



# **LATROBE CITY COUNCIL**

**AGENDA FOR THE  
ORDINARY COUNCIL MEETING**

**TO BE HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL**

**AT 6.00PM ON  
07 OCTOBER 2019**

**CM538**

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**1. OPENING PRAYER**

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

**2. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND**

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

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

**3. APOLOGIES AND LEAVE OF ABSENCE**

**4. DECLARATION OF INTERESTS**

**5. ADOPTION OF MINUTES**

**RECOMMENDATION**

**That Council confirms the minutes of the Ordinary Council Meeting held on 2 September 2019.**

**6. ACKNOWLEDGEMENTS**

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

**7. PUBLIC PARTICIPATION TIME**

**Public Questions on Notice**

*In accordance with the Council Meeting Policy, members of the public can lodge a question on notice before 12.00 Noon on the day of the Council meeting in order for the question to be answered at the meeting.*

**Public Speakers**

*Members of the public who have registered before 12.00 Noon on the day of the Council meeting are invited to speak to an item on the agenda.*



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

Date of Council Meeting	Item	Date of Future Council Meeting Report
<b>Chief Executive Office</b>		
13 November 2017	Memorandum of Understanding with the State of Victoria to develop a City Deal	<p><b>19 January 2018</b> A report will be scheduled in 2018</p> <p><b>06 April 2018</b> A further report is scheduled later in 2018</p> <p><b>20 August 2018</b> No change</p> <p><b>24 October 2018</b> An update report to Council is expected in early 2019</p> <p><b>17 January 2019</b> Report expected April 2019</p> <p><b>06 February 2019</b> Report scheduled to go to Council on the 1 April 2019</p> <p><b>18 April 2019</b> Report postponed until after the Federal Election</p> <p><b>04 July 2019</b> Further advice is being sort</p> <p><b>03/09/2019</b> A Councillor Briefing Report on this matter, and related potential opportunities and process for Latrobe City will be prepared</p> <p><b>6/09/2019</b> Report prepared for Councillor Briefing 30 September 2019</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
11 September 2017	2017/14 Morwell / Hazelwood Mine  <i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with contractual matters.</i>	<p><b>19 October 2017</b></p> <p>A further report will be scheduled in 2018</p> <p><b>6 April 2018</b></p> <p>Councillor workshop held 12/02/2018. External consultants to be engaged to provide advice on market opportunities for brown coal. This process has been initiated. A further report will be presented to Council once that advice is received</p> <p><b>4 June 2018</b></p> <p>A report was presented to Council Meeting</p> <p><b>21 June 2018</b></p> <p>A report, market opportunities for brown coal due at Councillor Briefing 17 September 2018 and a further report to Council Meeting 1 October 2018</p> <p><b>20 August 2018</b></p> <p>No change</p> <p><b>24 October 2018</b></p> <p>Report is due to be finalised by the end of 2018. The report to Council is expected in early 2019</p> <p><b>17 January 2019</b></p> <p>Report expected April 2019</p> <p><b>12 March 2019</b></p> <p>Report now expected May/June 2019</p> <p><b>09 May 2019</b></p> <p>Further advice is being sort</p> <p><b>04 July 2019</b></p> <p>Councillor Briefing Presentation being considered before scheduling of report to Council</p> <p><b>16 August 2019</b></p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p>Councillor Briefing Presentation scheduled 26 August 2019</p> <p><b>30 August 2019</b></p> <p>Councillor Briefing Presentation occurred 26 August 2019</p>
<b>Regional City Growth and Investment</b>		
05 February 2018	Signage on Overhead Bridges on Freeway	<p><b>08 March 2018</b></p> <p>A report to Council will be prepared for a future Council meeting once a response is received from Vic Roads.</p> <p><b>06 June 2018</b></p> <p>A further report is due September 2018.</p> <p><b>21 August 2018</b></p> <p>Anticipated report for the September 2018 is re-scheduled for November 2018.</p> <p><b>24 October 2018</b></p> <p>Report to Council potentially delayed until February 2019.</p> <p><b>23 January 2019</b></p> <p>Report scheduled to go to Council on the 1 April 2019</p> <p><b>20 March 2019</b></p> <p>Report rescheduled to the 6 May 2019</p> <p><b>12 April 2019</b></p> <p>A briefing report will be presented to Council 29 April 2019</p> <p><b>30 April 2019</b></p> <p>Briefing report presented 29 April 2019. An Officer report to be provided at an available</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		Council Meeting
03 April 2018	Future Use of the Visitor Information Centre Building	<p><b>04 April 2018</b></p> <p>The resolution is noted. A report outlining options for the future use of the existing Visitor Information Centre building in Traralgon will be presented to Council closer to the transition of the service to the foyer of the new performing arts centre (Latrobe Creative Precinct)</p> <p><b>20 July 2018</b></p> <p>No further updates - Update to be provided as the opening of the LCP approaches</p>
23 October 2017	<p>Development Proposal - Expression of Interest</p> <p><i>Confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</i></p>	<p><b>19 January 2018</b></p> <p>A report will be scheduled as required</p> <p><b>08 February 2018</b></p> <p>A report is anticipated at 05 March 2018 Council Meeting</p> <p><b>09 March 2018</b></p> <p>Presentation to occur at a Councillor Briefing on 26 March 2018</p> <p><b>24 July 2018</b></p> <p>Briefing report has been prepared for 30 July 2018</p> <p><b>17 January 2019</b></p> <p>As per Council Decision 23/10/2017, a further report is required – Pending Scheduling</p> <p><b>28 March 2019</b></p> <p>Report will be scheduled once an update is available</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
23 October 2017	<p>Gippsland Logistics Precinct Potential Business Opportunity</p> <p><i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed developments.</i></p>	<p><b>05 December 2017</b></p> <p>A report will be presented to Council in 2018</p> <p><b>20 July 2018</b></p> <p>A report will be presented to Council later in 2018</p> <p><b>24 October 2018</b></p> <p>Council Report to be presented on 5 November 2018</p> <p><b>05 November 2018</b></p> <p>A further report to be presented to Council</p> <p><b>28 March 2019</b></p> <p>Further discussion's occurring before a further report can be presented to Council</p>
02 September 2019	<p>SEA Electric: Request for Land at the Gippsland Logistics Precinct</p> <p><i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed developments.</i></p>	<p><b>03 September 2019</b></p> <p>A further report to be prepared</p>
06 May 2019	<p>Planning Scheme Amendment C92 - Consideration of Submissions (Latrobe Regional Airport)</p>	<p><b>06 May 2019</b></p> <p>A future report is required</p> <p><b>16 May 2019</b></p> <p>The process to undertake economic impact analysis has commenced and extension of time to progress the Amendment was sent to the Minister for Planning (initial approval has been given)</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
		<p><b>20 June 2019</b></p> <p>Inception Meeting and site visit has been scheduled. A verbal approval for an extension of time to progress the Amendment (and not lapse) has been granted</p> <p><b>3 September 2019</b></p> <p>Draft background report provided by consultants, further changes to be made and final version expected early September</p>
03 June 2019	Latrobe Creative Precinct - Gippsland FM Proposal to Co-locate at the Precinct	<p><b>09 July 2019</b></p> <p>A report will be scheduled in 2020</p>
02 September 2019	Amendment C115 (Morwell to Traralgon Employment Corridor) - Consideration of Submissions	<p><b>03 September 2019</b></p> <p>A further report to be scheduled once the Panel report has been received</p>
<b>Community Health and Wellbeing</b>		
01 July 2019	<p>Future of Latrobe City Council Aged &amp; Disability Service Provision</p> <p><i>Confidential under Section 89(2) (a) (c) (d) of the Local Government Act 1989, as it deals with personnel matters; AND industrial matters; AND contractual matters.</i></p>	<p><b>04 July 2019</b></p> <p>A Transition report will be provided to Councillors by March 2020</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
<b>Organisational Performance</b>		
25 May 2015	MAV Workcare Self Insurance  <i>Confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with contractual matters.</i>	<p><b>14 March 2017</b> A report to Council is scheduled for the end of the current financial year</p> <p><b>18 July 2017</b> A report will be presented to Council in 2020/2021 Financial Year</p>
11 September 2017	Proposed Road Renaming - Ashley Avenue, Morwell	<p><b>20 September 2017</b> Pending further discussions before a report is rescheduled for decision</p> <p><b>9 August 2018</b> A report for Council to consider the submissions received is being prepared for the September Meeting</p> <p><b>17 September 2018</b> A further report will be determined after Councillor speaks with property owner</p> <p><b>17 January 2019</b> Report expected to council in April 2019</p> <p><b>13 February 2019</b> Report pending scheduling</p> <p><b>08 August 2019</b> Proposed road renaming to be referred to Road Naming Committee for consideration when convened</p>

Date of Council Meeting	Item	Date of Future Council Meeting Report
05 November 2018	Representation and Participation of Traditional Owners on Council Committees	<p><b>05 November 2018</b></p> <p>A progress report on implementation will be submitted to Council in the first quarter of 2019</p> <p><b>04 July 2019</b></p> <p>Further liaison with GLaWAC has occurred. Further update to be provided in second half of 2019 regarding implementation</p> <p><b>19 September 2019</b></p> <p>Report prepared for Council Briefing 23 September 2019</p>
03 December 2018	Accumulated Cash Surplus – Surplus Allocation 2018/19	<p><b>03 December 2018</b></p> <p>A future report to be provided to Council on options for any future Latrobe City Council intern program beyond July 2019</p> <p><b>22 January 2019</b></p> <p>Report to come to council 2019 – Pending scheduling</p> <p><b>19 August 2019</b></p> <p>Report to be presented in September 2019</p> <p><b>18 September 2019</b></p> <p>Report prepared for Councillor Briefing 30 September 2019</p>
02 September 2019	2019/20 Annual Sponsorship Program	<p><b>03 September 2019</b></p> <p>A further report to be scheduled following the review of the current Community Sponsorship Program</p> <p><b>10 September 2019</b></p> <p>Report prepared for Councillor Briefing 23 September 2019</p>



Date of Council Meeting	Item	Date of Future Council Meeting Report
<b>Assets and Presentation</b>		
03 September 2018	2018/11 Explore alternate options available to replace the supply and use of single use water bottles	<p><b>3 September 2018</b> A report will be presented to a Council Meeting later in 2018.</p> <p><b>8 October 2018</b> Revised Target Date: 04 Mar 2019</p> <p><b>23 January 2019</b> Report scheduled to go to Council on the 1 April 2019</p> <p><b>20 March 2019</b> Report deferred pending scheduling</p> <p><b>02 April 2019</b> It is proposed that a report will be presented at a meeting in May 2019</p> <p><b>10 July 2019</b> A draft briefing report is currently being finalised with a view of presenting this report to Council shortly</p> <p><b>14 August 2019</b> A briefing report will be presented to Council in September 2019</p>
01 April 2019	Moe Keenagers - Project Update	<p><b>18 April 2019</b> A further report to be scheduled</p>
01 July 2019	Annual Maintenance Grant Program	<p><b>14 July 2019</b> Report to be presented in early 2020</p>

<b>Date of Council Meeting</b>	<b>Item</b>	<b>Date of Future Council Meeting Report</b>
05 August 2019	Presentation of Draft Mathison Park Management Plan for Public Exhibition	<p><b>09 August 2019</b></p> <p>A further report to be scheduled after the public exhibition period</p> <p><b>13 September 2019</b></p> <p>The final Mathison Park Management Plan will be presented to Councillors in a briefing 21 October 2019, then to Council seeking endorsement on 11 November 2019</p>
05 August 2019	2018/19 Outdoor Pool Season Review	<p><b>06 August 2019</b></p> <p>Report to be scheduled after the 2019/20 outdoor pool season</p>

Any proposed timings of reports listed above advised up to 20 September 2019, have been included in the above table. Items are removed only once a report has been tabled at Council and advised accordingly.

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

# **NOTICES OF MOTION**

**9. NOTICES OF MOTION**

Nil reports

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

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

Nil reports

# CORRESPONDENCE

**11. CORRESPONDENCE**

Nil reports



# **PRESENTATION OF PETITIONS**

## **12. PRESENTATION OF PETITIONS**

**Agenda Item: 12.1**

**Agenda Item: Petition Calling for Free Disposal of Silage Wrap**

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

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

**Status: For Decision**

### **Proposed Resolution:**

#### **That Council:**

- 1. As required by Section 4.5 of the *Council Meetings Policy*, resolves to refer the petition requesting *Free Silage Wrap Disposal* to the General Manager Assets and Presentation for assessment and analysis;**
- 2. Requests a report is 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 in writing of this decision in relation to the petition.**

### **Executive Summary:**

- Latrobe City Council (Council) has been presented with a petition (Attachment 1) containing fifty one signatures requesting support for the Free Disposal of Silage Wrap in Latrobe City.
- The petition states *"We, the undersigned, are concerned citizens who urge our leaders to act now to motion for the free disposal for silage wrap"*
- 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 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.
- It is expected that the petition report will be brought back to Council at the 11 November 2019 Ordinary Council meeting.

**Background:**

The operator Latrobe City Council's Morwell Transfer Station, Latrobe Waste and Recycling offer a silage wrap disposal service. The disposal of silage wrap attracts a gate fee of \$25.00 per bulka bag. This is the only acceptable method of disposal; no other container will be accepted. Bulka bags are not available for purchase at the transfer station, and must be externally sourced.

Latrobe Waste and Recycling collect, store and transport bulka bags of silage wrap to a plastics reprocessor in Melbourne. The cost of managing this product is covered by the gate fee and a rebate from the reprocessor. No management fee is paid by Council for this service.

