



LATROBE CITY COUNCIL

**AGENDA FOR THE
COUNCIL MEETING**

**TO BE HELD IN KERNOT HALL, MORWELL AND VIA
AUDIO-VISUAL LINK
AT 6:00PM ON
08 APRIL 2024
CM603**

Please note:

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

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

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1. ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS OF THE LAND

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

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

2. APOLOGIES AND LEAVE OF ABSENCE

3. ADOPTION OF MINUTES

Proposed Resolution:

That Council confirm the minutes of the Council Meeting held on 4 March 2024.

4. DECLARATION OF INTERESTS

5. PUBLIC PARTICIPATION TIME

Public Questions on Notice

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

Public Speakers

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

STRATEGIC ITEMS FOR DECISION

6. STRATEGIC ITEMS FOR DECISION

Item Number 6.1

08 April 2024

Regional City Planning and Assets

CONSULTATION RESULTS ON THE PROPOSED REOPENING OF CHESTNUT AVENUE, MORWELL

PURPOSE

To advise Council of the outcome of the consultation undertaken regarding the potential reopening of Chestnut Avenue, Morwell.

EXECUTIVE SUMMARY

- Latrobe City Council (Council) was previously presented with a petition containing 45 signatures requesting that Council reopen the western end of Chestnut Avenue to restore vehicular access to The Boulevard, Morwell.
- The permanent closure of Chestnut Avenue, Morwell took place in June 1984, with the reason predominantly being the use of the road as a “rat run” for speeding and/or hooning drivers.
- The petition was tabled at the Council Meeting held on Monday, 4 September 2023, where Council resolved that consultation would be undertaken and a future report be presented to Council.
- The consultation piece on the Have Your Say platform was open from Monday, 19 February 2024, until Sunday, 3 March 2024, with 45 submissions received.
 - Of the 45 submissions received, 43 were received from residents with a Morwell address.
 - 24 submissions were from Chestnut Avenue residents - noting one resident made two submissions.
 - 22 of the submissions from Chestnut Avenue residents opposed the reopening (noting one resident made two submissions); whilst two submissions were in support of the reopening.
 - In total 34 submissions opposed the reopening, whilst 11 submissions were supportive of the reopening.
 - Five of these 11 submissions supported the reopening provided appropriate controls and infrastructure improvements were implemented.

OFFICER'S RECOMMENDATION

That Council:

1. **Note the report and that no further work be undertaken in relation to the reopening of Chestnut Avenue, Morwell; and**
2. **Advise the owners and occupiers of Chestnut Avenue, Morwell, of this decision in writing.**

BACKGROUND

The permanent closure of Chestnut Avenue, Morwell, took place in June 1984, with the reason predominantly being the use of the road as a “rat run” for speeding and/or hooning drivers. The closure was the result of a trial undertaken by the former Shire of Morwell and was the subject of several petitions in relation to the matter.

In September 2023, Council was presented with a petition containing 45 signatures requesting that Council reopen the western end of Chestnut Avenue, Morwell. In response to the petition, Council resolved to undertake a consultation piece to hear from the community about the potential reopening of Chestnut Avenue.



Figure 1: Location of Chestnut Avenue Closure

ANALYSIS

The consultation piece to seek input from the wider residential area surrounding Chestnut Avenue, Morwell, was open from Monday, 19 February 2024 until Sunday, 3 March 2024.

Consultation Insights

- Of the 45 submissions received, 43 were received from residents with a Morwell address.
 - 24 submissions were from Chestnut Avenue residents - noting one resident made two submissions.
 - 22 of the submissions from Chestnut Avenue residents opposed the reopening (noting one resident made two submissions); whilst two submissions were in support of the reopening.

- In total 34 submissions opposed the reopening, whilst 11 submissions were supportive of the reopening.
 - Five of these 11 submissions supported the reopening, provided appropriate controls and infrastructure improvements were implemented.

Attachment 1 provides the consultation responses, whilst Attachment 2 provides an aerial image showing the location of the submissions received within the Chestnut Avenue neighbourhood. Those in support of the proposed reopening are shown in green on the map, while those opposing are shown in red. It should be noted that there were several properties with multiple respondents, and four submissions left off the map due to their location (one in Traralgon, one in Yinnar, and two in Morwell outside of the immediate Chestnut Avenue neighbourhood). The location of the current road closure is shown in blue for reference.

Considering the consultation results, officers suggest no further work be undertaken in response to the 2023 petition and consultation piece due to the low level of support for the reopening.

Should Council decide to proceed with reopening Chestnut Avenue, officers would need to undertake a Traffic Impact Assessment and/or Road Safety Audit to consider all other factors and implications associated. At this stage officers do not consider this appropriate use of funds or resources, particularly as the majority of respondents directly impacted by the reopening are not supportive.

Several factors must be considered when undertaking a change as significant as this, particularly the traffic, noise and amenity impacts for the residents of Chestnut Avenue. Most notably, the financial impacts for Council to implement the reopening must also be considered. Whilst minimal costs are associated with simply removing the barrier, a further detailed traffic assessment should be undertaken to identify the required supporting infrastructure required (i.e. roundabout, reconfiguration of intersection(s) and priorities for vehicles and pedestrians) and how best to manage the change in conditions.

If the reopening were to take place and appropriate infrastructure be installed as required by a future Traffic Assessment and/or Road Safety Audit, the potential for future costs to be incurred by Council remains particularly if speeding or hooning were to commence, as the residents would likely see this as Council's responsibility to address.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Addressing speeding or hoon behaviour resulting from a potential reopening of Chestnut Avenue.	Medium <i>Possible x Minor</i>	Consider appropriate treatments in future if speeding or hooning were to take place if the reopening of the road were to take place.

RISK	RISK RATING	TREATMENT
<p>SERVICE DELIVERY</p> <p>Officers required to manage removal of road closure infrastructure and implement additional supporting infrastructure.</p>	<p>Low</p> <p><i>Possible x Insignificant</i></p>	<p>Existing resources could undertake this work if adopted to remove the barrier, but only if appropriate funds were allocated to provide the necessary supporting infrastructure.</p>
<p>FINANCIAL</p> <p>Council would be required to fund the removal of the road closure infrastructure and any associated costs to improve the intersection layout as per findings of a future traffic impact assessment or road safety audit.</p>	<p>Medium</p> <p><i>Possible x Minor</i></p>	<p>Should Council wish to proceed with the reopening, funds would need to be sought via a future budget process for:</p> <ol style="list-style-type: none"> 1. Traffic Impact Assessment/Road Safety Audit; and 2. Infrastructure changes as required by the above report(s)
<p>STRATEGIC</p> <p>Reopening the road may have a detrimental impact on local residents when considering existing amenity and noise.</p>	<p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>Leave the road closure in place as it is unlikely Council will be able to adequately resolve amenity issues of all Chestnut Avenue residents.</p>
<p>STRATEGIC</p> <p>Reputational damage to Council could occur should Chestnut Avenue be reopened, which is not in line with the majority of consultation submissions received.</p>	<p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>Leave the road closure in place in line with the majority of the consultation submissions received.</p>

CONSULTATION

The consultation period ran from Monday, 19 February 2024 to Sunday, 3 March 2024, with the following tools utilised:

- Have Your Say web site open from Monday, 19 February 2024 to Sunday, 3 March 2024
- Social Media Post on Council's Facebook page

- A letter with a QR code to Council's Have Your Say website was sent to properties with frontage on Chestnut Avenue, Morwell
 - Sent to both owners and occupiers of the properties
- Latrobe Express Noticeboard post with QR code to Council's Have Your Say website
- Installation of double-sided signage at either end of Chestnut Avenue with a QR code to Council's Have Your Say website.
- SMS Reminder sent to Chestnut Avenue residents. Short description or discussion of consultation including stakeholder feedback leading up to report or to be undertaken as a result of implementing next steps.

COMMUNICATION

An email thanking respondents and advising the road would stay closed until a future decision of Council was distributed to those who made submissions on Monday, 4 March 2024.

Officers propose that a letter advising of Council's decision on the potential reopening will be sent to Chestnut Avenue properties, whilst a wider media release regarding Council's decision will also be considered.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The reopening of Chestnut Avenue may have negative social impacts such as an increase in noise for residents of Chestnut Avenue, and an increase in vehicular traffic movements.

Cultural

Not applicable

Health

There are no direct health implications associated with this report however there may be an increase in noise emanating from vehicles along Chestnut Avenue were it to be reopened, which could be considered a negative change to amenity for residents.

Environmental

There are no direct environmental implications associated with this report however there may be an increase in noise emanating from vehicles along Chestnut Avenue were it to be reopened, which could be considered a negative change to the environment for residents.

Economic

Not applicable

Financial

There are no direct financial costs associated with this report, however, funds may be required for a future Traffic Impact assessment or Road Safety Audit.

Furthermore, were the reopening of Chestnut Avenue to be supported and implemented, Council would need to allocate appropriate funds for infrastructure improvements via a future budget process.

Attachments

1. Consultation Responses (Published Separately)

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

2. Consultation Responses- Location Map (Published Separately)

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

TRARALGON WEST PRECINCT - DEVELOPMENT PLAN PROCESS AND ADDRESSING TRARALGON GOLF CLUB CONCERNS

PURPOSE

To provide Council with details on the future strategic planning work for the Traralgon West Precinct that will address concerns of the Traralgon Golf Club.

EXECUTIVE SUMMARY

- At the Council Meeting held on Monday, 4 December 2023, Council resolved to progress Amendment C144 to apply a Development Plan Overlay to the Traralgon West Precinct. In addition, point 5 of the resolution required a further report to be presented on how the concerns of the Traralgon Golf Club could be addressed through future strategic planning work.
- The draft endorsed Traralgon West Issues, Opportunities and Options Report recommended to progress the future development of the Traralgon West Precinct in the following stages:
 - Stage 1 – Planning Scheme Amendment C144 to introduce a Development Plan Overlay (Endorsed by Council in December 2023 and currently underway).
 - Stage 2 – Preparation of a Development Plan and Development Contributions Plan (and associated background reports) to guide future development of the Traralgon West Precinct (work about to commence).
 - Stage 3 – Prepare a Planning Scheme Amendment to implement the recommendations of the Development Plan and Development Contribution Plan (work to commence following completion of Stage 2).
- Stage 2 will prepare the strategic justification to address the concerns of the Traralgon Golf Club.
- Attachment 1 provides a detailed summary of all reports that need to be prepared as part of Stage 2. In particular, the Economic / Socio Economic Analysis – Traralgon Golf Club report will undertake an economic analysis on the Traralgon Golf Club including long term viability, benefit to economy, net community benefit analysis to determine the most appropriate use of the land in the long term.

- This report and other reports detailed in the Analysis Section below will assist in preparing the justification around the future of the Golf Club, the most appropriate zone including non-residential zones, any changes to the Planning Scheme such as the Morwell to Traralgon Structure Plan and any infrastructure required.
- On the 6 February 2024 Council officers met with representatives of the Traralgon Golf Club to provide an overview of the proposed work to be undertaken in Stages 1 and 2. This was a positive conversation with the Traralgon Golf Club and the scope of the Economic Analysis and Socio-economic Analysis was altered to reflect feedback and the conversation.

OFFICER'S RECOMMENDATION

That Council receives and note this report regarding future strategic planning work for the Traralgon West Precinct.

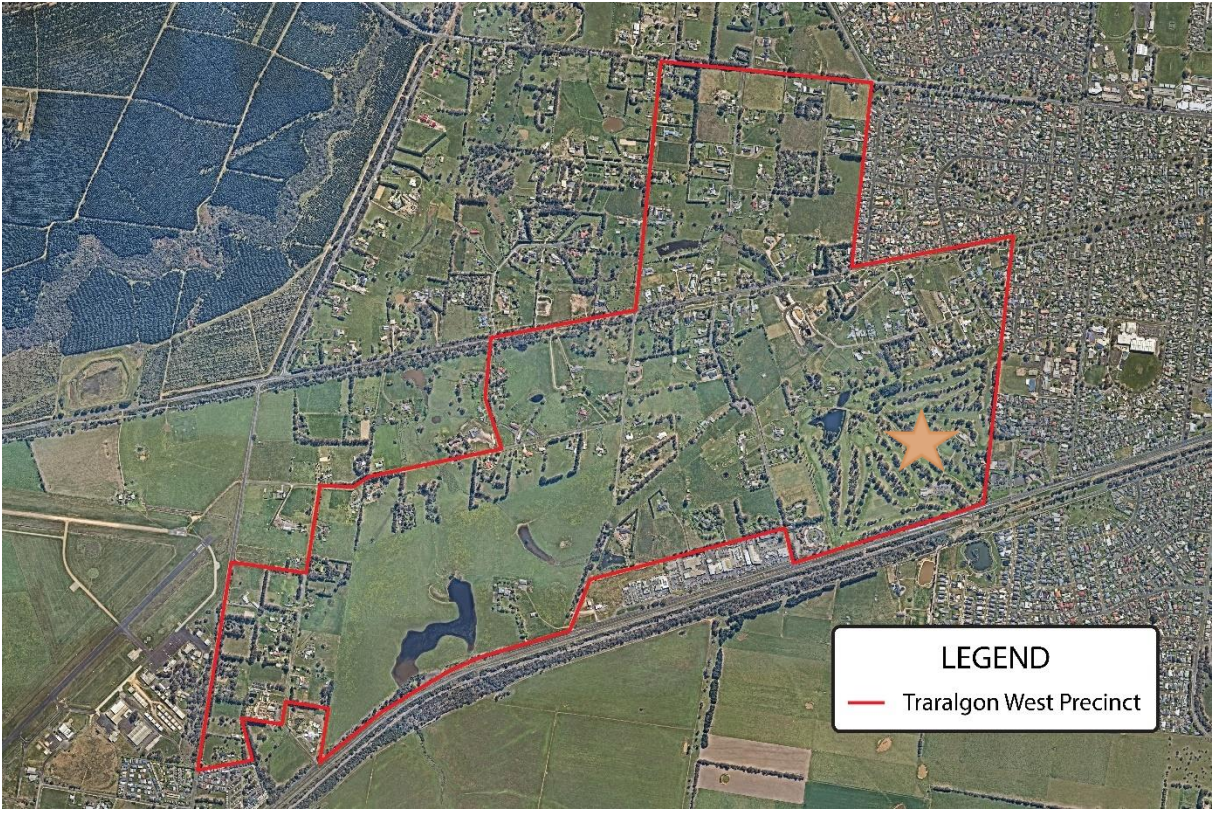
BACKGROUND

At the Council Meeting held on Monday, 4 December 2023, Council resolved to progress with a request for authorisation for Amendment C144 to apply a Development Plan Overlay to the Traralgon West Precinct. Part five of the Council Resolution required Council to:

- 5. Receive a further report in relation to how the concerns raised by the Traralgon Golf Club could be addressed as part of the future strategic planning work to be undertaken for the Traralgon West Precinct.*

The Traralgon West Precinct is a 331 hectare area comprising 205 properties this includes the Traralgon Golf Club which is in the southwest corner of the precinct (see Figure 1 below).

Figure 1 – Traralgon West Precinct (star donates the Traralgon Golf Club)



The draft Traralgon West Issue, Opportunity and Options report recommended the following for the Traralgon West Precinct:

- Stage 1 (C144 – Currently underway) – Prepare a Planning Scheme Amendment to introduce a Development Plan Overlay to the Traralgon West Precinct. The Development Plan Overlay will identify the requirements for the preparation of the Development Plan.

- Stage 2 (2024 – June 2026) – Prepare a Development Plan (including all relevant background reports) and a Development Contribution Plan which will detail infrastructure items and collection of contribution for items which are required to be delivered for the precinct. A funding bid for the mid-financial 2023/2024 year of \$500,000 has been made to commence this work. Further funding may be required for the plan due to the range of reports required.
- Stage 3 (July 2026+) - Prepare a Planning Scheme Amendment to rezone land and introduce an appropriate development contribution tool to implement the Development Contribution Plan.

ANALYSIS

The work required as part of Stage 2 including the preparation of Background Reports, Development Plan and Development Contribution Plan will prepare the justification to address the concerns of the Traralgon Golf Club.

Attachment 1 provides a detailed breakdown of all background documents and reports that need to be prepared for the draft Development Plan and Development Contributions Plan.

The reports that will assist with addressing the concerns of the Traralgon Golf Club are:

- Economic / Socio-economic Analysis – Traralgon Golf Club (Part A): This report will undertake an economic and socio economic analysis on the Traralgon Golf Club including long term viability, benefit to economy, net community benefit analysis, health and fitness benefits, environmental benefits, cost analysis on relocation including whether there is suitable land to relocate to and to determine the most appropriate use of the land in the long term.
- Summary Report (Part A): this report will provide a summary of findings of all reports in Part A and develop a plan which shows proposed lot yield, potential Net Developable Area (NDA) and proposed zoning options.
- Servicing Strategy (Part B): This will assess the key shared infrastructure for the precinct including the Traralgon Golf Club.
- Development Plan and Development Contribution Plan (Part C): This will be the plans which combine all the recommendations from all background reports and sets the future development of the Traralgon West Precinct. The Plans will include recommendations on zoning, land use, infrastructure and development contribution items.

Stage 3 will commence once the draft Development Plan and Development Contribution Plan are prepared. Stage 3 will implement the recommendations through a future Planning Scheme Amendment which will include any changes to zoning, overlays and policy such as the Morwell to Traralgon Structure in response to the Traralgon Golf Club concerns and other findings.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
FINANCIAL The preparation of the Background Report, Development Plan and Development Contribution plan is a significant cost and there are no external funding streams currently available to Council to support the Development of the Plan.	Medium <i>Likely x Moderate</i>	Continue to search for funding options. Ensure tender process offers best value for money in progressing the Development Plan and Development Contribution Plan.
STRATEGIC Not all landowners will be supportive of the recommendations of the Development Plan and Development Contribution Plan.	Medium <i>Likely x Minor</i>	An engagement plan will be developed to ensure engagement is undertaken with landowners in the precinct. There will be opportunities through a future Planning Scheme Amendment to landowners to make submissions and be heard through a planning panel process.

CONSULTATION

Council officers met with representatives of the Traralgon Golf Club on 6 February 2024 to provide information on how the concerns raised can be addressed through this project.

There are other processes, such as Amendment C144 where engagement with the Traralgon Golf Club and other landowners will occur. Officers will also be engaging with the Golf Club during the preparation of the Development Plan and Development Contributions Plan.

COMMUNICATION

A detailed engagement plan will be developed as part of the preparation of the Background Report, Development Plan and Development Contribution Plan to ensure appropriate engagement with all landowners in the Traralgon West precinct is undertaken.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

A mid-financial year budget bid has been made for the preparation of the Background Report, Development Plan and Development Contribution Plan of \$500,000. Stage 2 will be able to commence once funds have been allocated to the project.

At this time, there are no external funding streams available through the State Government for this type of work following the completion of the VPA Streamlining for Growth Program.

Following the tender process, additional funds may be required to ensure the completion of all reports. A further report will be provided if this is required.

Attachments

1. Proposed Scope - Traralgon West Development Plan and Development Contribution Plan

6.2

Traralgon West Precinct - Development Plan Process and addressing Traralgon Golf Club concerns

- 1 Proposed Scope - Traralgon West Development Plan and
Development Contribution Plan 20**

Stage 2 – Preparation of Background Reports, Development Plan and Development Contribution Plan

Part A

Part A includes reports that are required by the Development Plan Overlay to determine developable land, land use, potential zoning and lot yield. These reports then help inform other background reports that need to be prepared.

- Neighbourhood Character Assessment**

 - Identifies character of precincts in the development plan boundary.
 - Recommendations on appropriate zoning and lot yield.
 - Recommendations for the Traralgon Housing Framework Plan.
- Economic / Socio Economic Analysis - Traralgon Golf Club**

 - Net Community Benefit analysis
 - Long term viability of the Traralgon Golf Course
 - Relocation analysis including costs, funding options, relocation possibilities
 - Health and fitness benefits
 - Environmental benefits
 - Options on mitigation measures required to protect the Traralgon Golf Course
 - Recommendations on zoning and Morwell to Traralgon Structure Plan
- Flora and Fauna Assessment**

 - Assessment on flora and faun within the precinct
 - identification of bio-diveristy and/or habitat areas to protect
- Bushfire Assessment**

 - Assessment under Clause 13.02
 - Addresses recommendations from the Flora and Fauna Study
- Summary Report**

 - Report that summarises the findings
 - Potential Net Developable Area and lot yield
 - Recommendations for Planning Scheme Amendment Changes (such as Morwell to Traralgon Structure Plan)

Part B

Background reports and assessment that are required in accordance with the requirements of the Development Plan Overlay which will benefit from being completed after potential lot yield and NDA have been determined.

- Integrated Stormwater Management Plan**

 - Stormwater treatment and locations
 - Any mitigation of floodplains
- Traffic Impact Assessment**

 - Assessment and recommendations on traffic impacts including road widenings, intersection upgrades, key internal connections, pedestrian and cycle connections and public transport
- Social Infrastructure Needs Analysis**

 - Assessment and recommendations on social and cultural infrastructure, active open space and passive open space
- Cultural Heritage Due Delligence Assessment**

 - Assessment on requirements for Cultural Heritage Management Plans
 - Identification of any significant landscape, places or areas for further investigation
- Noise and Air Pollution Assessment**

 - Assessment of noise and pollution impacts from the Princes Highway and Princes Street
 - Recommendation on any mitigating measures.
- Preliminary Site Investigation**

 - Identification of any areas for potential contamination in accordance with Planning Practice Note 30
 - Recommendations for any future Planning Scheme Amendment for rezoning
- Neighbourhood Activity Centre Economic Assessment**

 - Assessment on viability of development of NAC including ability to achieve catchment area and impacts on other retail centres.
- Aircraft Risk Assessment**

 - Noise and safety assessment to ensure protection of Latrobe Regional Airport
- Servicing Strategy**

 - Key shared infrastructure requirements, timing and staging options

Part C

Preparation of draft Development Plan and Development Contribution in accordance with the requirements of the Development Plan Overlay and recommendations from Background Reports.

- Development Plan**

 - A plan which shows how the Traralgon West precinct can be developed including land uses and key infrastructure requirements
- Development Contribution Plan**

 - A plan that sets contribution rates and outlines how future residents, visitors and workers will be provided with timely access to the services and infrastructure they need.

VEHICLE CROSSING POLICY REVIEW

PURPOSE

To present the revised Vehicle Crossing Policy, incorporating the Drainage Tappings Policy, now renamed as the Vehicle Crossing and Stormwater Connection Policy (“the Policy”) and to seek Council endorsement.

EXECUTIVE SUMMARY

The Vehicle Crossing Policy (VCP) was last presented for adoption by Council in 2011.

The existing VCP references incorrect Local Government Acts due to recent legislative changes. The VCP has been reviewed to better provide the requirements and responsibilities for the design and construction standards required to construct, maintain, replace and upgrade vehicle crossings or connect into Council’s stormwater drainage systems.

Other key revisions include:

- The objectives of the VCP have been revised.
- The Policy incorporates the previous Drainage Tappings Policy, now merged into one document named Vehicle Crossing and Stormwater Connection Policy
- The new Policy includes a definitions table, to ensure language is clear when referring to technical terms.
- A table of minimum clearances has been added to the Policy.
- The Policy includes the parameters for assessment criteria of applications, including clearances.
- The Policy has the current approval titles in line with Council’s correct business unit naming structure.
- The Policy includes the work permit process.
- The Policy has a revised ‘Street Trees’ clause to reflect current requirements i.e., property owners to arrange tree removal.

