTOR SIGN
Scale 1:20 @ A1
QUANTITY REFER TO SCHEDULE

SERVICE STATION SIGNAGE SCHEDULE			
CODE	DESCRIPTION	ILLUMINATION	Qty
S-01	IDENTITY PYLON SIGN 9.0m H. X 2.150m W. X 0.365m D.	☑	02
S-02a	CANOPY SIGN 1.0 m DIAMETER	☑	02
S-02b	CANOPY SIGN (WHITE LETTERS) 2.235m W x 0.450m H (NOM.)	☑	03
S-03	4mm RED ACM CASSETTE PANEL WITH MODULAR LIGHTING TRACKS 0.8m H. TYPICAL, VARIOUS LENGTH	☑	08
S-04a	SERVICE STATION AWNING LOGO BACKLIT ILLUMINATED SIZE: 1.200m W x 0.6m H	☑	01
S-04b	SERVICE STATION AWNING LOGO INTERNALLY ILLUMINATED WHITE LETTERS SIZE: 3.000 W x 0.5m H	☑	01
S-05	"COFFEE TIME" INTERNALLY ILLUMINATED LOGO SIGN 0.95m H. X 2.400m W. (NOM.)	☑	02
S-20	FREESTANDING SECONDARY SIGN "AIR & WATER"	☑	01
S-21	FREESTANDING SECONDARY SIGN "CARWASH"	☑	01

CAR WASH SIGNAGE SCHEDULE			
CODE	DESCRIPTION	ILLUMINATION	Qty
WS1	CAR WASH SIGN 2.8 m H. 1.4 m WIDE	☑	01
WS2	VACUUM BAYS SIGN 2.8 m H. 1.4 m WIDE	☑	02
WS3	CAR WASH ENTRY SIGN 0.52 m H. X 1.41 m WIDE	☑	05
WS4	CAR WASH EXIT SIGN 0.52 m H. X 1.17 m WIDE	☑	05
WS9	HEIGHT RESTRICTOR SIGN	☑	05

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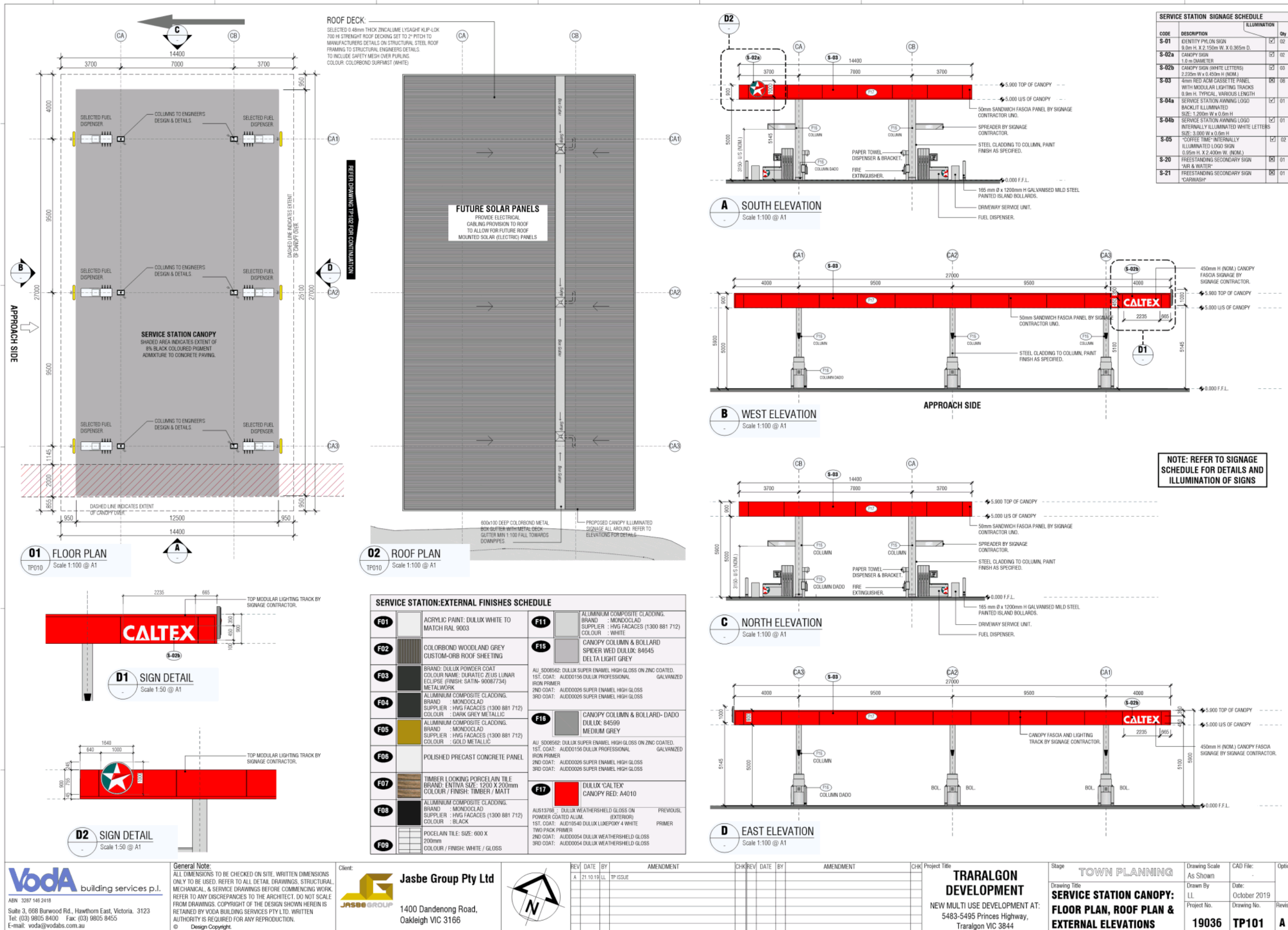
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A	21.10.19	LL	TP ISSUE						
B	23.10.19	LL	GENERAL REVISION, ISSUED FOR TP						

Project Title: **TRARALGON DEVELOPMENT**
NEW MULTI USE DEVELOPMENT AT:
5483-5495 Princes Highway,
Traralgon VIC 3844

Stage: **TOWN PLANNING**
Drawing Title: **SIGNAGE DETAILS: PYLON**

Drawing Scale	CAD File:	Option
As Shown		
Drawn By: LL	Date: October 2019	
Project No. 19036	Drawing No. TP021	Revision B



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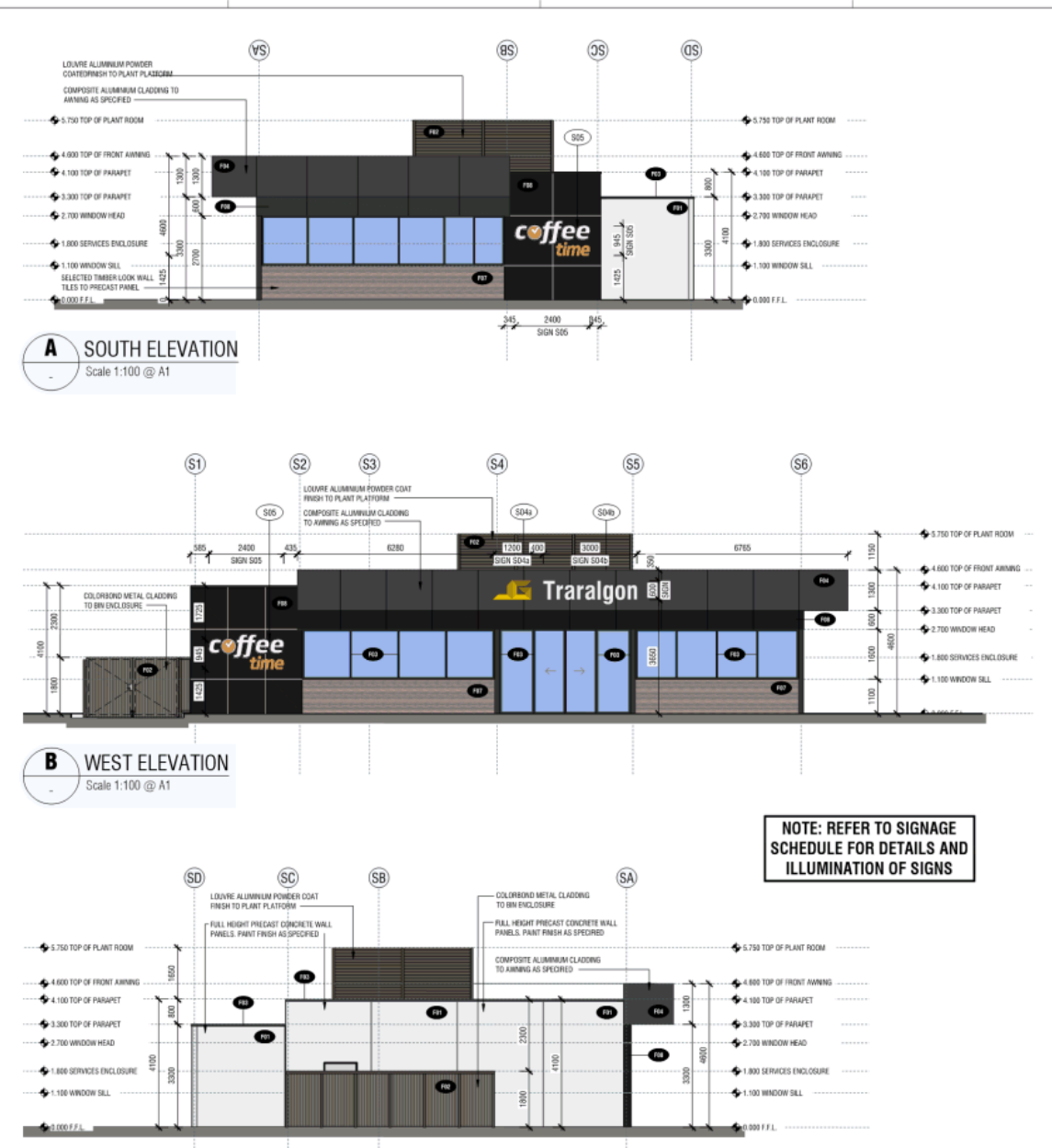
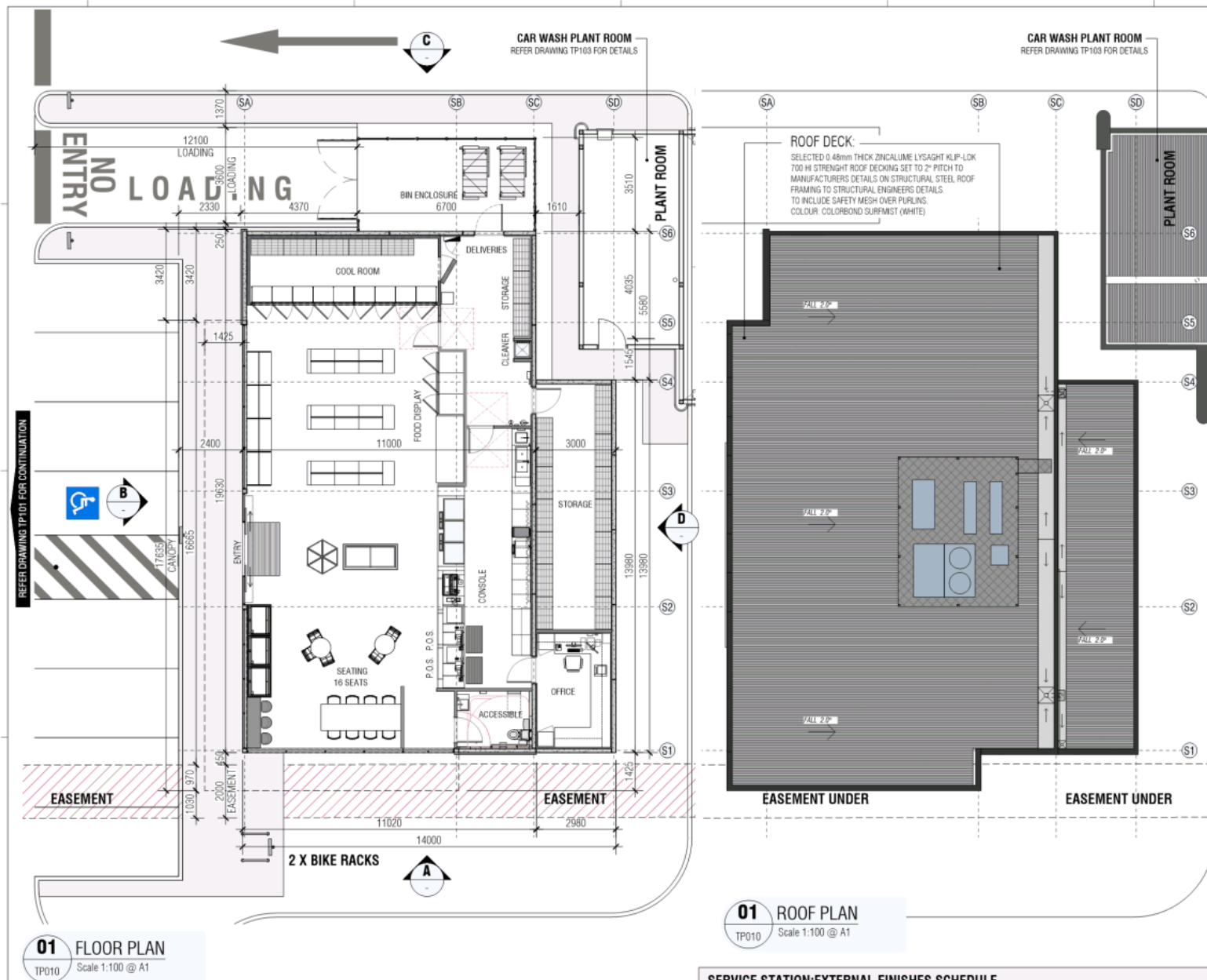


REV	DATE	BY	AMENDMENT	CHK	REV	DATE	BY	AMENDMENT	CHK
A	21.10.19	LL	TP ISSUE						

Project Title: **TRARALGON DEVELOPMENT**
NEW MULTI USE DEVELOPMENT AT:
5483-5495 Princes Highway,
Traralgon VIC 3844

Stage: **TOWN PLANNING**
Drawing Title: **SERVICE STATION CANOPY: FLOOR PLAN, ROOF PLAN & EXTERNAL ELEVATIONS**

Drawing Scale	CAD File:	Option
As Shown		
Drawn By: LL	Date: October 2019	
Project No. 19036	Drawing No. TP101	Revision A



CODE	DESCRIPTION	ILLUMINATION	Qty
S-01	IDENTITY PYLON SIGN 0.9m H. X 2.150m W. X 0.365m D.		02
S-02a	CANOPY SIGN 1.0 m DIAMETER		02
S-02b	CANOPY SIGN (WHITE LETTERS) 2.225m W x 0.450m H (900M)		03
S-03	4mm RED ACRYL CASSETTE PANEL WITH MODULAR LIGHTING TRACKS 0.9m H. TYPICAL, VARIOUS LENGTH		08
S-04a	SERVICE STATION AWNING LOGO BACKLIT ILLUMINATED SIZE: 1.200m W x 0.9m H		01
S-04b	SERVICE STATION AWNING LOGO INTERNALLY ILLUMINATED WHITE LETTERS SIZE: 3.000 W x 0.9m H		01
S-05	"COFFEE TIME" INTERNALLY ILLUMINATED LOGO SIGN 0.95m H. X 2.400m W. (900M)		02
S-20	FREESTANDING SECONDARY SIGN "AIR & WATER"		01
S-21	FREESTANDING SECONDARY SIGN "CARWASH"		01

SERVICE STATION:EXTERNAL FINISHES SCHEDULE				
F01	ACRYLIC PAINT: DULUX WHITE TO MATCH RAL 9003	F11	ALUMINIUM COMPOSITE CLADDING. BRAND : MONOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : WHITE	
F02	COLORBOND WOODLAND GREY CUSTOM-ORB ROOF SHEETING	F15	CANOPY COLUMN & BOLLARD SPIDER WED DULUX: 84645 DELTA LIGHT GREY	
F03	BRAND: DULUX POWDER COAT COLOUR NAME: DURATEC ZEUS LUNAR ECLIPSE (FINISH: SATIN- 90087734) METALWORK	AU SD0856Z: DULUX SUPER ENAMEL HIGH GLOSS ON ZINC COATED. 1ST. COAT: ALUDD0156 DULUX PROFESSIONAL GALVANIZED IRON PRIMER 2ND COAT: ALUDD0026 SUPER ENAMEL HIGH GLOSS 3RD COAT: ALUDD0026 SUPER ENAMEL HIGH GLOSS	F16	CANOPY COLUMN & BOLLARD- DADO DULUX: 84599 MEDIUM GREY
F04	ALUMINIUM COMPOSITE CLADDING. BRAND : MONOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : DARK GREY METALLIC	AU SD0856Z: DULUX SUPER ENAMEL HIGH GLOSS ON ZINC COATED. 1ST. COAT: ALUDD0156 DULUX PROFESSIONAL GALVANIZED IRON PRIMER 2ND COAT: ALUDD0026 SUPER ENAMEL HIGH GLOSS 3RD COAT: ALUDD0026 SUPER ENAMEL HIGH GLOSS	F17	DULUX 'CALTEX' CANOPY RED: A4010
F05	ALUMINIUM COMPOSITE CLADDING. BRAND : MONOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : GOLD METALLIC		AUS13766 : DULUX WEATHERSHIELD GLOSS ON POWDER COATED ALUM. (EXTERIOR) 1ST. COAT: ALUDD0540 DULUX LUXEPORXY 4 WHITE TWO PACK PRIMER 2ND COAT: ALUDD0054 DULUX WEATHERSHIELD GLOSS 3RD COAT: ALUDD0054 DULUX WEATHERSHIELD GLOSS	
F06	POLISHED PRECAST CONCRETE PANEL		PREVIOUS: PRIMER	
F07	TIMBER LOOKING PORCELAIN TILE BRAND: ENTIVA SIZE: 1200 X 200mm COLOUR / FINISH: TIMBER / MATT			
F08	ALUMINIUM COMPOSITE CLADDING. BRAND : MONOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : BLACK			
F09	POCELAIN TILE: SIZE: 600 X 200mm COLOUR / FINISH: WHITE / GLOSS			