In their Petition Summary and Background the Head Petitioner states that:

*“Glengarry Landcare group recognises there is a problem with the incorrect disposal of agricultural waste. By providing free silage wrap disposal we can create a healthier and more beautiful district.*

*Wellington Shire offers free disposal of silage wrap. Why can't Latrobe City? Latrobe City Council only accepts silage wrap at its Morwell Transfer Station and charges \$20 per bulka bag.*

*To save you the hassle of taking your silage wrap to a transfer station, Glengarry Landcare aims to provide a collection service.*

*When silage wrap is disposed of correctly, it can be recycled into other agricultural products. When it is not, we are polluting the local area for future generations.”*

**Issues:**

*Strategy / Financial / Community / Environmental / Risk Analysis / Legal and Compliance / Consultation*

All implications of the petition will be considered as part of a detailed Council report expected to be presented at the 11 November 2019 Ordinary Council meeting.

*Communication*

Head Petitioner Robin Dawson has been notified of the petition process and advised of the intention to lay the petition on the table at the Ordinary Meeting of Council to be held on 7 October 2019. Robin Dawson will be notified prior to the subsequent report being presented to the Ordinary Council meeting to be held on 11 November 2019.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

1. Petition (Published Separately) (Confidential)

# **CHIEF EXECUTIVE OFFICE**

**13. CHIEF EXECUTIVE OFFICE**

Nil reports

# **REGIONAL CITY GROWTH AND INVESTMENT**

## **14. REGIONAL CITY GROWTH AND INVESTMENT**

**Agenda Item: 14.1**

**Agenda Item: 2019/2020 STEM Exchange to Sister Cities**

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

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

**Status: For Decision**

### **Proposed Resolution:**

**That Council approves the proposal as outlined in the report for a Science, Technology, Engineering & Maths (STEM) Exchange Program to our Sister Cities Taizhou in China and Takasago in Japan in 2020.**

### **Executive Summary:**

- The aim of the proposed program is to increase the awareness by young residents of opportunities that exist now and into the future in the STEM areas. This will allow young students to make better informed choices to study STEM related subjects while at secondary school and then continue that study into higher education.
- This program is supported by the International Engagement and Investment Strategy 2019-2023 which was adopted at the Ordinary Council Meeting on 5 August 2019.
- The proposal allows for a maximum of eight young residents (year 9 to year 12 students), from across Latrobe City, who are interested in pursuing studies in STEM areas.
- A public expression of interest process will be undertaken to recruit the students and a support manager (to be a person with a strong STEM background who will provide guidance and support for the students). An interview panel will be established with representatives from the International Engagement and Investment Committee (who have a STEM education or work background) and Council officers.
- Exposure to international STEM activities will demonstrate what can be achieved in the STEM area through seeing/participating in activities in other



countries. The duration of the proposed exchange will be approximately 10 days and will involve attending Sister Schools, relevant industry visits, Hi-Tech facilities, Medical City in Taizhou, homestay arrangements, educational tours and cultural activities. The indicative itinerary will include 3 days in each sister city plus 4 days of travel and cultural activities.

- It is proposed that the exchange program will be undertaken during the March/April school holidays in 2020.
- The total cost for each student to participate in the exchange is estimated to be approximately \$4,500. Costs associated with the accompanying adults (Department Officials/STEM teachers and Council Officer) will be approximately \$5,500 per person (no homestay arrangements for adults). The Department of Education will be responsible for the costs of any Department Staff attending.
- The delegation costs will be partially supported by Council and the Department of Education. The amount per student will be determined after the Department of Education confirms its contribution. In addition, fundraising activities will be organised so that it is more affordable for each student to participate in the exchange program.
- Council will provide two scholarships to fully fund the delegation costs to support participants from families with limited financial resource. A selection process will be undertaken against a developed set of criteria to identify the two scholarship recipients.
- The allocated 2019/2020 budget for exchange programs is \$30,000. It is anticipated that the total costs to Council for this proposal will be in the order of \$28,000 consisting of \$5,500 each for an officer and support manager (the support manager will be an internal LCC representative, suitably qualified in STEM such as an employee or committee representative to accompany the trip, \$1000 per student (6 x \$1,000), two scholarships at \$4,500 each and contingency cost.

**Background:**

Latrobe City is committed to an International Engagement and Investment program for our community. Key pillars for that program include international exchange and cooperation in the fields of economy, trade, science and technology, cultural exchange, education, sports, health and people.

Latrobe City Councils Sister Cities Agreements include the following clauses.

- *That each city shall strive to promote the interchanging of ideas, culture and education and shall encourage the promotion of youth and cultural changes to promote cultural awareness.*

- *That the promotion of different sporting and tourism events be encouraged to exchange ideas and to co-ordinate the staging of events to encourage participation from both countries.*

Latrobe City, through valued partnerships with local community groups, sporting associations and the Latrobe City Youth Band has seen over 600 young people from Latrobe City experience Japanese and/or Chinese culture through exchanges with our Sister Cities.

To broaden and make accessible the range of existing cultural, sporting, educational and youth exchange opportunities for the residents of Latrobe City, Latrobe City has conducted biennially exchange programs.

Past Exchange Programs with our Sister Cities include:

- 2004 Latrobe City Youth Band – Takasago and Taizhou;
- 2006 Latrobe City Sports Exchange Taizhou – Table Tennis;
- 2006 Latrobe City Sports Exchange Takasago – Basketball and Soccer;
- 2008 Latrobe City Youth Band – Takasago and Taizhou;
- 2010 Artists Exchange – Takasago;
- 2012 Latrobe City Sports Exchange Takasago – Judo;
- 2012 Latrobe City Sports Exchange Taizhou – Swimming;
- 2014 Latrobe City Music Ensemble – Takasago and Taizhou;
- 2015 Latrobe City Sports Exchange – Taizhou – Tennis;
- 2016 Latrobe City Sports Exchange – Takasago – Distance running.

All past exchange programs have successfully provided life changing experiences and the support of another program will allow Latrobe City Council to continue strengthening the relationships between Latrobe City Council and our Sister Cities.

These exchange programs have been a valuable experience for students and accompanying adults to learn and appreciate diverse cultures through grass-roots relationships.

The purpose of the programs is to continue strengthening the links between Latrobe City Council and our Sister Cities, these exchange programs are considered an “investment for life”. The experience can be beneficial for participants in many different and valuable ways, including:

- Get to know how others live and come to see the world from another perspective;
- Test yourself and acquire independence and maturity;
- Make new friends and appreciate old ones even more;
- Gain experience and judgement;
- Become more tolerant to social and cultural diversity
- Learn about the world first hand.

The aim of the proposed STEM Exchange Program is to increase the awareness of young residents to opportunities that exist now and into the future in the STEM areas. This will allow young residents to make better informed choices to study STEM

related subjects while at secondary school and then continue that study into higher education.

A maximum of eight young residents (year 9 to year 12 students) who are interested in pursuing studies in STEM areas from across Latrobe City and up to 2 adults will be required to accompany the tour. It is proposed that the accompanying adults be a support manager (an internal LCC representative, suitably STEM qualified, either an employee or committee representative who will provide guidance and support for the students) and a Latrobe City Council officer to provide support during the exchange. Participants will be selected through a public media recruitment and through the school networks.

Whilst it is not possible to nominate actual dates at this time, the preferred time for the exchange program is March/April 2020. These dates have been chosen as they coincide with Victorian school holidays and also the Japanese fiscal year (1 April to 31 March). Takasago International Association has requested that the 2019/2020 exchange program to be completed by 31 March 2020.

The duration of the proposed exchange is approximately 10 days and will involve attending Sister Schools, relevant industry visits, Hi-Tech facilities, Medical City in Taizhou, homestay arrangements, educational tours and cultural activities. The indicative itinerary (attachment 1) will include 3 days in each sister city plus 4 days of travel and cultural activities. Prior to departure, the students will develop a STEM related project in conjunction with local industries. Following the exchange, students will prepare a presentation to deliver to Council and schools about their STEM project.

Latrobe City Council's International Engagement and Investment Officer will coordinate the exchange program in conjunction with support from our Sister Cities and participating organisations. Key responsibilities include:

- Communicate with Sister Cities;
- Assist in the planning of itineraries and travel arrangements;
- Information sessions;
- Pre-departure briefings;
- Cultural Awareness sessions / information;
- Assist in fundraising initiatives;
- Accompany the exchange.

Participating individuals will have the following key responsibilities:

- Be a worthy ambassador;
- Complete all mandatory compliance documentation;
- Provide proof of residence in Latrobe City;
- Actively participate in fundraising initiatives;
- Attend information sessions;
- Attend Pre-departure briefings;
- Attend Cultural Awareness sessions;
- Act as a Latrobe City Council international relations ambassador post exchange;

- Promote the STEM Exchange Program both pre and post exchange.

Latrobe City Council's sister cities will play a significant support role in hosting the delegation which will include arranging homestays for up to 4 nights.

The estimated cost for each individual to participate in the exchange is approximately \$4,500.00. Costs associated with the accompanying adults (STEM support manager and Council Officer) will be approximately \$5,500 per person (no homestay arrangements for adults).

The estimated cost is attributed to the following expenses:

Description	Students	Adults
Airfares	\$2,500.00	\$2,500.00
Insurance	\$250.00	\$250.00
Accommodation	\$650.00	\$1650.00
Bus, Rail & Cultural Attractions	\$600.00	\$600.00
Uniforms	\$250.00	\$250.00
Meals	\$250.00	\$250.00
<b>TOTAL</b>	<b>\$4,500.00</b>	<b>\$5,500.00</b>

The delegation costs will be partially supported by Council and the Department of Education. The amount will be determined after the Department of Education confirms its contribution. In addition, fundraising activities will be organised so that it is more affordable for each student to participate in the exchange program.

Council will provide two scholarships to fully fund the delegation costs to support participants from families with limited financial resource. A selection process will be undertaken to identify the two scholarship recipients.

The allocated 2019/2020 budget for exchange programs is \$30,000. It is anticipated that the total costs to Council will be in the order of \$28,000 consisting of \$5,500 each for an officer and STEM support manager to accompany the trip, \$1,000 per student (6 x \$1,000), two scholarships at \$4,500 each and contingency cost.

As has been past practice, International Relations Advisory Committee members will be invited to participate. Any participating member will be required to personally fund all of their travel expenses.

The proposed program is supported by the International Engagement and Investment Strategy 2019-2023 which was adopted at the Ordinary Council Meeting on 5 August 2019. The budget for the exchange program is supported in Council's 2019/20 budget.

**Issues:**

*Strategy Implications*

The International business delegation aligns directly to the Council Plan:

**OBJECTIVE 1**

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

**OBJECTIVE 2**

*Encourage improved education & training outcomes in Latrobe City*

**STRATEGIES 2:**

*Deliver Council's Economic Development Strategy*

**STRATEGIES 5:**

*Support improved education outcomes through direct delivery of early learning education services and advocacy with local education and training providers to provide education offerings that create a skills base aligned with our future economy.*

*Communication*

- Promotion at the STEM program functions.
- This proposed exchange program has been communicated with both sister cities and the International Relations Advisory Committee.
- A number of discussions have been carried out with Baw Baw Latrobe LLEN, Gippsland Tech School and Department of Education.
- A public expression of interest process will be undertaken to recruit the students and the support manager.

*Financial Implications*

The allocated 2019/2020 budget for exchange programs is \$30,000. In addition, the Department of Education will financially support the project

With previous cultural exchanges Council has contributed \$1,000 per student. It is intended that this would also be the case for this exchange should Council decide to support the program. The Department of Education sponsorship will be evenly distributed among all students. These contributions will reduce the cost to each participant which will make the program more accessible to local students.

Fundraising activities will be organised so that it is more affordable for each student to participate in the exchange program.

In addition, Council will provide two scholarships to fully fund the student costs to support participants from families with limited financial resource.

Officer associated costs for the delegation will be limited to travel, accommodation and incidentals. All costs associated with the visit can be accommodated from within existing divisional budgets.

The proposal includes the following financial contribution from Council to support the exchange:

Costs for Council officer:	\$5,500	(travel, accommodation, incidentals)
Costs for support manager: (internal LCC representative, either an employee or committee representative, suitably STEM qualified to provide guidance and support for the students)	\$5,500	(travel, accommodation, incidentals)
Costs per student 6@\$1,000:	\$6,000	
Scholarships 2@\$4,500:	\$9,000	
Contingency	<u>\$2,000</u>	
Total:	\$28,000	

### *Risk Analysis*

Risk has been considered as part of this report and it is considered to be consistent with both Council and Department of Education's Risk Management framework.

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Not having enough participants	3	Promoting the program through school network and Department of Education

<p>Delaying decisions and actions creates a significant risk in terms of the project not being delivered within the timeframe.</p>	<p>3</p>	<p>Communicate all information in a timely manner with all parties involved.</p>
<p>Safety and duty of care risks associated with the responsibilities of travelling with students who are under 18 years of age.</p>	<p>3</p>	<p>Working with children checks are provided for supervising adults. Council officer experienced in attending previous cultural exchanges accompanies this exchange. Continue to work with Department of Education on appropriate risk management requirements in this area and ensure these are met.</p>

*Legal and Compliance*

Nil

*Community Implications*

The potential social and economic outcomes associated with the outbound delegation are expected to positively impact on the community.

The program enables us to foster international peace and goodwill, enriching our community with a broader understanding of other nations, their traditions, customs and cultures. Crucially though, it also increases the awareness by young people to opportunities in the STEM areas.

*Environmental Implications*

Nil

*Consultation*

The proposed 2019/2020 STEM Exchange Program has been developed in consultation with the Latrobe City International Relations Advisory Committee, Department of Education and with both the City of Takasago and City of Taizhou who have endorsed the proposed program.