OFFICER’S RECOMMENDATION

That Council:

- 1. Adopt the Vehicle Crossing and Stormwater Connection Policy;**
- 2. Note that with the adoption of the Vehicle Crossing and Stormwater Connection Policy, that the Vehicle Crossing Policy and Vehicle Crossing Drainage Tappings Policy are revoked; and**
- 3. Make the Vehicle Crossing and Stormwater Connection Policy available on Council’s website**

BACKGROUND

The current Policy is overdue for a review. Since the last review in 2011, the Local Government Act has been changed and as a result the current Policy is referencing incorrect clauses.

ANALYSIS

Previously, there were two separate policies, one for Vehicle Crossings and one for Drainage Tappings. The terminology used in the VCP 'Drainage Tappings' was confusing for applicants and Council Officers, as the works being performed are connecting into Council's stormwater assets. To address this issue the VCP has been revised and renamed to Vehicle Crossing and Stormwater Connection Policy (the Policy).

The major changes for the revised Policy include the following:

- Incorporation of the Vehicle Drainage Tappings Policy
- Clearly outlined requirements and responsibilities for the design and construction standards required to construct, maintain, replace, and upgrade vehicle crossings or connect into Council's stormwater drainage systems;
- Clear, accurate and concise objectives;
- A name change to: '*Vehicle Crossing and Stormwater Connection Policy*', to reflect what the Policy relates to;
- Inclusion of a definitions table, to ensure language is clear when referring to technical terms.
- Inclusion of a table detailing minimum clearances;
- Inclusion of parameters for assessment criteria of applications, including clearances;
- Revised approval titles in line with Council's correct business unit naming structure;
- Inclusion of the work permit process; and
- Revised 'Street Trees' clause to reflect current requirements – property owners to arrange tree removal.

Benchmarking has been undertaken against other council's Vehicle Crossing Policies, specifically regarding how the information is provided to the public and the document length.

The research revealed that the use of tables rather than sentences was favourable in detailing clearance requirements. As a result, the clearances section of the revised policy has been revised to include tables and incorporates information from Service Authorities, with clearer guidelines.

The reference regarding street trees is unclear in the VCP, in particular whose responsibility it is to arrange the removal of street trees once a permit is issued. This is made clear in the revised Policy.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
FINANCIAL Outdated policies may leave Council exposed to financial risk.	Low <i>Unlikely X Minor</i>	Ensure policy is reviewed and updated.

CONSULTATION

There has been some consultation with other Council's via benchmarking in preparation of this report. Service authorities relative to this Policy have been consulted to ensure information is up to date.

COMMUNICATION

Internal stakeholders provided input and feedback during the review of the policy.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The Vehicle Crossing component of the revised Policy balances the amenity of individual property owners and general street users with respect to the preservation of the opportunity for on street parking.

Cultural

Not applicable.

Health

The revised Policy ensures adequate separation between parked vehicles and vehicles accessing properties.

Environmental

Not applicable.

Economic

Not applicable.

Financial

Not applicable.

Attachments

1. Draft Vehicle Crossing and Stormwater Connection Policy
2. Policy Appendix 1 - Additional Information - Design Requirements
3. Policy Appendix 2 - On-Street Parking & Cross-over Widths (Part A)
4. Policy Appendix 2 - On-Street Parking & Cross-over Widths (Part B)
5. Policy Appendix 3 - Design note - Sight distance for rural crossings

6.3

Vehicle Crossing Policy Review

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4	Policy Appendix 2 - On-Street Parking & Cross-over Widths (Part B).....	49
5	Policy Appendix 3 - Design note - Sight distance for rural crossings.....	50



Vehicle Crossing and Stormwater Connection Policy

Version No.1

Approval Date: 00/00/0000

Review Date: 00/00/0000



Vehicle Crossing and Stormwater Connection Policy

Document Control

Responsible GM	Jody Riordan	
Division	Regional City Planning and Assets	
Last Updated (who and when)	Manager Title and Name	2011
1.1.1 Document History		
Authority	Date	Description of Change
Council		Policy update and inclusion of stormwater connection requirements
References	Refer to section 16 of this policy	
Next Review Date	February 2028	
Published on Website	Yes	
Document Reference No.		

Vehicle Crossing and Stormwater Connection Policy

1. Background

This policy establishes guidelines and defines responsibilities for the construction, widening, reconstruction, and maintenance of vehicle crossings and property stormwater drainage connections connecting to Latrobe City Council (Council) managed roads and Council's drainage system.

2. Objectives

To establish appropriate criteria to enable Council to assess Vehicle Crossing and Stormwater connection permit applications:

- To protect the safety and amenity of residents, pedestrians, and motorists
- To preserve on-street car parking for all community members and road users
- To enable appropriately situated and constructed vehicular access between the abutting road pavement and the boundary of a private property
- To prevent inappropriate loss of significant street trees, vegetation, and landscaping
- To control the impact of vehicle crossings on utilities infrastructure, street furniture and other assets in the road reserve
- To control the impact of crossings on the visual amenity of streetscapes through avoiding excessive dominance of vehicle crossings; and
- To protect Council's stormwater drainage system

3. Scope

This Policy must be read in conjunction with the following legislation(s) and Council's local law legislative Requirements. An attached document (attachment one) provides specific clauses, schedules, rules and sections to comply with.

- Local Government Act 1989
- Local Government Act 2020
- Road Management Act 2004
- Latrobe City Council Planning Scheme
- Victorian Road Safety Road Rules 2017 – rule numbers 74,75,170, 197,198
- Latrobe City Council Local Law No 2

3.1 Responsibility for Construction and Maintenance of Vehicle Crossings

Further to LCC Local Law No.2 2016 - Community Amenity Division 3 – Vehicle Crossings, the property owner is responsible for the construction, reconstruction, modification, and maintenance of the vehicle crossing from the edge of the road pavement to the property boundary and is

Vehicle Crossing and Stormwater Connection Policy

inclusive of any footpaths, infill sections, laybacks, kerbing as specified in Latrobe City's Standard Drawing LLC 307.

Council retains the right to undertake footpath maintenance where damage has occurred that is not a result of a vehicle crossing construction, reconstruction, modification, or maintenance. Council retains the right to undertake works on the footpath section on the crossover, as it forms part of the pathway.

In rural areas of the Latrobe City, the extent of responsibility is from the edge of the road pavement (normally edge of gravel shoulder) to road reserve property boundary and is inclusive of any drainage, earthworks or culverts as specified in Latrobe City Standard Drawings LCC 306 & LCC 212.

All Vehicle Crossings shall require Works Permits and must be properly constructed pursuant to Latrobe City Local Law No.2.

Council is responsible for assets from back of kerb to property boundary in built-up areas.

3.2 Responsibility for construction and maintenance of stormwater property connections

Within the boundaries of the Latrobe City landowners are responsible for the installation and maintenance of any stormwater property connections that convey stormwater from their house or land into any drain under the control of Council.

The storm-water property connection must comply with the specifications of Latrobe City Council Standard Drawing LCC209. All storm-water property connections require Works Permits and must be installed pursuant to Latrobe City Council Local Law No.2.

4. Works Permit Process for Vehicle Crossings

The property owner is required to obtain a Works (Vehicle Crossing) Permit from Latrobe City Council to construct new vehicle crossings, or to alter, replace or remove existing vehicle crossings unless the Vehicle Crossing is located on an Arterial Road.

On an arterial road, property owners are required to obtain planning approval for the construction of new vehicle crossings or to alter replace or remove existing vehicle crossings.

Vehicle Crossing and Stormwater Connection Policy

The Works (Vehicle Crossing) Permit process involves the following steps:

- Application - Vehicle Crossing works
- Approval of Application
- Payment of fees
- Pre-works Inspection
- Final Inspection

Refer to the Vehicle Crossing and Storm Water Connection procedure document for detailed requirements.

5. Criteria for Assessment of Applications for Vehicle Crossings

Applications for a standard, additional, multiple, or wide vehicle crossings will be assessed in accordance with the following criteria detailed in the Latrobe Planning Scheme

- Frequency of Use
- Clearances from:
 - Street Trees
 - Drainage Pits
 - Underground Fire Hydrants
 - Street Lights
 - Utilities Assets
 - Intersections
- Widths of existing and proposed crossings
- Width of property frontage
- Distance from existing street signs
- Sight Distance Standards for Rural Properties
- Available number of On-Street Car Parking spaces
- Standards for the Design and Construction of Vehicle Crossings

a) Clearances

Refer to attachment number one for the minimum clearances required to be granted approval for a Vehicle crossing permit

Vehicle Crossing and Stormwater Connection Policy

b) Street Trees

A property owner must obtain approval from Council to remove a street tree prior to obtaining a Permit for the construction of a vehicle crossing. Property owners are advised that in certain circumstances Council may not approve the removal of the street tree.

In the instance where Council has approved the removal of the street tree, removal by a tree contractor approved by Council, is required to be organised by the applicant submitting the request, at their cost. Seven (7) days notification must be given to Latrobe City Council's Supervisor Arborist before the commencement of any tree removal works.

Where approval is given to remove a street tree, Latrobe City Council's Supervisor Arborist will undertake a tree valuation. The tree valuation will outline the tree amenity value and maintenance costs required for the establishment of a replacement tree. All such costs must be paid prior to the Works (Vehicle Crossing) permit being granted.

c) Additional and Wide Vehicle Crossings

The maximum allowable width at the footpath for a wide residential vehicle crossing is 8 metres, which is only allowable in limited situations.

An application for an additional vehicle crossing or a wide vehicle crossing will not be approved unless the number of on-street car parking spaces provided adjacent to the property are in accordance with attachment number 2 "On street car parking tables".

The "On-Street car parking tables" provide the options available to the owners of properties of various frontage widths and verge widths. The use of the "On street car parking tables" ensures that the available parking for all street users is provided for and preserved to ensure the amenity of all street users.

Two (2) on-street car parking bays must be provided adjacent to the frontage of the property for each additional and wider vehicle crossing.

The vehicle crossing should be located adjacent to the property's side boundary or at a location that ensures that the number of on-street car parking bays detailed in "On street car parking tables" document.

Vehicle Crossing and Stormwater Connection Policy

d) Drainage Pits

A vehicle crossing may be permitted to be constructed at a junction pit provided that the property owner replaces the Type 1A precast concrete lid and surround with a Type B concrete infilled cast iron pit cover and frame at their cost or other approved trafficable pit cover. The works must be carried out in accordance with Latrobe City Council Standard Drawing No LCC 202 "Pit Covers".

A vehicle crossing may be permitted to be constructed at a side entry pit provided that the property owner arranges for the side entry pit to be relocated 1.00 metre clear of the vehicle crossing and for the existing side entry pit to be converted into a junction pit with an approved trafficable pit cover and frame at their cost.

The works must be carried out in accordance with Latrobe City Council Standard Drawing Nos:

- LCC 202 "Pit Covers"
- LCC 205 "Side Entry Pit"
- LCC 206 "Grated Side Entry Pit" and
- LCC 208 "Junction Pit"

A vehicle crossing will not be permitted to be located at a side entry pit where that pit is located at a low point in the kerb and channel.

S173 agreements

The property owner is required to obtain approval from Council to construct a vehicle crossing over an underground fire hydrant. If the Council agrees to a vehicle crossing being constructed incorporating all or part of an existing stormwater drainage pit, the property owner or occupier is required to accept responsibility for reinstating the vehicle crossing if the vehicle crossing is damaged by maintenance works undertaken on the drainage pit.

To abide by this requirement, the property owner must execute an agreement in accordance with Section 173 of the Local Government Act 1989 prior to constructing the vehicle crossing.

e) Underground Fire Hydrants

The property owner is required to obtain approval from Council to construct a vehicle crossing over an underground fire hydrant or fire plug. Approval from the relevant authority – Gippsland Water must be obtained and provided to Council with the vehicle crossing application.

Vehicle Crossing and Stormwater Connection Policy

If Council agrees to a vehicle crossing being constructed at an underground fire hydrant location, the property owner or occupier is required to accept responsibility for reinstating the vehicle crossing if the vehicle crossing is damaged by maintenance works undertaken on the fire plug. To abide by this requirement, the property owner must execute an agreement in accordance with Section 173 of the Local Government Act 1989 prior to constructing the vehicle crossing.

f) Corner Properties

At corner properties the property owner is permitted to construct a vehicle crossing adjacent to either or both property boundaries subject to the compliance with the “On street car parking tables.”

g) Sight Distance Standards for Rural Property Vehicle Crossings

Current design standards are to be used for the sight distance required at property entrances on rural roads in accordance with the Austroads Guide to Road Design - sight distance required at property entrances on rural roads. Refer to attachment ‘Design Note - sight distance for rural crossings.

6. Parking Headwork Charges

A Parking Headworks Charge is determined by the average cost of purchasing residential land and constructing a 2.40 metre wide by 4.80 metres long 90° angle parking bay and half of the adjacent 6.20-metre-wide circulation aisle, in an off-street car park. The construction costs will include earthworks, underground drainage, subsurface drainage, pavement, kerb, and channel, primer seal, asphalt wearing surface, line marking and landscaping.

The Parking Headworks Charge will be reviewed annually when Council reviews fees and charges for Asset protection.

Where an application for an additional or wide vehicle crossing does not satisfy the criteria detailed in Clause 7(j) “Number of On-Street Car Parking Bays” the General Manager Regional City Planning and Assets may approve the application subject to the payment of the amount nominated in Council’s Annual Fees and Charges document, as a Parking Headworks Charge per lost on-street car parking bay to reimburse the City for the loss or partial loss of each on-street car parking bay.

Vehicle Crossing and Stormwater Connection Policy

7. Building and Planning Permits

This Policy will be applied in situations where either a Planning Permit or Building Permit is required. Planning or Building Permit applications that include additional or wide vehicle crossings should be assessed in accordance with the requirements of this Policy.

For multi-unit developments, the developer will be required to use common driveways to ensure that vehicle crossing access points are minimised.

8. Responsibility for Reinstatement of Damaged Vehicle Crossings

Where damage has been caused by Council, a contractor or service authority undertaking works within the road reserve, to a vehicle crossing the responsible party will be liable for rectifying the damage to the satisfaction of Council's Asset Protection Officer unless there is a Section 173 agreement pertaining to the vehicle crossing.

The responsible party must replace the whole kerb, kerb and channel, layback, infill, or footpath section of the vehicle crossing. No patches are permitted, unless approved by Council's Asset Protection Officer.

Where a vehicle crossing has a non-standard finish such as coloured or pattern paving the responsible party is only required to reinstate the vehicle crossing with a finish that complies with the requirements of the attachment number 3 of the Policy.

9. Vehicle Crossing Access Difficulties at Existing Vehicle Crossings

a) Treatment of Vehicle Crossing Access Difficulties

Council may approve, subject to conditions, the following treatments when property owners are experiencing access difficulties with an existing vehicle crossing where the vehicle is scraping on the road or vehicle crossing when accessing their property:

- Reconstruction of Vehicle Crossing and lowering of the footpath section of the crossing and the footpath on both sides of the crossing.
- Construction of a temporary Asphalt Ramp

b) Rectification of Non-Conforming Treatments

An audit of vehicle crossings will be conducted at streets where resealing works are scheduled, to identify vehicle crossings where non-conforming treatments such as steel plates and culverts have been installed to resolve vehicle crossing access difficulties.

Vehicle Crossing and Stormwater Connection Policy

Property owners who have a vehicle crossing with a non-conforming treatment will be given the opportunity to contribute towards the reconstruction of the vehicle crossing or install an asphalt ramp, at the cost of 50% to the Property Owner during the resealing works.

10. Stormwater Property Connections

Property owners are responsible for the installation and maintenance of any stormwater property connections that drain stormwater from their property (house or land) into any drain under the management of Council. The stormwater property connection must comply with Council's standard drawing LCC209 - Property Connections to Stormwater pipes

A Person must not, without a Permit, for any purpose, enter, destroy, damage tap into or interfere with any drain, including the opening of any Road or Council Land, where any part of the drain or the Road or Land is under the management of Council.

A person must not deposit, or allow to be deposited, into any drain vested in Council any Waste material other than stormwater.

The Works (Stormwater Connection) Permit process will involve the following steps:

- Application - Stormwater connection
- Approval of Application
- Payment of Fees
- Pre-works Inspection
- Final Inspection

11. Principles of Management

This Policy follows the standards set out in Latrobe City Council's standard drawings. It is supported by a range of Council adopted Policies including Council's Tree Work Notification Policy and Latrobe City Local Law No 2. This Policy is also in accordance with the Local Government Act 2020.

Vehicle Crossing and Stormwater Connection Policy

12. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

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

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

General Manager

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

Manager

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

Employees, Contractors, and Volunteers

- Adhere to and follow the policy accordingly
- 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.

13. Evaluation and Review

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

 Vehicle Crossing and Stormwater Connection Policy

14. Definitions

Vehicle Crossing	The area between the edge of the roadway (and/or kerb and channel) and the private property boundary that is used for vehicular access from the roadway/street into the property.
Stormwater Connection	Means the stormwater drainage connection into Council's Stormwater Drainage network and includes connections to kerbs, pits, underground drainage pipes and earthen swale drains.
Arterial Road	An arterial road is a road in Victoria for which the Department of Transport & Planning is the responsible road authority. These roads are generally shown marked on the Latrobe Planning scheme maps as Transport Zone 2

15. Related Documents

Standard Drawing Number	Standard drawing name
LCC 202	Pit Covers
LCC 205	Side Entry Pit
LCC 206	Grated Side Entry Pit
LCC 208	Junction Pit
LCC 209	Property Connections to Stormwater pipes
LCC 212	Culvert Installation
LCC 306	Vehicle crossing at culvert
LCC 307	Vehicle Crossing at Kerb
LCC 308	Vehicle Crossing at Kerb – Path against kerb
LCC 309	Asphalt Ramp / Road Hump

Vehicle Crossing and Stormwater Connection Policy

16. Reference Documents

Local Government Act 1989 & 2020

Road Management Act 2004

Latrobe City Local Law No 2

Tree work notification Policy

Latrobe Planning Scheme

17. Appendices

1. Additional Information – Design Requirements
2. Vehicle Crossing and Stormwater Connection Policy – On Street Car Parking Tables
3. Design Note – Sight Distance Standards for Rural Vehicle Crossings 2 December 2010



Vehicle Crossing and Stormwater Connection Policy

Appendix 1:

Additional Information - design requirements

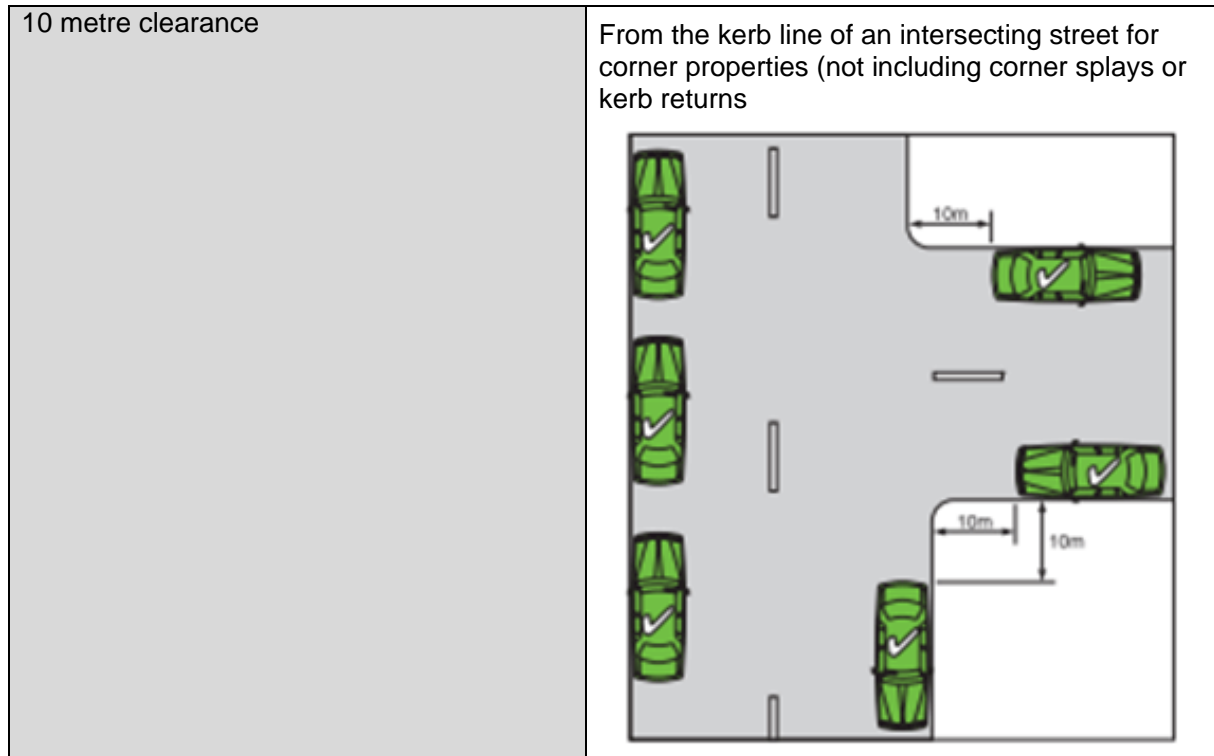


Vehicle Crossing and Stormwater Connection Policy – Additional Information – Design Requirements| Page 2

Minimum Clearances Table

Minimum Clearances	
1 metre horizontal clearance from	Stormwater side entry drainage pits
1 metre clearance from	<ul style="list-style-type: none"> • Electricity poles • Street lights • Telecommunication and electrical pillars • Australia Post boxes • NBN pits • Telstra pits • Property side boundaries. <p>Notes</p> <p>Approval by Council for any clearance less than 1.00 metre may be considered where written agreement has been obtained from the relevant service authority.</p> <p>The property owner may arrange to relocate Council assets subject to prevailing engineering standards at their own cost.</p>
2 metre clearance from	<p>Gippsland Water assets - Hydrants and Valves (stop valves)</p> <ul style="list-style-type: none"> • Where a new vehicle crossing will incorporate an existing hydrant or valve or will be located within 2 metres of a hydrant or valve, written approval from the Service Authority must be provided at time of application. <p>Street trees</p> <ul style="list-style-type: none"> • Note - a smaller (or larger) clearance may be if Council's Arborist determines that there is no negative impact to the health of the tree.

Vehicle Crossing and Stormwater Connection Policy – Additional Information – Design Requirements | Page 3



Standards for the Design and Construction of Vehicle Crossings

a) Standards for Design of Vehicle Crossings

- The design of vehicle crossings must comply with the following requirements:
- Latrobe City Council Standard Drawing Nos LCC 306 “Vehicle Crossings at Culvert”, LCC 212 “Culvert Installation”, LCC 307 “Vehicle Crossings at Kerb” and LCC 308 “Vehicle Crossings at Kerb – Path against Kerb”.
- The centre line of the vehicle crossing must be right angles (90°) to the line or tangent of the kerb or in rural areas, to the centreline of the road. In certain circumstances a deviation of 1 in 10 from the right angle may be allowed.
- The maximum longitudinal gradient is 17%.
- The minimum slope in any direction is 1% to provide adequate drainage.
- The maximum longitudinal gradient at the footpath section of the vehicle crossing is 2.5% to provide for safe pedestrian egress.
- Must include a lay back to keep stormwater flows within kerb and channel and avoid stormwater flows down the crossing onto the property.

b) Standards for Construction of Vehicle Crossings

Vehicle Crossing and Stormwater Connection Policy – Additional Information – Design Requirements| Page 4

Unless Council designates otherwise, all urban residential, commercial, and industrial vehicle crossings must be constructed in accordance with Latrobe City Council Standard Drawing Nos.