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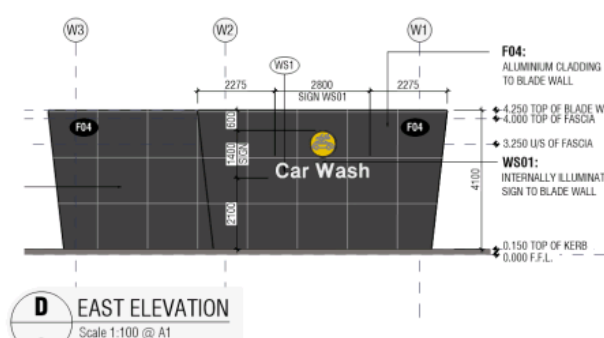
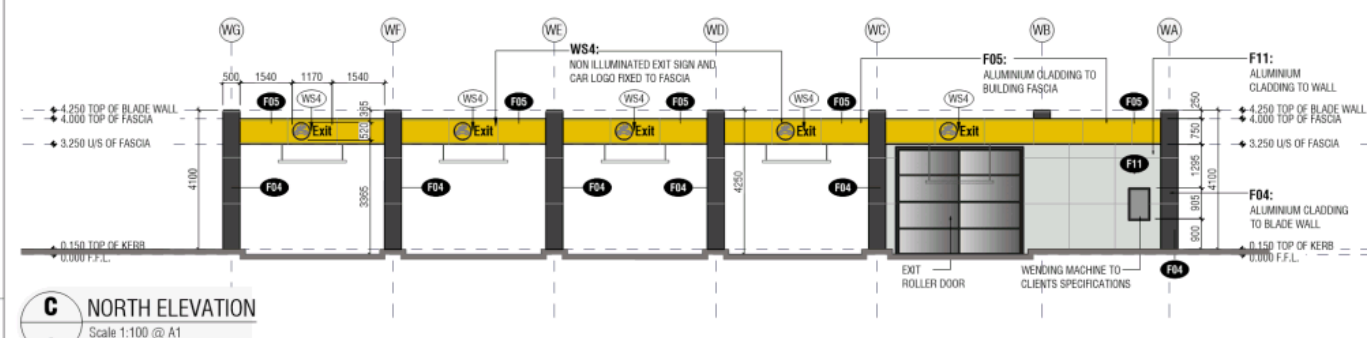
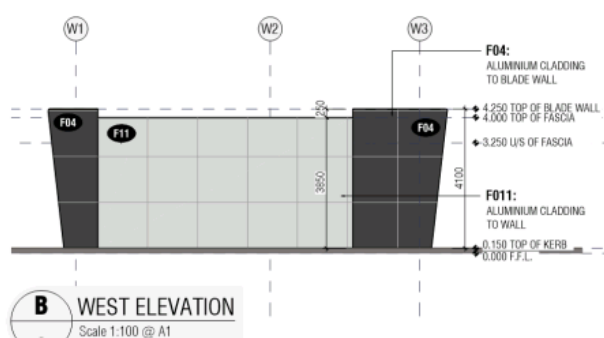
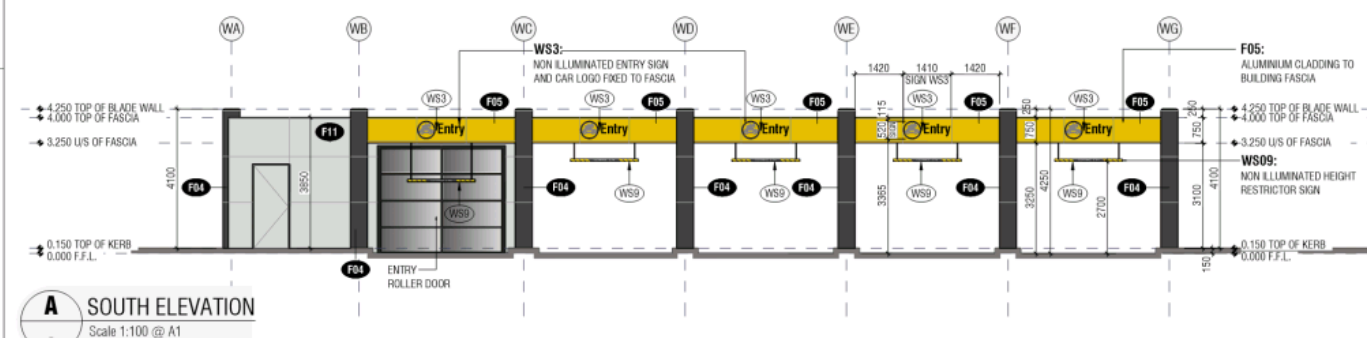
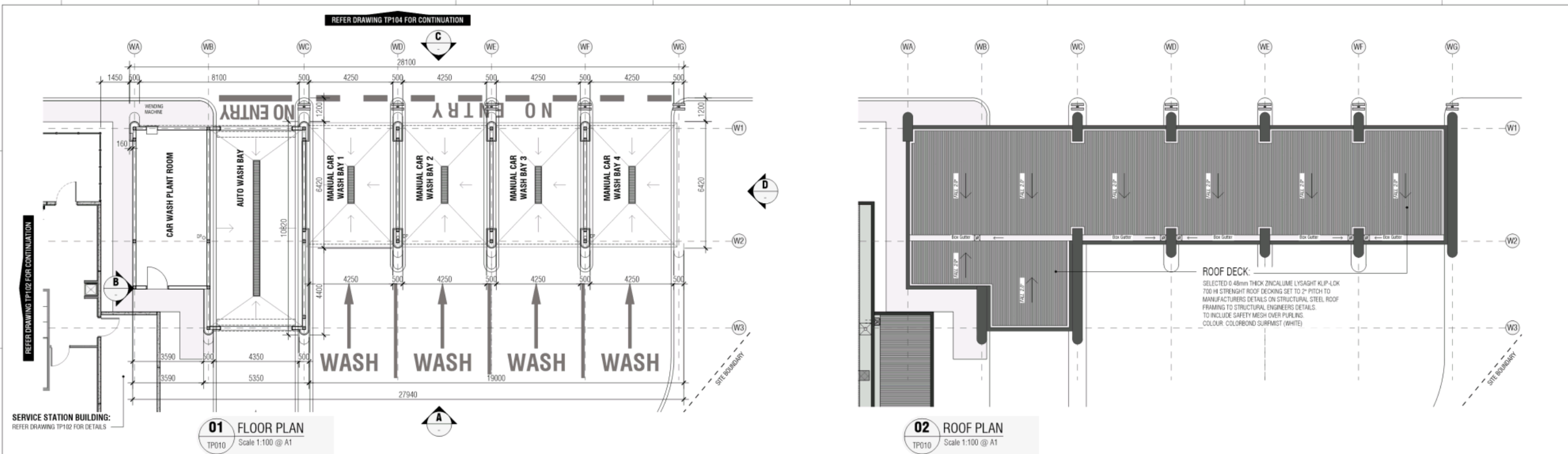
Client:
Jasbe Group Pty Ltd
 1400 Dandenong Road,
 Oakleigh VIC 3166



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A	21.10.19	LL	TP ISSUE						
B	23.10.19	LL	GENERAL REVISION, ISSUED FOR TP						

TRARALGON DEVELOPMENT
 NEW MULTI USE DEVELOPMENT AT:
 5483-5495 Princes Highway,
 Traralgon VIC 3844

Stage	Drawing Scale	CAD File:	Option
TOWN PLANNING	As Shown		
Drawing Title	Drawn By	Date:	
SERVICE STATION:	LL	October 2019	
FLOOR PLAN, ROOF PLAN & EXTERNAL ELEVATIONS	Project No.	Drawing No.	Revision
	19036	TP102	B



CAR WASH SIGNAGE SCHEDULE

CODE	DESCRIPTION	ILLUMINATION	Qty
WS1	CAR WASH SIGN 2.8 m H. 1.4 m WIDE	☑	01
WS2	VACUUM BAYS SIGN 2.8 m H. 1.4 m WIDE	☑	02
WS3	CAR WASH ENTRY SIGN 0.52 m H. X 1.41 m WIDE	☑	05
WS4	CAR WASH EXIT SIGN 0.52 m H. X 1.17 m WIDE	☑	05
WS9	HEIGHT RESTRICTOR SIGN	☑	05

SERVICE STATION: EXTERNAL FINISHES SCHEDULE

F01	ACRYLIC PAINT: DULUX WHITE TO MATCH RAL 9003	F11	ALUMINIUM COMPOSITE CLADDING. BRAND : MONDOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : WHITE
F02	COLORBOND WOODLAND GREY CUSTOM-ORB ROOF SHEETING	F15	CANOPY COLUMN & BOLLARD DULUX: 84645 DELTA LIGHT GREY
F03	BRAND: DULUX POWDER COAT COLOUR NAME: DURATEC ZEUS LUNAR ECLIPSE (FINISH: SATIN- 90087734) METALWORK	F16	CANOPY COLUMN & BOLLARD- DADO DULUX: 84599 MEDIUM GREY
F04	ALUMINIUM COMPOSITE CLADDING. BRAND : MONDOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : DARK GREY METALLIC	F17	DULUX 'CALTEX' CANOPY RED: A4010
F05	ALUMINIUM COMPOSITE CLADDING. BRAND : MONDOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : GOLD METALLIC	F18	AUS13708 : DULUX WEATHERSHIELD GLOSS ON POWDER COATED ALUM. (EXTERNAL) PRIMER
F06	POLISHED PRECAST CONCRETE PANEL	F19	AUS13708 : DULUX WEATHERSHIELD GLOSS ON POWDER COATED ALUM. (EXTERNAL) PRIMER
F07	TIMBER LOOKING PORCELAIN TILE BRAND: ENTIVA SIZE: 1200 X 200mm COLOUR / FINISH: TIMBER / MATT	F20	AUS13708 : DULUX WEATHERSHIELD GLOSS ON POWDER COATED ALUM. (EXTERNAL) PRIMER
F08	ALUMINIUM COMPOSITE CLADDING. BRAND : MONDOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : BLACK	F21	AUS13708 : DULUX WEATHERSHIELD GLOSS ON POWDER COATED ALUM. (EXTERNAL) PRIMER
F09	POCELAIN TILE: SIZE: 600 X 200mm COLOUR / FINISH: WHITE / GLOSS	F22	AUS13708 : DULUX WEATHERSHIELD GLOSS ON POWDER COATED ALUM. (EXTERNAL) PRIMER

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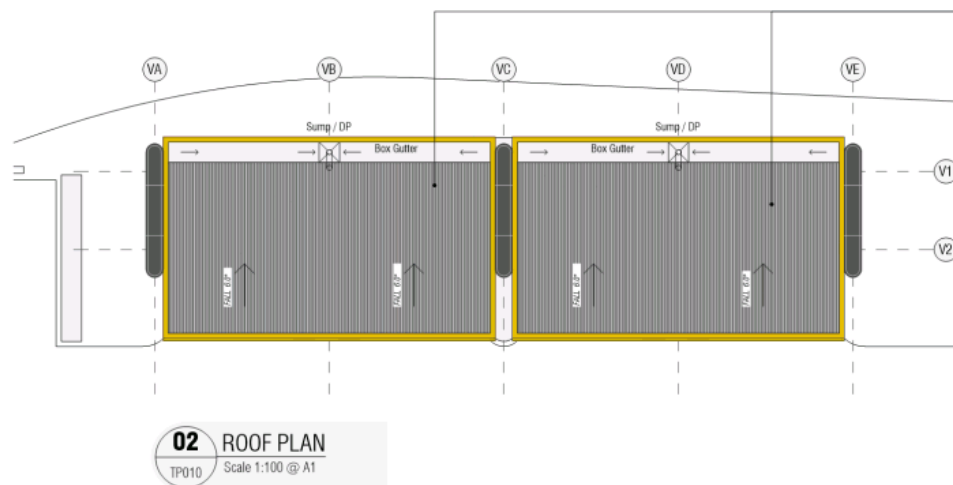
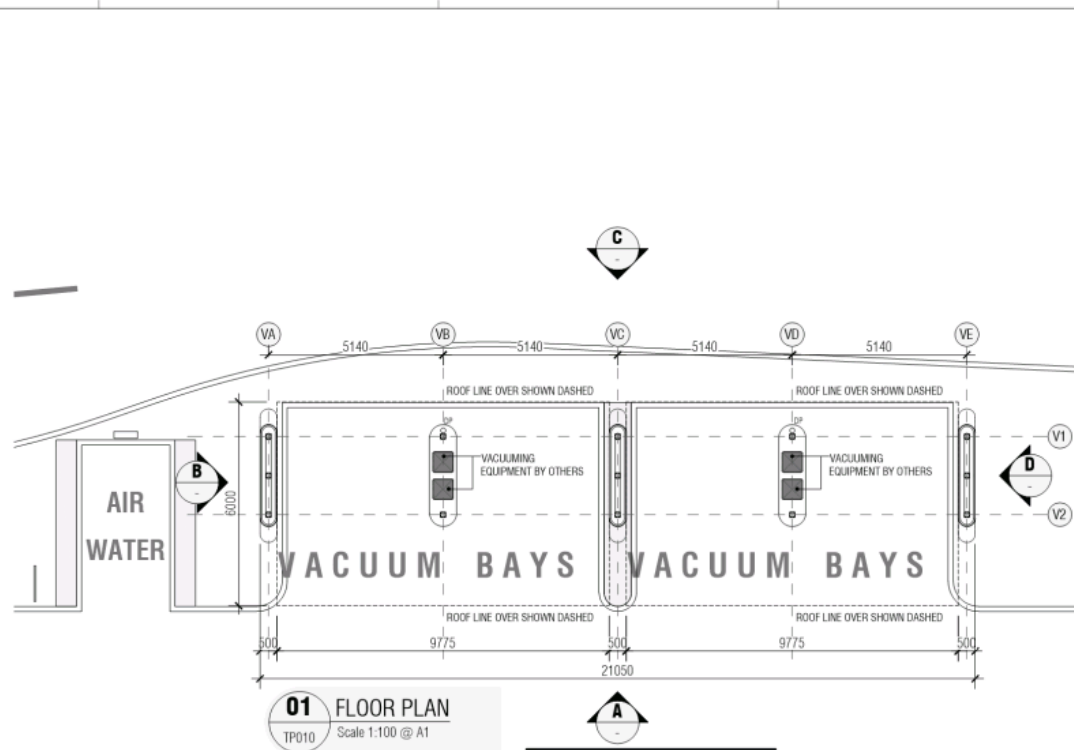
Client:
Jasbe Group Pty Ltd
1400 Dandenong Road,
Oakleigh VIC 3166

TRARALGON DEVELOPMENT
NEW MULTI USE DEVELOPMENT AT:
5483-5495 Princes Highway,
Traralgon VIC 3844

TOWN PLANNING
Drawing Title: **CAR WASH: FLOOR PLAN, ROOF PLAN & EXTERNAL ELEVATIONS**

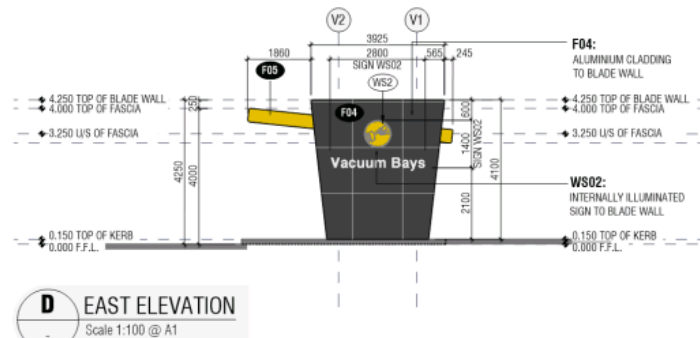
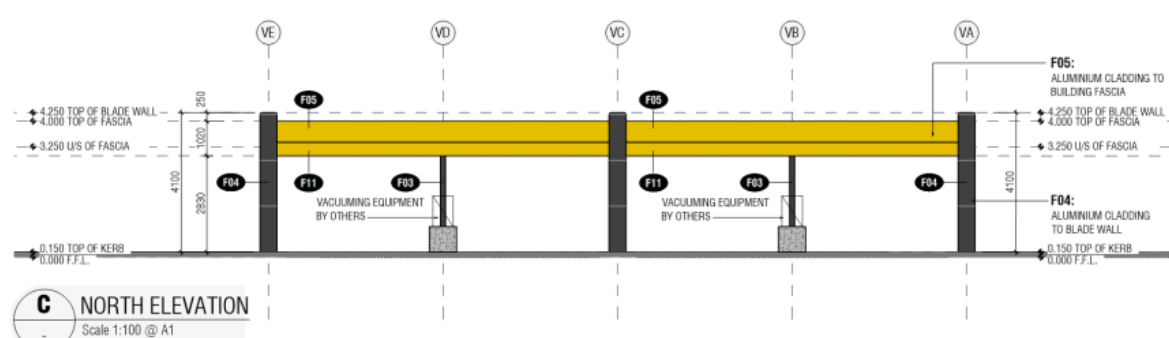
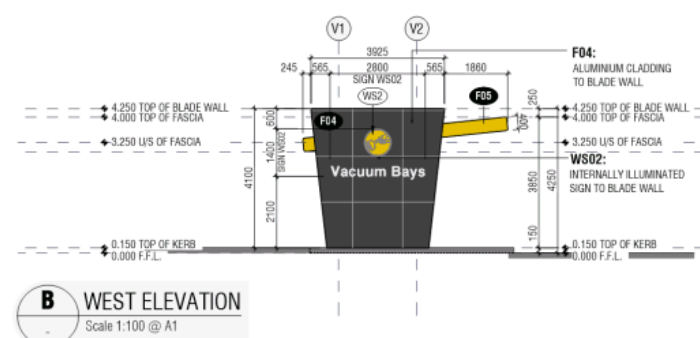
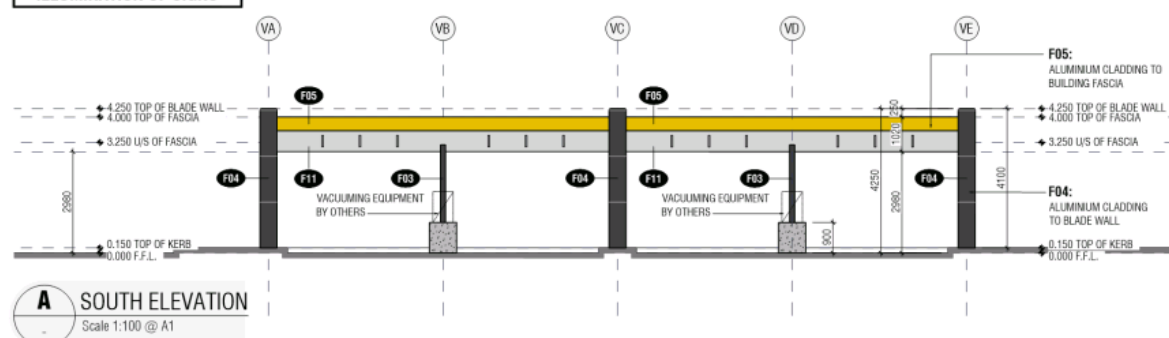
Project No: **19036** Drawing No: **TP103** Revision: **B**

Stage: **TOWN PLANNING**
Drawing Scale: **As Shown**
Date: **October 2019**



ROOF DECK:
 SELECTED 0.48mm THICK ZINCALUME LYSAGHT KLIP-LOK
 700 H STRENGTH ROOF DECKING SET TO 6° PITCH TO
 MANUFACTURERS DETAILS ON STRUCTURAL STEEL ROOF
 FRAMING TO STRUCTURAL ENGINEERS DETAILS.
 TO INCLUDE SAFETY MESH OVER PURLING
 COLOUR: COLORBOND SURFMIST (WHITE)