*Other*

Nil



**Declaration of Interests:**

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

**Supporting Documents:**

**Attachments**

1 [↓](#). Draft Itinerary



## **14.1**

### **2019/2020 STEM Exchange to Sister Cities**

<b>1</b>	<b>Draft Itinerary .....</b>	<b>38</b>
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## STEM EXCHANGE PROGRAM 2020 Takasago, Japan and Taizhou, China Draft Itinerary

	Activity & Comments
Day 1 and Day 2	Travel to Takasago via Osaka
Day 3 - Day 5	<b>School and industry visits:</b> Takasago High School National Institute of Technology Akashi college KHI (Hydrogen Project Kobe site) KHI Museum J-Power <b>Cultural activities:</b> Himeji Castle and Takasago Shrine City tour and Homestay arrangement
Day 6	Travel from Takasago to Osaka Osaka to Shanghai Shanghai to Taizhou
Day 7- Day 9	<b>School and industry visits:</b> Taizhou No 1 and No 2 High School Taizhou Polytechnic Taizhou University China Medical City and Hospital Wind Solar and Agriculture Power Farm High Tech Centre City Planning Centre <b>Cultural activities:</b> City tour and Homestay arrangement Australian Garden in Taizhou
Day 10	Travel back to Melbourne via Shanghai

School Holidays: 28 March – 13 April 2020  
 Industry visits are subject to participants interest

**Agenda Item: 14.2**

**Agenda Item: Amendment to 'Waiver of Planning Permit Application Fees Policy'**

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

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

**Adopts the amended 'Waiver of Planning Permit Application Fees Policy'.**

**Executive Summary:**

- The Waiver of Planning Permit Application Fees Policy (policy) was adopted by Council at the 13 November 2017 Council Meeting.
- The intention of this policy was to remove a financial barrier experienced by community and sporting groups when seeking to improve the facilities they occupy whilst ensuring the cost implications to Council did not outweigh the overall community benefit.
- Following a review of the policies implementation during the first 18 months, concerns were raised regarding whether the parameters of the policy had extended beyond what Council originally intended.
- There was a preference generally to amend the policy to limit the eligibility criteria to community not-for-profit groups with limited capacity to pay permit fees.
- It is considered that in order to better achieve the original intention of the policy, the eligibility criteria should be amended to be more specific in terms of the land in which the policy applies.
- It is considered that this can be achieved by amending the eligibility criteria to only apply to applications on Crown land and Council owned or managed land.

- It is recommended that Council adopt the amended 'Waiver of Planning Permit Application Fees Policy'.

**Background:**

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

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

A review into how the policy had been implemented to date was provided at the 27 May 2019 Councillor briefing session.

This review detailed the costs incurred to Council during that time, the organisations and groups who had been granted a fee waiver and evaluated whether the objective of the policy was being achieved.

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

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

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

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

Summary

Since the policy was adopted in November 2017, it has been utilised on 10 occasions and has resulted in a total waiver of fees worth \$11,206.45. This accounts for approximately 5 percent of applications received and approximately 2 percent of total Statutory Fees received during that time.

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

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

The policy has therefore been amended and has been provided as Attachment 1 of this report.

Overall it is considered that the policy is providing a positive community benefit by removing a barrier previously experienced by community groups at minimal cost to Council.

**Issues:**

*Strategy Implications*

The policy meets the following Council Plan objectives:

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

*Communication*

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

*Financial Implications*

As mentioned previously in this report, the continuation of this policy will result in a very minor loss of income to Council. This loss of income is expected to be approximately \$10,000 each financial year subject to CPI.

*Risk Analysis*

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

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

*Legal and Compliance*

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

*Community Implications*

The policy is expected to continue to have a positive impact on the community by providing community groups, as well as charitable and not for profit organisations the opportunity to improve the facilities they occupy without the out of pocket expense of a Statutory Planning fee.

*Environmental Implications*

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

*Consultation*

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

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

1 [↓](#). Waiver of Planning Permit Application Fees Policy

## **14.2**

### **Amendment to 'Waiver of Planning Permit Application Fees Policy'**

- 1 Waiver of Planning Permit Application Fees Policy ..... 44**



# Waiver of Planning Permit Application Fees Policy

Version 2

Approval Date: 2 September 2019





## Waiver of Planning Permit Application Fees Policy

### DOCUMENT CONTROL

Responsible GM	General Manager Regional City Growth and Investment	
Division	Regional City Growth and Investment	
Last Updated (who & when)	Manager Regional City Planning– J. Riordan	2019
DOCUMENT HISTORY		
Authority	Date	Description of change
GM Regional City Growth and Investment	2 September 2019	Amended to be more specific in terms of the land in which the policy applies.
References	Refer to Section 8 and 9 of this policy	
Next Review Date	November 2021	
Published on website	No	
Document Reference No	2	

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Responsible Division	Regional City Growth and Investment	Approved Date	2 September 2019	Review Date	November 2021
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## Waiver of Planning Permit Application Fees Policy

### 1. Background

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

### 2. Objective

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

### 3. Scope

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

### 4. Principles of Management

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

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

#### Application of Regulation 20

The Regulations are generally clear as to when Council as the responsible authority is able to consider fee exemptions for planning permit applications. The following sets out the circumstances in which Council will exercise its rights availed to it by Regulation 20 in relation to waiver of fees for a not-for-profit organisation, community group or charitable organisation.

In accordance with Regulation 20(d), Council will exempt charitable organisations from statutory and non-statutory charges if all of the following requirements are met:

- The applicant must be located on Crown land and Council owned or managed land and be:
  - a community group; or
  - a sporting club; or

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Responsible Division	Regional City Growth and Investment	Approved Date	2 September 2019	Review Date	November 2021
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## Waiver of Planning Permit Application Fees Policy

- a not-for-profit organisation; or
- a charitable organisation
- That the request to waive or reduce fees must be made in writing to the Manager Regional City Planning and must set out the community benefit that will derive from the proposal; and
- That the cost of the development is less than \$100,000. The monetary value of the proposal may be higher and be eligible for a waiver of fees at the direction of General Manager Regional City Growth and Investment.

### Other Circumstances

#### Extension of Time or Secondary Consent

The provision to waive fees for an extension of time or secondary consent will not be supported unless there are considered to be extenuating circumstances. Approval to waive such fees will only be undertaken by the Manager Regional City Planning, General Manager Regional City Growth and Investment or CEO and any such decision must be recorded in Council's document management system and in the delegation report for the application.

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

In order for an applicant to be provided with a waiver or rebate in line with this policy, the permit applicant is required to write to the General Manager Regional City Growth and Investment outlining their compliance with this policy. The letter of advice to the General Manager can be provided either with an application for a permit or prior to an application being lodged with Council. If the permit applicant seeks to gain written advice in relation to waiving or rebating of fees prior to an application being made to Council, the correspondence outlining the request sought must be accompanied by details of the application the permit applicant seeks to make to Council.

The decision to waive or rebate fees will be made by the General Manager Regional City Growth and Investment or Chief Executive Officer, as appropriate. The waiving or rebate of fees permitted by Council must be recorded in accordance with Regulation 21. The reasons for any waiving or rebate of fees permitted by Council must be recorded in the Council or delegation report associated with the planning permit application.

### 5. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

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Responsible Division	Regional City Growth and Investment	Approved Date	2 September 2019	Review Date	November 2021
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## Waiver of Planning Permit Application Fees Policy

### 5.1. Council

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

### 5.2. Chief Executive Officer

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

### 5.3. General Manager Regional City Growth and Investment

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

### 5.4. Manager Regional City Planning

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

### 5.5. Regional City Planning Employees

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

## 6. Evaluation and Review

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

## 7. Administrative Updates

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Responsible Division	Regional City Growth and Investment	Approved Date	2 September 2019	Review Date	November 2021
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## Waiver of Planning Permit Application Fees Policy

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

### 8. Definitions

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

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

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

### 9. Related Documents

Nil

### 10. Reference Resources

*Planning and Environment Act 1987*

*Planning and Environment (Fees) Regulations 2016*

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Responsible Division	Regional City Growth and Investment	Approved Date	2 September 2019	Review Date	November 2021
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# ASSETS AND PRESENTATION



## **15. ASSETS AND PRESENTATION**

**Agenda Item: 15.1**

**Agenda Item: Delegation to CEO to Award Various Contracts up to Contract Budget**

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

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

**Status: For Decision**

### **Proposed Resolution:**

#### **That Council:**

- 1. That Council delegates to the CEO the authority to award contracts resulting from Invitation to Tenders for the following projects:**
  - Construction of Catterick Crescent Pavilion - Catterick Crescent Reserve Traralgon to a maximum value of \$938,000 excluding GST**
  - Churchill Leisure Centre structural remediation and squash court refurbishment to a maximum of \$570,000 excluding GST**
- 2. Authorises the Chief Executive Officer to sign and seal any associated documents to effect the awarding of those contracts;**
- 3. Releases the decision to the public once the contracts are awarded;**
- 4. Receives a report at an Ordinary Council Meeting detailing the contract awarded by the CEO, and the successful contractor.**

### **Executive Summary:**

Council has delegated to the Chief Executive Officer authority to award contract works up to \$500,000.

Due to the timing of the tendering process for the following works and the Council Meeting schedule during December, January, February 2019-2020, stakeholders will be impacted by the delay of construction of the two projects as they will be without facilities. It is recommended that Council delegate authority to the Chief Executive Officer to award contracts up to the full budgeted amount for works at:

- Construction of Catterick Crescent Pavilion - Catterick Crescent Reserve Traralgon to a maximum value of \$938,000 excluding GST**

- Churchill Leisure Centre Structural Remediation and squash court refurbishment to a maximum of \$570,000 excluding GST

The funding for these two projects is in the majority provided by external sources, namely the Latrobe Valley Authority (LVA) and Regional Development Victoria (RDV), along with approved funds within the Latrobe City 2019/2020 budget.

Council Officers are requesting for these contracts to be awarded as soon as practically possible so that the Contractors can be appointed to undertake the works in a timely manner.

These projects entail typical construction works for Council and are relatively low risk. The normal procurement process will be followed for the projects.

The alternative options are that Council:

- Not delegate authority to the CEO and to consider reports recommending award in December 2019 through to February 2018 thereby delaying their award and delivery. While also having a negative impact of cost due to construction escalation and reputation with the effected stakeholders

Delegating to the Chief Executive Office the power to award these contracts will allow Council Officers to continue with the delivery of these projects in an expedient manner.

**Background:**

**Catterick Crescent Pavilion**

The Catterick Crescent Pavilion is a joint funded project between Latrobe City Council (LCC) and the Latrobe Valley Authority (LVA)

Catterick Crescent Pavilion has been identified as the highest scoring Priority project in the Recreation Needs Assessment. At the 3 September 2018 Ordinary Council Meeting, Council resolved the following:

*Commits in principle \$427,500 of Council funding and endorses the submission of a funding application and to the Latrobe Valley Authority for the Cricket projects at Catterick Crescent Reserve Traralgon;*

Catterick Crescent Reserve funding application is to cover three separate scopes and an additional \$40,000 for the design was budgeted for by Latrobe City Council as resolved 3 December 2018

Table 1: Original budget before funding application submitted (3 September 2018 Ordinary Council Meeting)



Project	Funding Cost	Funding Ratio	Council contribution	LVA Funding
Pavilion	\$765,000	\$1:\$1	\$382,500	\$382,500
Cricket Nets	\$120,000	\$3:\$1	\$30,000	\$90,000
Re-alignment of turf bench	\$60,000	\$3:\$1	\$15,000	\$45,000
Design (outside of LVA application)	\$40,000		\$40,000	
<b>Total</b>	<b>\$985,000</b>		<b>\$467,500</b>	<b>\$517,500*</b>

\*An additional 5% Project Management costs will be requested in addition to the \$517,500 project contribution for LCC resourcing to deliver the project.

Since Council resolved to apply for funding through LVA, the scope became more defined as the design was developed to meet the required use to secure funding. The Attachment shows the cost estimate for the pavilion portion of the project. An additional contribution was sought from LVA to fund the projects. This resulted in the project being split into two funding applications at the request of LVA as shown in table 2. The rise in contribution from LVA went from \$517,500 to \$752,000 – an additional \$234,500.

Application 1 for the Pavilion has been approved at the LVA board responsible for reviewing applications. Because the contribution has exceeded the threshold for LVA to make final sign off on the funding, the application is now awaiting the minister to make the final sign off.

Application 2 for the cricket training nets and for the wicket re-alignment has been approved by LVA and is not subject to this report in terms of requiring CEO delegation as it is within the existing authority.

Table 2: Final Funding Application Amount and status

Project	Funding Cost	Council contribution	LVA Funding	Funding Application status
Application 1 Catterick Crescent Pavilion	\$938,000	\$382,500	\$555,500	LVA application assessment panel approved, waiting on Ministers sign

				off
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\* Project Management costs will be covered by LCC/Major Recreation Projects to deliver the project as an LCC added contribution.

### **Churchill Leisure structural remediation and squash court refurbishment**

The Churchill Leisure Structural Remediation and squash court refurbishment is an LVA funded project to refurbish the existing two squash courts and reinstate additional two squash courts at Latrobe Leisure Churchill. Undertaking this work is designed to replace the recently closed Morwell squash courts as a result of the Morwell GovHub project.

The project will require significant structural remediation of the existing building which has been badly impacted by reactive soil conditions over its many years of useful life, and, the reinstatement of two courts, currently utilised as a fitness class room. The four squash courts will then be refurbished to align with current standards.

The works will include:

- Demolition and re-construction of structurally unsound concrete blockwork walls
- Underpinning of existing unstable concrete footings
- Re-construction of internal concrete blockwork walls
- Upgraded perimeter sub-soil drainage
- New timber sports flooring
- Reinstatement of first floor spectator viewing
- Lighting and mechanical services upgrade

The project is awaiting a final LVA funding approval and subsequent funding agreement of \$460,000 however in order to ensure the construction happens in the shortest possible timeframe the necessary background authorities are being sort at this time.