- LCC 307 “Vehicle Crossings at Kerb” and
- LCC 308 “Vehicle Crossings at Kerb – Path against Kerb”

Unless Council designates otherwise, all rural vehicle crossings must be constructed in accordance with Latrobe City Council Standard Drawing Nos.

- LCC 306 “Vehicle Crossings at Culvert” and
- LCC 212 “Culvert Installation”

On sealed rural roads, the vehicle crossing must be provided with a sealed surface from the edge of the road pavement, for the first 6 metres from the edge of the road, or to the property boundary.

c) Standards for the Finishing of Vehicle Crossings

From the commencement date of the Policy, the finish on newly constructed urban residential, commercial, and industrial vehicle crossings between the edge of the road and the property boundary must consist of plain concrete with a non-skid broom finish.

d) Standards for Construction of Driveways within the Property

The property owner is required to construct a driveway within the property to link the vehicle crossing with the carport, garage, shed or car park at the front, side or rear of the dwelling. The driveway must be surfaced with concrete, reinforced concrete, or brick paving, gravel, crushed rock, or hot mix asphalt, to prevent mud etc from being tracked onto the footpath or road.

e) Ground Clearance Templates for Vehicle Crossings

Where there is a risk that a vehicle may scrape its underside against the road or vehicle crossing when accessing the property, the property owner is required to submit a drawing of the vehicle crossing to verify that clearance has been provided for a B85 vehicle detailed in Figure C1 “Ground Clearance Templates” of AS 2890.1 – 2004 Parking Facilities, Part 1: Off-street car parking.

If clearance is not provided for a B85 vehicle the General Manager – Regional City Planning and Assets may approve the alteration of footpath levels to provide necessary clearances. The property owner will be responsible for paying all costs involved with the lowering of the footpath levels such as alterations to utility services and replacement of footpath.

Removal of Non-Compliant or Redundant Vehicle Crossings

Where a non-compliant or additional vehicle crossing has been constructed without approval of Council, the vehicle crossing will be required to be removed by the property owner at their cost unless they obtain approval to retain the vehicle crossing in accordance with the requirements of this Policy.

Vehicle Crossing and Stormwater Connection Policy – Additional Information – Design Requirements| Page 5

Retention of an Existing Vehicle Crossing as an Additional Vehicle Crossing

A property owner will not be permitted to construct a new vehicle crossing where there is a non-compliant or additional existing vehicle crossing at the property, until either the non-compliant or redundant vehicle crossing is removed, or approval is obtained from Council to retain the existing vehicle crossing as an additional vehicle crossing.

Vehicle Crossing and Stormwater Connection Policy – Additional Information – Design Requirements| Page 6

Legislative and Council's Local Laws No.2 policies references

- The Latrobe City Council Local Law No 2 Division 3 “Vehicle Crossings” of the Latrobe City Council Local Law No 2 provides that:
- Clause 33. A Vehicle Crossing is required (Penalty: 10 Penalty Units. Infringement Penalty: 2 Penalty Units) – requires that “An owner of land must ensure that each point of vehicular access from a carriageway on a road to the land has a properly constructed vehicle crossing”.
- Clause 34. A Permit is Required (Penalty: 10 Penalty Units. Infringement Penalty: 2 Penalty Units) – requires that a vehicle crossing permit is required to construct, install, remove, or alter a vehicle crossing, whether temporarily or permanently.
- Clause 35. Redundant Vehicle Crossings – Council can require a redundant vehicle crossing to be removed and the kerb, channel, footpath, nature strip or road to be reinstated.
- Clause 36 Vehicle Crossings in Disrepair – allows Council to serve notice on an owner where it deems a vehicle crossing to be in disrepair.
- Clause 134. Drainage Tappings – Creates an offence to tap into or alter any drain under Council's control without obtaining a permit. (Penalty: 10 Penalty Units. Infringement Penalty: 2 Penalty Units)
- Clause 137. Stormwater Drains - requires that property owners must obtain a Stormwater Connection permit before connecting property drainage systems to Council's stormwater drainage system. Also requires owners to make and maintain stormwater connections when directed to do so. (Penalty: 10 Penalty Units. Infringement Penalty: 2 Penalty Units)
- Clause 138. Private drains – Property owners must maintain their private drainage systems as not to cause a nuisance to upstream and downstream properties, must carry out rectification and maintenance works when directed, and must not build over or do works within or fill any drain in an easement. (Penalty: 20 Penalty Units. Infringement Penalty: 5 Penalty Units)

Local Government Act 1989

Schedule 10, clause 12 – Powers of Councils over roads - Powers concerning crossings over footpaths and channels provides that:

A Council may:

- a. Make a bridge or crossing over any footpath or channel next to a road to enable a person using the road to have access to land on the other side of the footpath or channel.
- b. Maintain, repair, or reconstruct the bridge or crossing.
- c. Permit a person to do anything the Council may do under paragraph (a) or (b).
- d. Require a person to do anything the Council may do under paragraph (a) or (b).

Local Government Act 2020

Part 5 Division 5 – Carrying out works on land

117When Council or other person can carry out required work.

Vehicle Crossing and Stormwater Connection Policy – Additional Information – Design Requirements| Page 7

Road Management Act 2004

The act includes a definition that for the purposes of the act, the term 'roadway' *“does not include a driveway providing access to the public road or other road from adjoining land”*.

Section 9 “Rights of owners and occupiers of adjoining land” – creates the right that *“An owner or occupier of any land which adjoins a road is entitled as of right to access the road from that land”*.

A road authority is not liable for driveways (being non-road infrastructure, and which includes any associated drainage pipe or culvert under the driveway) located within road reserves that provide access to adjoining land from the roadway.

The driveway, including that part located on the adjoining private land, is the responsibility of the owner of that adjoining land. The general principle in the Act is that the owner of an asset is responsible for the condition and maintenance of that asset. This does not, however, prevent the Council from imposing conditions on the construction of the driveway.

Latrobe City Planning Scheme

The provisions detailed in Clauses 55.03-9 and 52.06-9 of the Latrobe Planning Scheme define standards that should be met but can be varied by Council as part of a planning approval process.

Requirements of the planning scheme for vehicle crossings include that the vehicle accessway within the property (and hence the vehicle crossing) must be at least 3 metres wide, the provision of sight distance triangles to ensure adequate view of pedestrians on any footpath that the vehicle crossing crosses, the maximum proportion of street frontage that a vehicle crossing should occupy, and location of the vehicle crossing should maximise the retention of on-street parking spaces.

These provisions do not apply to the construction of a single dwelling on a property.

Frequency of Use

An additional vehicle crossing will not be approved where the vehicle crossing is utilised infrequently, such as once per week, for the purpose of providing access to a shed, back yard or storage for a trailer, boat or caravan, unless it is impossible to gain access due to physical constraints of the site, such as the steepness, embankments or other impediments to accessing the property.

Where an application has been rejected due to frequency of use, the property owner may be permitted to access the property over the kerb and channel, nature strip and footpath if access is infrequent, and that the property is accessed when ground conditions are dry.

However, the property owner may be required to strengthen the footpath adjacent the vehicle access point by replacing the footpath with 125mm thick reinforced concrete. Latrobe City

Vehicle Crossing and Stormwater Connection Policy – Additional Information – Design Requirements| Page 8

Council's Asset Protection Officer will inspect the existing condition of the footpath to determine if reinforcement is required.

The General Manager Regional City Planning and Assets will have authority to grant or deny approval.

Property owners will be required to remediate any damage to assets including the nature strip caused during such infrequent use.

Latrobe City Council Planning Scheme

Clause 55.03-9 of the Latrobe Planning Scheme

"Two or more dwellings on a lot and residential buildings" – the access objective of the clause is "To ensure the number and design of vehicle crossovers respects the neighbourhood character." The clause includes the following standard and guidelines."

Standard B14 The width of accessways or car spaces should not exceed:

- 33 per cent of the street frontage, or
- if the width of the street frontage is less than 20 metres, 40 per cent of the street frontage.
- No more than one single-width crossover should be provided for each dwelling fronting a street.
- The location of crossovers should maximise the retention of on-street car parking spaces.
- The number of access points to a road in a Transport Zone 2 or a Transport Zone 3 should be minimised.
- Developments must provide for access for service, emergency, and delivery vehicles.

Decision guidelines - Before deciding on an application, the responsible authority must consider:

- The design response.
- The impact on the neighbourhood character.
- The reduction of on-street car parking spaces.
- The effect on any significant vegetation on the site and footpath.

Clause 55.03-9 is only applicable to unit and apartment developments and does not apply to a single dwelling on a lot.

Clause 52.06-9 also includes standards relating to off-street parking including that "Accessways must: - be at least 3 metres wide."

Clause 52.29-2 requires in part, that a planning permit is required to create or alter any vehicle access to a road in a Transport Zone 2 (arterial road).

Victorian Road Safety Road Rules 2017

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- Rule 74 “Giving way when entering a road from a road related area or adjacent land” – requires that a driver entering a road from a road related area or from adjacent land must give way to pedestrians. Adjacent land or a road related area can include a driveway, service station or shopping centre.
- Rule 75 “Giving way when entering a road related area or adjacent land from a road” – similar to road rule 74, a driver entering a road related area or adjacent land from a road must give way to pedestrians.
- Rule 170 “Stopping in or near an intersection” - indicates that a driver must not stop on a road within 10 metres from the nearest point of an intersecting road at an intersection without traffic lights.
- Rule 197 “Stopping on a path, dividing strip, nature strip, painted island or traffic island” – directs that vehicles may not be stopped in a number of locations which includes blocking a footpath.
- Rule 198 “Obstructing access to and from a footpath, driveway” - specifies that a driver must not stop on or across a driveway or other way of access for vehicles travelling to or from adjacent land.

Appendix 2 - Vehicle Crossing and Stormwater Connection Policy - On-Street Parking & Cross-over Widths
 Table 1: Number of On-Street Carparking Bays for Intermediate Properties

Width of Property (m)	On-Street Carparking Bays			Cross-over Combinations	Standard Vehicle Crossing		Wide Vehicle Crossing		Additional Vehicle Crossing/s	
	Number	Length (m)			Width at Frontage (m)	Width at Kerb (m)	Width at Frontage (m)	Width at Kerb (m)	Width at Frontage (m)	Width at Kerb (m)
3	n/a	n/a	0.0	Std	3	3				
4	n/a	n/a	0.0	Std	3	4				
5	n/a	n/a	0.0	Std	3	5				
6	n/a	n/a	0.0	Std	3	5				
7	n/a	n/a	0.0	Std	3	5				
8	n/a	n/a	0.0	Std	3	5				
9	n/a	n/a	0.0	Std or Wide	3	5	4	6		
10	n/a	n/a	0.0	Std or Wide	3	5	5	7		
11	n/a	n/a	0.0	Std or Wide	3	5	6	8		
12	1	5.5	5.5	Std or Wide	3	5	4	6		
13	1	5.5	5.5	Std or Wide	3	5	5	7		
14	1	5.5	5.5	Std or Wide	3	5	6	8		
15	1	5.5	5.5	Std or Wide	3	5	7	9		
16	1	5.5	5.5	Std or Wide	3	5	8	10		
17	2	2 x 5.50	11.0	Std or Wide	3	5	4	6		
18	2	2 x 5.50	11.0	Std or Wide	3	5	5	7		
19	2	2 x 5.50	11.0	Std or Wide	3	5	6	8		
20	2	2 x 5.50	11.0	Std or Wide	3	5	7	9		
21	2	2 x 5.50	11.0	Std or Wide or Std & Add	3	5	8	10	3	5
22	2	2 x 5.50	11.0	Std or Wide or Std & Add	3	5	8	10	3	5
23	2	2 x 5.50	11.0	Std or Wide or Std & Add	3	5	8	10	3	5
24	2	2 x 5.50	11.0	Std or Wide or Std & Add	3	5	8	10	3	5
25	2	2 x 5.50	11.0	Std or Wide or Std & Add	3	5	8	10	3	5
26	2	2 x 5.50	11.0	Std or Wide or Std & Add or Wide & Add	3	5	8	10	3	5
27	2	2 x 5.50	11.0	Std or Wide or Std & Add or Wide & Add	3	5	8	10	3	5
28	2	2 x 5.50	11.0	Std or Wide or Std & Add or Wide & Add	3	5	8	10	3	5
29	3	2 x 5.50 & 1 x 6.5	17.5	Std or Wide or Std & Add or Wide & Add	3	5	4	6	3	5
30	3	2 x 5.50 & 1 x 6.5	17.5	Std or Wide or Std & Add or Wide & Add	3	5	5	7	3	5
31	3	2 x 5.50 & 1 x 6.5	17.5	Std or Wide or Std & Add or Wide & Add	3	5	6	8	3	5
32	3	2 x 5.50 & 1 x 6.5	17.5	Std or Wide or Std & Add or Wide & Add	3	5	7	9	3	5
33	3	2 x 5.50 & 1 x 6.5	17.5	Std or Wide or Std & Add or Wide & Add	3	5	8	10	3	5
34	3	2 x 5.50 & 1 x 6.5	17.5	Std or Wide or Std & Add or Wide & Add	3	5	7	9	3	5
35	4	2 x 5.50 & 2 x 6.5	24.0	Std or Wide or Std & Add or Wide & Add	3	5	4	6	3	5
36	4	2 x 5.50 & 2 x 6.5	24.0	Std or Wide or Std & Add or Wide & Add	3	5	5	7	3	5
37	4	2 x 5.50 & 2 x 6.5	24.0	Std or Wide or Std & Add or Wide & Add	3	5	6	8	3	5
38	4	2 x 5.50 & 2 x 6.5	24.0	Std or Wide or Std & Add or Wide & Add	3	5	7	9	3	5
39	4	2 x 5.50 & 2 x 6.5	24.0	Std or Wide or Std & Add or Wide & Add	3	5	8	10	3	5
40	4	2 x 5.50 & 2 x 6.5	24.0	Std or Wide or Std & Add or Wide & Add	3	5	8	10	3	5
41	4	2 x 5.50 & 2 x 6.5	24.0	Std or Wide or Std & Add or Wide & Add	3	5	8	10	3	5
42	4	2 x 5.50 & 2 x 6.5	24.0	Std or Wide or Std & Add or Wide & Add	3	5	8	10	3	5
43	4	2 x 5.50 & 2 x 6.5	24.0	Std or Wide or Std & Add or Wide & Add	3	5	8	10	3	5
44	4	2 x 5.50 & 2 x 6.5	24.0	Std or Wide or Std & Add or Wide & Add	3	5	8	10	3	5
45	4	2 x 5.50 & 2 x 6.5	24.0	Std or Wide or Std & Add or Wide & Add	3	5	8	10	3	5

- Note:
- 1) The distance between cross-overs at the kerb within a frontage must be at least one parking bay.
 - 2) The cross-over combination and placement must as a minimum allow for the number and dimension of parking bays.
 - 3) The combination and widths maybe considered by Latrobe City for reconfiguration and long as all setbacks are met and the total length at kerb does not exceed the sum of what is permissible in the above table.

Appendix 2 - Vehicle Crossing and Stormwater Connection Policy - On-Street Parking & Cross-over Widths

Table 2: Number of On-Street Carparking Bays for Corner Properties

(Treated as two frontages for Corner Blocks)

Width of Property Frontage			On-Street Carparking Bays			Cross-over Combinations	Standard Vehicle Crossing		Wide Vehicle Crossing		Additional Vehicle Crossing/s	
(m) 2.5 m Verge	(m) 3.5 m Verge	(m) 4.5 m Verge	Number	Length (m)			Width at Frontage (m)	Width at Kerb (m)	Width at Frontage (m)	Width at Kerb (m)	Width at Frontage (m)	Width at Kerb (m)
13	12	11	n/a	n/a	0.0	Std	3	3		6		
14	13	12	n/a	n/a	0.0	Std	3	4		6		
15	14	13	n/a	n/a	0.0	Std	3	5		6		
16	15	14	n/a	n/a	0.0	Std or Wide	3	5	4	6		
17	16	15	n/a	n/a	0.0	Std or Wide	3	5	5	7		
18	17	16	n/a	n/a	0.0	Std or Wide	3	5	6	8		
19	18	17	n/a	n/a	0.0	Std or Wide	3	5	7	9		
20	19	18	n/a	n/a	0.0	Std or Wide	3	5	8	10		
21	20	19	n/a	n/a	0.0	Std or Wide	3	5	8	10		
22	21	20	1	5.5	5.5	Std or Wide	3	5	4	6		
23	22	21	1	5.5	5.5	Std or Wide	3	5	5	7		
24	23	22	1	5.5	5.5	Std or Wide	3	5	6	8		
25	24	23	1	5.5	5.5	Std or Wide	3	5	7	9		
26	25	24	1	5.5	5.5	Std or Wide	3	5	8	10		
27	26	25	2	2 x 5.50	11.0	Std or Wide	3	5	4	6		
28	27	26	2	2 x 5.50	11.0	Std or Wide	3	5	5	7		
29	28	27	2	2 x 5.50	11.0	Std or Wide	3	5	6	8		
30	29	28	2	2 x 5.50	11.0	Std or Wide	3	5	7	9		
31	30	29	2	2 x 5.50	11.0	Std or Wide or Std & Add	3	5	8	10	3	5
32	31	30	2	2 x 5.50	11.0	Std or Wide or Std & Add	3	5	8	10	3	5
33	32	31	2	2 x 5.50	11.0	Std or Wide or Std & Add	3	5	8	10	3	5
34	33	32	2	2 x 5.50	11.0	Std or Wide or Std & Add	3	5	4	6	3	5
35	34	33	2	2 x 5.50	11.0	Std or Wide or Std & Add	3	5	5	7	3	5
36	35	34	2	2 x 5.50	11.0	Std or Wide or Std & Add	3	5	6	8	3	5
37	36	35	2	2 x 5.50	11.0	Std or Wide or Std & Add	3	5	7	9	3	5
38	37	36	3	2 x 5.50 & 1 x 6.5	17.5	Std or Wide or Std & Add	3	5	8	10	3	5
39	38	37	3	2 x 5.50 & 1 x 6.5	17.5	Std or Wide or Std & Add	3	5	8	10	3	5
40	39	38	3	2 x 5.50 & 1 x 6.5	17.5	Std or Wide or Std & Add	3	5	8	10	3	5
41	40	39	3	2 x 5.50 & 1 x 6.5	17.5	Std or Wide or Std & Add	3	5	5	7	3	5
42	41	40	3	2 x 5.50 & 1 x 6.5	17.5	Std or Wide or Std & Add	3	5	6	8	3	5
43	42	41	3	2 x 5.50 & 1 x 6.5	17.5	Std or Wide or Std & Add	3	5	7	9	3	5
45	44	43	4	2 x 5.50 & 2 x 6.5	24.0	Std or Wide or Std & Add or Wide & Add	3	5	4	6	3	5

- Note:
- 1) The distance between cross-overs at the kerb within a frontage must be at least one parking bay.
 - 2) The cross-over combination and placement must as a minimum allow for the number and dimension of parking bays.
 - 3) The combination of cross-overs and widths maybe considered by Latrobe City for reconfiguration and long as all setbacks are met and the total length at kerb does not exceed the sum of what is permissible in the above table.
 - 4) Verge is the naturestrip of the adjacent frontage of the property (ie the other road frontage)

DESIGN NOTE



FILE:

FROM: RAY BRIGHT

DATE: 2 December 2010

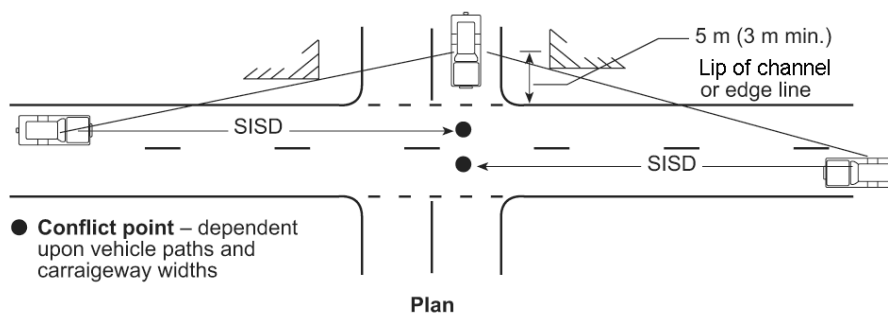
SUBJECT: SIGHT DISTANCE STANDARDS FOR RURAL VEHICLE CROSSINGS

The purpose of this design note is to advise of the current design standards to be used for the sight distance required at property entrances on rural roads in accordance with the new Austroads Guide to Road Design.

Desirably, sight distance at property entrances should comply with the sight distance requirements for intersections, i.e. that normal design domain approach sight distance, safe intersection sight distance (SISD) and minimum gap sight distance are achieved.

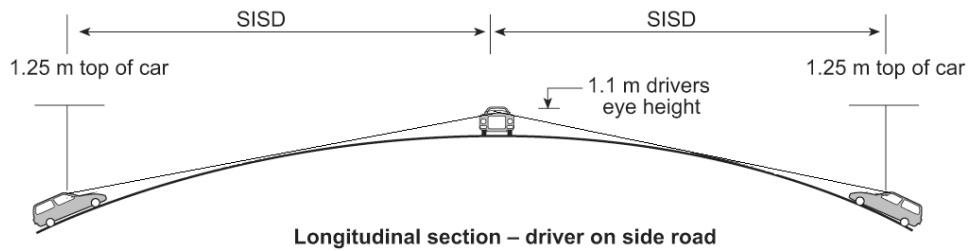
Unfortunately these criteria often cannot be obtained at property entrances along existing roads in rolling and hilly terrain or where sensitive vegetation exists at the roadside edge. Austroads advises that sight distances in the Extended Design Domain (EDD) may be used "where a new access must be installed on an existing road and it is impractical to achieve the normal design domain criteria". The use of EDD sight distances is only applicable where crash data indicates there is no sight distance related crashes and the vehicle crossing provides access to no more than three residential dwellings.

The figures below illustrate how SISD is measured. **Note that SISD is measured from the crossing location at a driver's eye height of 1.1 metres and not from a normal standing position.**



SIGHT DISTANCE STANDARDS FOR RURAL VEHICLE CROSSINGS

page 2 of 2



Values for SISD are given in the following table. This table must not be used where larger vehicles will also use the vehicle crossing. Note that the speed values referred to are design speeds. For the purposes of new vehicle crossings on existing rural roads, the design speed to be used shall be either:

- the 85th percentile vehicle speed as determined from any traffic counts undertaken in the vicinity of the crossing location, or
- the prevailing speed limit applicable to that section of road.

Design Speed (km/h)	Normal Domain Design SISD (m)	Extended Domain Design SISD (m)*
60	125	90*
70	155	110*
80	185	135*
90	215	160*
100	250	185*

* Use only where a new access must be installed on an existing road and it is impractical to achieve the normal design domain sight distance in column 2

RAY BRIGHT
Senior Development Engineer

SPECIAL CHARGE SCHEME POLICY REVIEW

PURPOSE

To present the revised Special Charge Scheme Policy for endorsement.