NOTE: REFER TO SIGNAGE SCHEDULE FOR DETAILS AND ILLUMINATION OF SIGNS



CODE	DESCRIPTION	ILLUMINATION	Qty
WS1	CAR WASH SIGN 2.8 m H. 1.4 m WIDE	<input checked="" type="checkbox"/>	01
WS2	VACUUM BAYS SIGN 2.8 m H. 1.4 m WIDE	<input checked="" type="checkbox"/>	02
WS3	CAR WASH ENTRY SIGN 0.52 m H. X 1.41 m WIDE	<input checked="" type="checkbox"/>	05
WS4	CAR WASH EXIT SIGN 0.52 m H. X 1.17 m WIDE	<input checked="" type="checkbox"/>	05
WS9	HEIGHT RESTRICTOR SIGN	<input checked="" type="checkbox"/>	05

SERVICE STATION: EXTERNAL FINISHES SCHEDULE

F01	ACRYLIC PAINT- DULUX WHITE TO MATCH RAL 9003	F11	ALUMINIUM COMPOSITE CLADDING. BRAND : MONDOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : WHITE
F02	COLORBOND WOODLAND GREY CUSTOM-ORB ROOF SHEETING	F15	CANOPY COLUMN & BOLLARD SPIDER WED DULUX: 84645 DELTA LIGHT GREY
F03	BRAND: DULUX POWDER COAT COLOUR NAME: DURATEC ZEUS LUNAR ECLIPSE (FINISH: SATIN- 90087734) METALWORK	F16	CANOPY COLUMN & BOLLARD- DADO DULUX: 84599 MEDIUM GREY
F04	ALUMINIUM COMPOSITE CLADDING. BRAND : MONDOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : DARK GREY METALLIC	F17	DULUX 'CALTEX' CANOPY RED: A4010
F05	ALUMINIUM COMPOSITE CLADDING. BRAND : MONDOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : GOLD METALLIC	F18	AUS13708 : DULUX WEATHERSHIELD GLOSS ON POWDER COATED ALUM. (EXTERNAL) PREVIOUS PRIMER
F06	POLISHED PRECAST CONCRETE PANEL	F19	AUS13708 : DULUX WEATHERSHIELD GLOSS ON POWDER COATED ALUM. (EXTERNAL) PREVIOUS PRIMER
F07	TIMBER LOOKING PORCELAIN TILE BRAND: ENTIVA SIZE: 1200 X 200mm COLOUR / FINISH: TIMBER / MATT	F20	AUS13708 : DULUX WEATHERSHIELD GLOSS ON POWDER COATED ALUM. (EXTERNAL) PREVIOUS PRIMER
F08	ALUMINIUM COMPOSITE CLADDING. BRAND : MONDOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : BLACK	F21	AUS13708 : DULUX WEATHERSHIELD GLOSS ON POWDER COATED ALUM. (EXTERNAL) PREVIOUS PRIMER
F09	POCELAIN TILE: SIZE: 600 X 200mm COLOUR / FINISH: WHITE / GLOSS	F22	AUS13708 : DULUX WEATHERSHIELD GLOSS ON POWDER COATED ALUM. (EXTERNAL) PREVIOUS PRIMER

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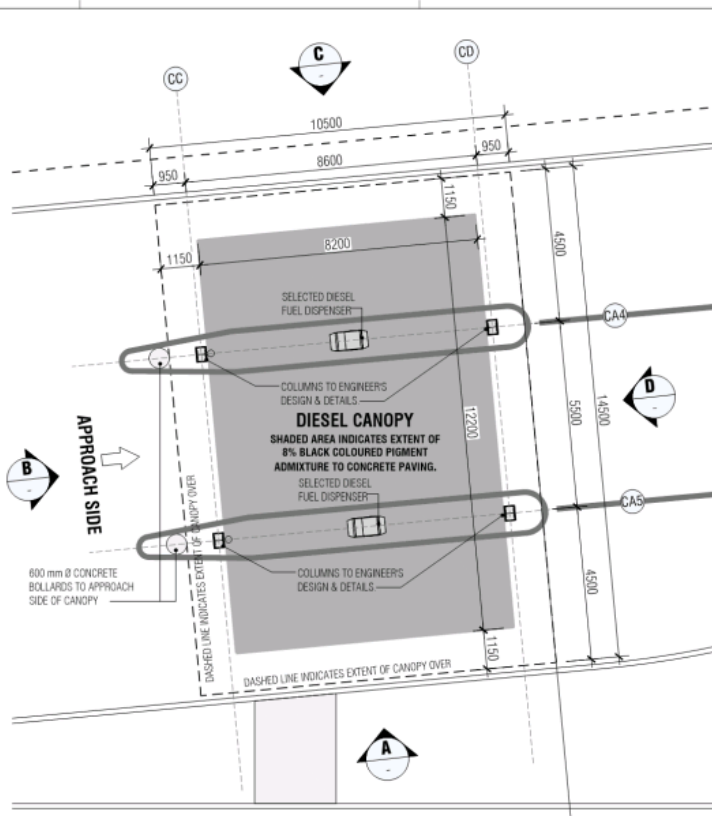
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REV	DATE	BY	AMENDMENT	CHK	REV	DATE	BY	AMENDMENT	CHK	Project Title
A	21.10.19	LL	TP ISSUE							TRARALGON DEVELOPMENT NEW MULTI USE DEVELOPMENT AT: 5483-5495 Princes Highway, Traralgon VIC 3844
B	23.10.19	LL	GENERAL REVISION, ISSUED FOR TP							

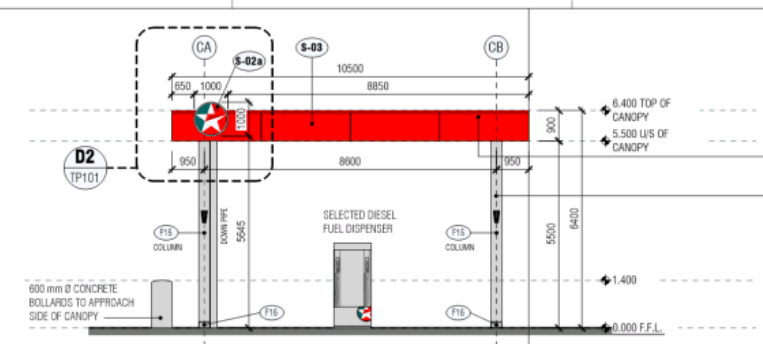
Stage	Drawing Scale	CAD File:	Option
TOWN PLANNING	As Shown		
Drawing Title	Drawn By	Date:	
VACUUM BAYS:	LL	October 2019	
FLOOR PLAN, ROOF PLAN & EXTERNAL ELEVATIONS	Project No.	Drawing No.	Revision
	19036	TP104	B



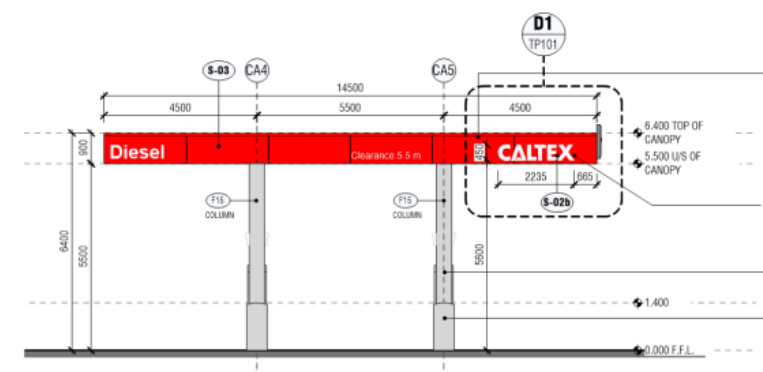
01 FLOOR PLAN
TP1010 Scale 1:100 @ A1



02 ROOF PLAN
TP1010 Scale 1:100 @ A1

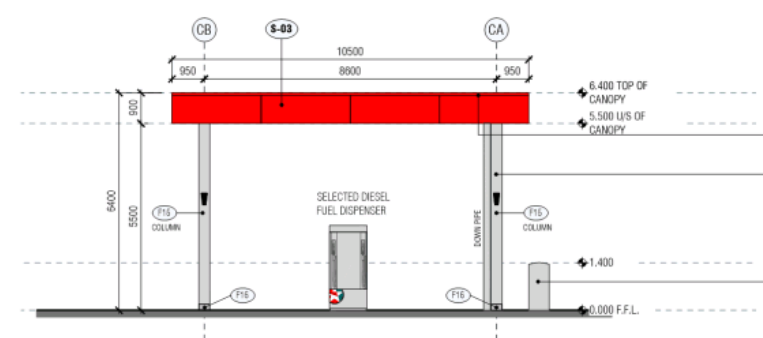


A SOUTH ELEVATION
Scale 1:100 @ A1

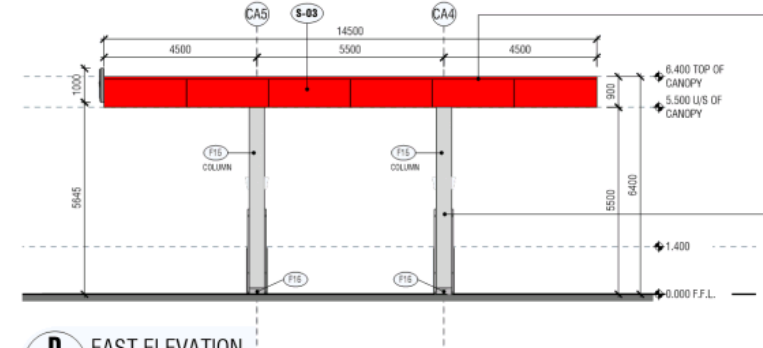


B WEST ELEVATION
Scale 1:100 @ A1

NOTE: REFER TO SIGNAGE SCHEDULE FOR DETAILS AND ILLUMINATION OF SIGNS



C NORTH ELEVATION
Scale 1:100 @ A1



D EAST ELEVATION
Scale 1:100 @ A1

CODE	DESCRIPTION	ILLUMINATION	Qty
S-01	IDENTITY Pylon SIGN 9.9m H x 2.150m W x 0.385m D.	☑	02
S-02a	CANOPY SIGN 1.0 m DIAMETER	☑	02
S-02b	CANOPY SIGN (WHITE LETTERS) 2.235m W x 0.450m H (NOM.)	☑	03
S-03	4mm RED ACM CASSETTE PANEL WITH MODULAR LIGHTING TRACKS 0.9m H. TYPICAL. VARIOUS LENGTH	☑	08
S-04a	SERVICE STATION AWNING LOGO BACKLIT ILLUMINATED SIZE: 1.200m W x 0.65m H	☑	01
S-04b	SERVICE STATION AWNING LOGO INTERNALLY ILLUMINATED WHITE LETTERS SIZE: 3.000 W x 0.6m H	☑	01
S-05	"COFFEE TIME" INTERNALLY ILLUMINATED LOGO SIGN 0.95m H x 2.400m W. (NOM.)	☑	02
S-20	FREESTANDING SECONDARY SIGN "AIR & WATER"	☑	01
S-21	FREESTANDING SECONDARY SIGN "CARWASH"	☑	01

SERVICE STATION: EXTERNAL FINISHES SCHEDULE			
F01	ACRYLIC PAINT: DULUX WHITE TO MATCH RAL 9003	F11	ALUMINIUM COMPOSITE CLADDING. BRAND : MONDOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : WHITE
F02	COLORBOND WOODLAND GREY CUSTOM-ORB ROOF SHEETING	F15	CANOPY COLUMN & BOLLARD SPIDER WED DULUX: 84645 DELTA LIGHT GREY
F03	BRAND: DULUX POWDER COAT COLOUR NAME: DURATEC ZEUS LUNAR ECLIPSE (FINISH: SATIN-90087734) METALWORK	F16	CANOPY COLUMN & BOLLARD-DADO DULUX: 84599 MEDIUM GREY
F04	ALUMINIUM COMPOSITE CLADDING. BRAND : MONDOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : DARK GREY METALLIC	F17	DULUX "CALTEX" CANOPY RED: A4010
F05	ALUMINIUM COMPOSITE CLADDING. BRAND : MONDOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : GOLD METALLIC		
F06	POLISHED PRECAST CONCRETE PANEL		
F07	TIMBER LOOKING PORCELAIN TILE BRAND: ENTIVA SIZE: 1200 X 200mm COLOUR / FINISH: TIMBER / MATT		
F08	ALUMINIUM COMPOSITE CLADDING. BRAND : MONDOCLAD SUPPLIER : HVG FACACES (1300 881 712) COLOUR : BLACK		
F09	POCELAIN TILE: SIZE: 600 X 200mm COLOUR / FINISH: WHITE / GLOSS		

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REV	DATE	BY	AMENDMENT	CHK/REV	DATE	BY	AMENDMENT	CHK/REV	Project Title
A	21.10.19	LL	TP ISSUE						TRARALGON DEVELOPMENT

TRARALGON DEVELOPMENT
NEW MULTI USE DEVELOPMENT AT:
5483-5495 Princes Highway,
Traralgon VIC 3844


Stage	Drawing Scale	CAD File:	Option
TOWN PLANNING	As Shown		
DIESEL TRUCK CANOPY: FLOOR PLAN, ROOF PLAN & EXTERNAL ELEVATIONS	Drawn By: LL	Date: October 2019	
	Project No. 19036	Drawing No. TP105	Revision A

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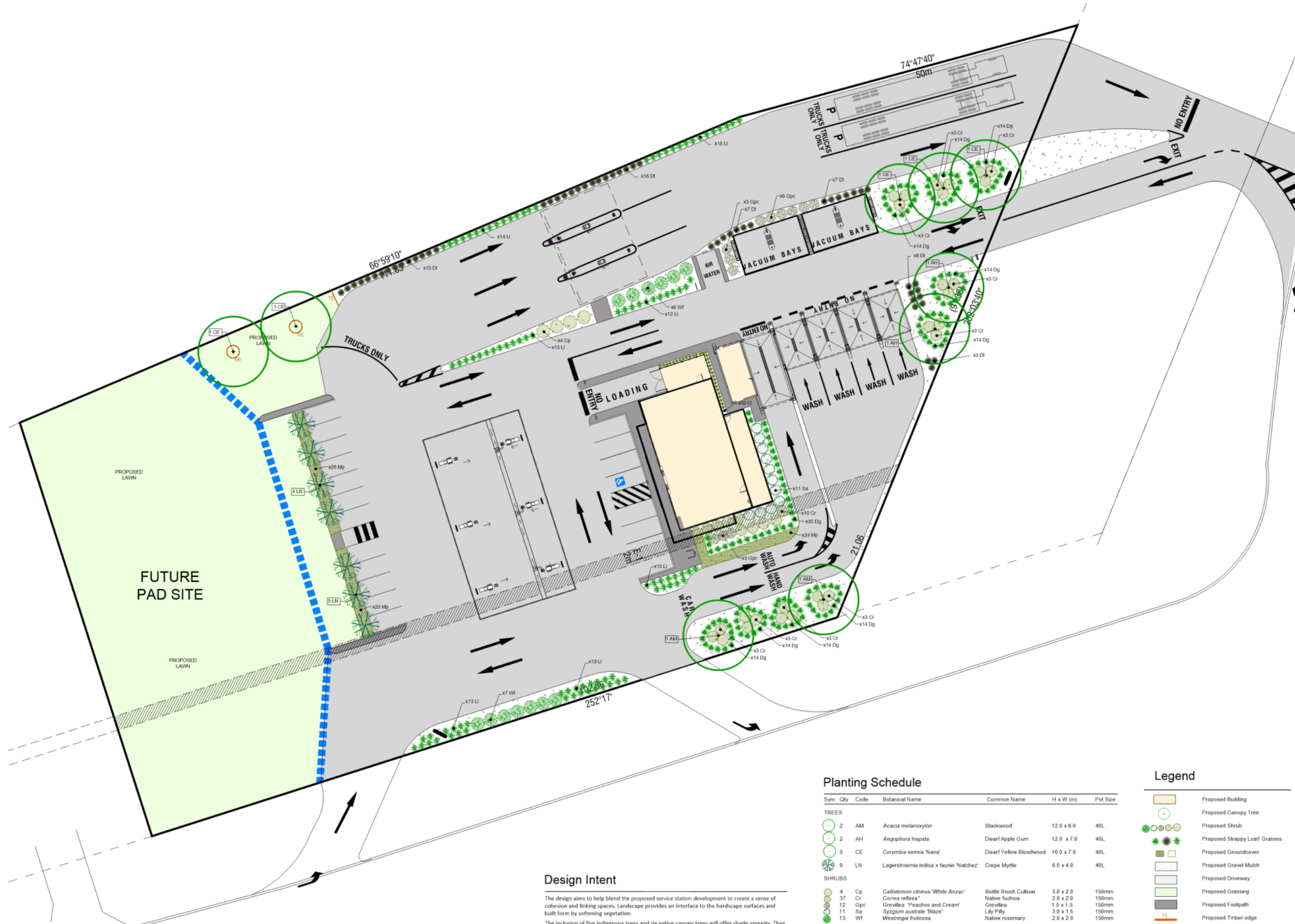
Client: **Jasbe Group Pty Ltd**

 1400 Dandenong Road,
 Oakleigh VIC 3166

REV	DATE	BY	AMENDMENT	CHK	REV	DATE	BY	AMENDMENT
A	21.10.19	LL	TP ISSUE					
B	24.10.19	LL	GENERAL REVISION, ISSUED FOR TP					

Project Title: **TRARALGON DEVELOPMENT**
 NEW MULTI USE DEVELOPMENT AT:
 5483-5495 Princes Highway,
 Traralgon VIC 3844

Stage	TOWN PLANNING		Drawing Scale	As Shown	CAD File:	Option
Drawing Title	3D VIEWS		Drawn By	LL	Date:	October 2019
Project No.	19036	Drawing No.	TP220	Revision		B

P:\PROJECTS\19036\19036-TP220-3D VIEWS\19036-TP220-3D VIEWS.dwg, 24/10/2019 10:52:11 AM, 19036-TP220-3D VIEWS.dwg



Design Intent

The design aims to help blend the proposed service station development to create a sense of cohesion and linking spaces. Landscape provides an interface to the hardscape surfaces and built form by softening vegetation.

The inclusion of five indigenous trees and six native canopy trees will offer shade amenity. They are provided to locations which offer amenity to staff and site users during break times and relaxation.

The vegetation selected are hardy species which will respond well to high traffic and offer resilience to impacts likely within a site like this which high traffic movement.

The driveway has been fully planted with a mixture of tufting grasses and low shrubs/groundcovers to create seasonal interest, provide reliable planted outcomes and minimise ongoing maintenance and irrigation requirements to ensure an attractive appeal to the development.