Business planning in 18/19 identified separate structural remediation works required at Latrobe Leisure Churchill. As part of the 19/20 Building Renewal Program \$110.000 was allocated to complete these works.

#### **Issues:**

##### *Strategy Implications*

The Catterick Crescent Pavilion project presented in this report is strategically identified through the Recreation Needs Assessment.

Latrobe 2026: The Community Vision for Latrobe Valley  
Strategic Objectives – Built Environment

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

Latrobe City Council Plan 2017-2021

Indicators

Objective 3: Improve the liveability and connectedness of Latrobe City

*Communication*

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

Once the Contracts have been awarded, the relevant Stakeholders will be informed of the construction commencement dates and any impacts on them during construction..

Contracts awarded by the CEO will be reported to the next available ordinary Council Meeting detailing the successful contractor.

*Financial Implications*

While waiting for final sign off on the funding for both projects, it is deemed required to expedite the expecting contract signing of the projects from time of advertising tenders, to mitigate risk of further expecting cost escalations in the construction industry. The current expected budget subject to funding approval is:

Catterick Crescent Pavilion - \$938,000 project budget , \$382,500 Council contribution to budget and accounted for.

Churchill Leisure Centre Remediation and Squash court refurbishment - \$570,000 project budget, \$110,000 Council contribution to budget and accounted for.

*Risk Analysis*

Risk has been considered as part of this report and it is considered to be consistent with the Risk Management framework.

The purpose of this report is to seek a resolution that will reduce risk to time, cost and reputation

Identified risk	Risk likelihood*	Controls to manage risk
Tender submissions come in over budget  (Time and Cost)	3	<ul style="list-style-type: none"> <li>• Tender options in tender to reduce scope</li> <li>• Take measures to ensure tender can be awarded in expedited time frame to avoid cost escalations</li> </ul>

Stakeholder are impacted by delays in construction (Time, Reputation)	3	<ul style="list-style-type: none"> <li>Take measures to ensure tender can be awarded in expedited time frame to avoid delays</li> </ul>
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\* For example, likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

*Legal and Compliance*

All processes will comply with legal and compliance guidelines.

*Community Implications*

The proposal will have a positive impact on the community as it will allow the works to be constructed earlier than if the award of the works was delayed.

*Environmental Implications*

There are no environmental implications associated with this recommendation.

*Consultation*

No consultation is required as a result of the recommendation.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

[1](#) ↓ . Attachment A - QS Report (published separately)

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# **COMMUNITY HEALTH AND WELLBEING**

**16. COMMUNITY HEALTH AND WELLBEING**

**Agenda Item: 16.1**

**Agenda Item: 2019/20 Community Grant Program Recommendations**

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

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

**Status: For Decision**

**Proposed Resolution 1:**

**That Council:**

- 1. Approve 142 applicants in the amounts stated as set out in the *Attachment A – 2019-20 Community Grants Program - Final Recommendations - No Conflicts of Interest in the Community Development, Community Events and Minor Capital Works categories of the 2019/20 Community Grants Program*; and**
- 2. Allocate \$36,239.62 from the Community Sponsorship budget to fund the oversubscribed recommended Community Event applications.**

**Proposed Resolution 2:**

**That Council approve three applicants in the amount stated as set out in the *Attachment B – 2019-20 Community Grants Program - Final Recommendations - Conflict of Interest Application in the Community Events and Minor Capital Works categories of the 2019/20 Community Grants Program*.**

**Executive Summary:**

- Applications for the 2019/20 Community Grants Program were accepted from 10 June 2019 to 5 August 2019 for all three program categories, Community Events, Community Development and Community Minor Capital Works.
- Council received 174 applications. 145 applications have been recommended for funding.
- Of the 29 applications that were not recommended for funding, 13 were assessed as ineligible, 7 are receiving funding through another avenue, 7



were not supported by the panel and 2 applications were withdrawn.

- The total budget for the Community Grants Program is \$431,000. The budget is divided into each program category:
  - \$35,000 - Community Development
  - \$36,000 - Community Events
  - \$360,000 - Community Minor Capital Works
- Applications have been reviewed for eligibility and have undergone assessment by staff Subject Matter Expert panels. Assessments were completed in line with the Grant Governance Policy and applications were reviewed using the assessment criteria for each grant program.
- Assessment meetings were held with Councillors, separated by Ward. The assessment panel comments are provided to Councillors to assist in making a final funding decision.
- The total amount of funding applied for was \$691,836.99, with the total amount recommended being \$467,239.65. The recommended grant applications for the Community Events and Community Development categories were oversubscribed by a total of \$94,311.06.
- There is sufficient funding in the budget to support all recommended applications. A surplus of \$58,071.41 in the Community Minor Capital Works grant budget could be used to support the oversubscribed recommended applications in the Community Development category with the remaining funds to support the Community Events category.
- The remaining funds required to support the Community Event grant applications could be funded from the Community Sponsorships budget.
- Once funds have been allocated to the Community Event grant applications, there will be \$41,350.38 remaining in the Community Sponsorship budget.

**Background:**

The Community Grants Program represents a significant contribution by Latrobe City Council to local projects. Grant funding is a way of acknowledging the contribution that individuals and groups make to the Latrobe City community life.

Applications for the 2019/20 Community Grants Program were accepted from 10 June 2019 to 5 August 2019 for all three program categories, Community Events, Community Development and Community Minor Capital Works.

Applications were assessed against a list of criteria that was provided to the applicants in each of the Grant Program Guidelines. The following criteria was used for each program:

- The applicant's capacity of delivering the project (50) – This includes any quotes, budget information and plans in support of the application.
- The benefits the project/s will have for the community (50)

Using the assessment criteria, panel members completed an individual assessment. The individual assessment comments and scoring was collated to provide overall commentary and a total assessment score for each application. These comments and scores formed the basis for discussion and forming of a final recommendation for each application.

In some cases applications have been recommended for Part Funding or had additional funding conditions applied. Funding conditions will be supplementary to the Funding Agreement and compliance will be required to achieve a successful acquittal.

The panel recommendations were then reviewed by Councillors to develop a final recommendation. Ward Councillors attended an assessment meeting with Council Officers, with the ability to change the recommendations.

### **Community Development Grants**

Community Development grants are to provide assistance to community groups for a broad range of community development programs, services, and activities.

There is \$35,000 available for the Community Development program in 2019/20. An additional \$31,661.06 could be allocated from the surplus funding available from the Community Minor Capital Works Program.

<b>Applications</b>	<b>Number of Applications</b>	<b>Total Funding</b>
<b>Received</b>	41	\$136,558.13
<b>Recommended</b> (includes part funding)	32	\$66,661.06
<b>Not Recommended</b>	9	\$38,492.25

### **Community Event Grants**

Assistance to conduct conferences, deliver special events of significance or to develop an existing event. Events must include local and regional participation. This could include carnivals, festivals and cultural events.

There is \$36,000 available for the Community Event program in 2019/20. An additional \$27,410.36 could be allocated from the surplus funding available from the Community Minor Capital Works Program and \$36,239.64 from the Community Sponsorships budget.

Applications	Number of Applications	Total Funding
<b>Received</b>	49	\$175,234.36
<b>Recommended</b> (includes part funding)	39	\$99,650.00
<b>Not Recommended</b>	10	\$33,850.00

### Community Minor Capital Works Grants

Financial assistance provided to community groups who wish to develop community facilities for accessibility improvements, renovations, repairs and built in or fixed equipment purchases.

There is \$360,000 available for the Community Minor Capital Works program in 2019/20.

Applications	Number of Applications	Total Funding
<b>Received</b>	84	\$380,044.50
<b>Recommended</b> (includes part funding)	74	\$300,928.59
<b>Not Recommended</b>	10	\$57,790.00

### Recommendations by Ward

Ward	Amount Applied - Assessed	Recommended Amount
<b>Central</b>	\$244,233.55	\$152,164.80
<b>East</b>	\$233,313.29	\$159,138.22
<b>South</b>	\$94,623.95	\$79,548.95
<b>West</b>	\$119,666.20	\$76,387.68
<b>TOTAL</b>	\$691,836.99	\$467,239.65

**Issues:**

***Strategy Implications***

Council strategic objective three of the Council Plan aims to improve the liveability and connectedness of Latrobe City.

***Communication***

Following a decision from Council, applicants will be notified of their grant outcome by Monday 21 October 2019. Successful applicants will be provided an offer of funding and will be asked to enter into a Funding Agreement. Funding Agreements will be required to be completed and returned by Friday 13 December.

Unsuccessful applicants will be provided with feedback and supported to prepare future submissions where possible.

A media release will be developed, promoting Council's financial contribution to community projects, demonstrating community support.

***Financial Implications***

If the recommendations are endorsed, 145 applications will be supported with a recommended total value of \$467,239.65. There is sufficient funding in the budget to support all recommended applications. A surplus of \$58,071.41 in the Community Minor Capital Works grant budget can be used to support the oversubscribed recommended applications in the Community Development and Community Events categories.

The remaining \$36,239.62 funds required for the oversubscribed Community Event grant applications could be funded from the Community Sponsorships budget.

Once funds have been allocated to the Community Event recommended grant applications, there will be \$41,350.38 remaining in the Community Sponsorship budget. The remaining funds will be available for future sponsorship requests following the review of the guidelines.

***Risk Analysis***

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
Misuse of Council Funding	Unlikely	Acquittal and accountability process as set out in the Grants Governance Policy.

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

The Grants Governance Policy (the Policy) addresses standardised governance arrangements for the conditions and management of Council's outgoing grants.

The Policy assists Councillors and Council employees to achieve consistency in the governance of the grants when developing, assessing, monitoring, acquitting and evaluating applications. Applicants have been assessed in line with the Policy

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

Applications received as part of the 2019/20 funding round have been received and assessed against the grant program guidelines and Grant Governance Policy.

Assessments were completed by Subject Matter Expert staff from across the organisation who have formed funding recommendations to be considered by Council.

### ***Community Implications***

The objectives of Latrobe City Council Grants Programs are to:

- Encourage cooperation between community groups to ensure that all citizens can benefit from community resources and events;
- Increase the range of, and access to, quality community recreational, social and cultural activities, programs and services;
- Support community development initiatives and socially responsible community activities;
- Give particular consideration to those community groups that can demonstrate the greatest need;
- Encourage and support equity of access to community facilities, programs, and activities for all citizens within Latrobe City, particularly those people who are economically or socially disadvantaged or have disabilities;
- Support those groups that are providing and developing local community services;
- Encourage communities to promote their region through promotional activities; and
- Encourage excellence in recreational, sport and cultural activities.

### ***Environmental Implications***

There are no environmental implications expected as an outcome of providing funding. Some projects support improved environmental sustainability at a minor local level.

### ***Consultation***

Whilst the Community Grants Program was open, staff were available to provide one on one support to applicants to prepare a submission. Public information sessions were held in Moe, Morwell and Traralgon to provide applicants with an overview of the program and the requirements for completing a submission.

**Declaration of Interests:**

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

**Supporting Documents:**

2019/20 Grant Program Guidelines – Community Development Program

2019/20 Grant Program Guidelines – Community Events Program

2019/20 Grant Program Guidelines – Community Minor Capital Works

**Attachments**

1. Attachment A - 2019-20 Community Grants Program - Final Recommendations - No Conflicts of Interest (Published Separately) (Confidential)
2. Attachment B - 2019-20 Community Grants Program - Final Recommendations - Conflicts of Interest (Published Separately) (Confidential)

# **ORGANISATIONAL PERFORMANCE**

## **17. ORGANISATIONAL PERFORMANCE**

**Agenda Item: 17.1**

**Agenda Item: Authorisation of Council Officer under the Planning & Environment Act 1987**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

### **Proposed Resolution:**

**That Council in exercising the powers conferred by Section 224 of the *Local Government Act 1989* and Section 147(4) of the *Planning and Environment Act 1987* (Act):**

- 1. Appoints and authorises Siobhan Matthews, Statutory Planner as an Authorised Officer for the purposes of the Act and associated regulations; and**
- 2. Delegates and authorises the Chief Executive Officer to sign and seal the Instrument of Appointment and Authorisation (*Planning and Environment Act 1987*) as presented which immediately comes into force when the common seal of Council is affixed.**

### **Executive Summary:**

This report seeks to authorise Siobhan Matthews, Statutory Planner, under section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989*.

Council utilises Instruments of Appointment and Authorisation to identify specific officers incumbent in roles and, in turn, appoint the officers to be authorised officers for the administration and enforcement of legislation under applicable Acts.

By authorising Siobhan Matthews, Statutory Planner, the officer will be able to perform her duties with respect to the statutory planning powers and functions of the Council.

### **Declaration of Interests:**

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



**Background:**

This report seeks to authorise Siobhan Matthews under section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989*.

Council utilises Instruments of Appointment and Authorisation to identify specific officers incumbent in roles and, in turn, appoint the officers to be authorised officers for the administration and enforcement of legislation under applicable Acts.

Only a handful of Acts and Regulations require specific roles within an organisation to be identified to undertake a specific function. There are often clauses within Acts or Regulations that state that an “authorised officer” can undertake a specific function. This is why Council needs to identify the authorised officer by role and officer name.