EXECUTIVE SUMMARY

- Special Charge Schemes provide a legislated process by which Council can levy property owners a rate, charge, or fee in addition to normal statutory rates and fees to contribute to the cost of new or upgraded infrastructure.
- The reviewed policy pays particular attention to compliance with Section 163 of the *Local Government Act 1989* and the *Ministerial Guidelines for Special Rates and Charges 2004*.
- Since the adoption of the existing policy three changes have occurred with the enactment of the *Local Government Legislative Amendment (Rating and Other Matters) Act 2022* that:
 - Limit the maximum proportion of the total cost that could be recovered from property owners to a proportion less than or equal to the Benefit Ratio (a calculation outlined in the *Ministerial Guidelines to determine the proportion of Special Benefit over the Total Benefit that results from a Special Charge Scheme project*).
 - Restrict Council's ability to recover more than two thirds of the cost if more than 50% of the scheme property owners object; and
 - Require that charges must be levied within 12 months of the declaration of a Special Charge Scheme.
- The review of the policy reflects legislative changes, alignment with the findings of benchmarking of other councils' policies, and a clear definition of the scope, timelines and process for the implementation of Special Charge Schemes.
- The previous policy predated the Rate Capping.
- Key changes from the previous policy that aligns the revised policy with the benchmarking against the policies of 14 other Victorian Councils include:
 - The level of support required to initiate a Special Charge, up from one person to 50% of benefiting property owners.
 - The level of support for declaration of a Special Charge Scheme, up from 50% to 66% of benefiting property owners.
 - The required property owner contribution, increased from a range from 25% to 50% to a range from 70% to 100%.

OFFICER'S RECOMMENDATION

That Council:

- 1. Adopt the Special Charge Scheme Policy 2024;**
- 2. Note that with the adoption of the Special Charge Scheme Policy 2024, that the Special Charge Scheme Policy – 13 Pol-2 will be revoked; and**
- 3. Make the Special Charge Scheme Policy 2024 available on Council's website.**

BACKGROUND

Latrobe City Council has had a Special Charge Scheme Policy for many years. Over that time successful infrastructure improvement projects have been delivered, mainly sealing of unsealed roads, where property owners have contributed financially to the cost of those improvements.

Over time, past versions of the policy have adjusted the level of contribution from property owners. The level of contribution has changed from a set dollar amount (\$5,000) to a percentage of costs ranging from 25% to 50% depending upon the type of infrastructure improvement. Recent changes to legislation have imposed restrictions and specific bounds on Council's approach to charge a Special Fee or Rate. Though many councils' Special Charge Scheme policies are not explicit about the property owner contribution, those that are, include a contribution proportion in the range from 50 to 100 percent contribution by the benefiting property owners.

The benchmarking of other councils' Special Charge Scheme policies also highlighted that support triggers for both initiation and progression to declaration of a Special Charge Scheme fell within the range of 60 to 75 percent agreement by property owners.

The higher triggers of support provide for a stronger position for acceptance when reviewed by VCAT. Benefiting property owners have the right to object to the implementation of Special Charge Schemes, either throughout the process or during the period of VCAT review.

Special Charge Schemes are only implemented where property owners receive a benefit that is not shared by other property owners. If there is a benefit to people other than the benefiting property owners, the cost of the Special Charge Scheme is capped to Benefit Ratio (for example if there was 35% through traffic on a road that was to be sealed then the proportion of costs allocated to benefiting property owners would be 65% and Council would have to fund remaining 35% of the cost of the project). This will be calculated in line with the Ministerial Guidelines for each project as each project will have a unique ratio of Special Benefit.

Rate capping has reduced the funds available to Council for capital works for new, upgrade and the renewal of infrastructure. Implementing Special Charge Schemes at the contribution levels of the current policy funds upgrade and/or new infrastructure that benefits a small number of rate payers over renewal of infrastructure that benefits most rate payers.

After internal review the revised policy was drafted to:

- Demonstrate that the maximum total contribution is calculated as per the *Ministerial Guidelines for Special Rates and Charges 2004*
- Clarify approach if there is a cost overrun or project saving
- Clarify scheme initiation by majority property owner agreement vs a Council decision without majority agreement

- Clarify that non-response to a survey is taken as a “No” response
- To ensure charges are levied within 12 months of declaration of a Special Charge Scheme regardless of whether the works have been completed
- Raise the required level of support in order to initiate the Special Charge Scheme process.
- Streamlined processes to minimise unscheduled allocation of Council resources
- Increased the level of agreement required for a Special Charge Scheme to be considered for adoption to 66% to minimise the risk of rejection of the scheme when reviewed by the Victorian Civil and Administrative Tribunal (VCAT)
- Provide guidance on where what infrastructure improvements are considered appropriate
- To implement a process to deal with cost overruns, or refunds when project savings are made.

The review of the policy aims to address the identified issues.

ANALYSIS

A summary of changes implemented in this policy is presented in the table below.

Issue Addressed	Current Policy 2013	Draft Policy 2024
<u>Internal Legal Review</u>		
Demonstrate that the maximum total contribution is calculated as per the <i>Ministerial Guideline 2004</i> .	Included as a reference to the Ministerial Guideline 2004.	Clear reference of compliance with the Ministerial Guideline 2004.
Clarify approach if there is a cost overrun.	Not considered.	Cost review and financial closeout added to Special Charge Scheme Process Chart.
Clarify majority property owner support vs a Council decision without majority agreement.	Not considered.	Initiation by Council Decision and/or Officer identified need added to Special Charge Scheme Process Chart.
Clarify that non-response to a survey is taken as a No Response.	Not explicit.	Clarification added to Special Charge Scheme Process Chart.

Issue Addressed	Current Policy 2013	Draft Policy 2024
That charges must be levied within 12 months of declaration of a Special Charge Scheme regardless of whether the works have been completed.	Not included	Noted on Policy Text and added to Special Charge Scheme Process Chart.
<u>Operational Implementation Review</u>		
A request by one community member for infrastructure improvement triggers the commencement for the process for consideration of a Special Charge Scheme.	Any request formal or informal initiates a survey of property owners.	Joint expression of interest for Infrastructure Improvement by at least 50% (in line with benchmarking findings) of contributing properties added to Special Charge Scheme Process Chart.
Implementation resources of a Special Charge Scheme are very high and requests lead quickly to high levels of unscheduled work.	Each request for infrastructure improvement initiates an individual Special Charge scheme process.	Special Charge Scheme Process Chart presents the entire process from initiation to financial closeout. Special Charge Scheme proposals presented to Council once a year as a report considering all proposals outstanding and/or raised in that year. Hence streamlining the process.
The 50% majority trigger creates a situation where-by at close to 50% majority means that the Special Charge Scheme is imposed on close to 50% of the property owners which risks rejection of the scheme by the Victorian Civil and Administrative Tribunal (VCAT).	Support by at least half of benefiting property owners.	Joint EOI for Infrastructure Improvement by at least half of contributing and expressed support by two thirds of property owners before submission to the annual budget process.

Issue Addressed	Current Policy 2013	Draft Policy 2024
There is no guidance on where what type of infrastructure improvements are considered appropriate.	Broad types of infrastructure outlined but no guidance on applicable zone for types of infrastructure improvement.	The types of infrastructure improvement projects considered is outlined in the policy text and infrastructure provision is outlined in Appendix 1 of the policy.
No process to deal with cost overruns, or refunds when project savings are made.	No close out process. No adjustment of cost to property owners.	Financial closeout added to Special Charge Scheme Process Chart. Invoice adjustment occurs for up to 10% of project cost overruns, 100% of project Cost Savings are refunded to property owners.
<u>Other Changes</u>		
Formal Consultation process.	Single property owner meeting.	Consultation process and criteria for Working Group formation added to Special Charge Scheme Process Chart.
Current land use zones and variation of the level of contribution by property owners.	Contribution 25% other than for drainage improvements which was 100% independent of location.	Revised percentages of contribution ranging from 60% to 100% depending upon current land use grouping and type of improvement.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Policies don't fulfill statutory obligations when relevant legislation is updated.	<p style="text-align: center;">Low <i>Unlikely X Minor</i></p>	The policy has been reviewed to reflect contemporary practice, relevant legislation changes, and community expectations.

RISK	RISK RATING	TREATMENT
FINANCIAL The policy is tied to the delivery of infrastructure projects which may incur costs that differ from estimates.	Medium <i>Possible X Minor</i>	Process has been included in the policy that requires engineering design, approval through the budget process and review of the costs of the project with limited upward adjustment of contribution (up to 10%) and/or refund to contributing property owners at the conclusion of the works.
STRATEGIC Policy processes and timelines are not clearly understood by our community.	Low <i>Unlikely X Minor</i>	The policy includes a Special Charge Scheme Process Chart that outlines the steps and timelines required to implement a Special Charge Scheme.

CONSULTATION

The policy review has been undertaken to ensure the requirements of update legislation are reflected, as such there has been no consultation with the community in preparation of the draft revised policy.

The draft revised policy has undergone internal review by relevant Council teams.

COMMUNICATION

The content of this report has been discussed with several relevant internal teams, providing the option for feedback and or recommendations.

The reviewed policy will be made available on the Latrobe City Council webpage after Council endorsement.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Minor – judged at the individual project level.

Cultural

Minor – judged at the individual project level.

Health

Minor – judged at the individual project level.

Environmental

Minor – judged at the individual project level.

Economic

Minor – judged at the individual project level.

Financial

Capital funding for new infrastructure and upgrade of infrastructure is limited. Capital funding is prioritised for renewal of infrastructure assets.

The revised policy includes a step in the process where by the Special Charge Scheme projects are submitted to the annual budget process for:

- a) Progress to design phase; and
- b) Progress to delivery phase.

This ensures that the budget is available prior to endorsement of Special Charge Schemes. Previously endorsed Special Charge Scheme projects have had delays of up to four years before funding was available. With the change to legislation that requires invoicing within 12 months of endorsement it is prudent to seek budget allocation prior to endorsement.

Attachments

1. Special Charge Scheme Policy 2024
2. Policy Appendix 1 - Special Charge Scheme - Infrastructure Provision
3. Policy Appendix 2 - Special Charge Scheme - Benefiting Property Owner Contribution
4. Policy Appendix 3 - Special Charge Scheme - Process Chart
5. Policy Appendix 4 - Special Charge Scheme - Infrastructure Provision Zones Maps
6. Benchmarking of Key Policy Elements

6.4

Special Charge Scheme Policy Review

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Special Charge Scheme Policy

(Property Owner Contribution for Infrastructure Improvement)

Version (No) 4

Approval Date: (8 April 2024)

Review Date: (March 2032)



Special Charge Scheme Policy
(Property Owner Contribution for Infrastructure Improvement)

DOCUMENT CONTROL

Responsible GM	GM Regional City Planning and Assets	
Division	Regional City Planning and Assets	
Last Updated (who & when)	Manager City Assets	2024
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	Click here to enter text.	
References	Refer to Section 8 and 9 of this policy	
Next Review Date	2032	
Published on website	Yes	
Document Reference	No	

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Responsible Division	Regional City Planning and Assets	Approved Date	(8, April, 2024)	Review Date	(March 2032)
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Special Charge Scheme Policy
(Property Owner Contribution for Infrastructure Improvement)

1. Background

Special Charge Schemes provide a legislated process by which Council can levy property owners a rate or charge in addition to statutory rates and fees to contribute to the cost of new infrastructure or upgraded infrastructure in situations where a group of property owners receive a special benefit that does not extend to other property owners within the municipality.

Overtime Council infrastructure has been either constructed by Council or gifted to Council through land development. The standard of infrastructure and the level of infrastructure provision reflects the prevailing standards of the time of development.

Contemporary infrastructure provision standards for land development require a higher level of infrastructure provision than the requirements that prevailed in the past. The level of infrastructure provision may positively influence property values at the time of original sale and continue to influence property values through time.

Upgrading infrastructure within a neighbourhood can provide a special benefit to property owners in terms of amenity and/or property value in isolation to other property owners in the municipality.

Provision of a special benefit is the foundation that underpins the legislative mechanism for Council to levy benefiting property owners.

Latrobe City Council subject to available funding will support Special Charge Schemes that facilitate the upgrade of infrastructure to the extent that the upgrade is up to the level of infrastructure provision outlined in this policy.

Infrastructure provision zones for the purposes of this policy are linked to like land use based on the current land use and while reflective of planning scheme zones are not the same.

Property including road reserves has been classified to an Infrastructure Provision Zone as per Table 1.

Table 1: Latrobe City Council Infrastructure Provision Zones

URBAN:	RURAL:
Activity Centre	Hamlet
Neighbourhood	Rural Living
Industrial	Agrarian (General farming & Rural activities)
Small Town	Remote (Includes Remote Rural Living)
Low Density Residential	
Farming	

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Special Charge Scheme Policy
(Property Owner Contribution for Infrastructure Improvement)

Provision and standard of infrastructure for each Infrastructure Provision Zone is outlined in Appendix 1. This Attachment forms a key reference when assessing expressions of requests for infrastructure improvements under this policy.

A map depicting the infrastructure Provision zones is attached as Appendix 4.

2. Objectives

The objectives of this policy are:

- To ensure all relevant circumstances are properly defined and considered when Special Charge Scheme requests are reported to Council for adoption.
- To ensure fair, reasonable, and consistent practices are followed to maximise opportunities for community participation and consultation in relation to Special Charge Schemes.
- To ensure fairness and equity in the imposition of Special Charges and the apportionment of costs based on total benefits, including special benefits and community benefits, for the property owners included in Special Charge Schemes.
- To ensure the resources of Council are used to best meet the needs of the local community.
- To ensure compliance with the requirements of the *Local Government Act 1989* in relation to the performance of the functions of Council and the exercise of its powers in connection with the declaring and levying of Special Charges.
- To ensure transparency, accountability and consistency in Council decision making.
- Not to supersede Australian Standards, Latrobe City Planning Scheme, or current greenfield development standards.

3. Scope

The application of Special Charge Schemes is restricted to the provision of and/or upgrade of infrastructure up to the Infrastructure Provision outlined in this policy which provides a special benefit to specific property owners for the following infrastructure improvements:

- a) Sealing / upgrade of roads
- b) Construction of kerb and channel
- c) Construction of pathways and pathway infrastructure
- d) Construction of CFA and Garbage truck turning points
- e) Upgrade of road drainage
- f) Provision of traffic management (LATM) infrastructure
- g) Provision of footpaths and pedestrian infrastructure
- h) Provision of parking
- i) Provision of public lighting
- j) Provision and/or upgrade of drainage (Stormwater) infrastructure
- k) Provision of street trees and streetscape improvements.

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Special Charge Scheme Policy
(Property Owner Contribution for Infrastructure Improvement)

This policy is to be implemented in compliance with Sections 163 – 166 and Section 221 of the *Local Government Act 1989* and the *Special Rates and Charges Ministerial Guidelines 2004*.

The Act and the Guidelines should be referenced as required to support the implementation of this policy, including the calculation of contributions.

4. Principles of Management

In accordance with Section 163 of the *Local Government Act 1989*, Council can impose a special charge for works or services on owners of property who Council believes receive a Special Benefit from the provision of those works or services.

In September 2004, Local Government Victoria established the *Special Rates and Charges Ministerial Guidelines* which ensure the schemes are fair and equitable.

Execution of this policy will ensure compliance with the *Local Government Act 1989* including amendments introduced via the *Rating and Other Matters Bill 2022*.

The *Local Government Act 1989*, Local Government Legislative Amendment (Rating and Other Matters) Act 2022, the *Special Rates and Charges Ministerial Guidelines 2004*, and The Macquarie Special Rates and Charges Manual (A practical guide for local government – Macquarie Local Government Lawyers 2012) should be referenced as required to support the implementation of a Special Charge Scheme. The referencing of these documents is advisable for guidance on the calculation of contributions and the principles for apportionment of costs between benefiting property owners based on the relevant considerations of each situation.

5. Special Charge Scheme Process

Considerable resourcing is involved in investigating, initiating, undertaking consultation with property owners, and administering a proposed special charge scheme. To ensure that Council's resources are utilised effectively a requested scheme requires demonstrated support of landowners in the form of a joint letter (expression of interest for new or upgraded infrastructure) signed by at least half of property owners who would be liable to contribute to a proposed scheme:

The process to implement a Special Charge Scheme is outlined in Appendix 3 and includes the following steps.

Initiation Phase

- Receipt of Joint EOI for Infrastructure Improvement
- Preliminary Consultation
- Public Information Session
- Formal Consultation
- Referral to Council for consideration and design budget allocation

Development Phase

- Design development
- Working Group formation

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Special Charge Scheme Policy
(Property Owner Contribution for Infrastructure Improvement)

- Referral to Council for consideration and budget allocation for design
- 1st Meeting - Initial presentation of design and design feedback
- 2nd Meeting - Final Information Session
- Referral to Council for consideration and budget allocation for works

Statutory Phase

- Declaration of Councils Intention to declare a SCS
- Public notification and notification of property owners
- Formal declaration of SCS
- VCAT review period
- Councils consideration of any determination by VCAT

Implementation and Close-out Phase

- Notice for payment and issue of invoices
- Review of any requests under the Hardship Policy
- Works tendered and completed
- Cost reconciliation
- Issue Final Cost Statements to property owners
- Issue final adjustment invoices/refunds.

6. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

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

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

General Manager

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

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Responsible Division	Regional City Planning and Assets	Approved Date	(8, April, 2024)	Review Date	(March 2032)
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Special Charge Scheme Policy
(Property Owner Contribution for Infrastructure Improvement)

Manager

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

Employees, Contractors and Volunteers

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

7. Evaluation and Review

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

8. Definitions

Special Benefit

A 'special benefit' is considered to be provided to a property if the proposed works or services will provide a benefit that is additional to, or greater than, the benefit to other properties.

Benefit Ratio

The ratio of the benefit received by those property owners included in a special charge scheme divided by the total benefit that the infrastructure improvement provides which includes the sum of the benefits to:

- Property owners included in the spec charge scheme
- Property owners that are excluded from the scheme (ie state government)
- All the other property owners of the municipality.

9. Related Documents

List all related Latrobe City Council Policies, Frameworks and Procedures.

10. Reference Resources

Local Government Act 2020

Special Rates and Charges Ministerial Guidelines, 2004

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Responsible Division	Regional City Planning and Assets	Approved Date	(8, April, 2024)	Review Date	(March 2032)
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Special Charge Scheme Policy
(Property Owner Contribution for Infrastructure Improvement)

11. Appendices

Appendix 1 – Special Charge Scheme – Infrastructure Provision

Appendix 2 – Special Charge Scheme – Benefiting Property Owner Contribution

Appendix 3 – Special Charge Scheme – Process Chart

Appendix 4 – Special Charge Scheme – Infrastructure Provision Zones Map

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Responsible Division	Regional City Planning and Assets	Approved Date	(8, April, 2024)	Review Date	(March 2032)
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Appendix 1 - Special Charge Scheme - Infrastructure Provision

Infrastructure Provision	Infrastructure Provision Zones									
	URBAN						RURAL			
	Activity Centre	Neighbourhood	Industrial	Small Town	Low Density Residential	Farming	Hamlet	Rural Living	Agrarian	Remote <small>Includes Remote Rural Living</small>
Road Width	IDM / Council Stds	IDM / Council Stds	IDM / Council Stds	IDM / Council Stds	IDM / Council Stds	IDM / Council Stds	IDM / Council Stds	IDM / Council Stds	IDM / Council Stds	IDM / Council Stds
Road Surface										
Collector / Link	Asphalt	Spray seal	Spray seal	Spray seal	Spray seal	Spray seal	Spray seal	Spray seal	Spray seal or Gravel	Spray seal or Gravel
Access Road	Asphalt	Spray seal	Spray seal	Spray seal	Spray seal	Spray seal or Gravel	Spray seal	Spray seal	Gravel	Gravel
Access Road Intersections	Asphalt	Asphalt where appropriate	Asphalt where appropriate	Spray seal or Gravel	Spray seal	Spray seal or Gravel	Spray seal	Spray seal	Gravel	Gravel
Access Road Court Bowl	Asphalt	Asphalt	Asphalt where appropriate	Spray seal or Gravel	Spray seal	Spray seal or Gravel	Spray seal	Spray seal	Gravel	Gravel
Laneway	Concrete	Spray seal	Spray seal	Spray seal or Gravel	Spray seal or Gravel	Spray seal or Gravel	Gravel	Gravel	Gravel	Gravel
Limited Access Road	Gravel	Gravel	Gravel	Gravel	Gravel	Gravel or Natural surface	Gravel	Gravel	Gravel or Natural surface	Gravel or Natural surface
Not Maintained by Council	Gravel or Natural surface	Gravel or Natural surface	Gravel or Natural surface	Gravel or Natural surface	Gravel or Natural surface	Gravel or Natural surface	Gravel or Natural surface	Gravel or Natural surface	Gravel or Natural surface	Gravel or Natural surface
Turning points										
Fire / Garbage Turn-arounds	Not standard	Where appropriate	Where appropriate	Where appropriate	Where appropriate	Where appropriate	Where appropriate	Where appropriate	Not standard	Not standard
Road Drainage										
Kerb & Channel	Barrier kerb	Mountable kerb	Barrier kerb	Mountable kerb	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
Open Swales	Not standard	Not standard	Not standard	Open Swales / Table drains	Open Swales / Table drains	Open Swales / Table drains	Open Swales / Table drains	Open Swales / Table drains	Open Swales / Table drains	Open Swales / Table drains
Pedestrian Access										
Footpaths	Property to back of kerb	Both sides, Not courts < 80m	Not standard	Gravel paths	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
Signalised	Where appropriate	Where appropriate	Where appropriate	Where appropriate	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
Crossing Points	Raised where appropriate	At grade where appropriate	At grade where appropriate	At grade where appropriate	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
School Crossings	Where appropriate	Where appropriate	Where appropriate	Where appropriate	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
Cycle Access										
Cycle Paths / Lanes	As per strategy	As per strategy	As per strategy	As per strategy	As per strategy	As per strategy	As per strategy	As per strategy	As per strategy	Not standard
Cycle Storage	Where appropriate	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
Parking										
Marked Bays	Marked bays	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
Time Restricted	Timed Parking	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
All Ability Bays	DDA bays	Where appropriate	Where appropriate	Where appropriate	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
Traffic Management										
Signalised Intersections	Where appropriate	Where appropriate	Where appropriate	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
Raised Traffic Control / LATM	Where appropriate	Where appropriate	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
Street Lighting										
Light Occurrence (Std)	P Std	P Std	P Std	Intersections & High use zones	Intersections	Not standard	Intersections	Intersections	Not standard	Not standard
On designated Light Poles	Preferred	Preferred	Preferred	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
On electricity Utility's Poles	Not standard	Older neighbourhoods	Older neighbourhoods	Older neighbourhoods	Older neighbourhoods	Not standard	Older neighbourhoods	Older neighbourhoods	Not standard	Not standard
Drainage / Stormwater										
Drainage Type	Underground	Underground	Underground	Underground or Swales	Swales	Swales	Swales	Swales	Swales	Swales
Connection Points	Underground	Underground or pop-out	Underground or pop-out	Pop-out or To swale	To swale or on property	To swale or on property	To swale or on property	To swale or on property	To swale or on property	To swale or on property
Street Trees										
Occurrence	Street tree plantings	Street tree plantings	Street tree plantings	Street tree plantings	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
Precinct Amenity										
Street Furniture	Seats, ped barriers & tree guards	Seats in reserves	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
Planting / Landscaping	Preferred	Some roundabouts	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard	Not standard
Bus Shelters	High use stops	High use stops	High use stops	High use stops	School only	School only	School only	School only	School only	Not standard