REFER TO L02 - SHEET 2 FOR LANDSCAPE NOTES & DETAILS

Planting Schedule

Sym	Qty	Code	Botanical Name	Common Name	H x W (m)	Pot Size
TREES						
●	2	AM	Acacia melanoxylon	Blackwood	12.0 x 8.0	40L
●	2	AH	Anagapora hispida	Dwarf Apple Gum	12.0 x 7.0	40L
●	5	CE	Corymbia eximia 'Nana'	Dwarf Yellow Bloodwood	10.0 x 7.0	40L
●	9	LN	Lagerstroemia indica x fauriei 'Natchez'	Crepe Myrtle	6.0 x 4.0	40L
SHRUBS						
●	4	Cp	Callistemon citrinus 'White Anzac'	Bottle Bush Cultivar	3.0 x 2.0	150mm
●	37	Cr	Correa reflexa*	Native fuchsia	2.0 x 2.0	150mm
●	12	Gpc	Grevillea 'Peaches and Cream'	Grevillea	1.5 x 1.5	150mm
●	11	Sa	Syzygium australe 'Blaze'	Lily Pilly	3.0 x 1.5	150mm
●	13	WF	Westringia fruticosa	Native rosemary	2.0 x 2.0	150mm
STRAPPY LEAF PLANTS & GROUNDCOVERS						
●	156	Dg	Dietes grandiflora	Wild Iris	1.0 x 1.0	tube
●	55	Dt	Dianella tasmanica	Tasman flax lily	1.2 x 1.2	tube
●	98	LI	Lomandra longifolia*	Spiny headed mat-rush	1.0 x 1.2	tube
●	32	LI	Lomandra longifolia 'Tanika'	Spiny headed mat-rush	0.5 x 0.5	tube
●	72	Mp	Mycoporum parvifolium	Creeping boobialla	0.2 x 2.0	100mm

Note: Plants marked * are to be local provenance stock, purchased from a local indigenous nursery. Indigenous plant nurseries able to provide local provenance plant stock include:

Legend

- Proposed Building
- Proposed Canopy Tree
- Proposed Shrub
- Proposed Strappy Leaf Grasses
- Proposed Groundcover
- Proposed Gravel Mulch
- Proposed Driveway
- Proposed Grassing
- Proposed Footpath
- Proposed Timber edge
- Proposed Spade Edge
- Site Boundary
- Works Boundary
- Contours to AHD, 0.2m intervals
- Proposed Signage



No.	Revision Description	Drawn	Checked	Date
1	Prepared for Planning Purposes	JG	IS	14/08/23

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 nick@nbagroup.com.au
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LANDSCAPE PLAN
PROPOSED DEVELOPMENT
 5438 - 5495 Princess Highway, Traralgon
 Latrobe City Council
15494 L01
 Version 1
 Sheet 1 of 2

NBAgroup
M | M

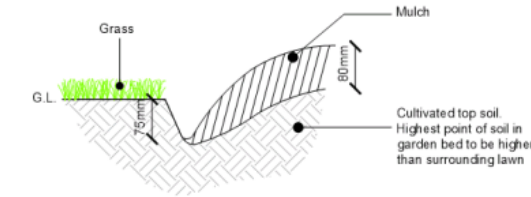
Notes :

This plan is to be read in conjunction with the Survey Plan - By others and Architectural Plans - By others.

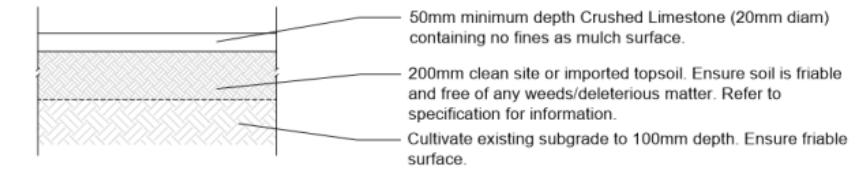
- WARNING!** The location of underground services shown on this plan are design locations only. Engage a service location company preferably or contact the appropriate service authorities for as-built locations.
- Plant Setout:** Plants indicated on the drawing are set out to scale.
- General Note on Soil:** Do not work soil when it is wet.
- Garden bed preparation:** Spray area with a broad-leaved plant glyphosate-based herbicide if weeds are present. Wait two weeks and respray if all weeds are not dead. Remove spent weeds off-site. Remove any topsoil and store. Ensure no subsoil gets mixed in with the material stored (if no topsoil present, remove ~75mm subsoil) and cultivate subsoil to 150-200mm, mixing in gypsum at 1 kg/sqm. Replace stockpiled topsoil, with gypsum also mixed in (1kg/sqm). Shape soil, ensuring drainage is away from buildings. Final soil level should be 50mm above the normal (non garden bed) grade. Plant out garden bed, using 5-10g Osmocote or similar (slow-release form) - ensure the fertiliser used is the correct one for the plant species i.e. if there are indigenous/native plants ensure that the fertiliser used has the correct NPK ratio.
- Garden edging:** Garden edging is to be installed between garden beds, gravel paths and lawn areas. Edging is to be a timber edge product or similar and is to be fixed in place with stakes. Where available use recycled and/or sustainable products.
- Tubestock & Shrub Planting Procedure:** Ensure rootballs are moist before planting. Plant tubestock and shrubs as per detail. Place suitable slow release fertiliser in base of hole and mix thoroughly with broken up soil. Water well immediately after planting and ensure all ties, labels etc attached to the plant are removed.
- Tree Planting Procedure:** Ensure rootballs are moist before planting. Plant trees as per detail. Add 10-15g Terracottem or equivalent slow-release fertiliser at the time of planting, again ensuring the correct fertiliser for the trees selected is used. Trees are to be watered in well immediately after planting. Importing topsoil for tree planting is to be avoided. Ensure all ties, labels or any other item attached to the trees are removed prior to planting.
- Gravel Mulch:** Install 50mm minimum depth 7mm minus Recycled aggregate (brick and Concrete) or approved equivalent to all nominated locations ensuring sub-surfaces are fully prepared to provide an evenly graded continuous path surface. Gravel aggregate to be laid on woven permeable weed mat surface. Weedmat to be laid in ruins overlapping 200mm minimum. Matting is to be pinned using galvanised U-Pins at minimum 400mm centres and to all edges and joins to ensure securely fastened prior to the installation of gravel mulch
- Lawn repair:** Aerate and top dress existing lawn with 10mm sandy loam (optional) and rake out flat. Sow grass using a hardy non invasive blend (with added fertiliser) to product specifications. Use environmentally friendly and sustainable products.
- Lawn:** Loosen soil to minimum 150mm depth. Ensure no ponding and that drainage is away from dwellings/buildings. Top dress with 20mm sandy loam and sow seed (with added fertiliser) using a hardy non invasive species or blend (with added fertilizer). Recommended species include but are not restricted to *Festuca arundinaceae* Tall Fescue, *Poa pratensis* Kentucky Blue-grass, *Dicantheum sericeum* Queensland Blue-grass, *Microlaena stipoides* Weeping Grass or *Bothriochloa macra* Red-leg Grass. Use environmentally friendly and sustainable products.
- Irrigation:** No irrigation is proposed - plants selected are water wise and the majority are native and indigenous. Additional watering may be required during initial planting and extended dry periods.
- Maintenance:** Is required on all landscaping works for a period of 2 years. Maintenance includes but is not restricted to regular weeding, watering, pruning, re-staking and re-tying of trunks, regular replacement of dead stock, edging and mowing of all grassed areas. Mulch is to be topped up as necessary. Trees are to be healthy, straight, well formed and structured, disease free with a strong central leader.



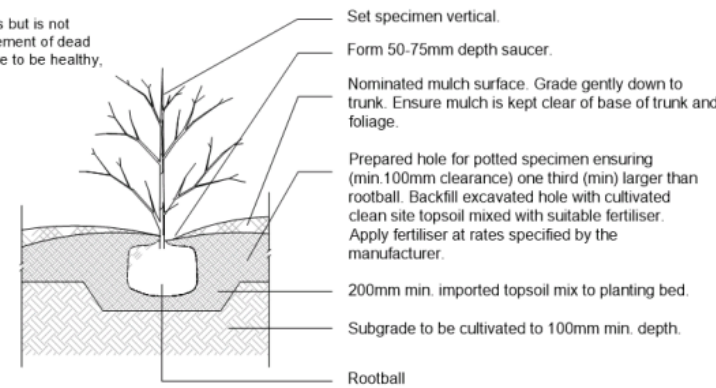
1 Timber Edge Typical Edging Detail 1:20 @ A1



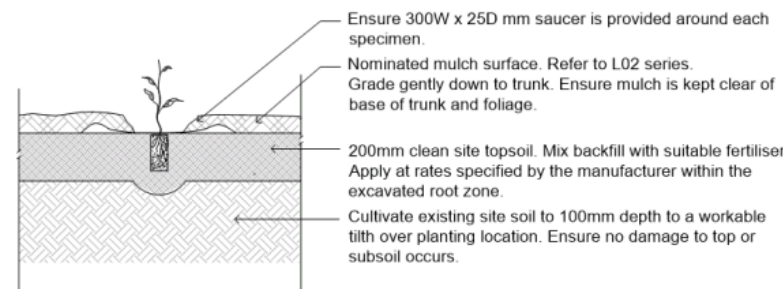
2 Spade Edge Typical Detail Not to Scale



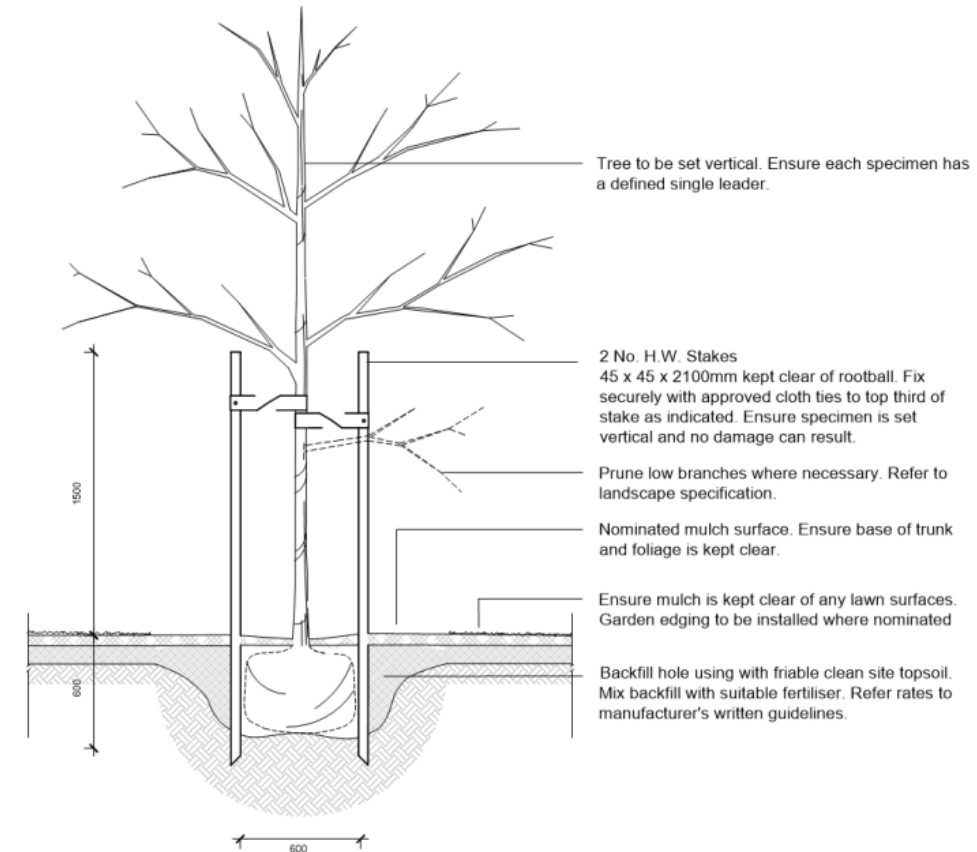
3 Gravel Mulch Typical Surface Detail 1:20 @ A1



4 Potted Plant Typical Planting Detail 1:20 @ A1



5 Tubestock Plant Typical Planting Detail 1:20 @ A1



6 Semi-Mature Tree Typical Tree Planting Detail 1:20 @ A1

No.	Revision Description	Drawn	Checked	Date
1	Prepared for Planning Purposes	JG	IS	14/08/20

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 nbagroup.com.au

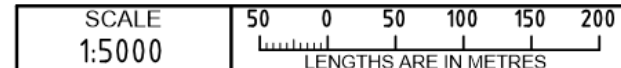
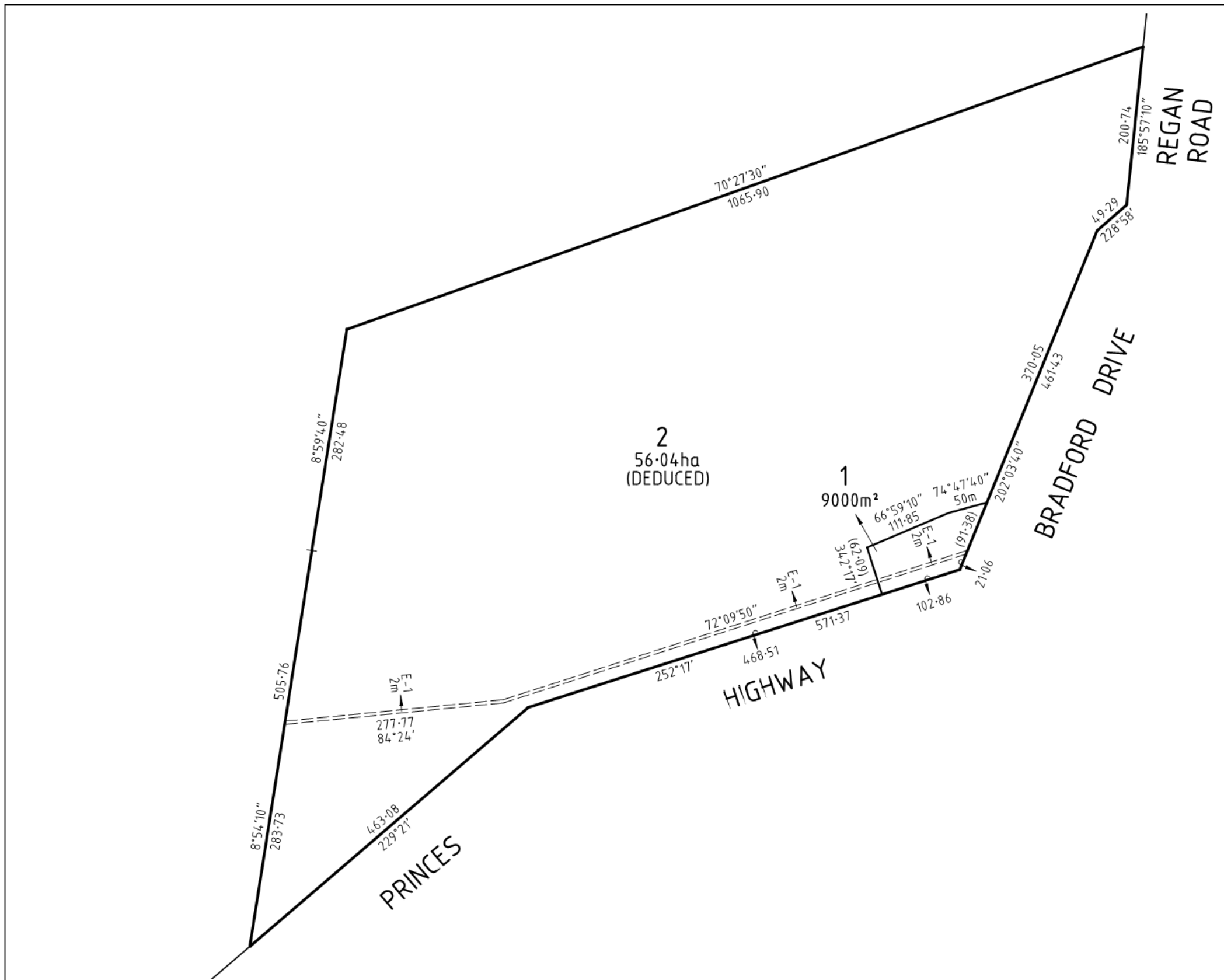
Millar & Merrigan Pty Ltd ACN 005 541 668
 Metro 2/126 Merrindale Drive, Croydon 3136
 Regional 156 Commercial Road, Morwell 3840
 Mail PO Box 247 Croydon, Victoria 3136
 T (03) 8720 9500 F (03) 8720 9501
 Ausdoc DX 13608 Croydon
 admin@millarmerrigan.com.au
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LANDSCAPE PLAN
PROPOSED DEVELOPMENT
 5438 - 5495 Princess Highway, Traralgon
 Latrobe City Council
 15494 L02
 Version 1
 Sheet 2 of 2



PLAN OF SUBDIVISION		EDITION 1	PS835925N	
LOCATION OF LAND PARISH: TRARALGON CROWN ALLOTMENTS: 41B (PT) & 41D TITLE REFERENCE: VOL.10143 FOL.075 VOL.9516 FOL.324 LAST PLAN REFERENCE: TP823034F LOT 1 TP897605U POSTAL ADDRESS: 5483-5495 PRNCES HIGHWAY, (at time of subdivision) TRARALGON, 3844. MGA CO-ORDINATES E: 455 190 ZONE: 55 (at approx centre of land N: 5771 015 GDA2020 in plan)		LATROBE CITY COUNCIL		
VESTING OF ROADS AND/OR RESERVES		NOTATIONS		
IDENTIFIER	COUNCIL/BODY/PERSON			
NIL	NIL			
NOTATIONS				
DEPTH LIMITATION 15.24m APPLIES TO CA41D				
SURVEY: Lot 1 on this plan is based on survey				
STAGING This 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)				
Easement Reference	Purpose	Width (Metres)	Origin	Land Benefited/In Favour Of
E-1	WATER SUPPLY	2	INST.D13163	TRARALGON WATERWORKS TRUST
Millar Merrigan Land Development Consultants <small>M(03) 8720 9500 R (03) 5134 8611 www.millarmerrigan.com.au survey@millarmerrigan.com.au SAI GLOBAL Quality ISO 9001</small>		SURVEYOR'S REF: 15494SB 12/08/2019 LICENSED SURVEYOR G. J. LADNER VERSION NO. 2 This is not a digitally signed plan.		ORIGINAL SHEET SIZE: A3 SHEET 1 OF 2

PS835925N



Millar | Merrigan
 Land Development Consultants
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 SAI GLOBAL Quality ISO 9001

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SURVEYOR'S REF: **15494SB** 12/08/2019

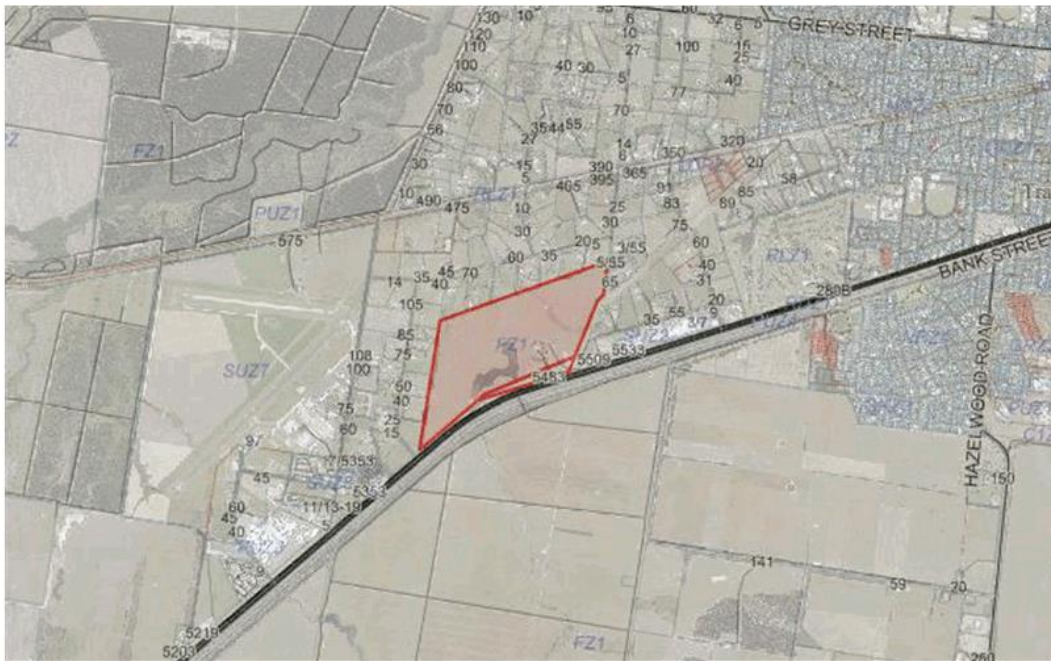
LICENSED SURVEYOR
G. J. LADNER VERSION NO. 2

This is not a digitally signed plan.