Section 147(4) of the *Planning and Environment Act 1987* provides for the following:

*Any reference in this Act to an Authorised officer of a responsible authority or of the Department is a reference to an officer or employee of the authority or employee of the Department whom the authority or the Secretary to the Department (as the case requires) authorises in writing generally or in a particular case to carry out the duty or function or to exercise the power in connection with which the expression is used.*

Section 232 of the *Local Government Act 1989* provides for the following:

- (1) *The Secretary, a Council or a person authorised by the Council either generally or in a particular case may institute proceedings in the corporate name of the Council for*
  - a) *the recovery of any rates, charges, fees or other money due to the Council under any Act, regulation or local law; or*
  - b) *the enforcement of any provision of any Act, regulation or local law for which the Council is responsible; or*
  - c) *the recovery of any penalty or surcharge in relation to any offence under any Act, regulation or local law the enforcement of which is the responsibility of the Council; or*
  - d) *any other purpose specified by the Council*
- (2) *A Chief Executive Officer or person authorised by the Council either generally or in a particular case may represent the Council in all respects as though he or she was the party concerned in any proceedings in which the Council is a party or has an interest.*
- (3) *Proceedings for a summary offence under this Act may be commenced within the period of 3 years after the commission of the alleged offence.*

Section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989* specifically state that the appointment of an authorised officer must come from the responsible authority being Council.

**Issues:**

*Strategy Implications*

Instruments of Appointment and Authorisation facilitate the statutory operations of Council and ensure that Council fulfils its obligations including Council Plan objective:

*'to ensure Council operates openly, transparently and responsibly'.*

*Communication*

Not Applicable.

*Financial Implications*

There are no financial or resource implications, as this position is within the adopted budget. However, if Council decides not to authorise the nominated officer, it will impede their ability to fully execute their duties.

*Risk Analysis*

If an officer is not authorised by Council, the officer will be unable to adequately perform their duties. Further implications to this are as follows:

- Delays in processing decisions on planning applications.
- Development and subdivision projects within the Latrobe City Council having time delays.
- Risk that developers will become frustrated with delays and appeal to the Victorian Civil and Administrative Tribunal.
- Planning officers that do not have the appropriate authorisation and delegation are unable to determine planning applications.
- A court or tribunal can declare any planning permit issued by the unauthorised officer invalid.

Appointments of authorised officers are also a risk management practice in that it clearly identifies which officer can act on a particular authorisation.

*Legal & Compliance*

Section 147(4) of the *Planning and Environment Act 1987* and section 232 of the *Local Government Act 1989* specifically state that the appointment of an authorised officer must come from the responsible authority being Council.

By authorising the nominated officer, they will be able to perform and fulfil their role as described in their position description.

*Community Implications*

No Community impact.

*Environmental Implications*

No environmental impact.

*Consultation*

There is no engagement required as part of this process.

**Supporting Documents:**

Nil.

**Attachments**

1 [↓](#). Instrument of Appointment - Siobhan Matthews

## **17.1**

### **Authorisation of Council Officer under the Planning & Environment Act 1987**

- 1 Instrument of Appointment - Siobhan Matthews ..... 81**

Maddocks Delegations and Authorisations

*S11A. Instrument of Appointment and Authorisation (Planning and Environment Act 1987)*



**Latrobe City Council**

**Instrument of Appointment and Authorisation**  
***(Planning and Environment Act 1987 only)***

**Siobhan Matthews**

**October 2019**

**Instrument of Appointment and Authorisation  
(Planning and Environment Act 1987)**

In this instrument "officer" means -

**Soibhan Matthews**

**By this instrument of appointment and authorisation Latrobe City Council -**

1. under section 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under section 232 of the *Local Government Act 1989* authorises the officer generally to institute proceedings for offences against the Acts and regulations described in this instrument.

**It is declared that** this instrument -

- (a) comes into force immediately upon its execution;
- (b) remains in force until varied or revoked;
- (c) that any authority or appointment to the officer referred to in this Instrument is automatically revoked upon that officer ceasing employment with the Council.

This instrument is authorised by a resolution of the Council on Seventh of October 2019.

The Common Seal of **LATROBE CITY COUNCIL**  
was affixed in accordance with Local Law No. 1  
this    day of                    2019 in the presence of:

\_\_\_\_\_  
*Steven Piasente – Chief Executive Officer*

**Agenda Item: 17.2**

**Agenda Item: Proposed Sale of Land - Finlayson Crescent,  
Traralgon**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Gives public notice of its intention to consider the sale of part of the discontinued laneway formerly known as Finlayson Lane to the owner of 26 Finlayson Crescent, Traralgon, by private treaty and invites comment on the proposal pursuant to Section 223 of the Local Government Act 1989; and**
- 2. That any submissions received regarding the proposed sale of part of the discontinued laneway formerly known as Finlayson Lane to the owner of 26 Finlayson Crescent, Traralgon, by private treaty be considered at a future Council meeting.**
- 3. If no submissions are received, resolves to sell part of the discontinued laneway formerly known as Finlayson Lane to the owner of 26 Finlayson Crescent, Traralgon, by private treaty and authorises the Chief Executive Officer to sign and seal any documents necessary to facilitate the transfer of the land.**

**Executive Summary:**

- The former City of Traralgon discontinued the road reserve known as Finlayson Lane that was originally created in 1948 on LP 17926, via a notice published in the Victoria Government Gazette on 7 May 1986.
- Parts of the discontinued laneway were transferred to the adjoining property owners at 10 to 16 and 20 Finlayson Crescent and the balance of the land is contained in Certificate of Title Volume 11936 Folio 594 which is in the name of Council.
- The balance of the land is currently fenced into the properties at 18, 26 and

28 Finlayson Crescent.

- Council has received an application from the owner of 26 Finlayson Crescent, Traralgon, to acquire the section of the discontinued laneway that is currently fenced into the property.
- Prior to determining whether the land can be sold, it will be necessary for Council to undertake consultation by giving public notice of its intention to consider the proposed sale of this land and inviting public comment on the proposed sale of land.

**Background:**

Finlayson Lane was originally a road reserve that was created in 1948 on LP 17926 off Finlayson Crescent, Traralgon. (Attachment One)

The former City of Traralgon formally discontinued the laneway via a notice published in the Victoria Government Gazette on 7 May 1986. This discontinuance was subject to the rights of the Traralgon Water Board for their assets contained within the road and allowed for the land to be sold by private treaty. (Attachment Two)

While parts of the discontinued laneway were transferred to the adjoining property owners the balance of the land remains in the name of Council, shown as Lot A on Title Plan 962938E being the land contained in Certificate of Title Volume 11936 Folio 594.

Council has received an application from the owner of 26 Finlayson Crescent to acquire the section of the discontinued laneway that is currently fenced into the rear of the property, measuring approximately 75 square metres, by private treaty. (Attachments Three and Four)

While the former City of Traralgon did note the intention to sell the land in the discontinued laneway by private treaty when discontinuing the road, given the time that has passed it would be appropriate to give public notice of the proposed sale and invite comment pursuant to Section 189 of the *Local Government Act 1989*.

**Issues:**

*Strategy Implications*

Objective 6 of the 2017/2021 Council Plan: Ensure Council operates openly, transparently and responsibly.

*Communication*

Council officers have had discussions with the owner of 26 Finlayson Crescent, Traralgon, regarding the process to acquire the land.



### *Financial Implications*

The land will be sold subject to an independent valuation that has been obtained by Council as required by Section 189 of the *Local Government Act 1989*.

The property owner has been informed of the market value of the land and has accepted the valuation figure.

The applicant will also be responsible for all legal costs associated with the transfer of the land together with the cost of consolidating the land.

### *Risk Analysis*

As Finlayson Lane was discontinued by the former City of Traralgon in 1986 and has been fenced into the property ever since there are not considered to be any risks associated with the sale of the land.

Any assets that are contained within the former road reserve such as drainage and sewerage are protected by easements in favour of the relevant authorities.

While there are other sections of the former laneway fenced into 18 and 28 Finlayson Crescent there is no risk of the land being obtained by adverse possession as it is in the name of Council.

### *Legal and Compliance*

Section 189 of the *Local Government Act 1989* states the following with regard to the restrictions on Council when selling land:

- (1) Except where section 181 or 191 applies, if a Council sells or exchanges any land it must comply with this section.
- (2) Before selling or exchanging the land the Council must-
  - (a) ensure that public notice of intention to do so is given at least 4 weeks prior to selling or exchanging the land; and
  - (b) obtain from a person who holds the qualifications or experience specified under section 13DA(2) of the Valuation of Land Act 1960 a valuation of the land which is made not more than 6 months prior to the sale or exchange.
- (3) A person has a right to make a submission under section 223 on the proposed sale or exchange.

### *Community Implications*

There are not considered to be any community implications associated with the proposed sale of land.

*Environmental Implications*

There are not considered to be any environment implications associated with the proposed sale of land.

*Consultation*

Subject to Council adopting the report recommendation, written submissions will be invited by:

1. A Public Notice published in the Latrobe Valley Express,
2. Letters to adjoining property owners / occupiers and Gippsland Water,
3. Notice displayed at Council's Corporate Headquarters and Traralgon Library/Service Centre,
4. Details placed on the Latrobe City Council website,

Any submissions received would be considered in accordance with section 223 of the *Local Government Act 1989* at a future meeting of Council.

As part of this consultation process the owners of 18 and 28 Finlayson Crescent will also be made aware that they are occupying land owned by Council and provided with the options of either purchasing the land or entering into a lease agreement to formalise their occupation.

In addition, further investigation and consultation will need to be undertaken with the owner of 30 Finlayson Crescent. The east / west section of road reserve adjoining 30 Finlayson Crescent as shown on the May 1986 Government Gazette was not discontinued as it was required then to provide pedestrian access to tennis courts. This access was blocked when the land was developed for the Traralgon West Play Group building and playground.

*Other*

Nil.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

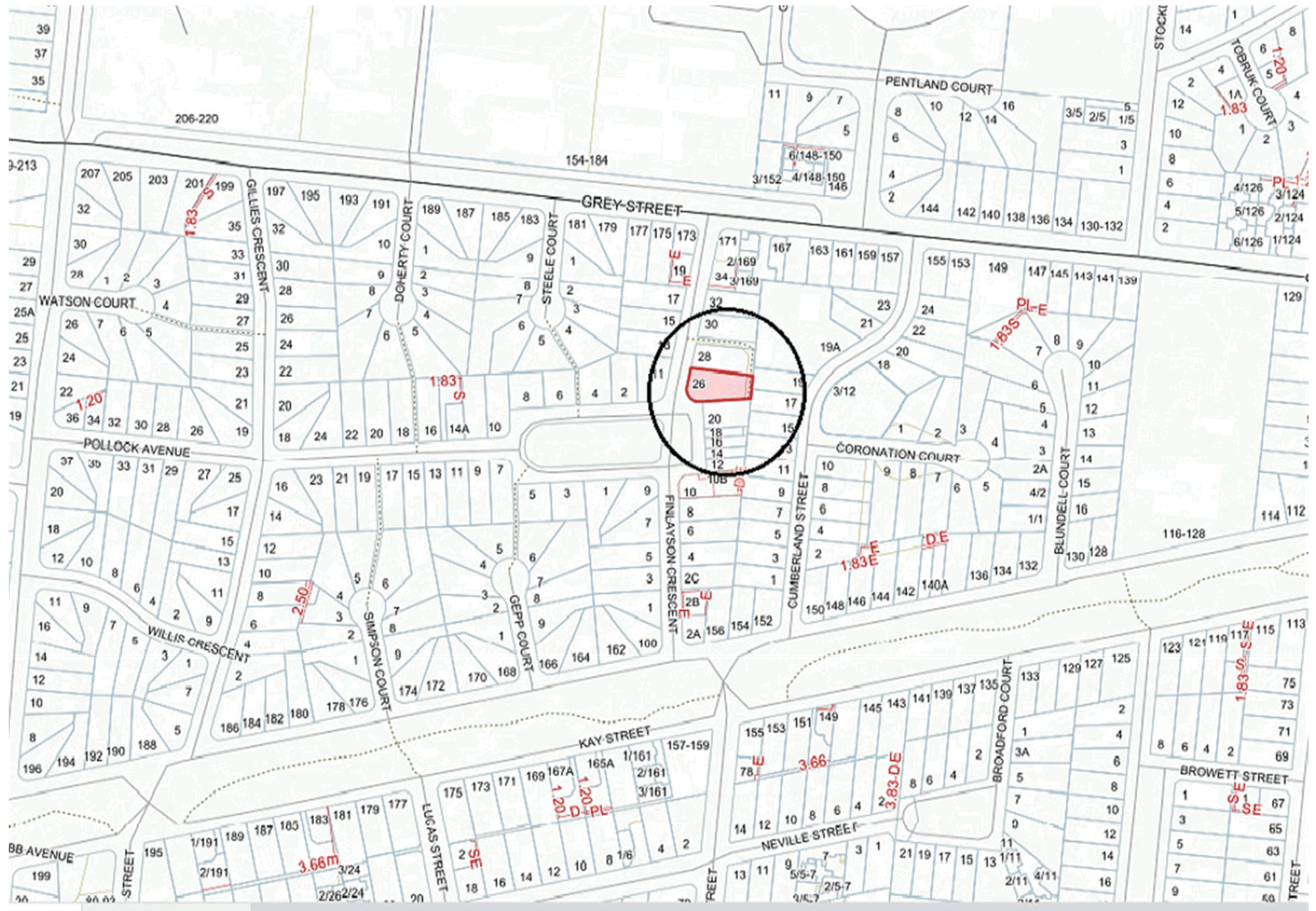
**Attachments**

1. [Finlayson Lane Locality Plan](#)
2. [Finlayson Lane Gazettal Notice](#)
3. [Application to Purchase Land](#)
4. [Finlayson Lane Aerial Plan](#)

## 17.2

### Proposed Sale of Land - Finlayson Crescent, Traralgon

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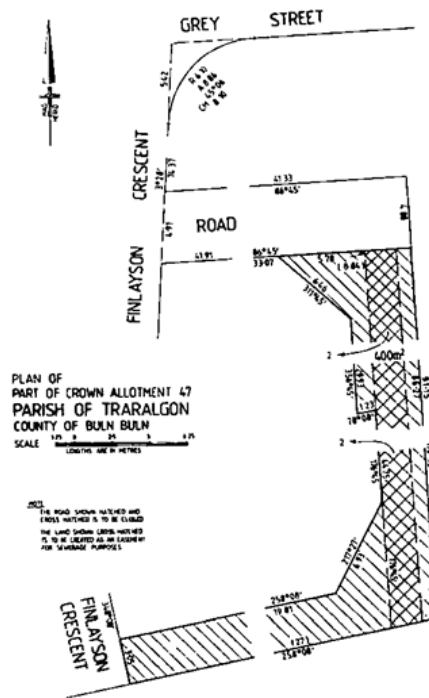




CITY OF TRARALGON  
Road Discontinuance  
Re-Advertised

That whereas the Council of the City of Traralgon has done all those things required by section 528 (2) of the *Local Government Act 1958* to be done prior to making of the required Resolution now the said Council of the City of Traralgon pursuant to the power given to it by section 528 (2) of the said Act has resolved—

- (a) that the said road which is shown hereunder by hatching and cross hatching shall be discontinued upon publication of this Resolution in the *Government Gazette*;



Council also directs:

- (a) that notwithstanding such discontinuance the Traralgon Water Board shall continue to have and possess the same right title power authority or interest in or in relation to the said land shown by cross hatching as it had or possessed prior to such discontinuance with respect to or in connection with any drains or pipes laid or erected in on or over such land for the purposes of drainage or sewerage pursuant to section 528 (2) (e) of the *Local Government Act 1958*; and
- (b) that subject to any such right title power authority or interest, the land in the said road may be sold by the Council of the City of Traralgon by private treaty pursuant to section 528 (2) (c) of the *Local Government Act 1958*.