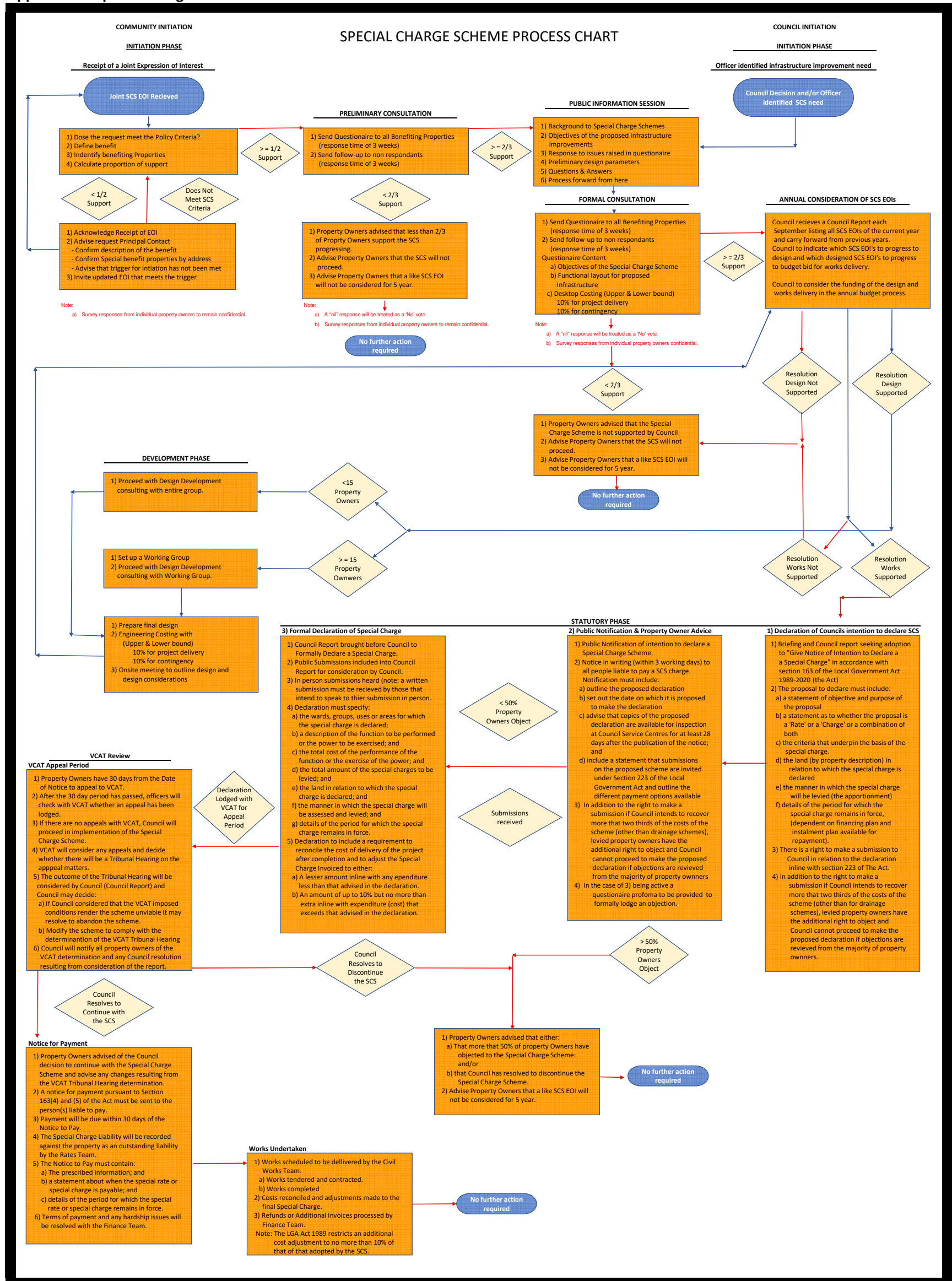
Appendix 2 - Special Charge Scheme - Benefiting Property Owner Contribution

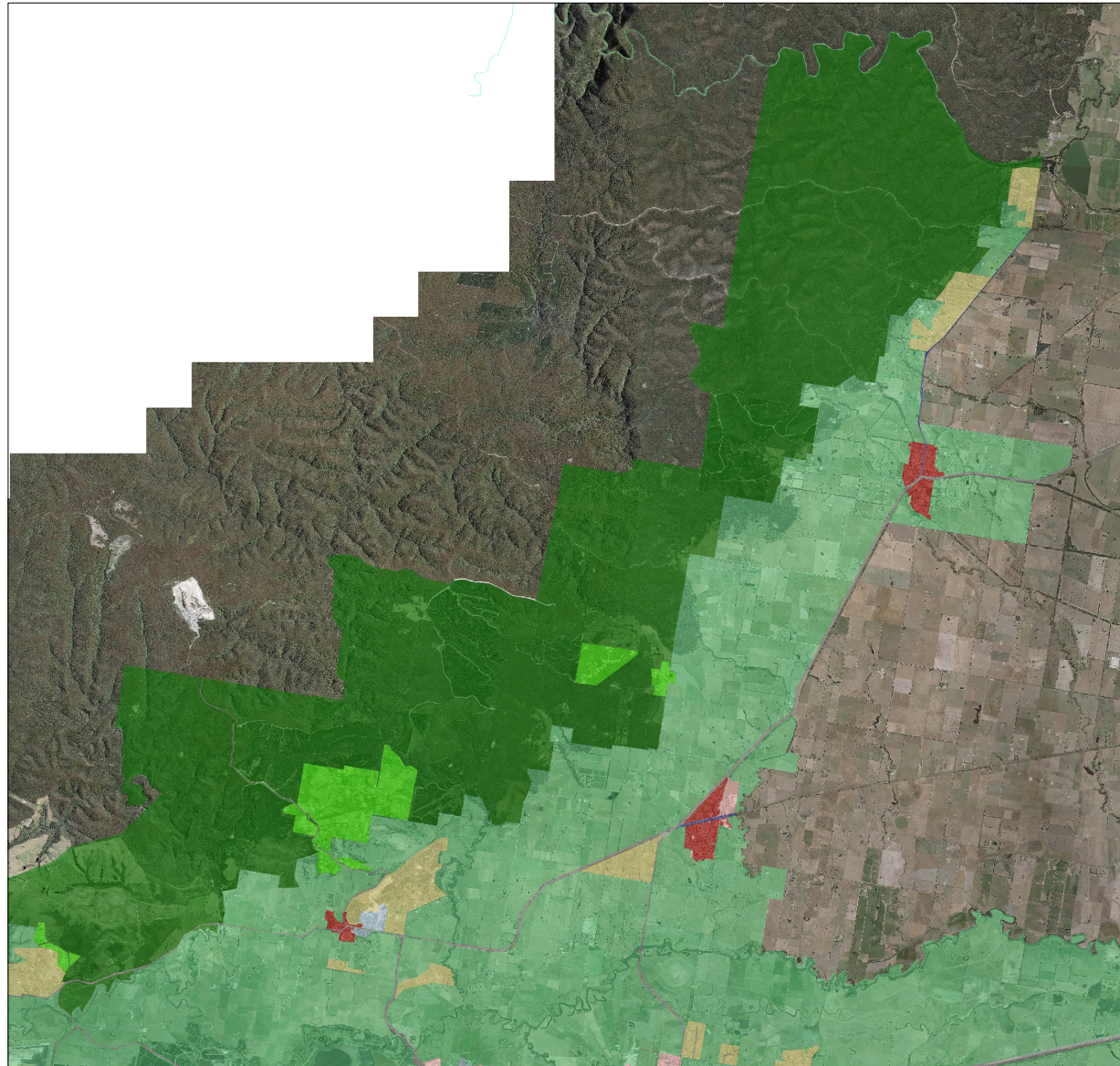
Scheme Contribution (% of Total Cost)	Benefiting Property Owner Contribution									
	URBAN						RURAL			
	Activity Centre	Neighbourhood	Industrial	Small Town	Low Density Residential	Farming	Hamlet	Rural Living	Agrarian	Remote <small>Includes Remote Rural Living</small>
Road Width	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Road Surface										
Collector / Link	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Access Road	n/a	80%	80%	80%	90%	100%	90%	90%	n/a	n/a
Access Road Intersections	n/a	80%	80%	80%	90%	100%	90%	90%	n/a	n/a
Access Road Court Bowl	n/a	80%	80%	80%	90%	100%	90%	90%	n/a	n/a
Laneway	70%	80%	80%	80%	90%	100%	n/a	n/a	n/a	n/a
Limited Access Road	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Not Maintained by Council	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Turning points										
Fire / Garbage Turn-arounds	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Road Drainage										
Kerb & Channel	n/a	100%	100%	100%	n/a	n/a	n/a	n/a	n/a	n/a
Open Swales	n/a	n/a	n/a	100%	100%	100%	100%	100%	n/a	n/a
Pedestrian Access										
Footpaths	n/a	80%	n/a	80%	n/a	n/a	n/a	n/a	n/a	n/a
Signalised Crossings	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Crossing Points	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
School Crossings	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Cycle Access										
Cycle Paths / Lanes	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Cycle Storage	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Parking										
Marked Bays	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Time Restricted	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
All Ability Bays	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Traffic Management										
Signalised Intersections	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Raised Traffic Control / LATM	n/a	60%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Street Lighting										
Standard Lighting	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
On designated Light Poles	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
On electricity Utility's Poles	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Drainage / Stormwater										
Drainage	n/a	100%	100%	100%	100%	100%	100%	100%	n/a	n/a
Connection Points	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Street Trees										
Street Trees	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Precinct Amenity										
Street Furniture	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Planting / Landscaping	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Bus Shelters	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Council Infrastructure

Funding for Upgrade to Contemporary Standard Supported via SCS Policy
 Upgrade funded via grants or annual budget bid
 Upgrade of Infrastructure Not Supported or Funded
 Percents reflect the level of property owner contribution

Appendix 3 - Special Charge Scheme - Process Chart

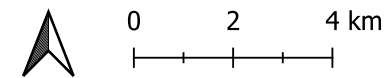


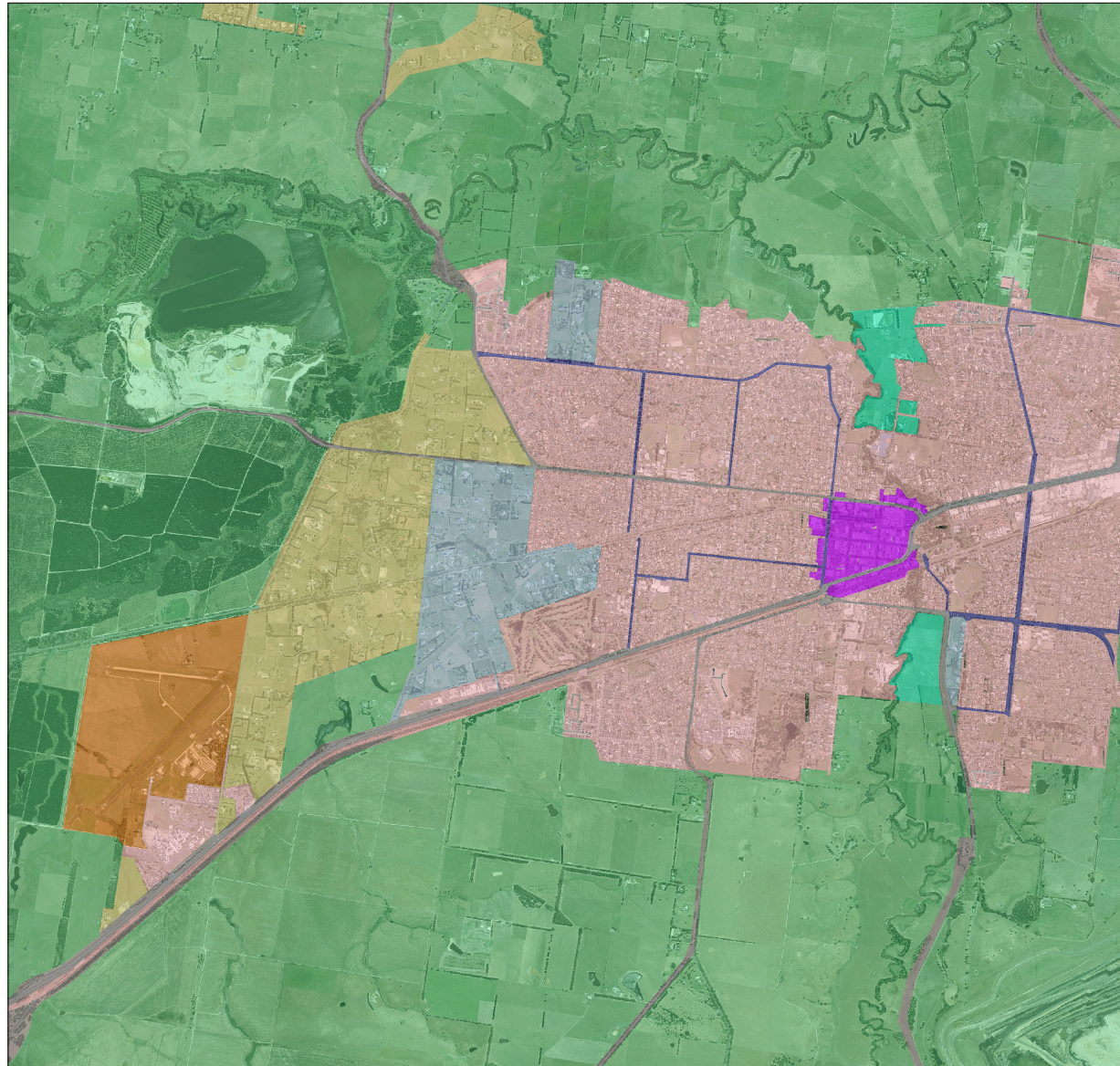


Tyers, Glengarry and Toongabbie

Infrastructure Provision Zones

- Urban - Activity Centre
- Urban - Neighbourhood
- Urban - Industrial
- Urban - Low Density Living
- Urban - Farming
- Urban - Small Town
- Rural - Hamlet
- Rural - Rural Living
- Rural - Agrarian
- Rural - Remote Rural Living
- Rural - Remote
- State Highway
- LCC Strategic

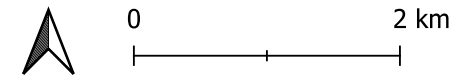


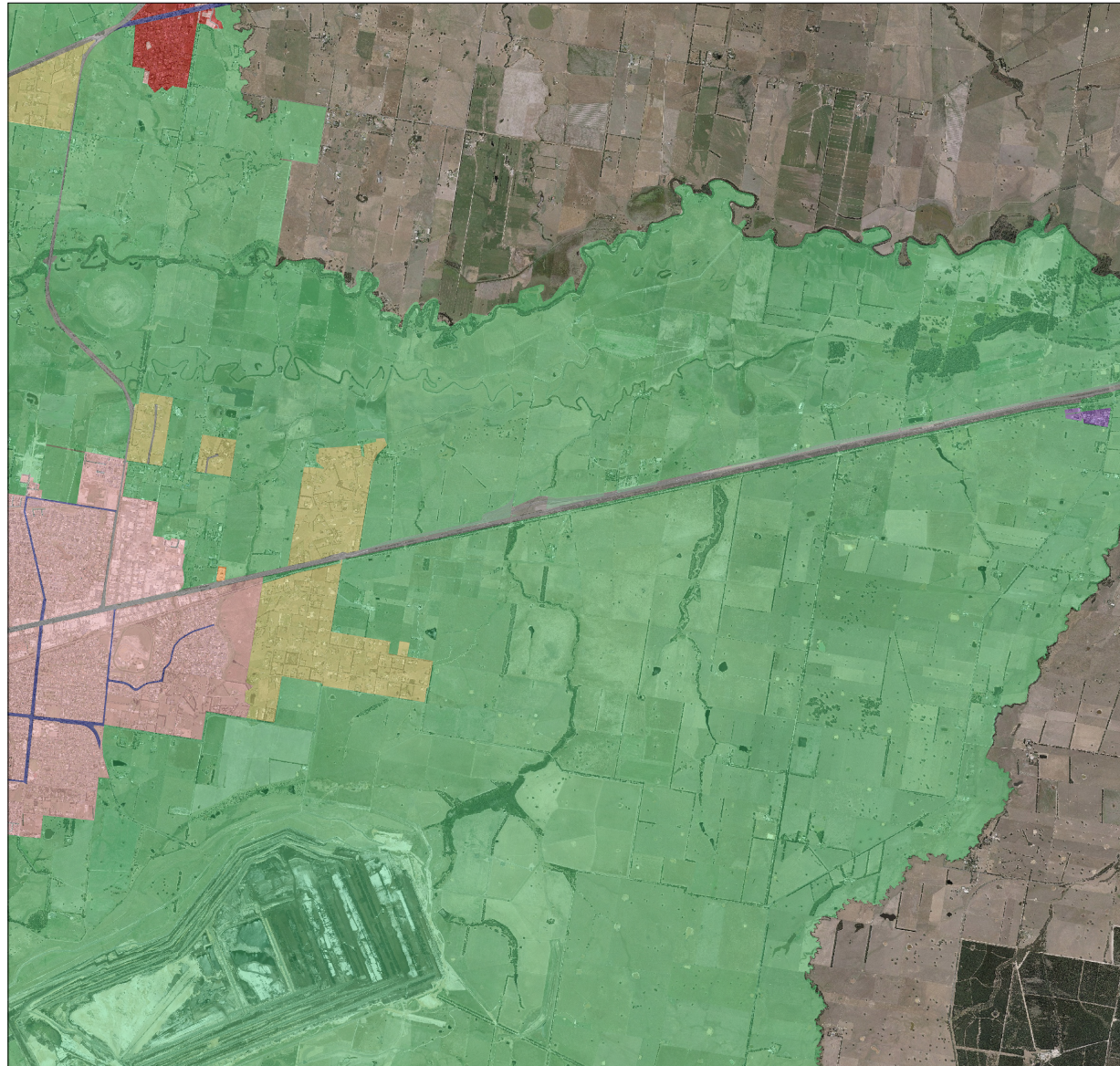


Traralgon

Infrastructure Provision Zones














- Urban - Activity Centre
- Urban - Neighbourhood
- Urban - Industrial
- Urban - Low Density Living
- Urban - Farming
- Urban - Small Town
- Rural - Hamlet
- Rural - Rural Living
- Rural - Agrarian
- Rural - Remote Rural Living
- Rural - Remote
- State Highway
- LCC Strategic

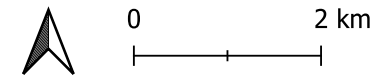


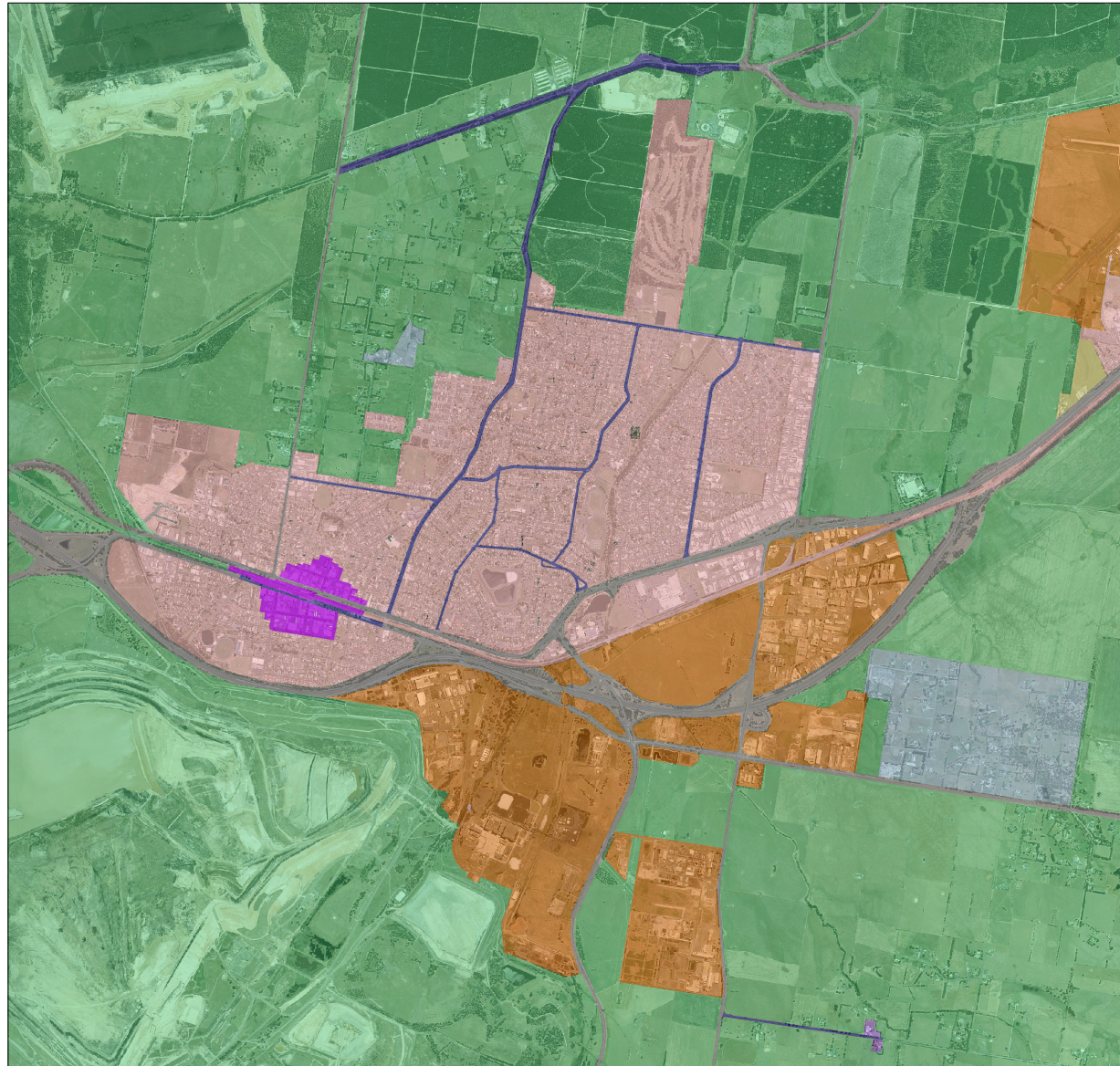


Traralgon East and Flynn

Infrastructure Provision Zones














-  Urban - Activity Centre
-  Urban - Neighbourhood
-  Urban - Industrial
-  Urban - Low Density Living
-  Urban - Farming
-  Urban - Small Town
-  Rural - Hamlet
-  Rural - Rural Living
-  Rural - Agrarian
-  Rural - Remote Rural Living
-  Rural - Remote
-  State Highway
-  LCC Strategic