ORIGINAL SHEET SIZE: A3 SHEET 2



(Aerial image of subject land and immediate surrounds – Retrieved from Council’s Corporate GIS System)



(Aerial image of subject land and broader surrounds – Retrieved from Council’s Corporate GIS System)

Agenda Item: 14.3

Agenda Item: Latrobe City Council's participation in One Gippsland and Gippsland Regional Plan

Sponsor: General Manager, Regional City Growth and Investment

Council Plan Objective: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.

Status: For Decision

Proposed Resolution:

That Council notes this report.

ALTERNATE MOTION

Moved: Cr Harriman

Seconded: Cr Clancey

That Council:

- 1. Notes the report;**
- 2. Writes to the Mayor and Chief Executive Officer of Bass Coast Council, thanking them for meeting with Councillors recently to discuss the benefits of membership of One Gippsland;**
- 3. Continue membership of One Gippsland for the next 12 months, with all future Latrobe City Council Mayors to take a stronger leadership role and pursue the position of chair at future elections for the One Gippsland chairperson;**
- 4. In relation to the Gippsland Regional Plan, or any future strategic regional plans or documentation developed by the Gippsland Regional Plan Leadership Group or One Gippsland:**
 - a) In the future appropriate referencing and descriptions, be attributed to Latrobe City Council relating to its role as Gippsland's Regional City; and**
 - b) Note that Latrobe City will require formal endorsement of strategic regional plans at a Council Meeting;**

- 5. Request a report be provided to Council in 12 months' time which reviews the operations of One Gippsland for the previous year and incorporates feedback from Council as to the value provided by One Gippsland to Latrobe City Council.**

CARRIED UNANIMOUSLY

Executive Summary:

At the Ordinary Council Meeting on 12 April the following Notice of Motion was passed:

That Council

1. *Request a report be presented at the June 2021 Council meeting on the impacts on Latrobe City of not participating in;*
 - a) *One Gippsland (formerly known as Gippsland Local Government Network (GLGN)) and*
 - b) *The implementation of the Gippsland Regional Plan.*

This Notice of Motion follows on from the Councillor Briefing and Reports on 29 March 2021 in relation to:

1. *Gippsland Local Government Network (GLGN) Updated Governance Structure to One Gippsland* informed Councillors of the purpose, history, structure and the various priorities of One Gippsland; and
2. *Gippsland Regional Plan 2020-2025* that presented to Councillors the newly released Gippsland Regional Plan 2020-2025, together with an analysis on how the Plan aligns with current Council priorities.

As resolved, though the Notice of Motion decision, this report summarises the anticipated impacts of Latrobe City Council not participating in One Gippsland as follows:

- Council's inability to influence One Gippsland's policy and region-wide priorities particularly related to economic transition;
- The challenge of leading our community through economic transition is better served by a unified set of Councils displaying strong leadership to all levels of government. Council's non-participation could be detrimental to Latrobe City's role in this leadership;
- Council's non-participation and perceived non-collaboration, alongside other Gippsland councils would create an ununified front as a region which would be detrimental from a reputational perspective;
- Risks related to relationships with other Gippsland councils and Latrobe City's

positioning as the Regional City of Gippsland;

- Council's inability to contribute Latrobe City's views in relation to the agenda of One Gippsland as an advocacy body for Gippsland and participate in One Gippsland's advocacy work;
- A missed opportunity to use One Gippsland as an additional platform to advance Latrobe City's advocacy agenda and priorities with the Government;
- Direct financial impact on the Council Budget through the saving of the \$30,000 membership fee.

Council's role in One Gippsland does have benefits to the greater cause of leading our community through economic transition. Central to this in the One Gippsland arrangement, is the role of the Chair in this forum. Currently the Chair is one of the Mayors of the six Gippsland councils and is generally elected annually by the council members (Mayors) at the last Annual General Meeting of the year. The Latrobe City Council Mayor has been the Chair, once, since 2015. Council could stipulate that their continued membership of the group could be reliant on a rotational Chair arrangement.

The Gippsland Regional Plan is a key strategic document. Developed by the Gippsland Regional Plan Leadership Group consisting of the Gippsland Regional Partnerships, Regional Development Victoria, Committee for Gippsland, Regional Development Australia and One Gippsland CEOs. The Plan identifies and addresses the challenges and opportunities of the Gippsland region.

While Gippsland councils participated in the development of the Gippsland Regional Plan there was no process for formal endorsement of the Plan by each Council as has previously occurred. While the Plan recognises Latrobe City's position as the Regional City of Gippsland, Latrobe City's Regional Capital status is not specifically enforced by the Plan. This is disappointing for Latrobe City which continues to promote its Regional City status to attract funding and investment which can benefit all of Gippsland. Continued membership of the group could be conditional on an agreement for specific language to be used to describe Latrobe city as a Regional City in future plans.

As outlined in the Councillor Briefing Report of 29 March 2021, the high-level analysis of the Gippsland Regional Plan indicates a close alignment with Latrobe City Council's current priorities and focus areas. While it is expected that there would be negligible effects from Council's non-participation in the implementation of the Gippsland Regional Plan, from a reputational perspective there are some risks as non-participation could impact negatively on the relationships with other councils.

Additionally, given the alignment of the Council's and the Plan's current priorities, there could be benefits resulting from strengthened advocacy occurring directly through Council as well as through the implementation of the Plan.

Background:

- One Gippsland's formation stemmed from what was previously the Gippsland Local Government Network (GLGN).
- The goal of One Gippsland is to represent Gippsland as a peak advocacy body, providing a combination of public and private representation on a State and Federal level.
- One Gippsland and its advocacy work are supported by a Secretariat that funded by member Councils.
- Its members include all Gippsland Councils (including Latrobe City Council) as well as Food and Fibre Gippsland, Federation University and TAFE Gippsland.
- One Gippsland advocates for multiple projects on behalf of Gippsland councils. Their aim is to attract investment and raise Gippsland's profile through one consolidated voice.
- One Gippsland has also made a submission in regards to mobile black spots and submissions to both the State and Federal budgets. The key priorities One Gippsland has submitted reflect the priorities of each of the Gippsland Councils.
- Relevant to Latrobe City Council are the Gippsland Logistics Precinct (GLP) and the Latrobe Aerospace Precinct. The GLP formed part of the Latrobe City Council submission to the Victorian State Budget 2021/22 and the Latrobe City Aerospace Precinct was advocated for in the Latrobe City Council's submission to the Federal Budget 2021/22 as provided to Councillors at the 20 July 2020 Councillor Briefing. The Gippsland Logistics Precinct (GLP) and the Latrobe Aerospace Precinct are being advocated for by One Gippsland as part of their submissions to the State and Federal Government budget processes.

Options for Council would be to discontinue involvement with One Gippsland and continue Latrobe City Council individual advocacy efforts through implementation of the Investment Roadmap, Transition Taskforce, delegations to Canberra and ongoing meetings with relevant Ministers and government and industry stakeholders. Reputational risk from State and Federal Government, other Councils and the community is the key concern with this option as explained above.

Alternatively, Council could continue to support One Gippsland with an aim to greater influence the direction of the group by continuing to build relationships with the other councils and promote the benefits to the entire region as a result of Latrobe City's success in delivering key projects and events. Latrobe City could also seek to Chair the group for the next term.

One Gippsland's G21 Model

One Gippsland aspires to be based on the G21 model used in Greater Geelong. G21 which currently advocates for Greater Geelong, is a collective of small, medium and large businesses, primary, secondary and higher education institutions, unions, business councils, community groups and councils (total of 184 members).

The G21 is governed by a Board of Directors that includes 5 Councillors and 5 Council Officers representing the G21 municipalities, and 5 Directors representing member organisations elected by G21 members at the Annual General Meeting.

The G21 Board of Directors endorse the priorities identified by the G21 Pillars. They explore methods to implement these projects by engaging with G21 member organisations and other stakeholders to influence potential project funding and support bodies.

City of Greater Shepparton

Officers made contact with the Economic Development Lead at City of Greater Shepparton, to discuss a similar situation where they were previously seeking Regional City status in their Regional Plan. The advice was provided that while the Regional City status is used in advocacy, the consideration of Greater Shepparton being the Regional Capital has not been specifically enforced by Council.

Issues:

Strategy Implications

This report aligns with Council Plan Objectives as follows:

- 1: *Support job creation and industry diversification to enable economic growth in Latrobe City; Objective*
- 2: *Encourage improved education & training outcomes in Latrobe City; Objective 3: Improve the liveability and connectedness of Latrobe City;*
- 5: *Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens; and Objective*
- 7: *Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.*

Health Implications

There are no direct health implications from this report.

Communication

Communication has occurred with One Gippsland and its Secretariat in relation to the Notice of Motion presented in this report. A meeting with One Gippsland Chair, Brett Tessari and Bass Coast CEO, Ali Wastie was held on 17 May 2021, where the key objectives and vision for One Gippsland were explained.

Financial Implications

\$30,000 per annum cost to Council Budget for remaining in One Gippsland (this projected expense is included in the current Council Budget).

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
<p>Reputational Risk</p> <p>Image of disunity with the rest of the One Gippsland Councils if Latrobe City ceases membership.</p>	4	Strategic communication; relationship management with One Gippsland; continued membership in One Gippsland.
<p>Strategic Risk</p> <p>Strategic misalignment with Council's and One Gippsland's priorities.</p>	3	Use influence to ensure thorough consultation with members.

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

Legal and Compliance

No identifiable legal or compliance issues from this report.

Community Implications

There are no direct community implications from this report.

Environmental Implications

There are no environmental implications from this report.

Consultation

No consultation required for this report.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

Nil

ASSETS AND PRESENTATION

15. ASSETS AND PRESENTATION

Agenda Item: 15.1

Agenda Item: Regional Car Park Fund - Endorsement of Phase 1 works

Sponsor: General Manager, Assets and Presentation

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

Status: For Decision

MOTION

Moved: Cr Middlemiss

Seconded: Cr Howe

That Council:

- 1. Endorses leasing for the purposes of carparking, VicTrack Lot 93, Moe (west of the Moe Service Centre) and VicTrack part Lot 96 Morwell, (being the western, undeveloped portion off Princes Drive opposite Collins Street);**
- 2. Delegates the authority to the Chief Executive Officer (CEO) to enter into a funding agreement with Regional Development Victoria under the Regional Car Park Fund for up to \$4,208,000 to construct car parking at the following sites (Attachment 2):**
 - a. Site 1 – VicTrack Lot 93 Moe, west of the Moe Service centre to the Saviges Road and George Street intersection;**
 - b. Site 3 - VicTrack the western undeveloped portion of Lot 96 Morwell, Princes Drive opposite Collins Street;**
 - c. Site 5 - Regional Roads Victoria road reserve Princes Drive, Morwell opposite Hoyle Street and Hopetoun Streets, with the Chief Executive Officer to determine the extent of the road reserve to be used for the car park;**
 - d. Site 6 - 19-23 Seymour Street, Traralgon being Council's Seymour Hotham carpark building; and**
- 3. Delegates to the Chief Executive Officer (CEO) the power to award**

contracts for construction of car parking at the abovementioned sites that are expected to exceed the CEO's financial delegation of \$500,000 including GST, subject to the process complying with Council's Procurement Policy and funding being confirmed by the Regional Development Victoria.

CARRIED UNANIMOUSLY

Executive Summary:

- The Regional Car Parks Fund (RCPF) that arose from an election promise to provide car parking spaces in Gippsland and Ballarat. The program seeks to fund up to 900 car spaces across Latrobe City, nominally Traralgon (500), Morwell (300) and Moe (100).
- The original budget (including early works investigations) to deliver 900 spaces was not defined but may be assumed to be approximately \$15 million (being 50% of the overall commitment). Based on recent cost estimates undertaken by a quantity surveyor, this is not sufficient to deliver the carparks on all eight sites.
- Officers re-engaged with the State Government advocating for additional funds and following further engagement, the State has agreed to now fund the RCPF program up to \$20 million maximum. It was noted that any additional spend over the \$20 million will be the responsibility of Latrobe City Council to source and fund the shortfall.
- With some surety around funding, and following a value management exercise to refine the original eight sites, Latrobe City Council has been approached by Regional Development Victoria to deliver the following four sites funded under the Regional Car Parks Fund Program;
 - Site 1 – George Street, Moe
 - Site 3 – Princes Drive, Morwell (opposite Collins Street)
 - Site 5a – Princes Drive, Morwell (reduced version)
 - Site 6 – Seymour Hotham Carpark – additional deck
- Site 5b, being the eastern portion of the original Site 5, is proposed to be deferred to make available funding at other sites. Both these sites may be delivered by Regional Roads Victoria as opposed to Council Officers as it is on their road reserve and they have the capacity to deliver easily under their Alliance Contract.
- The delivery of these four sites is fully funded under the RCPF program and poses no financial risk to Council.
- The proposed resolution includes acknowledging leasing the two VicTrack

sites (estimated to cost a combined \$12,000 per year) and entering into the delivery phase of the program.

Background:

Councillors would be aware of the Regional Car Parks Fund (RCPF) that arose from an election promise to provide car parking spaces in Gippsland, primarily on VicTrack and Regional Roads Victoria land. The assigned funding for both Ballarat and Gippsland was \$30 million.

The program seeks to fund up to 900 car spaces across Latrobe City, nominally Traralgon (500), Morwell (300) and Moe (100).

RDV led a consultation process with Council officers, stakeholders and the community which has led to identification of eight potential sites for construction as identified in Table 1 below. A Process Control Group (PCG) including Council officers and other stakeholders (VicTrack, Regional Roads Victoria, and other Department of Transport agencies) was established to help guide the process.

Table 1 - Initial RCPF site locations, land ownership and construction type

Site	Town	Location	Owner	Proposed Construction Type
1	Moe	George Street Moe, west of Moe Service Centre	VicTrack; Lot 93	At Grade (ground level)
2	Traralgon	Queens Parade	VicTrack; Lot 18	At Grade (ground level)
3	Morwell	Princes Drive, opposite Collins Street	VicTrack; Lot 96	At Grade (ground level)
4	Morwell	Commercial Road, west of Jane Street Overpass	Regional Roads Victoria road reserve	At Grade (ground level)
5	Morwell	Princes Drive opposite Hopetoun Avenue	Regional Roads Victoria road reserve	At Grade (ground level)
6	Traralgon	23 Seymour Street, Seymour Hotham carpark	Latrobe City Council	An additional floor of car parking on its existing carpark
7	Traralgon	2 Kay Street	Latrobe City	A multi-storey carpark

			Council	
8	Morwell	Latrobe City Council headquarters building at 141 Commercial Road	Latrobe City Council	Single storey carpark

The PCG agreed to fund an Early Works package delivered by Latrobe City Council, to assess the viability of the eight sites. These works (approximately \$500,000) are nearing completion and have confirmed the viability of the sites including concept designs and initial estimates from a quantity surveyor.

Optioneering and value management

In addition to the original eight sites listed in Table 1, Council officers were approached by Minster Constructions Pty Ltd outside of the RCPF program process, to consider a partnership whereby they would incorporate public car parking on their potential new development integrated with Council’s carpark at Franklin Reserve. This is now being considered by the PCG as a potential additional site (Site 9) to form part of the RCPF program.

All nine sites were reviewed to consider value, the benefit to the community and the cost per space to develop. For example, if the Morwell HQ site was developed, the Jane Street site would have little actual community benefit considering there is already a 20-space carpark at that location and the HQ site would provide more convenient parking in the area.

A revised proposal presented to Councillors for consideration and comment as part of a Briefing report on 26 April 2021. Feedback endorsed the revised projects as in Table 2, including exploring reducing the scope of the Site 5 into two stages with the first stage, 5a included in the current works (see Figure 2).

Figure 1 – Proposed staging of Site 5

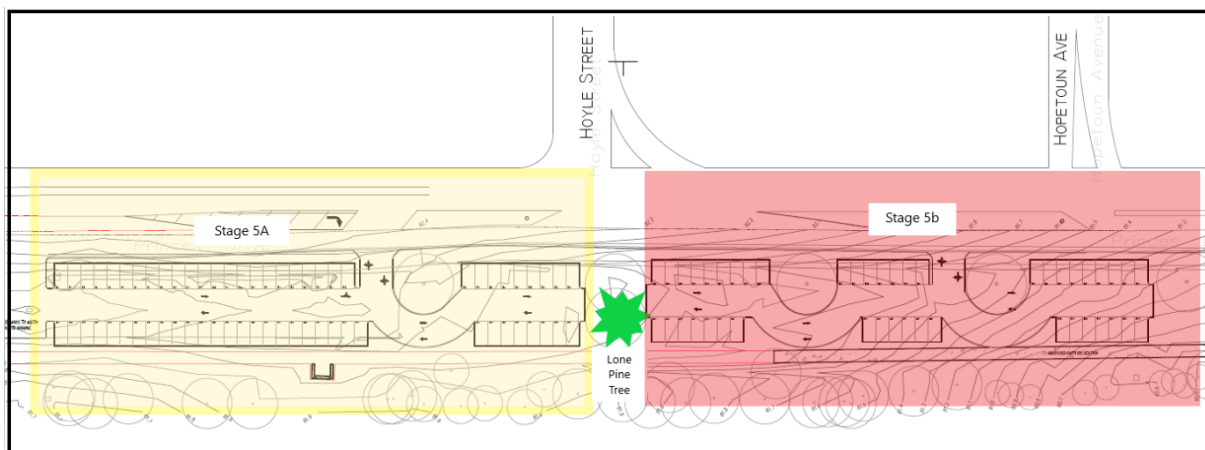


Table 2 – Initial option to seek best value

#	Site	Yield	QS Estimate
1	Moe: George Street	101	\$753,000
	<i>Moe Subtotal (target 100)</i>	<i>101</i>	<i>\$753,000</i>
3	Morwell: Princes Drive (former petrol station)	34	\$223,000
5a	Morwell: Princes Drive (Opposite Hopetoun) Stage 1	47	\$410,000*
5b	Morwell: Princes Drive (Opposite Hopetoun) Stage 2	62	\$354,000*
8	Morwell HQ West Two Storey Multi Level	173	\$5,155,000
	<i>Morwell sub-total (target 300)</i>	<i>316</i>	<i>\$6,142,000</i>
6	Traralgon: Seymour/Hotham St multi-storey	115	\$2,468,000
7	Traralgon: Kay/Grey St multi-storey	*365 across both sites	**\$10,950,000
9	NEW Traralgon: Grey/Franklin St multi-storey		
	<i>Traralgon sub-total (target 500)</i>	<i>480</i>	<i>\$13,418,000</i>
	* - Rough apportionment of original combined estimate		
	Early Works Package		\$500,000
	TOTAL ACROSS THE 3 TOWNS	897	\$20,813,000
Sites Not Supported to Proceed			
4	Morwell: Jane Street Overpass		
2	Traralgon: Queens Parade		

* Estimated value assuming \$30,000 per space. Final number of car spaces split across both sites to be determined.