J. L. MITCHELL  
Chief Executive/Town Clerk

28 August 2019

Latrobe City Council  
DX 217733  
MORWELL, VIC

Dear Sir/Madam,

**RE: DISCONTINUED LANEWAY BEHIND 26 FINLAYSON CRESCENT,  
TRARALGON**

I refer to the above matter and advise that I wish to express my interest to acquire the land behind my property from Latrobe City Council.

I note that I have received a copy of the valuation amount (being \$4,000.00) and agree to paying this amount for the land along with all other survey and legal costs associated with the transfer of land including the application fee of \$255.00 (inclusive of GST).

Should any further information be required from me please call me on 03 5192 4995

Thanking you  
SHANE DEERING





**Agenda Item: 17.3**

**Agenda Item: Latrobe City Trust - Annual Report**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council receives and notes the Latrobe City Trust Annual Report.**

**Executive Summary:**

The purpose of this report is to present the Latrobe City Trust Annual Report for the Latrobe City Trust for noting.

During the two year period between July 2017 to June 2019, the Latrobe City Trust has continued to consider applications and submissions to allocate funds to individuals and/or charitable associations within Latrobe City in line with Trust Deeds and individual Fund Guidelines. An Annual Report for this two year period has been prepared.

The Trustees are vested with the authority to allocate trust funds to individuals or charitable associations within the Latrobe City municipality for purposes including, but not limited to:

- The promotion and encouragement of arts and culture;
- The promotion and encouragement of sport and recreation;
- The provision of educational scholarships;
- For maintenance of the environment;
- For providing services in health, education, welfare, recreation and rehabilitation; and
- For providing facilities and community services for disadvantaged persons and groups including families, migrants, youth, the aged and disabled persons.



**Background:**

The Latrobe Shire Trust was established in 1999 as an independent philanthropic body which could attract and distribute funds for the betterment of the community of the Latrobe Shire. Initial funding was provided by three of the Latrobe Valley Power Stations, Loy Young Power Pty Ltd, Edison Mission and Yallourn Energy Pty Ltd to settle the Trust. The Trust was re-designated as the Latrobe City Trust in 2002.

The Trust is structured so that it is a fully registered independent entity that is administered by five Trustees, consisting of three appointed community members together with the Mayor and CEO of the Latrobe City Council.

The Trust administers a series of funds which include:

- Latrobe City Trust Necessitous Circumstances Fund
- Latrobe Community Arts Fund
- Latrobe City Community Gaming Support Fund
- Jean Galbraith Memorial Scholarship
- Lorraine Bartling OAM Scholarship
- Eva West Memorial Scholarship
- M.S.E. Williams (Youth Support) Fund
- Emergency Relief Network Latrobe City Fund
- W.A. Bert Thompson Memorial Fund
- Edwin James Austin Bequest

As part of the Trust, The Latrobe City Trust Necessitous Circumstances Fund is a registered charity and currently holds Deductible Gift Recipient (DGR) status, entitling the fund to receive income tax deductible gifts and tax-deductible contributions. The Latrobe City Trust Necessitous Circumstances Fund was established on 13 December 2007 to receive donations to be applied exclusively for the purposes of providing money, property or benefits to persons in need, or alternatively to other Deductible Gift Recipient organisations that provide such assistance to people in within the Latrobe City municipality.

**Issues:**

*Strategy Implications*

No Strategy implications relating to this report.

*Communication*

No communication implications relating to this report.

*Financial Implications*

No financial implications relating to this report.

*Risk Analysis*

No risks have been identified during the preparation of this report.

*Legal and Compliance*

No legal and compliance issues in relation to this report.

*Community Implications*

No community implications in relation to this report.

*Environmental Implications*

There are no environmental implications in relation to this report.

*Consultation*

There is no consultation required by Council as this is an annual report on activities of the Latrobe City Trust.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

- 1 [↓](#). Latrobe City Trust Annual Report 2017/2019
- 2 [↓](#). LSH Accounting - Latrobe City Trust - 2017/2018 Audit Report
- 3 [↓](#). LSH Accounting - Latrobe City Trust - 2018/2019 Audit Report

## 17.3

### Latrobe City Trust - Annual Report

1	Latrobe City Trust Annual Report 2017/2019 .....	96
2	LSH Accounting - Latrobe City Trust - 2017/2018 Audit Report .....	100
3	LSH Accounting - Latrobe City Trust - 2018/2019 Audit Report .....	104

# **LATROBE CITY TRUST**

## **Report to Council**

### **2017/2019**

#### **Latrobe City Trust – Activity Report to Latrobe City Council**

During the 2-year period July 2017 to June 2019, the Latrobe City Trust has continued to consider applications and submissions and to allocate funds to individuals and/or charitable associations within the Latrobe City in line with Trust Deeds and individual Fund guidelines. Grants have been provided for a range of projects which aim to increase knowledge and skills, promote community connection and improve the health and wellbeing of Latrobe City communities.

#### **The Funds**

The Funds administered through the Latrobe City Trust are:

- Latrobe Community Arts Fund
- W.A. (Bert) Thompson Memorial Fund
- Jean Galbraith Memorial Rotary Scholarship in Environmental Science Fund
- Lorraine Bartling OAM Scholarship Fund
- Eva West Memorial Scholarship Fund
- Edwin James Austin Bequest Fund
- M.S.E. Williams (Youth Support) Fund
- Latrobe City Community Gaming Support Fund
- Emergency Relief Network Latrobe City Fund
- Latrobe City Trust Necessitous Circumstances Fund

The Latrobe City Trust Necessitous Circumstances Fund is a registered charity with Deductible Gift Recipient (DGR) status, entitling the fund to receive income tax deductible gifts and contributions. This fund was established in 2007 with the express purpose of providing benefits to persons in need, either directly or through other DGR endorsed organisations to support programs that provide such assistance within the municipality.

#### **Operations**

The Trustees consider the ongoing operation of the Trust to be an important means of assisting the Latrobe City communities in a tangible way that not only provides immediate benefit but also helps to develop community capacity. The Trustees would like to acknowledge the administration assistance provided by Louise McKendry within the governance department of Latrobe City. Effective operational and governance decision making is key to the ongoing function of the Trust, which is greatly assisted by the timely provision of agendas, minutes and other relevant documentation which enables Trust business to be efficiently completed. The use of SmartyGrants for all applications, together with the use of internet banking for payments, have also improved the efficiency of grant consideration and distribution processes.

### **Maintaining Guidelines and Promotion of Funds**

The Trustees review individual Trust Fund guidelines within statutory and fund establishment requirements as and when required, to ensure they are consistent with current situations. These have included the broadening out of the scope of activities that can be undertaken within projects funded through grants and the update of scholarship funds to include the types of study courses now available through tertiary institutions. While many of the funds within the Trust are well utilised, there are a number of others that are not accessed on a regular basis, particularly in relation to some of the scholarship funds. In order to address this issue and to promote the activities of the Trust and the availability of some scholarship funding opportunities, the Trustees approved the printing and of postcard information, which have been distributed via local schools, TAFE Gippsland and Universities where the relevant courses are delivered.

### **Emergency Relief Network of Latrobe City**

The operation of the Trust provides an approved vehicle through which the Magistrates Courts can deposit funding from fines to be distributed back to community through the Emergency Relief Network of Latrobe City (ERNLAC), with member organisations making applications for programs and projects which directly support those in need, including through food distribution. In addition to direct consideration of grant applications, decisions regarding the allocation of grants through this fund are also informed by Latrobe City Community Development team members who assist with the ongoing operations of the ERNLAC network.

### **Necessitous Circumstances Fund / Latrobe City Gaming Support Fund**

While there are many in the community who can and are assisted through existing welfare programs, there are others who simply do not 'fit' the criteria in some cases, but who nonetheless are living in very difficult circumstances. To address this issue, the Trustees agreed in principle in May 2018 to establish a special grant system through the Necessitous Circumstances Fund with Anglicare Gippsland and Good Shepherd Good Money for a 12-month trial period to further facilitate the disbursement of funds to eligible recipients and to cover gaps in the current service system. A grant agreement was developed and disbursement of funds to the value of \$2,500 to each organisation was completed in July/August 2018, with the requirement for quarterly reports and full acquittal of funding allocations. The acquittals and progress reports have indicated that this money is being put to good use and had greatly benefitted the recipients.

Following a review of the Latrobe City Community Gaming Support Fund (LCGSF) guidelines and the Latrobe City Trust Deed, which allows for allocation of funds to relevant organisations to facilitate support in this way, the Trustees agreed to transfer \$10,000 from the LCGSF to the Necessitous Circumstances Fund in order to extend the reach of the trial. Subsequently, in March 2019, the Trustees approved an extension of the trial program with Anglicare Gippsland and Good Shepherd Good Money each allocated an additional \$2,500 each for a further 12-month period.

### **Financial Sustainability for Smaller Funds**

One of the ongoing administration issues facing the Trustees is the consideration of how some of the smaller funds can be maintained in perpetuity, particularly at a time

of very low interest rates providing limited return on capital investments, which are reviewed and actioned within agreed financial investment arrangements. This can be a complicated issue, with many of these funds having been established many years ago through bequests or by community groups to acknowledge the significant community contributions made by individuals in this area, such as the Jean Galbraith Memorial Rotary Scholarship in Environmental Science and the WA (Bert) Thompson Memorial Fund. This funding sustainability issue has, on occasion, required discussions with individuals, family members and organisations involved in the initial establishment of these Funds to seek additional donations to increase capital levels to enable ongoing payment allocations to be made. As a result of one such approach, a number of the Rotary Clubs made contributions towards the Jean Galbraith Scholarship Fund which has provided funding for additional scholarships to be awarded.

### Disbursements

During the 2017-19 period, the Trustees have distributed \$94,120 from managed Trust Funds to individuals and organisations across the Latrobe Valley as set out in the table below.

<b>Fund</b>	<b>Recipient</b>	<b>Amount</b>
Lorraine Bartling Scholarship Fund	Elisha Price (2017)	\$500
	Mandy Galletti (2018)	\$500
	Bethany Pescod (2018)	\$500
	Rebecca Plozza (2019)	\$500
Jean Galbraith Memorial Rotary Scholarship in Environmental Sciences	Rebecca O'Connor (2017 1 <sup>st</sup> Instalment)	\$500
	Caitlin Slater (2018 Honours)	\$500
	Rebecca O'Connor (2018 2 <sup>nd</sup> Instalment)	\$500
Latrobe Community Arts Fund	Anastasia Miller	\$150
	Madeleine Whiting	\$250
	Gippsland Acoustic Music Club (2 grants)	\$2,000
	Latrobe Orchestra Inc	\$2,000
	Community Music Victoria (Boomulele)	\$1,000
	Latrobe Orchestra Inc	\$1,500
Latrobe Community Gaming Support Fund	Quantum Support Services	\$4,000
	Central Gippsland Cricket Association	\$2,000
	Boolarra Community Development	\$630
	FMC Relationships Services	\$600
	Rotary Club of Traralgon Central (2 grants)	\$8,500
	Rotary Club of Traralgon	\$20,000
Edwin James Austin Fund	Morwell Central Primary School – Female and Male Dux Awardees 2017, 2018	\$2,000
	Morwell Central Primary School (Young	\$1,265

	Signs) – New Honour Board	
WA (Bert) Thompson Fund	LV Eisteddfod Award (2017)	\$300
	LV Eisteddfod Award (2018)	\$300
Latrobe Emergency Relief Fund	Anglicare Victoria	\$1,025
	Theodora House Inc	\$13,500
	St Vincent de Paul	\$3,525
	Quantum Support Services	\$3,525
	Wirraway House Inc	\$3,000
	Good Shepherd	\$2,500
	Salvation Army	\$2,500
	Enjoy Community Church	\$2,500
MSE Williams Youth Support Fund	Lajuventi Pannu	\$300
	Haydn McGown	\$500
	Layaleeta Pannu	\$300
	Tyson Husson	\$450
	Tristan Male	\$500
Latrobe Necessitous Circumstances Fund	Good Shepherd Good Money	\$5,000
	Anglicare Gippsland	\$5,000

### Annual Reporting

All statutory and legislative reporting requirements are completed, including to the Australian Charities and Not-For-Profits Commission, specifically for the Necessitous Circumstances Fund which has charitable and deductible gift recipient (DGR) status.