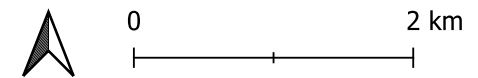


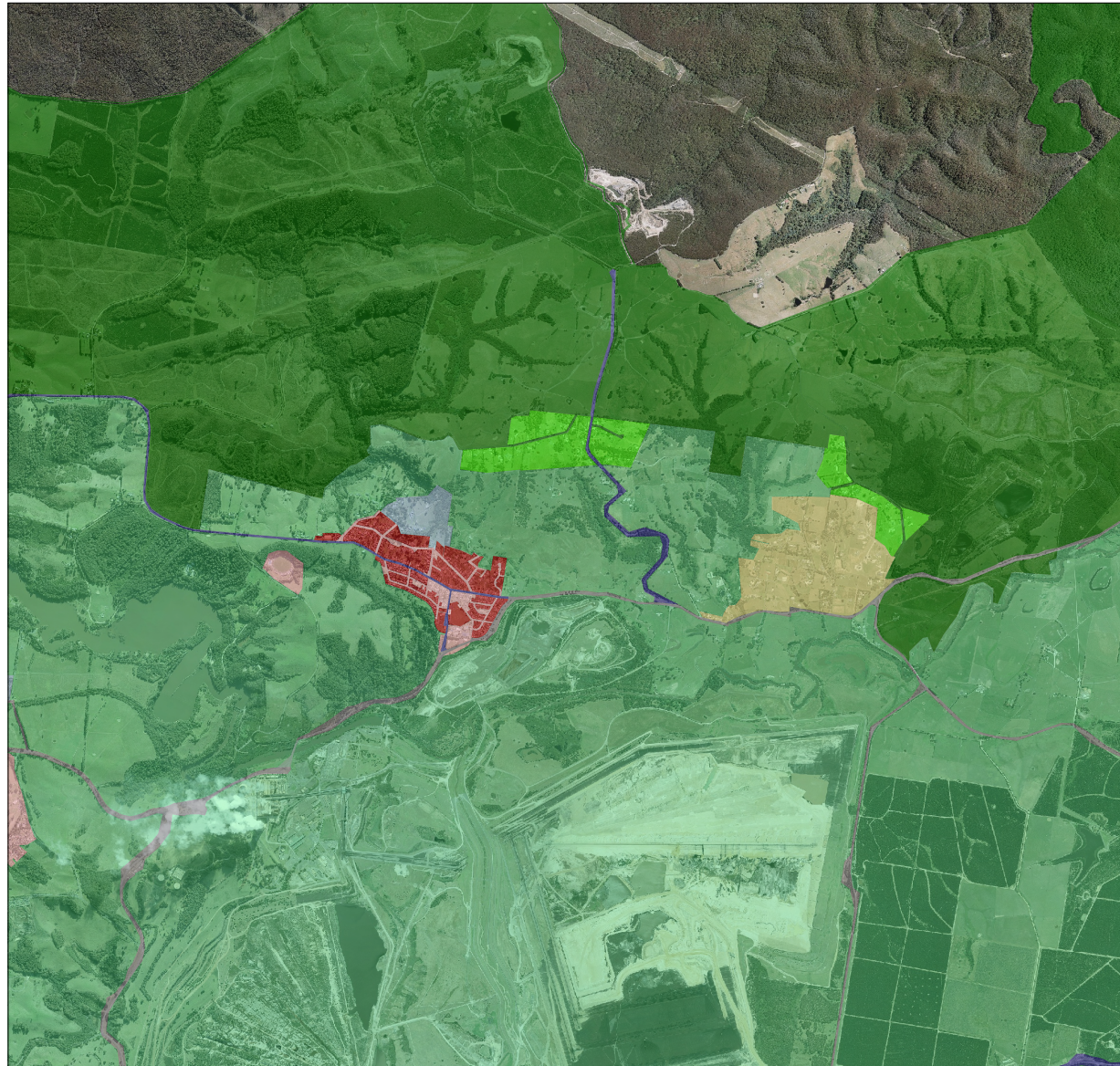


Morwell

Infrastructure Provision Zones

-  Urban - Activity Centre
-  Urban - Neighbourhood
-  Urban - Industrial
-  Urban - Low Density Living
-  Urban - Farming
-  Urban - Small Town
-  Rural - Hamlet
-  Rural - Rural Living
-  Rural - Agrarian
-  Rural - Remote Rural Living
-  Rural - Remote
-  State Highway
-  LCC Strategic

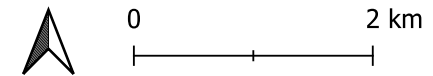


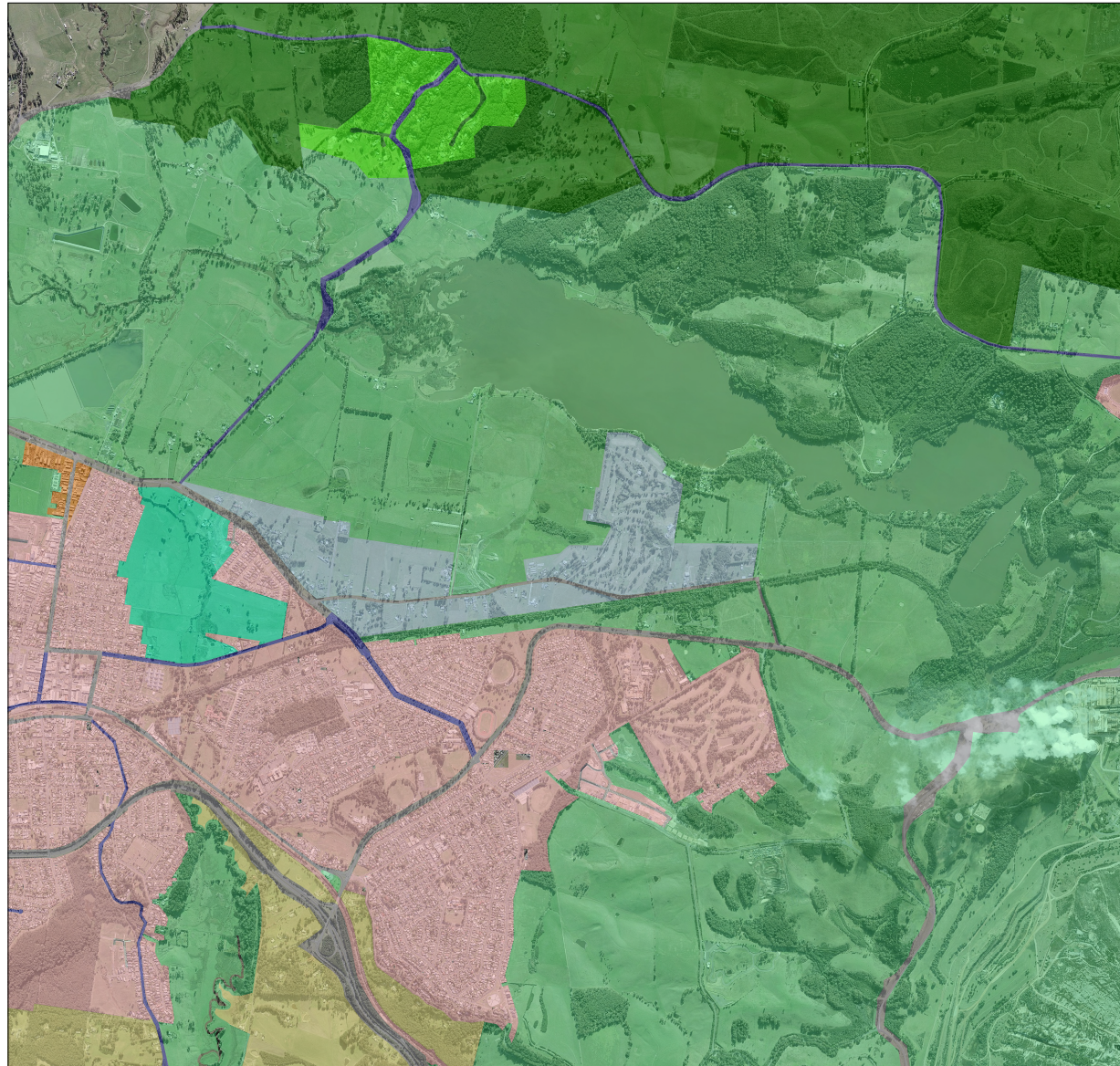


Yallourn North

Infrastructure Provision Zones

- Urban - Activity Centre
- Urban - Neighbourhood
- Urban - Industrial
- Urban - Low Density Living
- Urban - Farming
- Urban - Small Town
- Rural - Hamlet
- Rural - Rural Living
- Rural - Agrarian
- Rural - Remote Rural Living
- Rural - Remote
- State Highway
- LCC Strategic

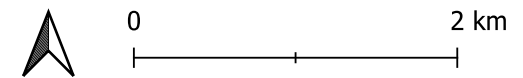


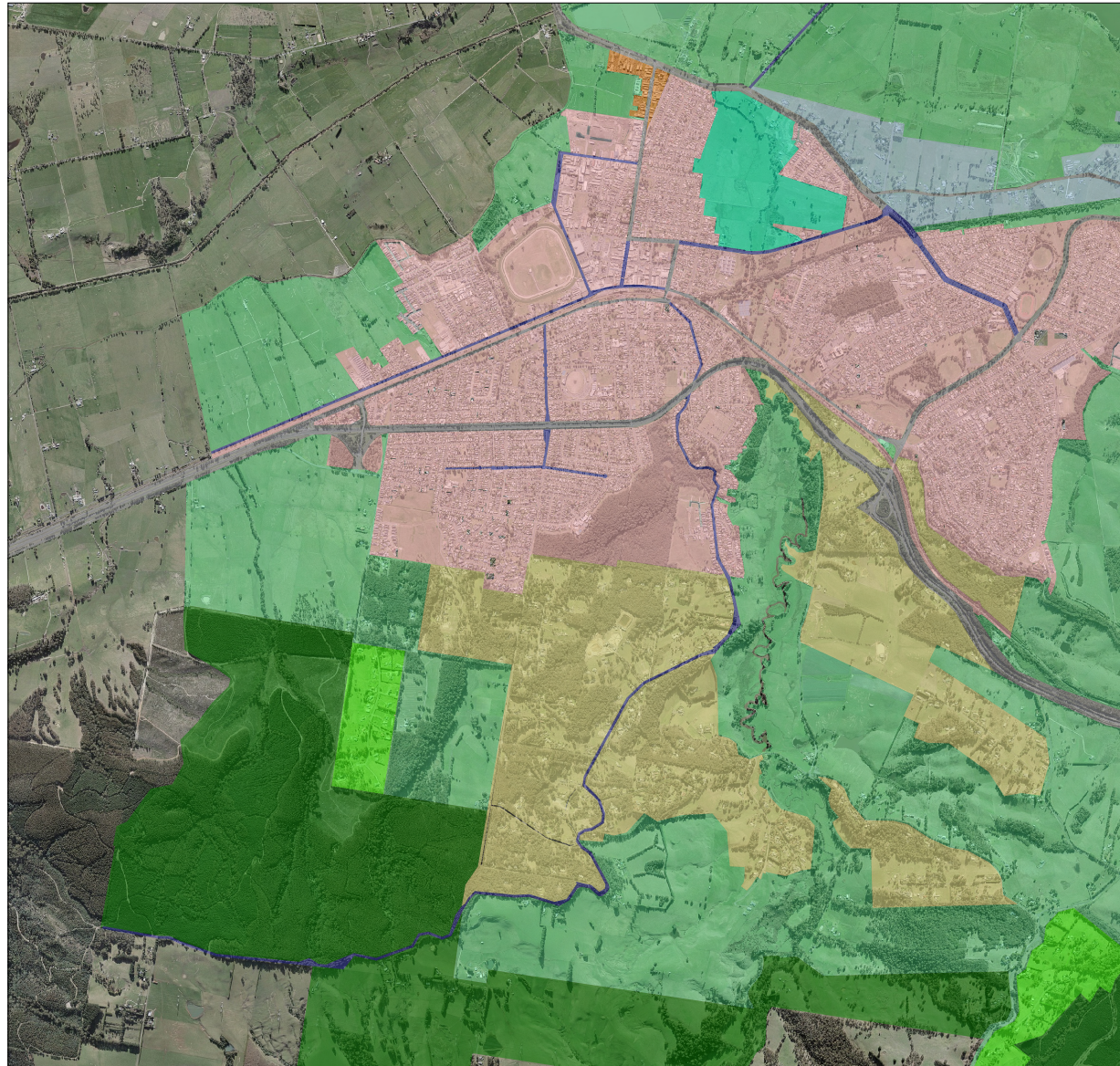


Newborough and Tanjil South

Infrastructure Provision Zones

- Urban - Activity Centre
- Urban - Neighbourhood
- Urban - Industrial
- Urban - Low Density Living
- Urban - Farming
- Urban - Small Town
- Rural - Hamlet
- Rural - Rural Living
- Rural - Agrarian
- Rural - Remote Rural Living
- Rural - Remote
- State Highway
- LCC Strategic

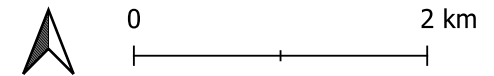


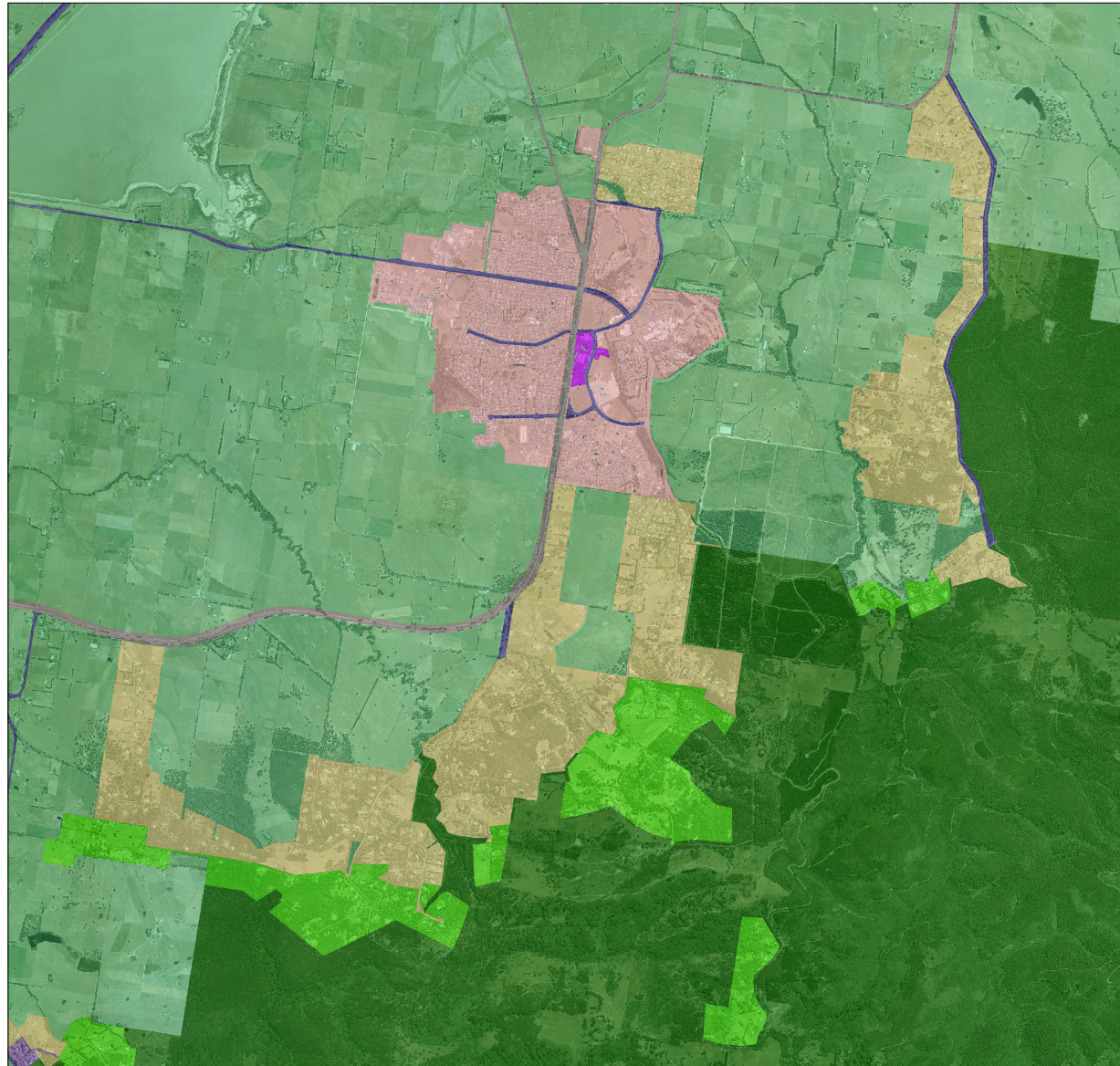


Moe/Moe South

Infrastructure Provision Zones

- Urban - Activity Centre
- Urban - Neighbourhood
- Urban - Industrial
- Urban - Low Density Living
- Urban - Farming
- Urban - Small Town
- Rural - Hamlet
- Rural - Rural Living
- Rural - Agrarian
- Rural - Remote Rural Living
- Rural - Remote
- State Highway
- LCC Strategic

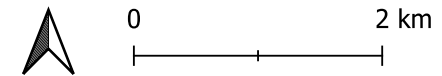


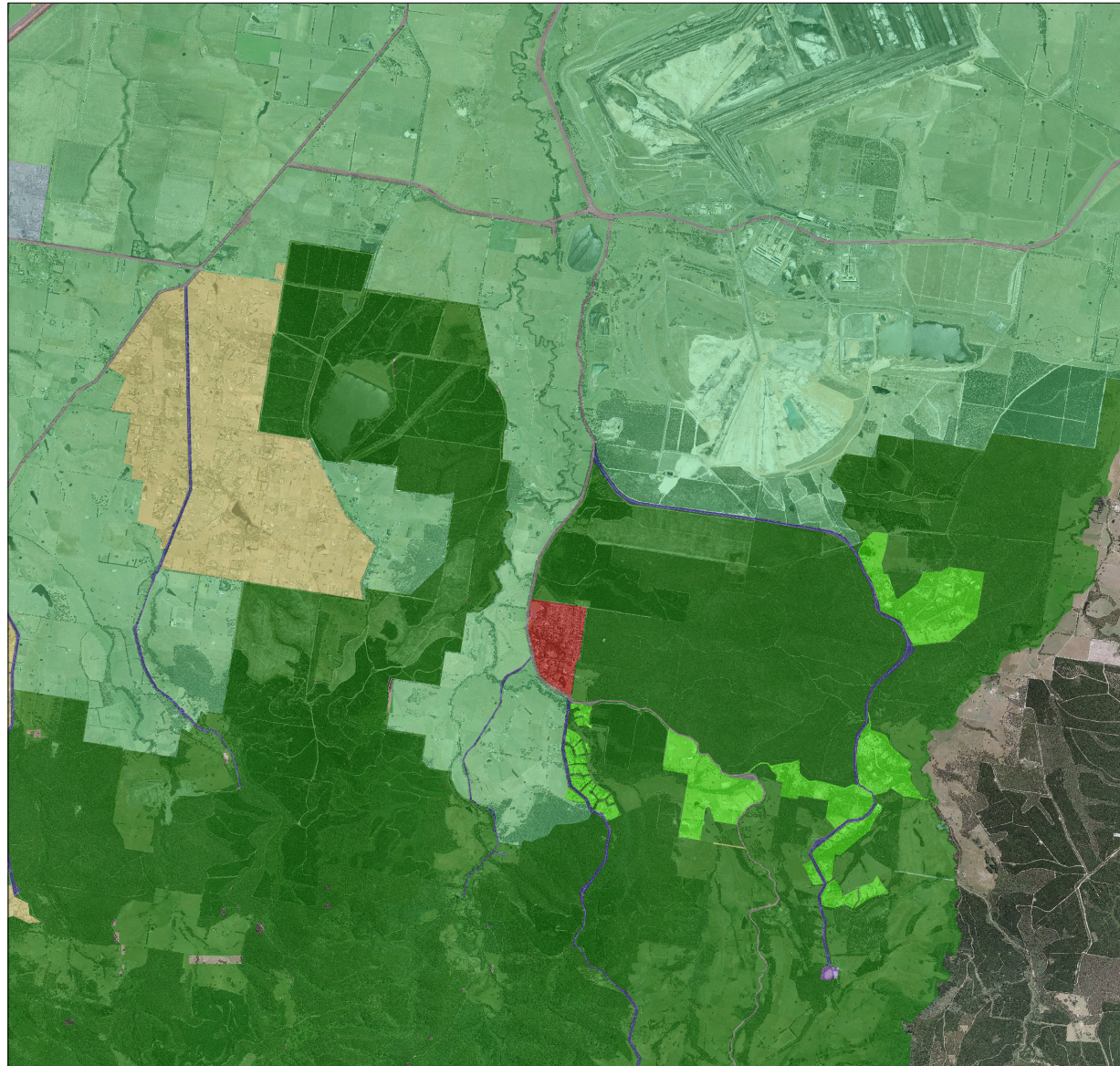


Churchill

Infrastructure Provision Zones

- Urban - Activity Centre
- Urban - Neighbourhood
- Urban - Industrial
- Urban - Low Density Living
- Urban - Farming
- Urban - Small Town
- Rural - Hamlet
- Rural - Rural Living
- Rural - Agrarian
- Rural - Remote Rural Living
- Rural - Remote
- State Highway
- LCC Strategic