Following further engagement with the State Government, the State has agreed to now fund the RCPF program for Gippsland up to \$20 million maximum. Officers are in the process of formalising this agreement with the State Government.

The estimated costs for Sites 7 and 9 in Table 2 are very crude. They are based on a unit rate of \$30,000 for a multi-storey carpark and is dependent on numerous factors including the participation of the adjacent property owners, the yield, and the negotiations.

Although the State Government has determined that the \$20 million is the maximum they will contribute, there is no obligation on Council to fund any shortfall.

However, because these negotiations will not occur for many months, and some of the other sites identified represent good value, Council officers support proceeding with high value sites ahead of the larger sites.

Whilst there are no financial implications to Council for the planning and delivery of the projects, there will be ongoing operational costs to Council in terms of lease fee with VicTrack.

Recent changes to lease fee calculation to reflect highest and best use value, has seen Council's existing leases elsewhere increase notable. An estimate using a new cost per space derived from the recently revalued existing leased sites indicates approximately, that for the annual cost would be \$6,000 per year at each of Site 1 and Site 3.

Phase 1 – High value sites

Latrobe City Council has been approached by RCPF Project Control Group to undertake detailed design and project manage construction of sites 1, 3, 5 and 6.

These sites are considered low risk in terms of construction and pose no financial risk/impediment to Council as the construction and project management costs would be funded under the RCPF program funding.

Stage 5 is naturally broken into two components – 5a west of the Lone Pine tree and 5b, east of the Lone Pine tree. Feedback from councillors following the 26 April 2021 Briefing was that the expanse of carpark on the green open streetscape space was undesirable, and that the funding saved here could be used on Site 8 (Morwell HQ). It is therefore proposed that only Site 5a proceed, however as more information comes to hand in respect of the cost of the works generally, both 5a and 5b could be undertaken.

With the surety of funding and the high desirability of Sites 1, 3, 5a, and 6, Council officers support proceeding with these as the first phase of projects. Table 2 presents a summary of the yield and approximate costs. It should be noted that because the division of Site 5 into two projects only occurred following the 26 April 2021 meeting, the cost is an officer apportionment of the combined estimate.

Table 2 – Proposed first phase of construction

Site	Location	Yield	Estimated cost
1	Moe: Lot 93 - George Street	101	\$753,000
3	Morwell: Lot 96 - Princes Drive (former petrol station)	34	\$223,000
5a	Morwell: Princes Drive (Opposite Hoyle Street) Stg 1	62	\$410,000*
6	Traralgon: Seymour/Hotham St multi-storey	115	\$2,468,000
	Sub Total	312	\$3,908,000
	Additional site endorsed by PCG – supported to proceed later if required		
5b	Morwell: Princes Drive (Opposite Hopetoun Street) Stg 2	47	\$354,000*
		359	\$ 4,208,000

* Rough estimate based on division of the QS estimate for both stages

It is proposed that Council endorse finalising detailed design and project managing construction of Sites 1, Site 3, Sites 5a, and Site 6, and that Council officers work with the PCG to deliver these as soon as practical via CEO delegation.

As noted above, Site 5b is proposed to be held in abeyance until further information is available on the cost of the remaining sites.

Issues:

Strategy Implications

This Council report is consistent with Council Plan Strategic Objective 1: *Support job creation and industry diversification to enable economic growth in Latrobe City*

Communication

Communication has primarily been with the members of the RCPF PCG and with key property owners adjacent Site 7 and Site 9. Most recently with State Government in respect of funding limitations.

Financial Implications

The projects for Sites 1, 3, 5a, and 6 are fully funded for design and construction and project management as well.

<p>Legal/Regulatory Risk</p> <p>Required controls around land access or ownership and responsibilities result in complications to delivering the project or operating the carpark</p>	<p>Low</p>	<p>This risk is being managed by engaging an expert in property development to assist with negotiating any partnership, and ensuring leases are obtained ahead of any works.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

Legal and Compliance

The legal and compliance implications relate to normal contracting generally, but as any partnership is created to develop the land extreme care will be taken to ensure that Council is not compromised and that all agreements are professional and sound

Community Implications

The community implications are all positive in that there will be car parking developed throughout the townships.

Environmental Implications

There are no environmental implications arising from the proposed works or in developing the potential partnerships.

Consultation

At this stage it is premature to consult on the proposals. Should Council endorse the construction projects at an upcoming Council meeting it would be appropriate to carefully promulgate this amongst the community.

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:

24 May 2021 Councillor Briefing – Regional Car Park Fund – Status Update

6 April 2020 Council Report – Regional Car Park Fund – Endorsement of Candidate Sites

Attachments

1 [↓](#).  Regional Car Park Locations being investigated

2 [↓](#).  Regional Car Parks Fund - Phase 1 sites

15.1

Regional Car Park Fund - Endorsement of Phase 1 works

- 1 Regional Car Park Locations being investigated..... 310**
- 2 Regional Car Parks Fund - Phase 1 sites 312**

Attachment – Location of sites being investigated.

Figure 1 - Traralgon Locations Sites 6 and 9



Figure 1b – Traralgon Locations Sites



Figure 2 – Morwell Locations



Figure 3 – Moe Location



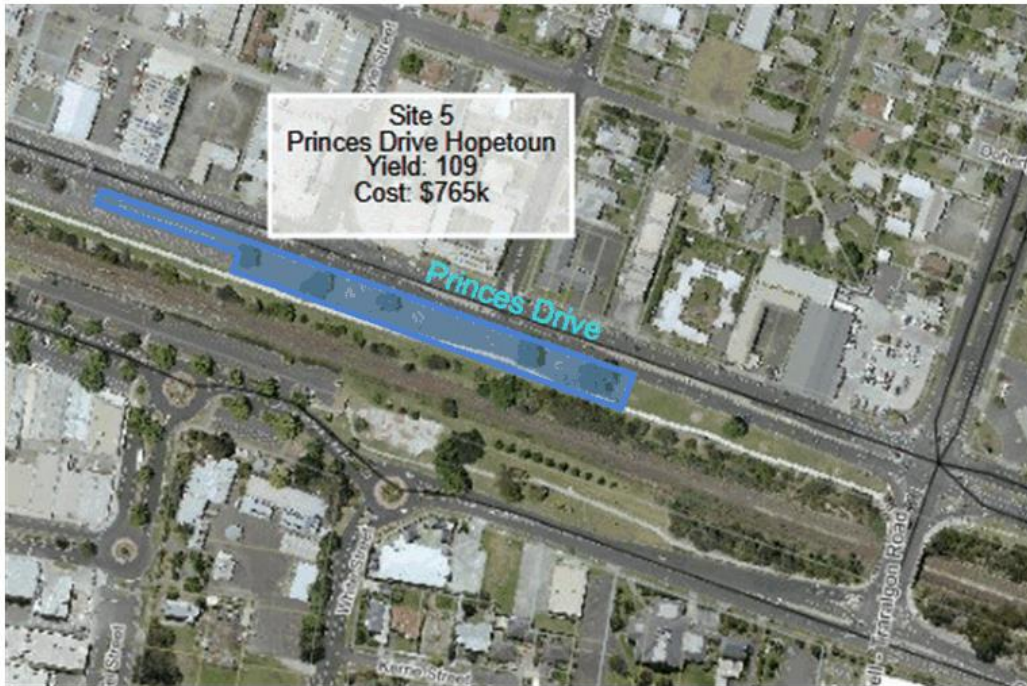
Regional Car Parks Fund - Phase 1 Sites



Site 1 – Georges Street



Site 3 – Princes Drive Opposite Collins



Site 5 – Princes Drive Hoptoun



Site 6 – Seymour Hotham

COMMUNITY HEALTH AND WELLBEING

16. COMMUNITY HEALTH AND WELLBEING

Nil reports

ORGANISATIONAL PERFORMANCE

17. ORGANISATIONAL PERFORMANCE

Agenda Item: 17.1

Agenda Item: Revenue and Rating Plan 2021-2025

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

MOTION

Moved: Cr Howe

Seconded: Cr Clancey

That Council endorses the Revenue and Rating Plan 2021-2025 and releases the plan to the public.

CARRIED UNANIMOUSLY

Executive Summary:

- The *Local Government Act 2020* (the Act) requires each Council to prepare and adopt a Revenue and Rating Plan (the Plan), covering a minimum period of four years by the 30 June following each Council election.
- The Plan establishes the revenue raising framework within which the Council proposes to work.
- The Plan establishes the principles behind how Council intends to fund its activities and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services
- The Plan sets out decisions that Council has made in relation to rating options available to it under the *Local Government Act 1989* to ensure the fair and equitable distribution of rates across property owners.
- It is not the purpose of the Plan to set revenue targets for Council. The Plan outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

Background:

The *Local Government Act 2020* (the Act) requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which Council proposes to work.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council which in conjunction with other income sources will adequately finance the objectives in the council plan.

This plan is an important part of Council's integrated planning framework. Strategies outlined in this plan align with the objectives contained in the Council Plan and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council's strategic planning framework.

This plan explains the principles behind how Council intends to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

In particular, this plan sets out decisions that Council has made in relation to rating options available to it under the *Local Government Act 1989* to ensure the fair and equitable distribution of rates across property owners. It also sets out principles that are used in decision making for other revenue sources such as fees and charges and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

It is important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

Issues:

Strategy Implications

This proposal aligns with Objective 6 "Ensure Council operates openly, transparently and responsibly" of the Council Plan 2017-2021.

This plan is also an important part of Council's integrated planning framework.

Health Implications

Guiding principles in determining the level of fees and charges includes recognition of social health requirements by including the need to set pricing at a level that is deemed to be fair and equitable to enable the majority of residents to access each service and to encourage participation and positive health and wellbeing outcomes.

Communication

Deliberative community engagement is not prescribed in the Act for the Revenue and Rating Plan. Revenue and rating outcomes are included in the annual budget which is advertised each year and provides an opportunity for community input.

Financial Implications

There are no financial implications associated with this report.

Risk Analysis

The Revenue and Rating Plan formalises the current and past practices of Council in relation to collection of overall revenue. There are no material changes to past practices listed in the plan, it is therefore deemed that there is minimal risk associated with the Plan.

Legal and Compliance

The development of a Revenue and Rating Plan complies with the requirements of section 93 of the Act in that “A Council must prepare and adopt a Revenue and Rating Plan by the next 30 June after a general election for a period of at least the next 4 financial years.”

Community Implications

The Plan sets out the principles behind how Council intends to fund its activities and how the funding burden will be apportioned between ratepayers and other users of council facilities and services. It is acknowledged that the distribution of the revenue burden is not an exact science and there will be members of the community that bear a greater burden than others, however the Plan outlines what is expected to be a fair and equitable distribution.

Environmental Implications

There are no environmental implications associated with this report.

Consultation

There is no consultation proposed in relation to the Plan.

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   Revenue and Rating Plan 2021-2025

17.1

Revenue and Rating Plan 2021-2025

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LatrobeCity
Revenue and
Rating Plan
2021-2025



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Date of publication: [June 2021].

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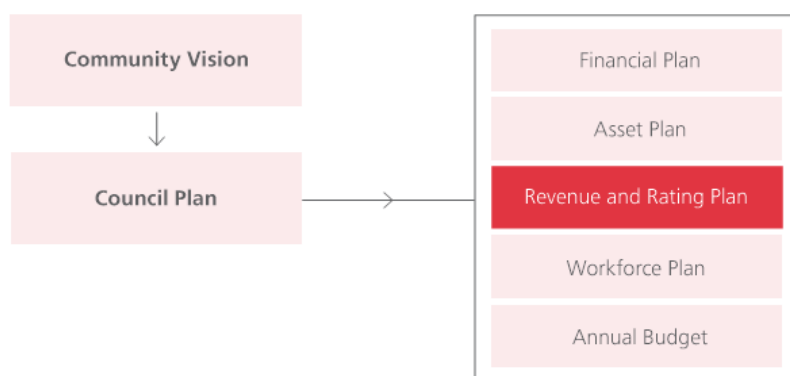
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Purpose

The Local Government Act 2020 (New Act) requires each council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election. The Revenue and Rating Plan establishes the revenue raising framework within which the Council proposes to work.

The purpose of the Revenue and Rating Plan is to determine the most appropriate and affordable revenue and rating approach for Council which in conjunction with other income sources will adequately finance the objectives in the council plan.

This plan is an important part of Council's integrated planning framework. Strategies outlined in this plan align with the objectives contained in the Council Plan and will feed into our budgeting and long-term financial planning documents, as well as other strategic planning documents under our Council's strategic planning framework.



This plan will explain the principles behind how Council intends to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services.

In particular, this plan will set out decisions that Council has made in relation to rating options available to it under the Local Government Act 1989 (Act) to ensure the fair and equitable distribution of rates across property owners. It will also set out principles that are used in decision making for other revenue sources such as fees and charges.

It is also important to note that this plan does not set revenue targets for Council, it outlines the strategic framework and decisions that inform how Council will go about calculating and collecting its revenue.

Introduction

Council provides a number of services and facilities to our local community, and in doing so, must collect revenue to cover the cost of providing these services and facilities.

Council's revenue sources include:

- Rates and Charges
- Grants from other levels of Government
- Statutory Fees and Fines
- User Fees
- Cash and non-cash contributions from other parties (i.e. developers)
- Interest from investments
- Sale of Assets

Rates are the most significant revenue source for Council and make up over 60% of its annual income. The introduction of rate capping under the Victorian Government's Fair Go Rates System (FGRS) has required councils to increasingly focus on the long-term financial sustainability of council. The FGRS restricts Council from increasing rates revenue beyond the annual rate cap set by the Minister, unless a variation is sought through the Essential Services Commission. It remains a key focus of Council to maintain existing services and service levels along with maintaining the necessary community infrastructure to support these services.

A key purpose of this Plan is to consider Council's rating options under the Act, and how Council's choices in applying these options contribute towards meeting an equitable rating strategy.

It is important to note from the outset that the strategic focus of this Plan is very different to that which is discussed in the Annual Budget. In the Annual Budget the key concern is the quantum of rates required to be raised for Council to deliver the services and capital expenditure required. In this Strategy, the focus instead is on how this quantum will be equitably distributed amongst Council's ratepayers.

The Plan will canvass the limited range of rating options available to Council under the Act, including the following:

- a. The choice of which valuation base to be utilised (of the three available choices under the Act);
- b. The consideration of uniform rating versus the application of differential rating for various classes of property;
- c. The most equitable level of differential rating across the property classes;
- d. The application of a municipal charge
- e. Consideration of the application of fixed service charges for the areas of waste collection and municipal administration;
- f. The application of special rates and charges;
- g. The application of other levies under the *Planning & Environment Act 1987*; and
- h. A review of the rate payment dates and options available to Council.

Council also provides a wide range of services to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to statutory or discretionary services.

Some of these, such as statutory planning fees are set by State Government statute and are commonly known as regulatory fees. In these cases, councils usually have no control over service pricing. However, in relation to other services, Council has the ability to set a fee or charge and will set that fee based on the principles outlined in this Revenue and Rating Plan.

Council revenue can also be adversely affected by changes to funding from other levels of government. Some grants are tied to the delivery of council services, whilst many are tied directly to the delivery of new community assets, such as roads or sports pavilions. It is important for Council to be clear about what grants it intends to apply for, and the obligations that grants create in the delivery of services or infrastructure.

Executive Summary and Recommendations

The selection of rating philosophies and the choice between the limited rating options available under the Act is a challenge for all councils to develop.

It is most likely that a perfect approach is almost impossible to achieve in any Local Government environment.

Three key platforms currently form the basis of the current approach to rating at Latrobe City Council that is recommended for continuation. They are that:

- a. Rates will continue to be based principally on an ad-valorem basis (i.e. based on the valuation of the various properties);
- b. Council will continue to apply a service charge to fully recover the cost of the collection and disposal of waste;
- c. Council will continue to apply differential rating to ensure all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council; and
- d. Council continues to levy a Municipal charge.

This represents Latrobe City Council's approach to rating.

Section	Strategy Recommendations
Valuation Base	Council uses the Capital Improved Value (CIV) method of valuation
Rating System (Uniform or Differential)	Council continues to apply differential rating as its rating system.
Differential rates	Council applies the following differential rates: General Rate, Farm Rate, Derelict Properties In addition, assessments eligible under the <i>Cultural and Recreational Lands Act 1963</i> receive concessional rates
Residential Land	The General Rate will be applied to all residential properties
Commercial Land	The General Rate will be applied to all Commercial properties
Industrial Land	The General Rate will be applied to all Industrial properties
Farm Land	Farm land that meets the definition of Farm Land as defined in this document will be eligible for the Farm Rate Differential which is set at 75% of the General Rate
Vacant Land	The General Rate will apply to all Vacant Land
Derelict Properties	Derelict properties are defined under Section 6 below. The differential is set at the maximum level of 4 times the lowest differential rate.
Retirement Villages	The General Rate will apply to all Retirement Village properties
Cultural and Recreational Land	There are two types of rebate offered <ul style="list-style-type: none"> • Non-Gaming Venues • Gaming Venues Assessments must meet the definition of cultural and recreational land in accordance with the <i>Cultural and Recreational Lands Act 1963</i> . Non Gaming Venues will be eligible for a rate rebate of 50% of the general rate, and Gaming Venues will be eligible for a rate rebate of 40% of the general rate. Each application is assessed on a case by case basis in accordance with the requirements of the Act. Additional rebate amounts are provided to two golf course assessments where land values have been impacted due to past changes in land zoning
Municipal Charge	Council applies a Municipal Charge in accordance with the Local Government Act.
Service Rates and Charges	A service charge is applied to Council's kerbside waste collection service. The service consists of collection areas and a mandatory three bin system within these collection areas. It includes the collection and disposal of household waste, recyclables and green waste
EPA Levy	The State Government EPA Levy on waste delivered to landfill is charged in addition to the waste charge and applies to each garbage bin service and will continue to be separately disclosed on the rates notice
Special Rates	Special Rates and Charges will continue to apply where special benefit can be shown to exist to a group of individual land owners for defined capital projects (e.g. gravel road sealing, footpaths etc.).
Rate Rebate for Land with a Deed of Covenant for Conservation Purposes	A Rates Rebate equating to a fixed amount of \$100 per property plus \$5 per hectare, will be available for land with a Deed of Covenant for Conservation purposes.
Payment of Rates and Charges	Council offers the option to pay rates by either the mandatory rate instalments option or the lump sum option in accordance with the Local Government Act.
Eligible Pension Rebate	Council continues to manage the State Government Pension Rebate scheme. Council does not provide any additional council rebate for eligible pensioners.