*Diane Wilkinson*  
*Chair, Latrobe City Trust*

### Supporting Documents:

External audits are conducted each financial year by LSHA Accounting. Audit reports include financial information for each of the Funds administered by the Trust.



**LSHACCOUNTING**  
simple solutions

Chartered Accountants

Phone (03) 5134 4955  
Fax (03) 5134 6201

Email admin@lshaccounting.com.au

235-237 Princes Drive  
Morwell VIC 3840PO Box 600  
Morwell VIC 3840

30 July 2018

The Trustees  
Latrobe City Trust  
c/- Ms Louise Mckendry  
PO Box 264  
MORWELL VIC 3840

Latrobe City Council



DOC18/87783

Date Received: 01-Aug-2018

Dear Sirs/Madams,

**Audit of Trust Funds**

I am pleased to report completion of my audit of the trust funds for the year ended 30<sup>th</sup> June 2018 and attach herewith my audit report.

Please convey my thanks to Louise for the helpful co-operation received during my audit.

Yours sincerely

Joanne Loh  
**LSH ACCOUNTING**

*Our Ref: 526393\_1*

LSH ACCOUNTING Pty Ltd A.C.N 103 861 561

Liability limited by a scheme approved under Professional Standards Legislation



**INDEPENDENT ASSURANCE REPORT**

To The Trustees  
Latrobe City Trust

***Opinion***

We have undertaken a reasonable assurance engagement of Latrobe City Trust's trust accounting records and other trust account records and its' compliance in all material respects with each individual fund's purpose in respect of the year ended 30<sup>th</sup> June 2018.

In our opinion the attached Statement of Fund Balances presents fairly in all material respects the Fund balances as at 30 June 2018, and trust transactions have been recorded in accordance with each individual fund's purpose.

***Basis for Opinion***

We conducted our engagement in accordance with Standard on Assurance Engagements ASAE 3100 *Compliance Engagements* issued by the Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

***Trustees' Responsibilities***

The trustees are responsible for the preparation and fair presentation of the Statement of Fund Balances and compliance with the terms of the trust deeds.

***Our Independence and Quality Control***

We have complied with the independence and other relevant ethical requirements relating to assurance engagements, and apply Auditing Standard ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements* in undertaking this assurance engagement.

***Assurance Practitioner's Responsibilities***

Our responsibilities are to express a conclusion on whether the attached Statement of Fund Balances is fairly stated and trust transactions have been in accordance in all material respects with each individual fund's purpose.

***Use of Report***

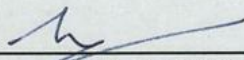
This report has been prepared for the trustees of the Latrobe City Trust. We disclaim any assumption of responsibility for any reliance placed on this report to any persons, or users, other than the trustees or for any purpose other than for which it was prepared.

*Inherent Limitations*

Because of the inherent limitations of an assurance engagement, together with the internal control structure it is possible that fraud, error, or non-compliance with compliance requirements may occur and not be detected.

Date: 30th July, 2018

Address: 235-237 Princes Drive  
MORWELL Vic 3840

  
Auditor: **LSH ACCOUNTING**

**JOANNE LOH - PRINCIPAL**



**LATROBE CITY TRUST  
FUND BALANCES**

	<b>30-Jun-18</b>	<b>30-Jun-17</b>
Latrobe City Trust Necessitous Circumstances Fund	\$ 7,451	\$ 7,427
Accumulation Fund	\$ 1,328	\$ 1,289
Eva West Memorial Scholarship Fund	\$ 38,860	\$ 37,870
Lorraine Bartling Fund	\$ 1,676	\$ 1,124
Bert Thompson Fund	\$ 5,094	\$ 5,261
Jean Galbraith Scholarship Fund	\$ 4,199	\$ 3,277
Waite Park Development Fund	\$ 23,875	\$ 23,226
Community Gaming Support Fund	\$ 238,489	\$ 168,330
Edwin Austin Scholarship Fund	\$ 76,302	\$ 75,289
MSE Williams (Youth Support) Fund	\$ 25,204	\$ 26,177
Latrobe Emergency Relief Fund	\$ 10,119	\$ 84
Latrobe Community Art Fund	\$ 28,807	\$ 29,317
	<u><b>\$ 461,403</b></u>	<u><b>\$ 378,671</b></u>

**LSHACCOUNTING**  
simple solutions

Chartered Accountants

Phone (03) 5134 4955

Fax (03) 5134 6201

Email admin@lshaccounting.com.au

235-237 Princes Drive  
Morwell VIC 3840PO Box 600  
Morwell VIC 3840

12 September 2019

The Trustees  
Latrobe City Trust  
c/- Ms Louise Mckendry  
PO Box 264  
MORWELL VIC 3840

Dear Sirs/Madams,

**Audit of Trust Funds**

I am pleased to report completion of my audit of the trust funds for the year ended 30<sup>th</sup> June 2019 and attach herewith my audit report.

Please convey my thanks to Louise for the helpful co-operation received during my audit.

Yours sincerely



Joanne Loh  
**LSH ACCOUNTING**

*Our Ref: 554768\_1*

LSH ACCOUNTING Pty Ltd A.C.N 103 861 561

Liability limited by a scheme approved under Professional Standards Legislation



Chartered Accountants

Phone (03) 5134 4955

Fax (03) 5134 6201

Email admin@lshaccounting.com.au

235-237 Princes Drive  
Morwell VIC 3840PO Box 600  
Morwell VIC 3840**INDEPENDENT ASSURANCE REPORT**To The Trustees  
Latrobe City Trust***Opinion***

We have undertaken a reasonable assurance engagement of Latrobe City Trust's trust accounting records and other trust account records and its' compliance in all material respects with each individual fund's purpose in respect of the year ended 30<sup>th</sup> June 2019.

In our opinion the attached Statement of Fund Balances presents fairly in all material respects the Fund balances as at 30 June 2018, and trust transactions have been recorded in accordance with each individual fund's purpose.

***Basis for Opinion***

We conducted our engagement in accordance with Standard on Assurance Engagements ASAE 3100 *Compliance Engagements* issued by the Auditing and Assurance Standards Board.

We believe that the evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

***Trustees' Responsibilities***

The trustees are responsible for the preparation and fair presentation of the Statement of Fund Balances and compliance with the terms of the trust deeds.

***Our Independence and Quality Control***

We have complied with the independence and other relevant ethical requirements relating to assurance engagements, and apply Auditing Standard ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements* in undertaking this assurance engagement.

***Assurance Practitioner's Responsibilities***

Our responsibilities are to express a conclusion on whether the attached Statement of Fund Balances is fairly stated and trust transactions have been in accordance in all material respects with each individual fund's purpose.

***Use of Report***

This report has been prepared for the trustees of the Latrobe City Trust. We disclaim any assumption of responsibility for any reliance placed on this report to any persons, or users, other than the trustees or for any purpose other than for which it was prepared.

LSH ACCOUNTING Pty Ltd A.C.N 103 861 561

Liability limited by a scheme approved under Professional Standards Legislation

*Inherent Limitations*

Because of the inherent limitations of an assurance engagement, together with the internal control structure it is possible that fraud, error, or non-compliance with compliance requirements may occur and not be detected.

Date: 12th September, 2019

Address: 235-237 Princes Drive  
MORWELL Vic 3840

Auditor:   
LSH ACCOUNTING  
JOANNE LOH - PRINCIPAL

**LATROBE CITY TRUST  
FUND BALANCES**

	<b>30-Jun-19</b>	<b>30-Jun-18</b>
<b>Latrobe City Trust Necessitous Circumstances Fund</b>	\$ 7,596	\$ 7,451
<b>Accumulation Fund</b>	\$ 1,165	\$ 1,328
<b>Eva West Memorial Scholarship Fund</b>	\$ 43,727	\$ 38,860
<b>Lorraine Bartling Fund</b>	\$ 433	\$ 1,676
<b>Bert Thompson Fund</b>	\$ 5,613	\$ 5,094
<b>Jean Galbraith Scholarship Fund</b>	\$ 2,431	\$ 4,199
<b>Waite Park Development Fund</b>	\$ 26,428	\$ 23,875
<b>Community Gaming Support Fund</b>	\$ 348,795	\$ 238,489
<b>Edwin Austin Scholarship Fund</b>	\$ 85,486	\$ 76,302
<b>MSE Williams (Youth Support) Fund</b>	\$ 28,458	\$ 25,204
<b>Latrobe Emergency Relief Fund</b>	\$ 3,713	\$ 10,119
<b>Latrobe Community Art Fund</b>	\$ 27,634	\$ 28,807
	<b><u>\$ 581,479</u></b>	<b><u>\$ 461,403</u></b>

**Agenda Item: 17.4**

**Agenda Item: Proposed 2020 Ordinary Council Meeting Dates**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council adopts and gives public notice of the following Ordinary Council Meetings for 2020, commencing at 6:00 pm, in the Nambur Wariga Meeting Room, Council Headquarters, 141 Commercial Road, Morwell:**

- 10 February 2020
- 2 March 2020
- 6 April 2020
- 4 May 2020
- 1 June 2020
- 6 July 2020
- 3 August 2020
- 7 September 2020
- 5 October 2020
- 16 November 2020
- 7 December 2020

**Executive Summary:**

The purpose of this report is to recommend that Council adopts and gives public notice of its meeting dates and times for 2020.

The proposed dates are as follows:

- 10 February 2020
- 2 March 2020
- 6 April 2020
- 4 May 2020
- 1 June 2020
- 6 July 2020
- 3 August 2020
- 7 September 2020
- 5 October 2020
- 16 November 2020
- 7 December 2020

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



**Background:**

The preparation of the proposed meeting dates has taken into consideration a number of elements including prescribed public holidays and the 2020 Council election.

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

The Victorian Local Government Elections are to be held in October 2020. The attached schedule includes information around the associated arrangements however for clarity, this report does not propose to set any meeting dates required as a result of the election. However, Ordinary Council Meetings for November and December 2020 are proposed.

**Issues:**

*Strategy Implications*

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

*Communication*

Public notice of the meeting dates is required in accordance with the *Local Government Act 1989*.

*Financial Implications*

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

*Risk Analysis*

Should Council delay a decision on Council meetings dates for 2020, the Council will enter the New Year without meetings scheduled. This will be an administrative burden to accommodate. Community members seeking to be involved in Council meetings will also be adversely impacted.

It is strongly recommended that Council adopt dates for 2020 in advance.

*Legal and Compliance*

Public notice of the meeting dates is required in accordance with the *Local Government Act 1989*.

*Community Implications*

Advance notice of the 2020 Ordinary Council Meeting schedule is consistent with the approach in other years and will ensure the provision for the community to be aware and/or involved in meetings continues.

*Environmental Implications*

Not applicable.

*Consultation*

The meeting dates will be made publicly available once adopted.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil.

**Attachments**

1 [↓](#). Draft Meeting Date Calendar 2020

## **17.4**

### **Proposed 2020 Ordinary Council Meeting Dates**

- 1 Draft Meeting Date Calendar 2020..... 112**

# 2020

## Council Meeting Cycle Calendar

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

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

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

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

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

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

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

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

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

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

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

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

- Council Election
- Caretaker Mode (anticipated)
- First Meeting (anticipated) within 14 days of declaration of the polls
- SCM Mayor election (anticipated) before 30 November 2020

Public Holidays	
1-Jan	New Year's Day
27-Jan	Australia Day
9-Mar	Labour Day
10-Apr	Good Friday
20-Apr	Easter Saturday
12-Apr	Easter Sunday
13-Apr	Easter Monday
25-Apr	ANZAC Day
8-Jun	Queen's Birthday
25-Sep	AFL Grand Final (TBC)
3-Nov	Melbourne Cup Day
25-Dec	Christmas Day
26-Dec	Boxing Day
Council Meeting	
Dates	
6pm Start	
3-Feb	
2-Mar	
6-Apr	
4-May	
1-Jun	
6-Jul	
3-Aug	
7-Sep	
5-Oct	
16-Nov	
7-Dec	

**Agenda Item: 17.5**

**Agenda Item: Tabling of 'Assembly of Councillors' Records**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Information**

**Proposed Resolution:**

**That Council receives and notes the Assembly of Councillors records tabled for the period 19 August 2019 to 18 September 2019.**

**Executive Summary:**

The following Assembly of Councillor records have been submitted for tabling since the last ordinary Council meeting:

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
19 August 2019	Councillor Briefing	<p><b>Councillors</b> Cr McFarlane Cr Middlemiss Cr White OAM Cr Harriman Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson</p> <p><b>Officers</b> Steven Piasente Gail Gatt Larry Sengstock Kate Kerlake Greg Drumm Hanna Steevens Bruce Connolly</p>	<p>Yes – Section 89(2)(e) Proposed developments</p> <p>Section 89(2)(d) Contractual matters</p> <p>Section 89(2)(h) Prejudicial matters</p>	<p>Yes – Cr Harriman Cr White</p>

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
26 August 2019	Councillor Briefing	<p><b>Councillors</b> Cr McFarlane Cr Middlemiss Cr White OAM Cr O'Callaghan Cr Howe Cr Clancey Cr Law Cr Gibson</p> <p><b>Officers</b> Steven Piasente Gail Gatt Larry Sengstock Kate Kerlake Greg Drumm Hanna Steevens Kieran Stewart Hanna Burgess</p>	<p>Yes – Section 89(2)(h) Prejudicial matters</p> <p>Section 89(2)(e) Proposed developments</p>	Yes – Cr White
27 August 2019	Ted Summerton Reserve Project Reference Group	<p><b>Councillors</b> Cr Law Cr Gibson</p> <p><b>Officers</b> Larry Sengstock Lauren Dinsdale Geoff Derham</p>	Yes – Section 89(2)(e) Proposed developments	Yes – Cr Law
29 August 2019	Morwell Recreation Reserve Project Reference Group	<p><b>Councillors</b> Cr McFarlane Cr Middlemiss</p> <p><b>Officers</b> Larry Sengstock Geoff Derham Lauren Dinsdale</p>	Yes – Section 89(2)(e) Proposed developments	Nil
16 September 2019	Animal Welfare Advisory Committee	<p><b>Councillors</b> Cr O'Callaghan Cr Gibson</p> <p><b>Officers</b> Kate Kerlake Ronda Bruerton Grant Reid</p>	No	Nil

Date	Assembly Details	In Attendance	Confidential	Declarations of Interest
18 September 2019	Gippsland Regional Aquatic Centre Project Reference Group	<b>Councillors</b> Cr Harriman Cr Law  <b>Officers</b> Larry Sengstock Luke McGrath Tania Eleftheriou	No	Yes – Cr Law

**Declaration of Interests:**

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

**Reasons for Proposed Resolution:**

The attached *Assembly of Councillors* records have been submitted for tabling.