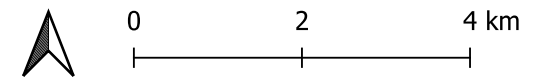


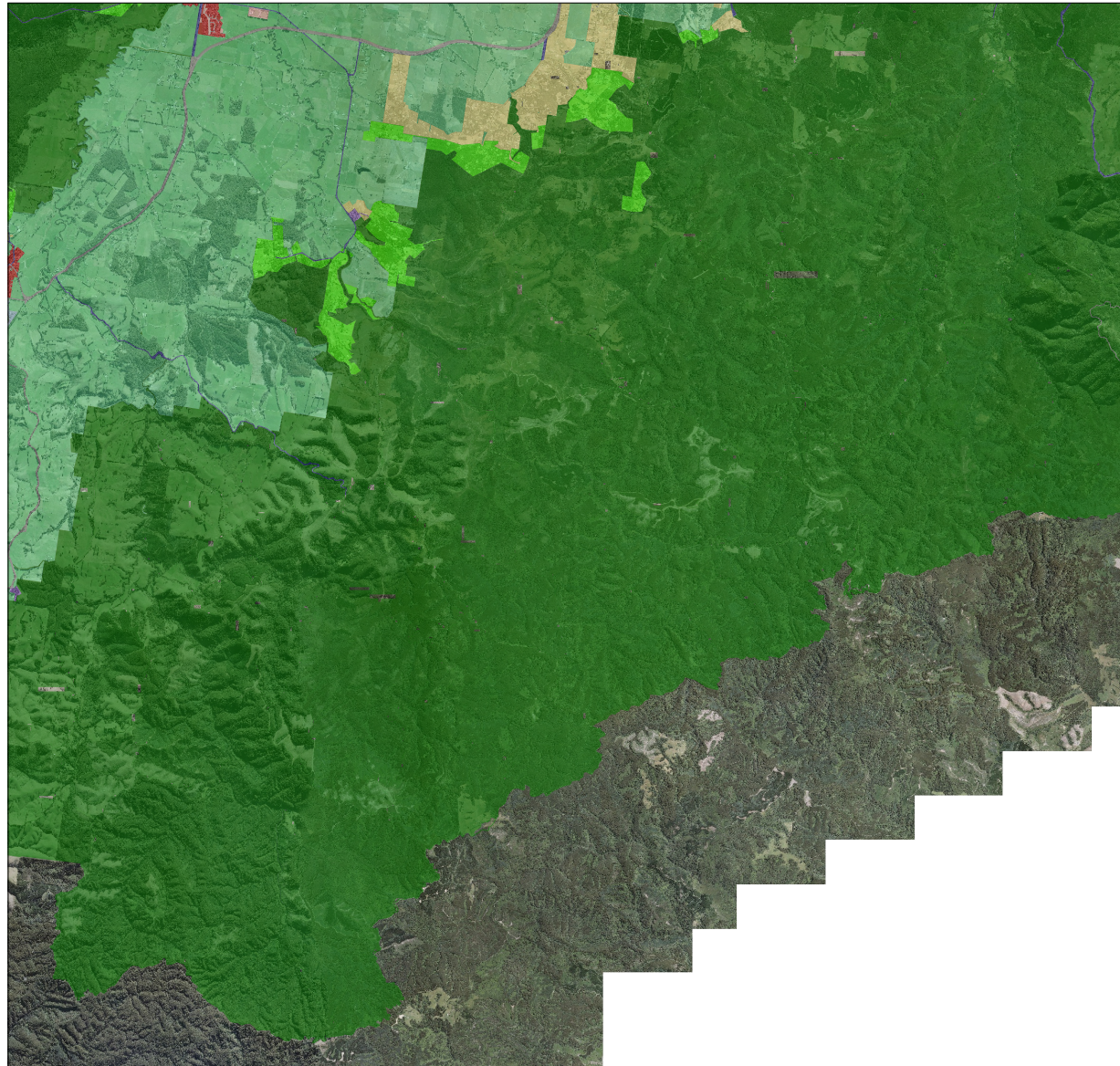


Calignee, Loy Yang and Traralgon South

Infrastructure Provision Zones














- Urban - Activity Centre
- Urban - Neighbourhood
- Urban - Industrial
- Urban - Low Density Living
- Urban - Farming
- Urban - Small Town
- Rural - Hamlet
- Rural - Rural Living
- Rural - Agrarian
- Rural - Remote Rural Living
- Rural - Remote
- State Highway
- LCC Strategic

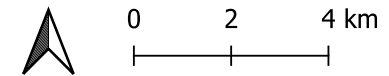


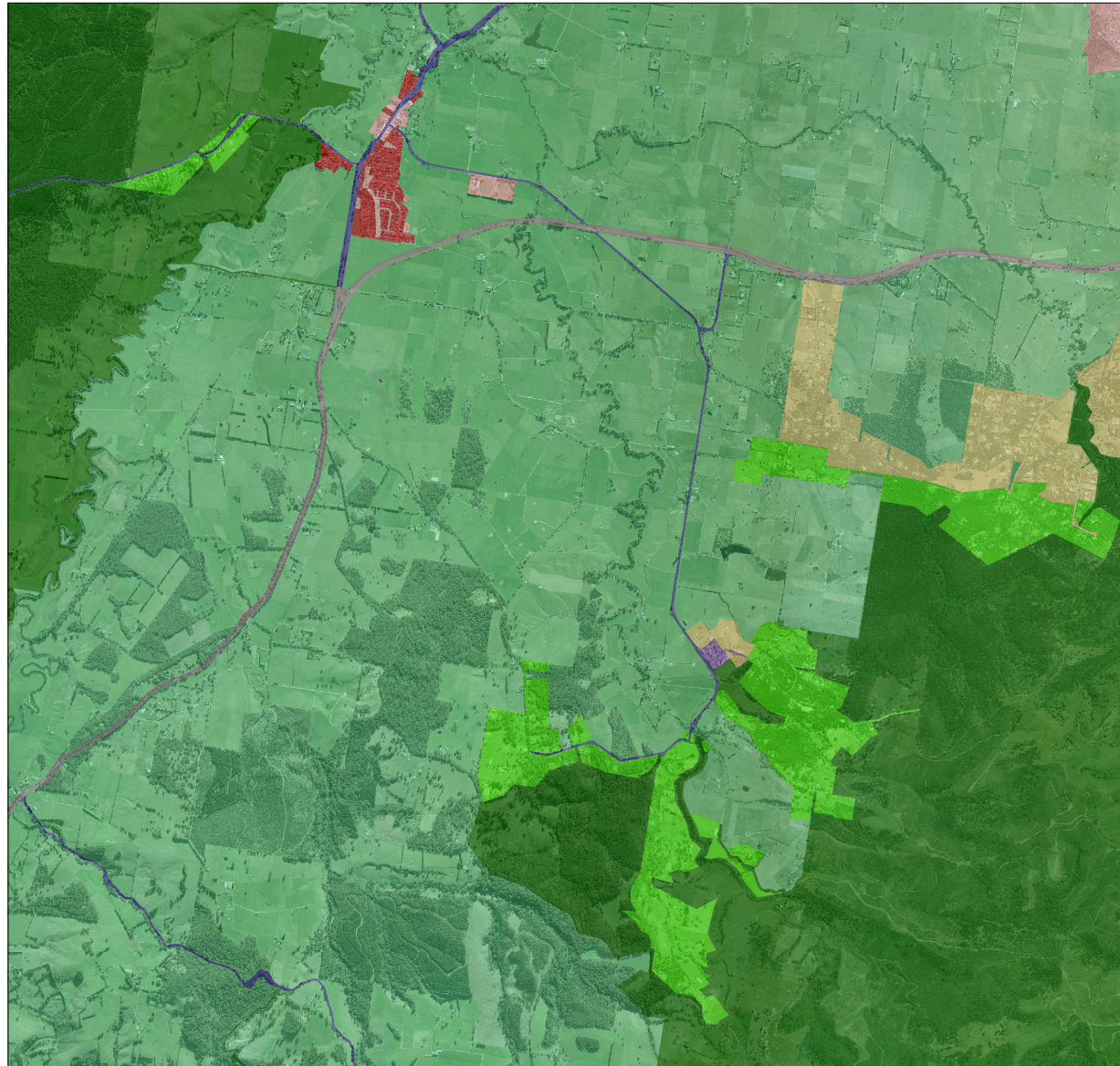


Grand Ridge and Jeeralang

Infrastructure Provision Zones














-  Urban - Activity Centre
-  Urban - Neighbourhood
-  Urban - Industrial
-  Urban - Low Density Living
-  Urban - Farming
-  Urban - Small Town
-  Rural - Hamlet
-  Rural - Rural Living
-  Rural - Agrarian
-  Rural - Remote Rural Living
-  Rural - Remote
-  State Highway
-  LCC Strategic

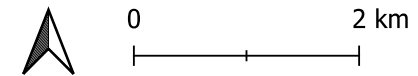


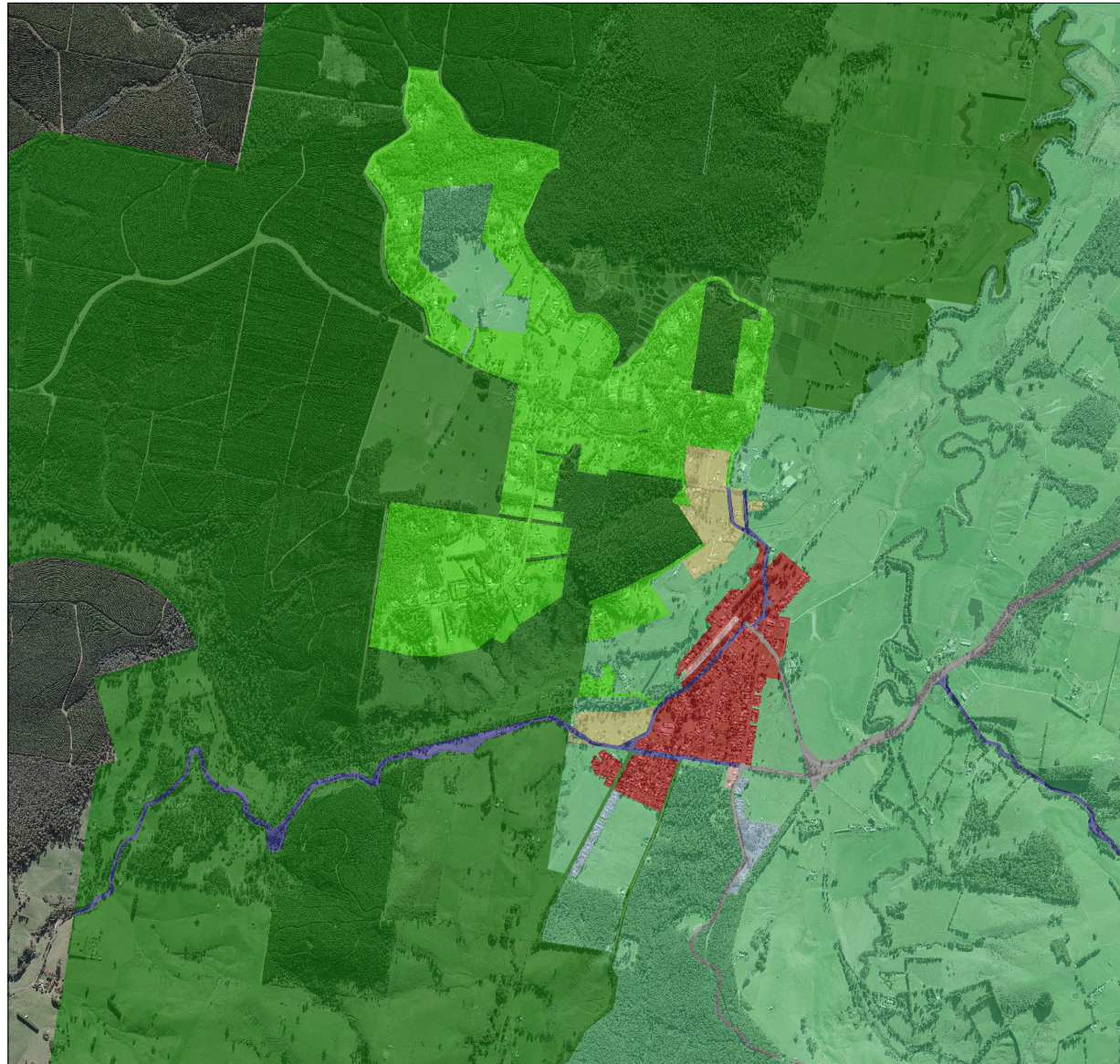


Yinnar and Yinnar South

Infrastructure Provision Zones

-  Urban - Activity Centre
-  Urban - Neighbourhood
-  Urban - Industrial
-  Urban - Low Density Living
-  Urban - Farming
-  Urban - Small Town
-  Rural - Hamlet
-  Rural - Rural Living
-  Rural - Agrarian
-  Rural - Remote Rural Living
-  Rural - Remote
-  State Highway
-  LCC Strategic

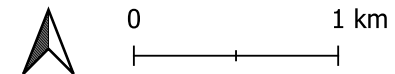




Boolarra

Infrastructure Provision Zones

- Urban - Activity Centre
- Urban - Neighbourhood
- Urban - Industrial
- Urban - Low Density Living
- Urban - Farming
- Urban - Small Town
- Rural - Hamlet
- Rural - Rural Living
- Rural - Agrarian
- Rural - Remote Rural Living
- Rural - Remote
- State Highway
- LCC Strategic



Attachment 2- Special Charge Scheme Policy Review - Benchmarking for Key Policy Elements

Council	Intiation Trigger	Declaration Trigger	Engineering Fees	Price Variation	Apportionment	Property Contribution	Property Owner Contribution %
East Gippsland	Silent	Silent	12.50%	Yes	50% per property 50% frontage	Ministerial Guidleline	100%
Cardinia	Silent	Silent	Silent	Silent	frontage, area, property value	Ministerial Guidleline	100%
Casey	Silent	Silent	20%	Silent	frontage, area, zoning	75%	75%
Geelong	Silent	Silent	Silent	Silent	Silent	Silent	100%
Hume	Silent	Silent	10%	Silent	frontage, area, access, zoning	Ministerial Guidleline	100%
Mornington	Silent	Silent	Silent	5%	frontage, area, access, zoning	Ministerial Guidleline, 100% to 50%	50% to 100%
Nullibuk	60%	60%	Silent	Silent	1 share per property	Ministerial Guidleline	100%
Wellington	Silent	Silent	Silent	Silent	1 share per property	Silent	100%
Whitehorse	By Council	50%	Silent	Yes	1 share per property	Ministerial Guidleline	100%
Yarra Ranges	70% to 75%	Silent	10% plus 10% contingency	Yes	area, frontage, development potential	Ministerial Guidleline, Council may contibute not specified	100%, may consider < 100%
Knox	66%	60%	Silent	Yes	Silent	Ministerial Guidleline	100%
Murrundindi	Silent	60%	Silent	Yes up to 10%	1 share per property, amenity	Ministerial Guidleline, 75% for roads	75%
Strathbogie	Single Request	Strong Support	Silent	Yes	1 share per property	Ministerial Guidleline, 50%	50%
South Gippsland	Silent	70%	Silent	Silent	Silent	Silent	N/A

Since the previous policy review, Rate Capping has been introduced to Local Government Council alone does not have the necessary resources to meet all the infrastructure demands Council recognises it does not have the financial resources to fully fund the upgrade of all existing infrastructure to current standards Report/Policy has set owner contributions 70to 100%, drainage has always been at 100% as is permitted by legislation.

STATUTORY PLANNING

7. STATUTORY PLANNING

Agenda Item: 7.1

Agenda Item: **Amendment C136 (Social and Affordable Housing and Urban Design Guidelines) - Consideration of Submissions**

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

Proposed Resolution:

That Council:

- 1. Having formally considered all written submissions received to Amendment C136, notes the issues raised by the submissions and Officer's response to those issues, as outlined in Attachments 1 and 2.**
- 2. Adopts the final Social and Affordable Housing Strategy at Attachment 3;**
- 3. Adopts Amendment C136 with post exhibition changes, as outlined in Attachment 4, 5, 6, and 7, in accordance with section 29 of the *Planning and Environment Act 1987*.**
- 4. Submits adopted Amendment C136 together with the prescribed information to the Minister for Planning for approval, in accordance with section 31 of the *Planning and Environment Act 1987*; and.**
- 5. Advises those persons who made written submissions to Amendment C136 of Council's Decision.**

EXECUTIVE SUMMARY

- Amendment C136 (the Amendment) proposes to implement the recommendations of the draft *Latrobe Social and Affordable Housing Strategy 2021* (SGS Economics & Planning in association with Latrobe City Council, 2021) and the *Latrobe City Urban Design Guidelines 2021* (Hanson Pty Ltd in association with Latrobe City Council, 2021) into the Latrobe Planning Scheme. These documents inform two separate components to the Amendment.
- The *Latrobe City Urban Design Guidelines 2021* (the Guidelines) were adopted by Council on 12 April 2021 and Council resolved to implement the Guidelines through a Planning Scheme Amendment at the same Council Meeting.
- The draft *Latrobe Social and Affordable Housing Strategy 2021* (the Strategy) was endorsed, and Council resolved to implement the Strategy through a Planning Scheme Amendment at the Council Meeting held on Monday, 6 December 2021.

- The Amendment was put on hold because the State Government intended to release a state-wide policy on social and affordable housing however this never eventuated, so authorisation for the Amendment was applied for on 3 August 2023 and was received on 23 November 2023.
- The Amendment was placed on Exhibition for one calendar month (4 weeks) between 18 January 2024 and 19 February 2024. This included notification to all relevant stakeholders.
- Various engagement methods were used during the exhibition period, including direct mail outs/email, notices in the Latrobe Valley Express, Councils Website and Have Your Say Page, 1:1 Sessions and information placed at all service centres and libraries.
- During Exhibition two submissions were received. One was supporting of the Amendment and one requesting changes to the amendment made by Homes Victoria which has been resolved.

BACKGROUND

Urban Design Guidelines

The updated Urban Design Guidelines provide for a clear vision in relation to urban residential development, setting a benchmark for design expectations and outcomes, positively contributing to the visual amenity of Latrobe City's residential areas.

The original *Latrobe City Urban Design Guidelines 2019* were incorporated into the Latrobe Planning Scheme (the Scheme) as a background document in November 2019 as a result of Amendment C105 - *Live Work Latrobe*.

Post Exhibition of Amendment C105, the Department of Transport and Planning (DTP) directed Council to make changes to the proposed schedules of the residential zones to be consistent with the new planning zones the State Government created. The Guidelines resolve inconsistencies and provide for guidelines for single dwellings as the document was previously silent on this housing typology.

As such, the 2019 Design Guidelines currently referred to in the Scheme expires on 28 May 2024 and needs to be updated with the 2021 Design Guidelines before then.

Officers updated the Urban Design Guidelines to be consistent with the new planning zones which were adopted by Council in 2021.

Social and Affordable Housing Strategy

The Latrobe Social and Affordable Housing Strategy 2021 is Council's response to the growing need for social and affordable housing in Latrobe City. It comes at a time where there is a growing role for the planning system in delivering affordable housing, setting out clear and practical strategies and actions.

Social and affordable housing is important for supporting housing diversity across the municipality and assisting in reducing housing and rental stress and homelessness. Social and affordable housing will provide positive outcomes for very low, low and middle income earners and ultimately provide net community benefits. The Amendment seeks to reduce disadvantage, improve local labour markets, improve diversity, support ageing in place and improve the culture and branding of Latrobe City.

At the 6 December 2021 Council Meeting, Council resolved to seek Authorisation to proceed to Exhibition of the Amendment to implement the draft Social and Affordable Housing Strategy. The Amendment was placed on hold as the State Government were proposing to release a Social and Affordable Housing Paper. However, there have been significant delays in that State's paper being released and it was determined by officers that the best option was to proceed with the Amendment.

A request for Authorisation to the Minister for Planning was lodged on 3 August 2023.

On 24 November 2023 the Minister for Planning authorised Council to prepare and exhibit Amendment C136 with the following conditions:

1. The new local policy 'Housing Affordability' has been inserted as Clause 16.01-6L however it should be inserted as Clause 16.01-2L under the state provision for Housing Affordability.
2. In Clause 16.01-06L remove the maps showing preferred locations for social and affordable housing. As previously discussed with DTP officers, these maps showing specific areas are not able to be supported and should be removed.

Council satisfied the conditions and Amendment C136 was placed on exhibition from 18 January 2024 – 19 February 2024.

ANALYSIS

Details regarding the exhibition process and outcomes are provided in the communication and consultation sections below.

Two submissions were received both relating to the Social and Affordable Housing Strategy part of the Amendment. The key issues raised in submissions are outlined in community implications below and in the Summary of Submissions table, see Attachment 1.

There is one resolved submission (Submission 2) which originally objected to the location criteria and mix of types of housing believing that it will restrict the development of social and affordable housing. However, through discussions with Council Officers the submission has been able to be resolved with some minor wording changes to the planning policy which does not change the intent of the Amendment.

Changes have been made to the Clause 16 which addresses concerns raised by the submitter and it has now been resolved.

Having considered the submissions received for Amendment C136, Council officers consider that there are no outstanding issues raised by submitters if Amendment C136 is changed to respond to submissions as shown in Attachment 4, and therefore recommends Council adopt Amendment C136 in accordance with section 29 of the Act with as shown in Attachment 7.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Negative perception of Council not acting to support social & affordable housing in appropriate locations and formats.	Medium <i>Likely x Minor</i>	Progress the Planning Scheme Amendment

RISK	RISK RATING	TREATMENT
<p>STRATEGIC</p> <p>Council not playing a role in advocacy, facilitation and provision of social & affordable housing for the most vulnerable members of the Latrobe City community and resultant negative perception of Council based on such failure.</p>	<p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>Support the draft Latrobe City Social & Affordable Housing Strategy and complete all action plan items, including the progression of an associated Planning Scheme Amendment that aims to ensure that all members of the Latrobe City community are provided with the basic human right of housing.</p>
<p>STRATEGIC</p> <p>Council seen as supporting the provision of housing that is negatively perceived by some members of the community (based largely on the stereotypes of the types of people that live in social & affordable housing).</p>	<p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>In line with the action plan items identified in the Latrobe City Social & Affordable Housing Strategy 2021, provide community education around the demographics of people actually utilising social and affordable housing, and what the benefits of social and affordable housing are.</p>
<p>STRATEGIC</p> <p>Council not supporting the Amendment now that it has been through the exhibition process.</p>	<p>Low</p> <p><i>Unlikely x Moderate</i></p>	<p>Progress Planning Scheme Amendment to a Planning Panel</p>

CONSULTATION

During the Exhibition process Council:

- Held four meetings;
- Received two stakeholder telephone enquiries;
- Received 170 hits on Have Your Say and Amendment 136 website pages; and
- Responded to two written enquiries or requests for further information.

Public Submissions

A total of two submissions (see Attachment 2) were received to Amendment C136. The themes that were raised in the submissions are summarised below:

- Support for the Amendment; and
- Concerns about location criteria tenure mix limiting the development of affordable and social housing which has now been resolved.

A detailed response to all submissions is provided at Attachment 2.

A summary of the key issues and comments raised in submissions that have been received by Council in response to Amendment C136 is provided below.

Amendment C136 Submissions	
Support	1
Support with changes	1
Object	0
Total Submissions	2

A summary of the key issues and comments raised in submissions that have been received by Council in response to Amendment C136 is provided at Attachment 1.

COMMUNICATION

Amendment C136 was subject to the prescribed processes in accordance with the public notices and consultation requirements of section 19 of the Act.