1.

THE IMPORTANCE OF A RATING STRATEGY

Latrobe City Council currently receives the majority of its Total Revenue by way of property-based rates and waste charges. The development of strategies in respect of the rating base is therefore of critical importance to both Council and the community.

The principles of good governance further require Council to provide ongoing or periodic monitoring and review of the impact of major decisions. It is therefore essential for Council to evaluate on a regular basis, the legislative objectives to which it must have regard and those other objectives which Council believes are relevant.

Council's approach to the raising of rate revenue is in line with its goal of providing transparency and accountability in its decision-making.

2.

RATING – THE LEGISLATIVE FRAMEWORK

The purpose of this section is to outline the legislative framework within which Council operates its rating system and the various matters that Council must consider when making decisions on rating objectives.

2.1 Legislative Framework

The Act stipulates that one of the primary objectives of Council is to endeavour to achieve the best outcomes for the local community having regard to the long term and cumulative effects of its decision. In seeking to achieve its primary objective, Council must have regard to a number of facilitating, or supporting, objectives, one of which is to ensure the equitable imposition of rates and charges.

The issue of equity must therefore be addressed in the plan, and this plan has paid careful attention to this aspect.

2.2 Consideration of Equity

Having determined that Council must review its rating strategy in terms of the equitable imposition of rates and charges, the difficulty becomes how to define and determine what is in fact equitable in the view of Council.

In considering what rating approaches are equitable, concepts that Council consider are:

- Horizontal equity, which refers to justice or fairness in the treatment of like properties, in other words, that similar rates are paid by similar properties. On the proviso that Council valuations fairly reflect the true valuation of like properties, horizontal equity will be achieved.
- Vertical equity, which refers to justice or fairness in the treatment of properties in different circumstances. (e.g. different property types – Residential/ Commercial/ Industrial / Farming/ Vacant / Developed).

In the case of property rates, it may be considered equitable for one type of property to have to bear more or less of the rates burden than another type of property. In achieving vertical equity in its rating strategy, Council must consider the valuation base it chooses to adopt to apply property rates and the application of the various rating tools available to it under the Act (e.g. differential rates).

Linkage of property wealth to capacity to pay, which recognises that the valuation of property is an imperfect system in which to assess a resident's ability to pay annual rates but one which Council is restricted to under the Act. A frequently raised example is pensioners who live in their family home which carries a high value, but live on a pension.

The equity question for consideration however is whether Council should support residents in this situation

with lower rates that will eventually be to the financial benefit of estate beneficiaries, or whether the ability to defer rates (in all or in a part) represents a more equitable outcome for all ratepayers.

The Benefit principle, which concerns one of the more misunderstood elements of the rating system, being that residents seek to equate the level of rates paid with the amount of benefit they individually achieve. The reality is however that rates are a system of taxation not dissimilar to PAYG tax.

In paying a tax on salaries, it is rarely questioned what benefit is received with it being acknowledged that tax payments are required to pay for critical services (Health, Education, etc) across the nation. Local Government is no different, with Rates being required to subsidise the delivery of services and capital works that would otherwise be unaffordable if charged on a case by case basis.

It is a choice of Council to what degree it pursues a 'user pays' philosophy in relation to charging for individual services on a fee-for-service basis. Similarly, Council must make a rating decision in terms of whether to use a fixed waste charge to reflect the cost of waste collection and a fixed municipal charge to defray the administrative costs of Council. Both of these choices are discussed later in this Plan.

The recommended approaches in this Plan in terms of equity are discussed further under each section.

RATING – THE LEGISLATIVE FRAMEWORK

2.2 Consideration of Equity (Continued)

What Rates and Charges may a Council declare?

Section 155 of the Act provides that a Council may declare the following rates and charges on rateable land:

- General Rates under section 158;
- Municipal Charges under section 159;
- Service Rates and Charges under section 162; and
- Special Rates and Charges under section 163.

The recommended strategy in relation to municipal charges, service rates and charges and special rates and charges are discussed in sections 8, 9 and 10 of this Rating Strategy.

Valuation Methodology available to Council

In raising Council rates, Council is required to primarily use the valuation of the rateable property to levy rates.

Section 157(1) of the Act provides Council with three choices in terms of which valuation base to utilise. They are Site Valuation, Capital Improved Valuation and Net Annual Value. The advantages and disadvantages of the respective valuation basis are discussed in section 5 of this Rating Strategy.

Declaring Rates and Charges

Section 158 of the Act provides that Council must, at least once in respect of each financial year, declare by 30 June the following for that year:

- The amount which Council intends to raise by way of general rates, municipal charges, service rates and service charges;
- Whether the general rates will be raised by application of –
 - A uniform rate; or
 - Differential rates (if Council is permitted to do so under section 161(1) of the Act; or
 - Urban farm rates, farm rates or residential use rates (if Council is permitted to do so under Section 161A of the Act).

Council's approach to the application of differential rates is discussed in section 6.



3.

UNDERSTANDING THE RATING FRAMEWORK AT LATROBE CITY COUNCIL

Latrobe City Council currently applies the Capital Improved Valuation method of valuation in order to levy its rates. Council currently applies three differential rating categories.

Council rates are calculated as follows:

Property Value X Rate in the dollar =
Council rates plus municipal charge, waste charges and State Government charges.

A full list of the current years differential rates, municipal charge and waste charges can be found in the adopted budget available on councils' website at www.latrobe.vic.gov.au

Council currently utilises a service charge to fully recover the cost of fulfilling its waste collection and disposal function.



4.

DETERMINING WHICH VALUATION BASE TO USE

As outlined above, under the Act, Council has three options for the valuation base it elects to use.

They are:

- a. Capital Improved Valuation (CIV) – Value of land and improvements upon the land
- b. Site Valuation (SV) – Value of and only
- c. Net Annual Value (NAV) – Rental valuation based on CIV. For residential and farm properties, NAV is calculated at 5 per cent of the Capital Improved Value. For commercial and industrial properties NAV is calculated as the greater of the estimated annual rental value or 5 per cent of the CIV.

4.1 Capital Improved Value

CIV is the most commonly used valuation base by Victorian Local Government with over 70 Councils applying this methodology. Based on the value of both land and all improvements on the land, it is relatively easy to understand for ratepayers as it equates the market value of the property.

Section 161 of the Act provides that a Council may raise any general rates by the application of a differential rate if it –

- a. Uses the capital improved value system of valuing land; and

- b. Considers that a differential rate will contribute to the equitable and efficient carrying out of its functions.

Where a council does not utilise CIV, it may only apply limited differential rates in relation to farm land, urban farm land or residential use land.

Advantages of using CIV

- CIV includes all improvements, and hence is often supported on the basis that it more closely reflects “capacity to pay”. The CIV valuation method considers the full development value of the property and hence better meets the equity criteria than SV and NAV.
- With the increased frequency of valuations to annually, the market values are more predictable and this has reduced the level of objections resulting from valuations. The concept of the market value of property is far more easily understood with CIV rather than NAV or SV.
- Most councils in Victoria have now adopted CIV, which makes it easier to compare relative movements in rates and valuations across and between councils’ municipal districts.
- The use of CIV allows councils to apply differential rates so as to equitably distribute the rating burden based on ability to afford rates.

Disadvantages of using CIV

The main disadvantage with CIV is the fact that rates are based on the total property value, which may not necessarily reflect the income level of the property owner, as with pensioners and low-income earners.

4.2 Site Value

With valuations based simply on the valuation of land and with only very limited ability to apply differential rates, the implementation of SV would cause a shift in rate burden from the industrial/ commercial sectors onto the residential sector.

In many ways, it is difficult to see an equity argument being served by the implementation of SV.

Advantages of Site Value

There is a perception that, under SV, a uniform rate would promote development of land, particularly commercial and industrial developments. There is however little evidence to prove that this is the case.



Disadvantages in using Site Value

- Under SV, there would be a significant shift from the Industrial/Commercial sector onto the residential and farming sector of Council.
- SV is a major burden on property owners that have large areas of land. Some of these owners may have much smaller/older dwellings compared to those who have smaller land areas but well-developed dwellings - but will pay more in rates. A typical example is flats, units and town-houses which will all pay low rates compared to traditional housing styles.
- The use of SV can place pressure on Council to give concessions to categories of landowners on whom the rating burden is seen to fall disproportionately (e.g. farm land, urban farm land and residential use properties). Large landowners, such as farmers for example, are disadvantaged by the use of SV.
- SV will reduce Council's rating flexibility and options to deal with any rating inequities due to the removal of the ability to levy differential rates.
- The rate-paying community has greater difficulty in understanding the SV valuation on their rate notices, as indicated by many inquiries from ratepayers on this issue handled by Council's Customer Service and Property and Rates staff each year.

4.3 Net Annual Value

NAV, in concept, represents the annual rental value of a property. However, in practice, NAV is closely linked to CIV for Residential Land and Farm Land. Valuers derive the NAV directly as 5 per cent of CIV.

In contrast to the treatment of Residential Land and Farm Land, NAV for Commercial and Industrial Land is assessed with regard to actual market rental. This differing treatment has led to some suggestions that all properties should be valued on a rental basis.

Overall, the use of NAV is not supported. For ratepayers in respect of Residential Land and Farm Land, actual rental values pose some problems. The artificial rental estimate used may not represent actual market value, and means the base is the same as CIV but is harder to understand.

In choosing a valuation base, councils must decide on whether they want to adopt a differential rating system (different rates in the dollar for different property categories) or a uniform rating system (same rate in the dollar). If a council was to choose the former, under the Act, it must adopt either of the CIV or NAV methods of rating.

4.4 Summary

It is recommended that Council continues to apply CIV as the valuation base for the following reasons:

- CIV is considered to be the closest approximation to an equitable basis for distribution of the rating burden.
- CIV provides Council with the ability to levy a full range of differential rates. Only limited differential rating is available under the other valuation bases.
- It should be noted that an overwhelming majority of Victorian councils apply CIV as their valuation base and, as such, it has a wider community acceptance and understanding than the other rating bases.

5.

DETERMINING THE RATING SYSTEM - UNIFORM OR DIFFERENTIAL?

Council may apply a uniform rate or differential rates as a means of raising revenue. They are quite different in application and have different administrative and appeal mechanisms that need to be considered.

5.1 Uniform Rate

Section 160 of the Act stipulates that, if a council declares that general rates will be raised by the application of a uniform rate, the council must specify a percentage as the uniform rate. Rates will be determined by multiplying that percentage by the value of the relevant land.

Council has not adopted uniform rates.

5.2 Differential Rates

Under the Act, Council is entitled to apply differential rates provided that it uses CIV as its basis for rating.

Council has since its inception adopted the differential rating system as it considers that this provides a greater ability to achieve equitable distribution of the rating burden, particularly considering the farming sector.

Differential rates in the dollar of CIV can be applied to different classes of property, which must be clearly differentiated and the setting of differentials must be used to improve

equity and efficiency. There is no legislative limit on the number of differential rates that can be levied, however, the highest differential rate can be no more than four times the lowest differential rate.

Council, in striking the rate through the annual budget process sets the differential rate for set classes of properties at higher or lower amounts than the general rate. Currently there are only three different levels of rates being General, Farm and Derelict Property rates.

Advantages of a differential rating system

The perceived advantages of utilising a differential rating system are:

- Greater flexibility to distribute the rate burden between all classes of property.
- Allows Council to reflect the unique circumstances of some rating categories where the application of a uniform rate may create inequitable outcomes (e.g. Farming enterprises).
- Allows Council discretion in the imposition of rates to 'facilitate and encourage appropriate development of its municipal district in the best interest of the community.

Disadvantages of Differential Rating

The perceived disadvantages in applying differential rating are that:

- Justification of the differential rate can at times be difficult for the various rating groups to accept, giving rise to queries, objections and complaints where the differentials may seem excessive or unjustified.
- Differential rating involves a degree of administrative complexity as properties continually shift from one type to another (e.g. residential to farm, vacant to improved) requiring Council to update its records. Maintaining the accuracy/integrity of Council's database is critical in ensuring that properties are correctly classified into their differential categories.
- Council may not achieve the objectives it aims for through differential rating. For example, Council may set its differential rate objectives to levy a higher rate on vacant land, hoping to encourage development, however, it is uncertain whether a differential rate would achieve such objectives.

6.

WHAT DIFFERENTIAL RATES SHOULD BE APPLIED?

6.1 General Rate

The general rate is the particular rate in the dollar that applies to all land which is not defined within a differential rate and includes residential, commercial and industrial properties, both vacant and improved.

The actual rating burden applying to general properties is an outcome determined by decisions to apply either higher or lower rates in the dollar to other classes of property, such as farm, commercial/ industrial or recreational land.

In the setting of differential rates, Council consciously considers their relativity to the general rate.

6.2 Farm Rate

Historically a lower rate has been applied to farms, the basis for this decision being that, in general, farmers require larger landholdings in order to run efficiently, and this would effectively result in disproportionately high rates in relation to the income or surplus able to be generated from these properties.

Council recognises their responsibility to ensure that the farm rate is enjoyed by deserving ratepayers. The problem arises in identifying "genuine" farms, as opposed to "hobby farms".

The Valuation of Land Act 1960 sets out the definition of Farm Land for valuation purposes, and defines "farm land" as any rateable land:

- That is not less than 2 hectares in area and;
- That is used primarily for grazing (including agistment), dairying, pig farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and
- That is used by a business
 - That has a significant and substantial commercial purpose or character; and
 - That seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - That is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

This definition of farm land is also used for rating purposes.

In summary, it is Council's opinion that:

- Due to the large tracts of land required to meet the definition of Farm Land it is recognized that if a differential rate was not in place then farmers would be required to contribute a disproportional amount of Council's rates revenue.
- Evidence shows that returns able to be realised by farming from the assets employed (including land) are lower than for other forms of land, so that its capacity to pay is lower;
- Rate relief should continue to be provided to farming/agriculture. because of its importance to the local economy.

WHAT DIFFERENTIAL RATES SHOULD BE APPLIED? (Continued)

6.3 Derelict Properties

Latrobe City Council introduced in 2017/2018 a differential rate relating to derelict properties across the municipality. The differential rate is set at the maximum level, being 4 times the lowest differential rate, as allowed under Section 161 (5) of the Local Government Act 1989.

The objective of the differential rate is to promote the responsible management of land and buildings through incentivising the proper development and maintenance of such land and buildings so as not to pose a risk to public safety or adversely affect public amenity.

For the purposes of applying the differential rate, properties, which include both buildings and/or land, will be considered derelict where 1 and 2 apply –

1. The property is in such a state of disrepair that it is unfit for human habitation or other occupation, and has been in such a condition for a period of more than 3 months.
 - o The definition of “unfit for human habitation or other occupation” is a property that is unsuitable for living or working in on a daily basis. The property is likely to lack, or have restricted access to, essential services or facilities including but not limited to water, and/or operational effluent discharge facilities, and the property is considered unsafe or unsuitable for use as a place of business or domestic inhabitation on a daily basis.

and

2. The property meets one or more of the following criteria –
 - a. The property has become unsafe and poses a risk to public safety, including but not limited to:
 - o The existence on the property of vermin, rubbish/litter, fire hazards, excess materials/ goods, asbestos or other environmental hazards; or
 - o The property is a partially built structure where there is no reasonable progress of the building permit;
 - b. The property adversely affects public amenity;
 - c. The property provides an opportunity to be used in a manner that may cause a nuisance or become detrimental to the amenity of the immediate area;
 - d. The condition of the property has a potential to adversely impact the value of other properties in the vicinity;
 - e. The property affects the general amenity of adjoining land or the neighbourhood by the appearance of graffiti, any stored unregistered motor vehicles, machinery or parts thereof, scrap metal, second hand building materials, building debris, soil or similar materials, or other items of general waste or rubbish.

The assessment of properties will be determined by Council’s authorised officers.

6.4 Retirement Villages

Retirement village property is any property, which is defined as a Retirement Village under the Retirement Villages Act 1986. In accordance with the Ministerial Guidelines on Differential Rating, a Council must give consideration to reducing the rates burden through the use of a reduced differential rate for Retirement Village Land.

The determination of where a differential rate should apply should reflect the level of service provided and ensures that reasonable rate relativity is maintained between retirement village property and other classes of property.

Latrobe City Council has 9 registered retirement villages within the municipality.

The villages located within the municipality are largely non-self-sufficient and residents continue to rely heavily on Council services. Therefore, they are not seen to provide sufficient internal services to warrant the application of a differential rate. The introduction of a differential rate would result in a greater portion of the rates burden being shifted to other low-income households and pensioners.

7.

CULTURAL AND RECREATIONAL LAND:

The Cultural and Recreational Lands Act 1963 (CRL Act) provides for a council to grant a rating concession in respect of any "recreational lands" which are rateable land under the Act.

The definition of "recreational lands" under section 2 of the CRL Act is lands which are:

- Vested in or occupied by anybody corporate or unincorporated body which exists for the purpose of providing or promoting cultural or sporting recreational or similar facilities or objectives and which applies its profits in promoting its objects and prohibits the payment of any dividend or amount to its members; and
- Used for outdoor sporting recreational or cultural purposes or similar outdoor activities; or
- Used primarily as agricultural showgrounds.

Section 169 of the Act, provides an opportunity for Council to grant a concession for properties described by definition as a sporting club under the CRL Act.

There are currently two levels of rebate provided based on the type of premises and include;

1. Non-Gaming Premises
(Rebate of 50% of the General Rate)
Eligible assessments that do not have gaming/gambling facilities at the premises.
2. Gaming Premises (Rebate of 40% of the General Rate)
Eligible assessments that provide gaming/gambling facilities on the premises.

The division in rebates recognises that assessments with gaming facilities have a greater capacity to earn income, and therefore have a greater capacity to pay.

In addition to the standard rebate amounts there is also recognition that in 2010 the land associated with the Yallourn Golf Club was rezoned as part of a greater area rezoning initiated by an adjoining landowner. This resulted in a substantial increase in land valuation that would have ultimately resulted in a substantial increase in rates payable. It was recognised that the Golf Club would be unable to afford to continue operating should Council enforce the above calculation method so it was agreed to maintain the rates at the existing level prior to the rezoning plus annual indexation in line with the annual rate increase.

Similarly, an error in valuation at the Traralgon Golf Course associated with zoning was uncovered in 2012 which also resulted in a substantial increase in land valuation. The same methodology as Yallourn Golf Club was applied to the calculation of rates.

Both Traralgon and Yallourn Golf Clubs therefore received a rebate in excess of the 50% outlined above.

The rebate system is reassessed annually as part of the budget process.



8.

SPECIAL RATES AND CHARGES

Special rates and charges are covered under Section 163 of the Act, which enables Council to declare a special rate or charge or combination of both for the purposes of:

- Defraying any expenses, or
- Repaying with interest any advance made or debt incurred or loan raised by Council.