Section 80(A)2 of the *Local Government Act 1989* states 'The Chief Executive Officer must ensure that the written record of an assembly of Councillors is, as soon as is practicable - (a) reported at an ordinary meeting of the Council; and (b) incorporated in the minutes of that Council meeting'.

**Attachments**

- 1. Councillor Briefing
- 2. Councillor Briefing
- 3. Ted Summerton Reserve Project Reference Group
- 4. Morwell Recreation Reserve Project Reference Group
- 5. Animal Welfare Advisory Committee
- 6. Gippsland Regional Aquatic Centre Project Reference Group

## **17.5**

### **Tabling of 'Assembly of Councillors' Records**

<b>1</b>	<b>Councillor Briefing .....</b>	<b>117</b>
<b>2</b>	<b>Councillor Briefing .....</b>	<b>119</b>
<b>3</b>	<b>Ted Summerton Reserve Project Reference Group .....</b>	<b>121</b>
<b>4</b>	<b>Morwell Recreation Reserve Project Reference Group.....</b>	<b>122</b>
<b>5</b>	<b>Animal Welfare Advisory Committee .....</b>	<b>123</b>
<b>6</b>	<b>Gippsland Regional Aquatic Centre Project Reference Group.....</b>	<b>124</b>





## Assembly of Councillors Record

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	19 August 2019
<b>Time:</b>	6:00 PM - 10:50 PM
<b>Assembly Location:</b>	Nambur Wariga Room , Latrobe City Council

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
	<input checked="" type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson Attended via teleconference between 8:01PM and 8:57PM
<b>Officer/s:</b>	Steven Piasente From 6:15PM PM - Gail Gatt, Larry Sengstock, Kate Kerslake, Greg Drumm, Hanna Steevens Between 6:15PM and 6:40PM Bruce Connolly		
<b>Matters discussed:</b>	Tonight's Presentations Future Presentations Mayor's Update General Update Transition Briefing - Confidential under Section 89(2) (e) Proposed developments Organisational Report Major Project Reference Group Update 2019/2020 Stem Sisters Exchange to Sister Cities Play Space Improvement Plan Year 4 Actions - Prioritisation of Projects Latrobe Creative Precinct Sponsorship and Fundraising Framework Gippswide Kerbside Collaborative Procurement EOI - Confidential under Section 89(2) (d) Contractual matters Victory Park Toilet Design Proposed Amendments to 'Waiver Of Planning Permit Application Fees		



	<p>Policy'</p> <p>Sea Electric: Request For Land at The Gippsland Logistics Precinct</p> <p>Supreme Court Hearing - Extension of Time Application for the Development of 16 Dwellings at 4, 5 and 6 McClure Court, Traralgon</p> <p>2A Crinigan Road Rezoning Request</p> <p>Amendment C115 (Morwell to Traralgon Employment Corridor) - Consideration of Submissions</p> <p>Update on Toongabbie Township Group and Small Towns Minor Capital Works Program Funds</p> <p>Hazelwood House - Confidential under Section 89(2) (e) Proposed developments</p> <p>2018/19 Financial Result &amp; Accumulated Cash Surplus</p> <p>2019/20 Annual Sponsorship Program</p> <p>Volunteering in The Valley</p> <p>Outstanding Issues - Confidential under Section 89(2) (h) Prejudicial matters</p> <p>Strategic Issues for Future Briefings</p>
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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Councillor Harriman declared an interest, not being a Conflict of Interest under Section 79B of the Local Government Act 1989 in respect to Item 9.1.	No
Councillor White declared a direct and/or indirect interest under Section 78B of the Local Government Act 1989 in respect to Item 17.2	Yes

**Record Completed by:** Hanna Stevens, Coordinator Governance

*(Please use the **Quick Add Profile No - 563** when registering this form on ECM)*



## Assembly of Councillors Record

<b>Assembly details:</b>	Councillor Briefing
<b>Date:</b>	26 August 2019
<b>Time:</b>	5:00 PM - 9:55 PM
<b>Assembly Location:</b>	Nambur Wariga Room , Latrobe City Council

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr McFarlane	<input checked="" type="checkbox"/> Cr Middlemiss	<input checked="" type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input checked="" type="checkbox"/> Cr Howe
	<input checked="" type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Steven Piasente From 6:01 PM - Gail Gatt, Larry Sengstock, Kate Kerlake, Greg Drumm, Hanna Steevens, Kieran Stewart Between 6:01 PM and 6:40PM, Hanna Burgess		
<b>Matters discussed:</b>	Tonight's Presentations - Confidential under Section 89(2) (h) Prejudicial matters Future Presentations Upcoming Council Meeting Notice of Motion Requests Points of Clarification Alternate Motion Requests Mayor's Update CEO General Update Transition Briefing - Confidential Under Section 89(2) (e) Proposed developments Organisational Report Latrobe City's Strategic Advocacy Priorities Submission to Regional Tourism Review Discussion Paper Carbonnet Community Reference Group Representation Relocation of Morwell Gun Club Options for Management of Illegal Camping - Lake Narracan Foreshore Celebrating The 20th Anniversary of The Sister City Relationship with		



	<p>Taizhou - Taizhou Garden in Latrobe City</p> <p>2020/21 Budget Consultation</p> <p>Response to Insurable Risk Profiling Report</p> <p>Local Government Rating System Review</p> <p>Risks Abated for Buildings with Aluminium Composite Panelling (ACP) in Latrobe City</p> <p>Haunted Hills Bike Park - Status Report</p> <p>Living Well Latrobe Community Activation Program Evaluation</p> <p>Landfill Biogas Renewable Energy Project</p> <p>DJPR's Coal Policy Review - Area H Update</p> <p>2018/19 Quarterly Performance Report - Quarter 4</p> <p>2018/19 Quarterly Organisation Report - Quarter 4</p> <p>Hard Waste Coupon Program</p> <p>Outstanding Issues - Confidential under Section 89(2) (h) Prejudicial matters</p> <p>Strategic Issues for Future Briefings</p>
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**Are any of the matters discussed, considered confidential under the *Local Government Act 1989*?**

**Yes**                       **No**

Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.

**Conflict Of Interest Disclosures:**

<b>Councillor / Officer making disclosure</b>	<b>Left Meeting: Yes / No</b>
Cr Darrell White declared a conflict in relation to Item 17.2 of the Council Meeting Agenda.	Yes

**Record Completed by:** Hanna Steevens, Coordinator Governance  
 (Please use the **Quick Add Profile No - 563** when registering this form on ECM)





### Assembly of Councillors Record

<b>Assembly details:</b>	Ted Summerton Reserve Project Reference Group Meeting 13
<b>Date:</b>	Tuesday 27 August 2019
<b>Time:</b>	5.00 pm - 6.15 pm
<b>Assembly Location:</b>	Meeting Room, Moe P.L.A.C.E, Vale Street, MOE

#### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law 5.00 pm - 6.15 pm	<input checked="" type="checkbox"/> Cr Gibson 5.00 pm - 6.15 pm
<b>Arrival / Departure Time:</b>			
<b>Officer/s:</b>	Larry Sengstock, Lauren Dinsdale, Geoff Derham		
<b>Matters discussed:</b>	1. Discussion on detailed design details of the Ted Summerton Reserve Cricket facility redevelopment for consideration and feedback - Confidential under section 89(2)(e) proposed developments.		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b>			
<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>			
Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Brad Law	No

**Record Completed by:** Lauren Dinsdale

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



### Assembly of Councillors Record

<b>Assembly details:</b>	Morwell Recreation Reserve Project Reference Group Meeting 13
<b>Date:</b>	Thursday 29 August 2019
<b>Time:</b>	5.30 pm – 6.30 pm
<b>Assembly Location:</b>	Nambur Wariga - Large Meeting Room - Latrobe City Council HQ, 141 Commercial Road Morwell 3840

#### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr McFarlane 5.30 - 6.30 pm	<input checked="" type="checkbox"/> Cr Middlemiss 5.30 - 6.30 pm	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Larry Sengstock, Geoff Derham, Lauren Dinsdale		
<b>Matters discussed:</b>	1. Project Status update 2. Updates on construction of new shared sports pavilion, new synthetic oval development, Keegan Street design detail and concept designs of Morwell Football Netball Club facilities upgrades for consideration and feedback - Confidential under section 89(2)(e) proposed developments.		
<b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No

**Record Completed by:** Lauren Dinsdale

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)





## Assembly of Councillors Record

<b>Assembly details:</b>	Animal Welfare Advisory Committee
<b>Date:</b>	Monday 16 September 2019
<b>Time:</b>	3.00 pm
<b>Assembly Location:</b>	Nambur Wariga - Large Meeting Room, 141 Commercial Road Morwell

### In Attendance

<b>Councillors:</b>  <b>Arrival / Departure Time:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
	<input type="checkbox"/> Cr Harriman	<input checked="" type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input type="checkbox"/> Cr Law	<input checked="" type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Kate Kerslake, Ronda Bruerton, Grant Reid		
<b>Matters discussed:</b>	<ul style="list-style-type: none"> <li>• Overview of Terms Of Reference</li> <li>• Discussion around topics of interest and potential influence</li> <li>• Update on Morwell Pound Development Project – Ronda</li> <li>• Update on Pound Volunteer Project - Grant</li> </ul>		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Nil	

**Record Completed by:** Ronda Bruerton

(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



### Assembly of Councillors Record

<b>Assembly details:</b>	Gippsland Regional Aquatic Centre Project Reference Group
<b>Date:</b>	18 September 2019
<b>Time:</b>	5.30pm
<b>Assembly Location:</b>	Macfarlane Burnet Room, Traralgon

#### In Attendance

<b>Councillors:</b>	<input type="checkbox"/> Cr McFarlane	<input type="checkbox"/> Cr Middlemiss	<input type="checkbox"/> Cr White OAM
<b>Arrival / Departure Time:</b>	<input checked="" type="checkbox"/> Cr Harriman 5.10pm - 6.30pm	<input type="checkbox"/> Cr O'Callaghan	<input type="checkbox"/> Cr Howe
	<input type="checkbox"/> Cr Clancey	<input checked="" type="checkbox"/> Cr Law 5.30pm - 6.25pm	<input type="checkbox"/> Cr Gibson
<b>Officer/s:</b>	Larry Sengstock, Luke McGrath, Tania Eleftheriou		
<b>Matters discussed:</b>	Site visit at Geothermal drilling site, Kay Street, Traralgon - Cr Harriman only - 5.10pm - 5.30pm Project Manager update		
<p><b>Are any of the matters discussed, considered confidential under the <i>Local Government Act 1989</i>?</b></p> <p><input type="checkbox"/> Yes                      <input checked="" type="checkbox"/> No</p> <p>Please list the confidentiality reasoning next to the matter discussed, as per the example in the guidance notes.</p>			

#### Conflict Of Interest Disclosures:

Councillor / Officer making disclosure	Left Meeting: Yes / No
Cr Law	No

**Record Completed by:** Tania Eleftheriou, Project Officer Major Recreation Projects  
(Please use the **Quick Add Profile No - 563** when registering this form on ECM)



# **URGENT BUSINESS**

**18. URGENT BUSINESS**

*Business may be admitted to the meeting as urgent business in accordance with clause 19 of the Meeting Procedure Local Law by resolution of the Council, if it relates to a matter which has arisen since distribution of the agenda and cannot safely or conveniently be deferred until the next Ordinary meeting.*

# **MEETING CLOSED TO THE PUBLIC**

## **19. MEETING CLOSED TO THE PUBLIC**

Section 89(2) of the *Local Government Act 1989* enables the Council to close the meeting to the public if the meeting is discussing any of the following:

- (a) Personnel matters;
- (b) The personal hardship of any resident or ratepayer;
- (c) Industrial matters;
- (d) Contractual matters;
- (e) Proposed developments;
- (f) Legal advice;
- (g) Matters affecting the security of Council property;
- (h) Any other matter which the Council or Special Committee considers would prejudice the Council or any person;
- (i) A resolution to close the meeting to members of the public.

### **RECOMMENDATION**

**That Council closes this Ordinary Meeting of Council to the public to consider the following items which are of a confidential nature, pursuant to section 89(2) of the *Local Government Act 1989* for the reasons indicated:**

- 19.1 Presentation of the Audit and Risk Committee Minutes - 29 August 2019**  
**Agenda item 19.1 *Presentation of the Audit and Risk Committee Minutes - 29 August 2019* is designated as confidential as it relates to a matter which the Council or special committee considers would prejudice the Council or any person (s89 2h)**
  
- 19.2 Traralgon South Pavilion Extension - Budget reallocation request**  
**Agenda item 19.2 *Traralgon South Pavilion Extension - Budget reallocation request* is designated as confidential as it relates to contractual matters (s89 2d)**