In relation to the performance of a function or the exercise of a power of the Council, if the Council considers that the performance of the function or the exercise of the power is or will be of special benefit to the persons required to pay the special rate or special charge.

Section 185 of the Act provides appeal rights to the Victorian Civil and Administrative Tribunal (VCAT) in relation to the imposition of a special rate or charge. VCAT has wide powers, which could affect the viability of the special rate or special charge.

Council currently utilises Special Charges to recover the costs of sealing urban residential streets, where the benefit can be attributed to the residents of those streets. Council is mindful of the issue of proving that special benefit exists to those that are levied the rate or charge.

9.

MUNICIPAL CHARGE

Another principle rating option available to Councils is the application of a municipal charge. Under Section 159 of the Act, Council may declare a municipal charge to cover some of its administrative costs. The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge. A Council's total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined sum total of the Council's total revenue from the municipal charge and the revenue from general rates.

The arguments in favour of a municipal charge are similar to waste charges. They apply equally to all properties and are based upon the recovery of a fixed cost of providing administrative services irrespective of valuation. The same contribution amount per assessment to cover a portion of Council's administrative costs can be seen as an equitable method of recovering these costs.

The argument against a municipal charge is that this charge is regressive in nature and would result in lower valued properties paying higher overall rates and charges than they do at present. The equity objective in levying rates against property values is lost in a municipal charge as it is levied uniformly across all assessments.

Council's current position is that all assessments should equally contribute to the administrative costs of running council and therefore a Municipal Charge is currently applied.

10.

SERVICE RATES AND CHARGES

Section 162 of the Act provides Council with the opportunity to raise service rates and charges for any of the following services:

- a. The provision of a water supply;
- b. The collection and disposal of refuse;
- c. The provision of sewerage services;
- d. Any other prescribed service.

Council currently applies a Service Charge for the collection and disposal of refuse on properties that fall within the collection area. Council's waste collection service consists of a three-bin system which includes Garbage collected on a weekly basis and Recycle and Green Waste which is collected fortnightly on alternative weeks. Council retains the objective of setting the Waste Service Charge for waste at a level that fully recovers the whole of life cost of fulfilling the waste collection and disposal function.

The advantage of the Waste Service Charge is that it is readily understood and accepted by residents as a fee for a direct service that they receive. It further provides equity in the rating system as those residents who do not live in a collection area are not required to contribute to the cost of the service through general rates.

11.

EPA LEVY CHARGE

The Victorian Government through the Environment Protection Authority (EPA) levies all landfill sites with a landfill levy which is based on the amount of waste entering landfills on an annual basis.

In 2010/11, Council decided to separately disclose the EPA Levy on the rates notice after the State Government substantially increased the annual charge.

This separate cost is shown on Rates Notices in the interests of greater transparency. The cost of the levy is influenced by two drivers – one is the volume of waste going into landfill, and the second is the price per tonne levied by the EPA.

Council estimates the average annual garbage waste to landfill per property at 0.60 tonnes.



12.

RATE PAYMENT OPTIONS

There are only two options available under the Act for Council to set due dates for payment of rates. The first is an option of a lump sum payment on a fixed date (which is set as 15 February of each year) and the second is a mandatory instalment approach where quarterly payments are required at the end of September, November, February and May. Under this second approach, residents can elect to pay instalments in advance at any point.

Council has elected to maintain the options offered within the Act of both instalments and an annual payment option.

The current profile of rate payments shows a reasonably steady history over the last four years of approximately 60% of council's ratepayers paying by the traditional means of instalments or annual payments, with the balance being either agreed payment arrangements or other non-agreed payment arrangements.

On average approximately 35% of ratepayers utilise the instalment program as their preferred method while 50% pay in full by the 15 February under the lump sum option.

A future consideration of Council will need to be whether the full payment option should be retained. Council has experienced a significant increase in the number of ratepayers seeking payment assistance through alternative payment arrangements and ratepayers defaulting on payments. The current annual payment option effectively restricts council from engaging with ratepayers until after the full payment due date.

There are a number of advantages to consider regarding the removal of the option to pay by lump sum in February each year. These include;

- Council has the ability to identify struggling payers much earlier in the process, which provides the ratepayer with additional time to implement payment arrangements than would be the case if Council does not become aware of the issue until February.
- It provides improved cash flow. Council operates under a 1 July to 30 June financial year, and issues annual rates notices in August of each year. Under the lump sum payment arrangement Council needs to self-fund all expenditure through to February. During this time, Council is required to continue to provide operational services and capital works which will place considerable strain on council's cash flow as the impact of rate capping is realised.
- It brings Council into closer alignment with virtually every other utility service provider.
- Finally, it is the experience of Council that ratepayers are better able to manage and plan their household finances for four instalments, rather than the single, significant payment required under the lump sum payment option, which, falling mid-February, follows on the heels of the expense of Christmas.

Council considers its options annually as part of the budget process, any change to the current arrangement will require community consultation and a reasonable lead time to enable ratepayers to adjust.

13.

USER FEES AND CHARGES

Council provides a wide range of services, to the community, often for a fee or charge. The nature of these fees and charges generally depends on whether they relate to compulsory or discretionary services. Some of these, are set by state government statute and are commonly known as 'regulatory fees'. In these cases, councils usually have no control over service pricing.

The Act gives Council the power to set fees and charges at a level that recovers the full cost of providing the services, unless there is an overriding policy or imperative in favour of subsidisation.

A schedule of the current user fees and charges is presented in Council's annual budget.

Council periodically reviews all fees and charges and adjusts the levels consistent with application of the user pays principle – that is, so far as is possible, the cost of providing a direct service will be met by the fees charged.

All council services can be reviewed to assess whether they are appropriate to attract user fees and charges. Attributes of a service that can affect the ability for a council to place a fee or charge include whether the operation is a public or private good in nature and if there is any state and federal government legislation or funding conditions prohibiting or setting ceilings for pricing.

12.1 Cost Recovery

Full Cost Recovery

The full cost of delivering a service or providing a facility includes both:

- a. Direct Costs – those costs that can be readily and unequivocally attributed to a service or activity because they are incurred exclusively for that particular product/activity.
- b. Indirect Costs (often referred to as overheads) – those costs that are not directly attributable to an activity, but support a range of activities across Council.

Direct Costs

Council has systems for calculating the direct costs of providing services. These include:

- a. Labour – the wages and salaries of all staff directly working on that service. These costs include staff overheads, such as allowing for annual leave, sick leave, workers' compensation payments and long service leave.
- b. Materials and contracts – supplies and services used in providing the service.
- c. Administrative expenses – the office support for a service. Typically, an operational unit provides a number of services, so the administrative costs of that unit will need to be allocated across the different services.



USER FEES AND CHARGES**12.1 Cost Recovery (Continued)**

- d. Overheads –costs of council not directly distributed to each service, these can include costs associated with Information Technology, Finance, Payroll, Human Resources and others
- e. Capital equipment and assets using in providing the service – this may include plant hire or, where a council owns the equipment and assets, allowance for asset replacement and depreciation.

Indirect Costs

Council has a range of “back office” operations that are not directly tied to any service delivery. Nonetheless, these involve real costs that are incurred in supporting the delivery of direct services.

Council uses the pro-rata approach when assigning indirect costs, indirect costs includes but are not limited to;

- Information Technology (network, hardware, software, support etc.)
- Finance
- Payroll
- Human Resources; and
- Others which may relate directly to a particular service

Pricing Constraints

After Council has calculated the full costs of a service, it must also be determined:

- Do any external constraints apply? Possibilities include:
 - Either the State or Commonwealth Government sets a statutory price for that service,
 - Is the service in direct competition to private sector competitors and is it a “significant business activity?”. If so, Council needs to check competitive neutrality conditions.
- Is a price based on the full cost of the service competitive with other supplies (nearby councils and/ or private competitors)?

Does Council have a specific policy either:

- To subsidise this service (setting prices below full costs)?
- To use the service as a taxation mechanism (setting prices above the full cost level)?

Competitive Neutrality

If a competitive neutrality assessment is required, the following steps are recommended by the Victorian Government’s National Competition Policy and Local Government Statement:

- Determine whether the operation is a “significant business activity” and therefore, subject to the policy.
- Assess the full costs of providing the services, including all overheads
- Identify any aspect whereby the operation gains a net commercial benefit from being government owned.

If this analysis shows that a significant business does enjoy a net competitive benefit, Council is expected to set prices that include competitive neutral adjustments.

However, under the policy, this is not required if Council:

- Decides that the costs of applying competitive neutrality outweigh the benefits.
- Conducts and documents a “public interest test”, which involves public consultation on costed options, and identifies clear public policy objectives for providing the service at below competitive neutral prices.

As well as ensuring a level playing field for private sector competitors, this policy aims to identify subsidies, make them transparent to the community, and explain why Council is providing cross-subsidisation. Cross-subsidisation implies that one group may pay higher/lower prices than another group. Cross-subsidisation exists in a number of forms:

- Cross-subsidisation between the fees and charges paid by different users for a specific service – a cross subsidy between users.

- Cross-subsidisation between fees and charges and rates – a cross subsidy between users and ratepayers or from one service to another service.
- Cross-subsidisation between the amounts of rates paid by various classes of ratepayers.

The final step in a pricing policy is identifying what council services or service areas are “public goods” and therefore most appropriate for funding via general rate revenue.

Guiding Principles

Council has developed a range of principles to determine the level of fees and charges to be applied to each service. These principles are:

- Fees and charges are set in line with other like services through benchmarking.
- Fees and charges are set at a level that is deemed to be fair and equitable to enable the majority of residents to access the services.
- Fees and charges are set at a level to encourage participation and positive health and wellbeing outcomes.
- Fees are charged in line with State or Federal government legislation or Local Laws.
- Fees are charged in line with State or Federal government funding requirements.





14.

GOVERNMENT GRANTS

Grant revenue represents income usually received from other levels of government. Some grants are singular and attached to the delivery of specific projects (non-recurrent) such as capital works, whilst others relate to ongoing funding of programs or are untied to a specific requirement (recurrent) such as Financial Assistance Grants.

Council will pro-actively advocate to other levels of government for grant funding support to deliver important infrastructure and service outcomes for the community. Council may use its own funds to leverage higher grant funding and maximise external funding opportunities.

When preparing its financial plan, council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants are to be pursued. Council will only apply for and accept external funding if it is consistent with the Council Plan priorities.

No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

15.

CONTRIBUTIONS

Contributions represent funds received by council, usually from non-government sources, and are usually linked to projects. Contributions can be made to council in the form of either cash payments or asset handovers.

Examples of contributions include:

- Monies collected from developers under planning and development agreements
- Contributions from user groups towards upgrade of facilities
- Assets handed over to council from developers at the completion of a subdivision, such as roads, drainage, and street lights.

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place.

16.

INTEREST ON INVESTMENTS

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or for special purposes. The investment portfolio is managed per council's investment policy, which seeks to earn the best return on funds, whilst minimising risk.

Returns received from investments are either

- Utilised as part of the overall revenue of council to fund the general running of council; or
- Managed in accordance with funding agreements where the funds relate specifically to prepaid grant funding.

17.

SALE OF ASSETS

Council holds a significant portfolio of assets which are used to support council's services. There is a significant cost in holding assets that are obsolete or in excess of council's requirements, as such council will continue to review the portfolio of assets on a regular basis with the aim of identifying assets which are obsolete, or in excess of requirements.

Assets identified as being obsolete or in excess of requirements will be assessed for disposal in accordance with council's policies and delegations.

18.

BORROWING PROCEEDS

Whilst not a source of income, borrowings can be an important cash management tool in appropriate circumstances. Loans can only be approved by council resolution and be in accordance with Council's policies.

The following financial sustainability principles must be adhered to with new borrowings:

- Borrowings must only be applied for where it can be proven that repayments can be met in the Long-Term Financial Plan
- Borrowings must not be used to fund ongoing operations.
- Borrowings are appropriate for funding large capital works where the benefits are provided to future generations.
- Council will aim to maintain its debt at levels which are sustainable, by remaining below the high risk targets as identified in the VAGO financial sustainability risk indicators. This requires council to maintain indebtedness ratios at <60% (non-current liabilities/ own source revenue).



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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: 17.2

Agenda Item: Rating Agreement - Opal Australian Paper

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

MOTION

Moved: Cr Harriman

Seconded: Cr Middlemiss

That Council:

- 1. grants to Paper Australia Pty Limited for the period 2020-2030 a reduction against the full amount of rates otherwise payable on the land known as the Australian Paper Mill (“the rate rebate”);**
- 2. authorises the Chief Executive Officer to enter into negotiations to determine the amount of the rate rebate and conclude a rate rebate agreement with Paper Australia Pty Limited, provided the amount payable by Paper Australia Pty Ltd in respect of rates in the first year of the rate rebate agreement is not less than \$1,355,000 per annum plus annual increments; and**
- 3. after a rate rebate agreement has been concluded releases the amount of the rate rebate to the public.**

CARRIED UNANIMOUSLY

Executive Summary:

- By resolution on 7 December 2020, Council provided in principle support for the granting of a reduction against the full amount of rates otherwise payable by Paper Australia Pty Ltd on the land known as the Australian Paper Mill for the period 2020-2030 (“the rebate”);
- Paper Australia Pty Ltd is a major employer in Latrobe City;
- In accordance with s223 of the Local Government Act 1989 (“the Act”), notice was given of the proposed rebate and submissions invited from the public;
- A total of 3 submissions have been received. One urges full consideration of

the matter and two are opposed on the basis that Paper Australia has capacity to pay and other ratepayers are not offered an equivalent concession; and

- Council has considered the submissions.

Background:

Opal is a well-known major manufacturer and employer within the municipality, employing more than 860 local residents at the Paper Mill site. Opal has plans for a waste to energy plant that has been promoted as adding 1,000 local full-time equivalent jobs over 3 years and over 900 ongoing fulltime equivalent jobs.

Opal has had long standing arrangements with Council for a reduction in rates. The most recent agreement was in place for 10 years and expired in June 2020.

On 7 December 2020, Council resolved to provide in principle support for the rebate. Under s223 of the Local Government Act 1989 (“the Act”), notice must be given of any such proposed rebate with an opportunity for the public to make submission.

3 submissions were received. Two were opposed to the rebate, principally on the basis that Opal (through its parent, Nippon Paper) is a substantial organisation with capacity to pay and a similar rebate is not offered to other businesses operating in the municipality. One submission urged Council to give full and careful consideration to the granting of the rebate as doing so meant reduced revenue for Council services.

While Opal’s parent, Nippon Paper group, is a substantial organisation with transnational interests across sectors including paper, chemicals and agriculture, such organisations tend to view assets such as the Australian Paper Mill for their individual as well as overall contribution to the group.

For example, while the overall financial position of the Nippon Paper Group is sound, in May 2021 Nippon Paper announced it will close one of the company’s largest coated paper production facilities in its home market of Japan (Ishinomaki City) due to the structural decline for the product.

While Australia is a market where the Nippon Paper Group still expects growth, Council is aware that the current position of Paper Australia Pty Limited has complications such as the structural decline in demand for paper in Australia and potential future difficulty in sourcing wood for manufacture. At this time and partly in response to the decline for paper, as set out earlier, Paper Australia Ltd also has plans to diversify into energy from waste which if successful should result in a considerable number of short and long-term jobs.

Further, the only organisations in the municipality of the size and employment scale of the Paper Mill are the power stations and Latrobe Regional Hospital. The power stations by law receive an effective rate concession well in excess of that proposed for Paper Australia Pty Ltd and the hospital is exempt from rates.

Once the waste to energy plant is established – which will take most of the next 10 years of the proposed agreement – the benefit of the plant to the Paper Mill should allow Council to reasonably expect that financial support from Council in the form of the rebate would no longer be required. If the waste to energy plant is not established, the rebate will become more important to the overall financial position of Paper Australia Pty Ltd but is unlikely in itself to be determinative should other factors make its position financial unviable.

Issues:

Strategy Implications

The rebate is a demonstration of support to one of Latrobe City's major employers. Objective 1 in the Council Plan is to support job creation and industry diversification to enable economic growth in Latrobe City.

Health Implications

Nil

Communication

Notice of the proposed rebate has been given to the community. Only 3 submissions were received.

Financial Implications

The rebate allows a reduction of the rates otherwise payable to Council. While in this regard Council's direct revenue is diminished, the Paper Mill currently employs 860 staff many of whom will be ratepayers as well as residents and if the waste to energy plant is approved, will employ 900 more.

While Council does not have access to sufficient information to allow a precise calculation, if two thirds of the current staff were ratepayers, the proposed rebate concession of \$675,827.60 in favour of Paper Australia Pty Limited might be considered to support rates of around \$850,000.

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Financial Risk Council declines to	Unknown: Council has no information to assess whether requiring an	Grant the rebate

<p>provide the rebate and as a result the Paper Mill closes, with consequent financial impacts to Council from other affected residents and ratepayers</p>	<p>additional \$0.67m if the rebate is refused would be fatal to Paper Australia Pty Ltd. It would seem unlikely in itself but may be in conjunction with other factors.</p>	
<p>Strategic Risk</p> <p>Council declines to provide the rebate and as a result the Paper Mill closes</p>	<p>Unknown: Council has no information to assess whether requiring an additional \$0.67m if the rebate is refused would be fatal to Paper Australia Pty Ltd. It would seem unlikely in itself but may be in conjunction with other factors. The loss of the Paper Mill will have flow on effects to other ratepayers and residents.</p>	<p>Grant the rebate</p>

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

Legal and Compliance

The legal requirements to grant the rebate have been met.

Community Implications

Notice of the proposed rebate has been given to the community. Only 3 submissions have been received.

Environmental Implications

Nil

Consultation

No further consultation is 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

Nil

URGENT BUSINESS

18. 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**

19. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

The information in this section was declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020.

For the avoidance of doubt, section 66 of the *Local Government Act 2020* (which came into effect on 01 May 2020) also enables the Council to close the meeting to the public to consider confidential information as this term is defined under the *Local Government Act 2020*.

MOTION

Moved: Cr Lund

Seconded: Cr Harriman

That Council closes this Ordinary Meeting of Council to the public to consider confidential information on the following grounds:

(a) the information to be considered has been declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020; and

(b) pursuant to section 66 of the *Local Government Act 2020* on the following grounds:

19.1 Former Moe Library and Service Centre

Agenda item 19.1 *Former Moe Library and Service Centre* is designated as confidential under subsection (a) and (g) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released; and private commercial information, being information provided by a business, commercial or financial undertaking that—

(i) relates to trade secrets; or

(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. The report contains private commercial information about the external parties discussed in the report, some of which has been conveyed to Council in confidence. Premature release of the report could also adversely affect Councils position in negotiations, noting there are several options available.

19.2 Moe Revitalisation Project Stage 2 - Nominations for the Project Reference Group
Agenda item 19.2 *Moe Revitalisation Project Stage 2 - Nominations for the Project Reference Group* 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. Releasing this information would result in the unreasonable disclosure of individuals personal information.

CARRIED UNANIMOUSLY

The Meeting closed to the public at 7:26pm.

There being no further business the meeting was declared closed at 7:41pm.

I certify that these minutes have been confirmed.

Mayor: _____

Date: _____