As part of the Exhibition of Amendment C136 the following activities were undertaken:

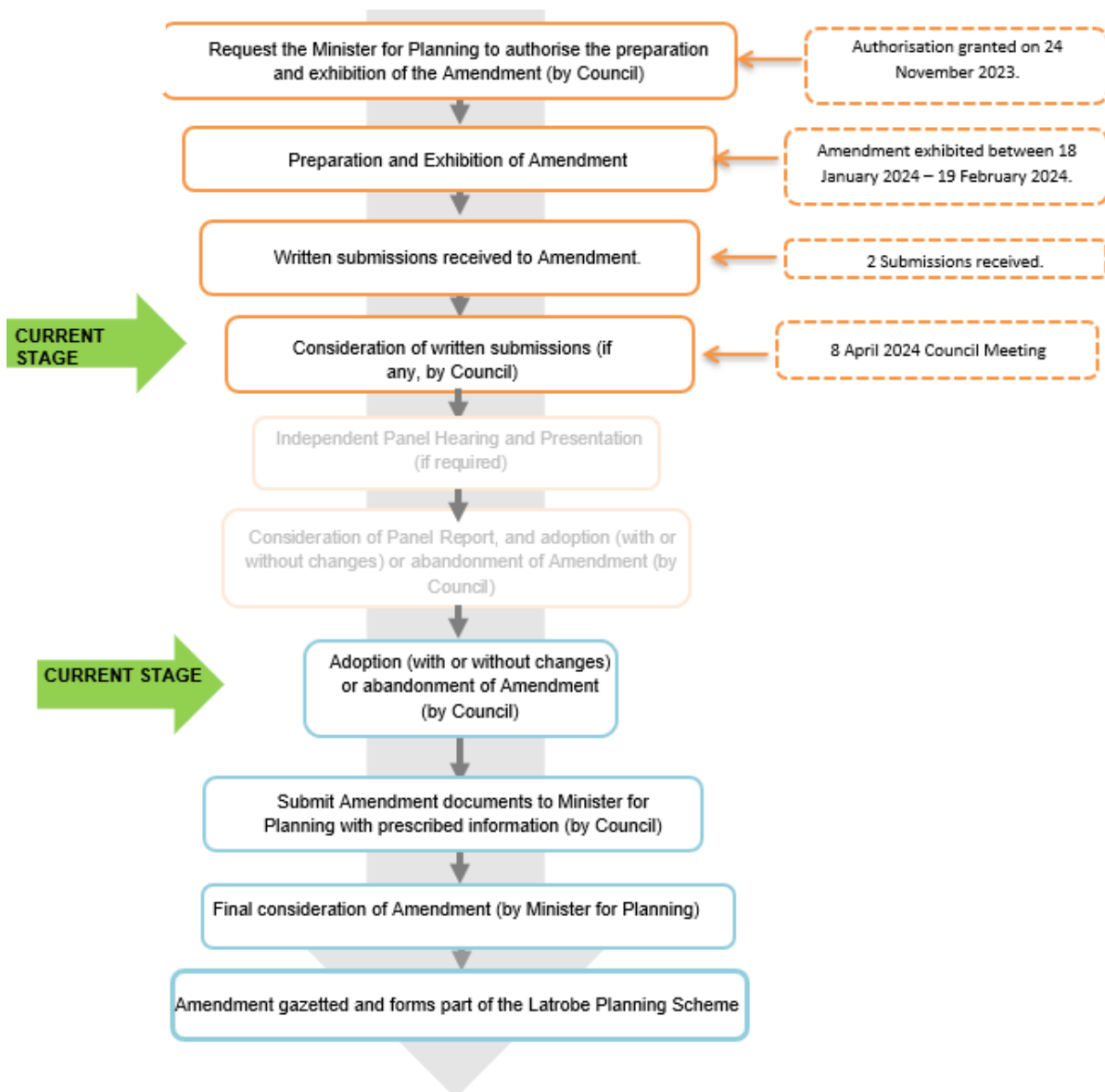
- Amendment C136 documents were placed on Latrobe City Council's website;
- Have Your Say page was created;
- 201 notification letters were sent to housing providers, and interested parties;
- 33 notification letters or emails were sent to agencies, public authorities and Ministers believed to be materially affected by Amendment C136 or prescribed under the Act;
- Notices placed in the Latrobe Valley Express on 17 January 2024 and 7 February 2024;
- Notice placed in the Government Gazette on 18 January 2024;

- Had 1:1 meetings available to book through an online public facing calendar.
- Information placed at service centre and libraries in Morwell, Moe, Traralgon and Churchill.

Legal and Compliance

The planning scheme amendment process is shown in Figure 1 below, which identifies the current stage Amendment C136 is at in the process.

Figure 1: Amendment C136 Planning Scheme Amendment Process



Council, as a Planning Authority, has a number of duties and powers, which are listed at Section 12 of the Act. Under Section 12(2) Council must have regard to:

- The Minister’s directions;
- The Victoria Planning Provisions;

- Any strategic plan, policy statement, code or guideline which forms part of the Latrobe Planning Scheme;
- Any significant effects which it considers a planning scheme amendment might have on the environment or which it considers the environment might have on any use or development envisaged in Amendment C136.
- Any social and economic effects.

Section 22 Act requires that Council consider all submissions received to Amendment C136 during the public exhibition process. Council may consider late submissions. Once Council has considered the submissions, section 23 requires Council to:

- change Amendment C136 in the manner requested; or
- refer the submission to a planning panel appointed under Part 8 of the Act; or
- abandon Amendment C136 or part of Amendment C136.

The recommendations of this Council Report are in accordance with Sections 23 of the Act.

DECLARATION OF INTERESTS:

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

APPENDIX 1 IMPACT ASSESSMENT

Social

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

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

Cultural

Not applicable

Health

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

Environmental

Not applicable.

Economic

Not applicable.

Financial

The prescribed fees for planning scheme amendments are detailed in the *Planning and Environment (Fees) Regulations 2016*. The costs associated with a planning scheme amendment include considering a request to amend a planning scheme, consideration of submissions, providing assistance to a panel and adoption and approval of an amendment.

Strategic Planning has budget for an approval fee in the 2023/2024 Financial Year.

The Planning Scheme Approval fee is increased annually but will be approximately \$516.80.

Attachments

1. Summary of Submissions Table
2. Copy of Submissions
3. Latrobe Social and Affordable Housing Strategy
4. Combined Policy with Post Exhibition Changes
5. Explanatory Report
6. Instruction Sheet
7. Post Exhibition Changes Table

7.1

Amendment C136 (Social and Affordable Housing and Urban Design Guidelines) - Consideration of Submissions

1	Summary of Submissions Table	97
2	Copy of Submissions	98
3	Latrobe Social and Affordable Housing Strategy	123
4	Combined Policy with Post Exhibition Changes	192
5	Explanatory Report.....	217
6	Instruction Sheet	226
7	Post Exhibition Changes Table	227

**SUMMARY OF SUBMISSIONS & PLANNING COMMENT TO
AMENDMENT C136**

Sub No.	Name / Organisation	Support / Objection	Summary of Issues	Planning Comment	Changes to Plan Required? Yes / No	Date submission received
1	Quantum Housing	Support	Supports the amendment	Noted	No	8 February 2024
2A	Homes Victoria	Objection	<p>Supports the strategic directions of the amendment to facilitate and encourage supply of social and affordable housing to reduce disadvantage in Latrobe.</p> <p>Has concerns with the proposed changes to Clause 16.01 that seek to introduce locational and mix of housing types specific to social housing and believe it will restrict the delivery of social and affordable housing.</p>	<p>Providing direction on the location of social and affordable housing is consistent the State policy at clause 16.01-2S (Housing affordability) and the Ministerial Notice.</p> <p>The specific criteria identified in Clause 16.01-1L is consistent with Clause 56 (Residential Subdivision) and the Live Work Latrobe Housing Strategy for areas that support increased densities and smaller housing typologies.</p> <p>The amendment identifies a preferred location, it is not mandatory and therefore does not restrict the delivery of social and affordable housing.</p>	No	19 February 2024
2B	Homes Victoria	Support with Changes	<p>Would like to see an expansion of the location criteria by changing the 'and' to 'or'</p> <p>Would like to see express support for the renewal of existing housing stock by including the strategy <i>Support the redevelopment and renewal of existing social and affordable housing.</i></p>	<p>The wording change from 'and' to 'or' does not change the preferred location maps. As such, this change is supported.</p> <p>The renewal of existing social and affordable housing is unlikely to trigger the locational criteria as it is already in place. However, further policy support to make this explicit is supported.</p>	Yes, changes to the General Strategies and Policy Guidelines in Clause 16.01-2L	18 March 2024

Submission 1
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From: [Redacted]
To: [Redacted]
Subject: RE: AMENDMENT C136 TO THE LATROBE PLANNING SCHEME
Date: Thursday, 8 February 2024 8:00:35 AM
Attachments: [Redacted]

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

OFFICIAL

Hi [Redacted],

Apologies for the delay here I have been completing some submissions for new business. I just wanted to reply to you to say I think your response was extremely comprehensive and I am grateful for it.

LCC has done a fantastic job here.

My organisation will be supporting the amendment.

Thank you

[Redacted signature block]


enquiries: mail@quantum.org.au | www.quantum.org.au



Quantum celebrates diversity and inclusivity and we are committed to ensuring our workplace and services reflect this. We welcome people of all backgrounds, abilities and cultures.
Quantum operates on Gunaikurnai country. We acknowledge the Gunaikurnai peoples as the traditional custodians of the Gippsland region and pay our respects to Gunaikurnai elders past, present and emerging. We are committed to a positive future for the Aboriginal community.
Quantum is a Child Safe Organisation and is committed to the safety and wellbeing of all children.
[Quantum is working toward our Rainbow Tick accreditation.](#)
Quantum Support Services acknowledges the people who have experienced family violence, those who are managing family violence every day, and those who have been killed. Their courage and bravery have enabled the changes Quantum sees in the sector today, and whose lives inform the evidence-based research our work speaks to.

Quantum Support Services We celebrate diversity and inclusivity
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Please consider the environment before printing this email.

**OFFICIAL**


 Strategic Planning Department
 Latrobe City Council
 By email

Submission 2

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Dear 

Planning Scheme Amendment C136latr – Latrobe Social and Affordable Housing Strategy 2021

Homes Victoria welcomes the opportunity to respond to this important amendment that proposes to implement the recommendations of the Latrobe Social and Affordable Housing Strategy. Homes Victoria works across government, industry and the social housing sector to deliver the Big Housing Build and to manage and grow social housing in Victoria. In the local government area of Latrobe City Council, Homes Victoria owns and manages a significant portfolio of existing dwellings. Eighty six new homes have recently been constructed, with 119 homes under construction, creating a total of 732 jobs through these projects.

Homes Victoria supports the strategic directions of the amendment to facilitate and encourage supply of social and affordable housing to reduce disadvantage in Latrobe and commends the work done so far in the preparation of this amendment and earlier in the Latrobe Social and Affordable Housing Strategy (SGS, 2021). Social housing is a key component of Victoria's Housing Statement (DPC, 2023) and was included in the Victorian Infrastructure Plan (DTF, 2021) and 30 year Infrastructure Strategy (Infrastructure Victoria, 2021). Significant investment has been and continues to be made by the state through the Big Housing Build and Regional Housing Fund, as well as by the Commonwealth through the Social Housing Accelerator.

The need for more social and affordable housing in Latrobe is identified in its Social and Affordable Housing Strategy, with 66 per cent of all rented dwellings experiencing housing stress – paying more than 30 per cent of gross household income toward rent at the time of the report.

Given the need to increase social and affordable housing and the significant investment being made at state and federal level, it is essential its development be facilitated through appropriate enabling policy settings. This has been realised, in part, through the

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 GPO Box 4057, Melbourne Victoria 3001
 Telephone: 1300 650 172 www.homes.vic.gov.au DX 210081

**OFFICIAL**

introduction of streamline planning provisions at Clauses 52.20, 53.20 and more recently Clause 53.23.

Planning approval processes are a key component in social and affordable housing projects and it is essential local policy supports state policy directions. It is therefore important to ensure the planning policy settings in Latrobe can deliver the social housing that is needed and does not hinder it. To this end, Homes Victoria supports the amendment, but has concerns with the proposed changes to Clause 16.01 that seek to introduce locational and other criteria specific to social housing. It is essential to ensure unnecessary constraints on delivery of social and affordable housing are avoided in Latrobe. Requested changes to the proposed amendment are outlined in the attached marked up document.

Homes Victoria would welcome further discussions with Council regarding the concerns raised and look forward to working with Latrobe to deliver this crucial community asset.

Should you wish to discuss this matter further, please contact [REDACTED]
[REDACTED] at Homes Victoria on [REDACTED] or [REDACTED].

Yours sincerely

[REDACTED]

[REDACTED]

19 / 2 / 2024

LATROBE PLANNING SCHEME

16.01
31/07/2018
VC148

RESIDENTIAL DEVELOPMENT

LATROBE PLANNING SCHEME**16.01-1S**20/12/2021
VC174**Housing supply****Objective**

To facilitate well-located, integrated and diverse housing that meets community needs.

Strategies

Ensure that an appropriate quantity, quality and type of housing is provided, including aged care facilities and other housing suitable for older people, supported accommodation for people with disability, rooming houses, student accommodation and social housing.

Increase the proportion of housing in designated locations in established urban areas (including under-utilised urban land) and reduce the share of new dwellings in greenfield, fringe and dispersed development areas.

Encourage higher density housing development on sites that are well located in relation to jobs, services and public transport.

Identify opportunities for increased residential densities to help consolidate urban areas.

Facilitate diverse housing that offers choice and meets changing household needs by widening housing diversity through a mix of housing types.

Encourage the development of well-designed housing that:

- Provides a high level of internal and external amenity.
- Incorporates universal design and adaptable internal dwelling design.

Support opportunities for a range of income groups to choose housing in well-serviced locations.

Plan for growth areas to provide for a mix of housing types through a variety of lot sizes, including higher housing densities in and around activity centres.

Policy documents

Consider as relevant:

- *Homes for Victorians - Affordability, Access and Choice* (Victorian Government, 2017)
- *Apartment Design Guidelines for Victoria* (Department of Environment, Land, Water and Planning, 2021)

LATROBE PLANNING SCHEME

16.01-1L Housing Supply**Policy Application**

This policy applies to all land identified in the Housing Framework Plans in this clause.

General Strategies

Encourage and concentrate a diverse range of housing in locations with access to community services, activity centres and public transport in accordance with the Housing Framework Plans in this Clause.

Support lot consolidation to maximise opportunities for increased residential yield and integrated development in locations identified for Substantial and Incremental Change in the Housing Framework Plans in this Clause.

Encourage the development of smaller housing types, particularly one and two bedroom dwellings in Substantial Change Areas and Incremental Changes Areas as indicated on the Housing Framework Plans for each town in this Clause.

Support development that is flexible for different age groups and abilities without the need for major adaptation post construction.

Support the provision of diverse social and affordable housing in well serviced locations.

General policy guidelines

Consider as relevant:

- Encouraging medium and high density housing typologies within 400 metres of the Primary Activity Centres of Moe, Morwell, Churchill and Traralgon.
- Supporting infill development within 200 metres of existing ~~of~~ planned Neighbourhood Activity Centres and Local Activity Centres and the retails centres of District and Small Towns.

Substantial change area strategies

Encourage multi-level residential development in the form of low scale apartments, townhouses, shop tops and units.

Encourage a variety of tenures, including affordable and social housing types, to meet the needs of a range of households.

Discourage housing intensification in areas identified for 'Future Substantial Change' south of Shakespeare Street, Traralgon, until existing industrial development located to the south (Area 6 of the Traralgon Township Structure Plan in Clause 11.01-1L) transitions to light industrial or other non - sensitive uses.

Incremental change areas strategies

Encourage higher density housing in the form of townhouses, units and dual occupancies that are sensitive with adjoining streetscapes, buildings and residential areas.

Discourage housing intensification south of Commercial Road, Morwell until rehabilitation works to the northern extent of the Hazelwood open cut brown coal mine area are complete (Area 3 on the Morwell Town Structure Plan in Clause 11.01-1L).

Facilitate the development of streetscape character that contains:

- Private gardens in front yards.
- Space between buildings.
- Views to local landmarks.
- Natural shade.

LATROBE PLANNING SCHEME**Limited change areas strategy**

Support the development of detached dwellings and dual occupancies that reinforce the spacious regional suburban character.

Limited change areas policy guidelines

Consider as relevant:

- Encouraging smaller and diverse housing types, including units and townhouses, within 200 metres of existing or planned Neighbourhood and Local Activity Centres and where public transport is accessible.
- Discouraging units of townhouses beyond 200 metres from an existing or planned Neighbourhood Activity Centre and Local Activity Centre, except on Strategic Development Sites identified on the Housing Framework Plans.
- Discouraging higher densities unless a lot is greater than 1500 square metres and is:
 - Within 400 metres walking distance from a public transport network.
 - Consistent with the average lot size of density development of residentially zoned land that is within a 150 metre radius (excluding the subject site in the calculation).
 - Not constrained by an overlay that affects the development potential of the lot (heritage, bushfire or flooding overlay).

Minimal change areas strategies

Support minimal change in the form of detached houses and dual occupancies in locations with distinct character attributes, such as heritage, neighbourhood character, environmental or amenity values or infrastructure limitations.

Encourage the retention and provision of vegetated areas including canopy trees and large garden spaces.

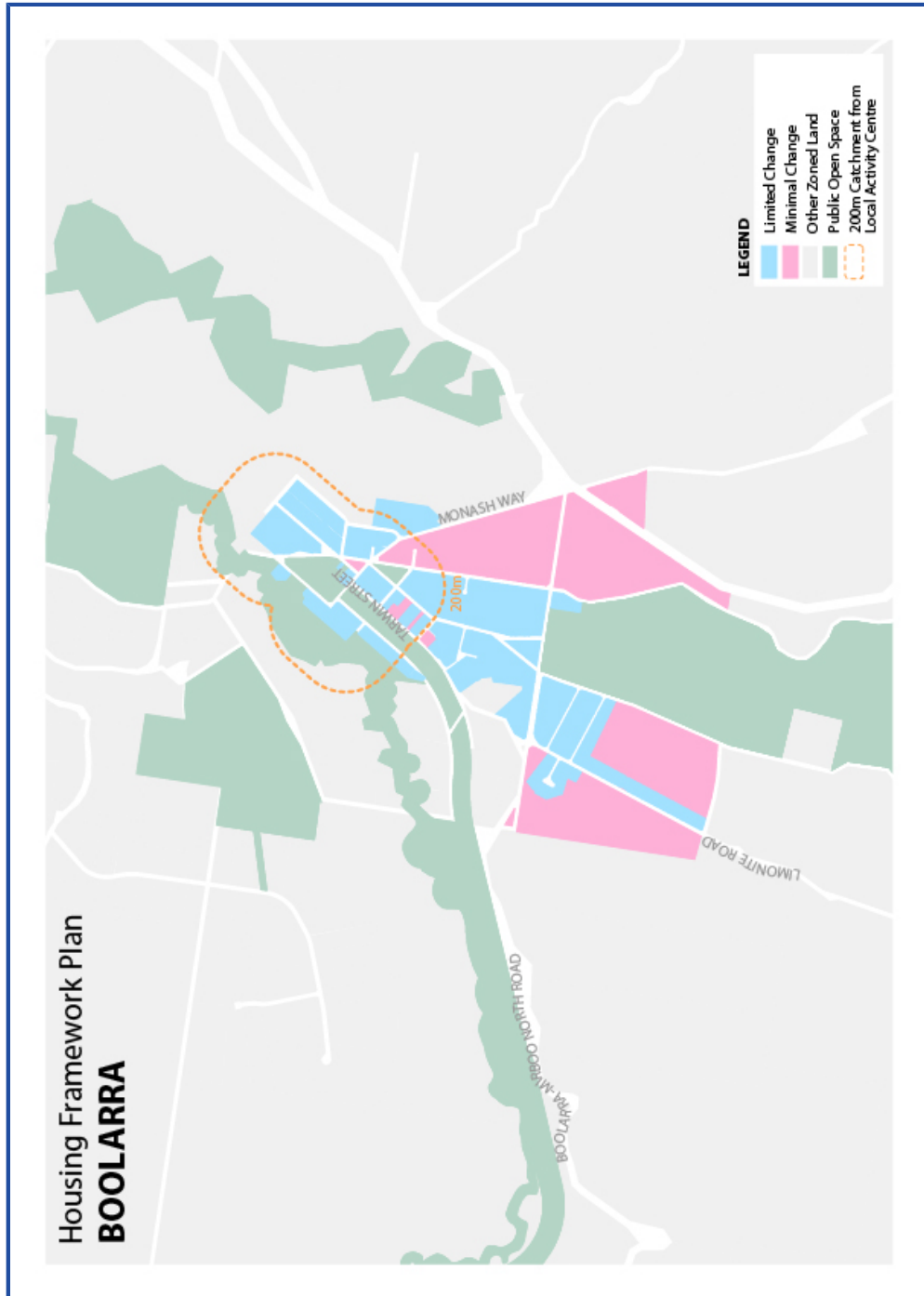
Policy document

Consider as relevant:

- *Live Work Latrobe Housing Strategy* (Latrobe City Council, MacroPlan Dimasi, RMCG and Planisphere, 2019)
- [*Latrobe Social and Affordable Housing Strategy* \(SGS Economics & Planning in association with Latrobe City Council, 2021\).](#)

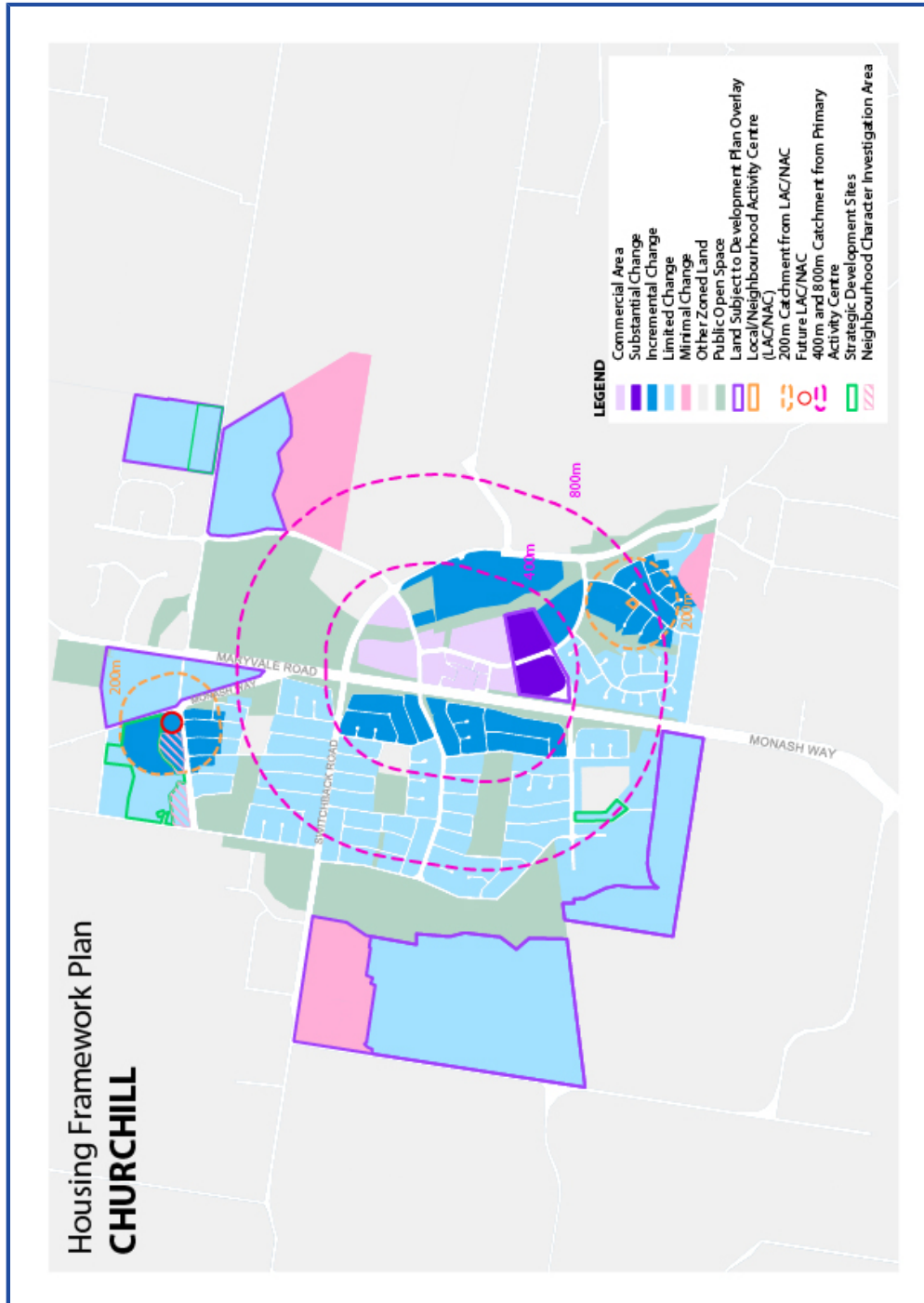
LATROBE PLANNING SCHEME

Boolarra Housing Framework Plan



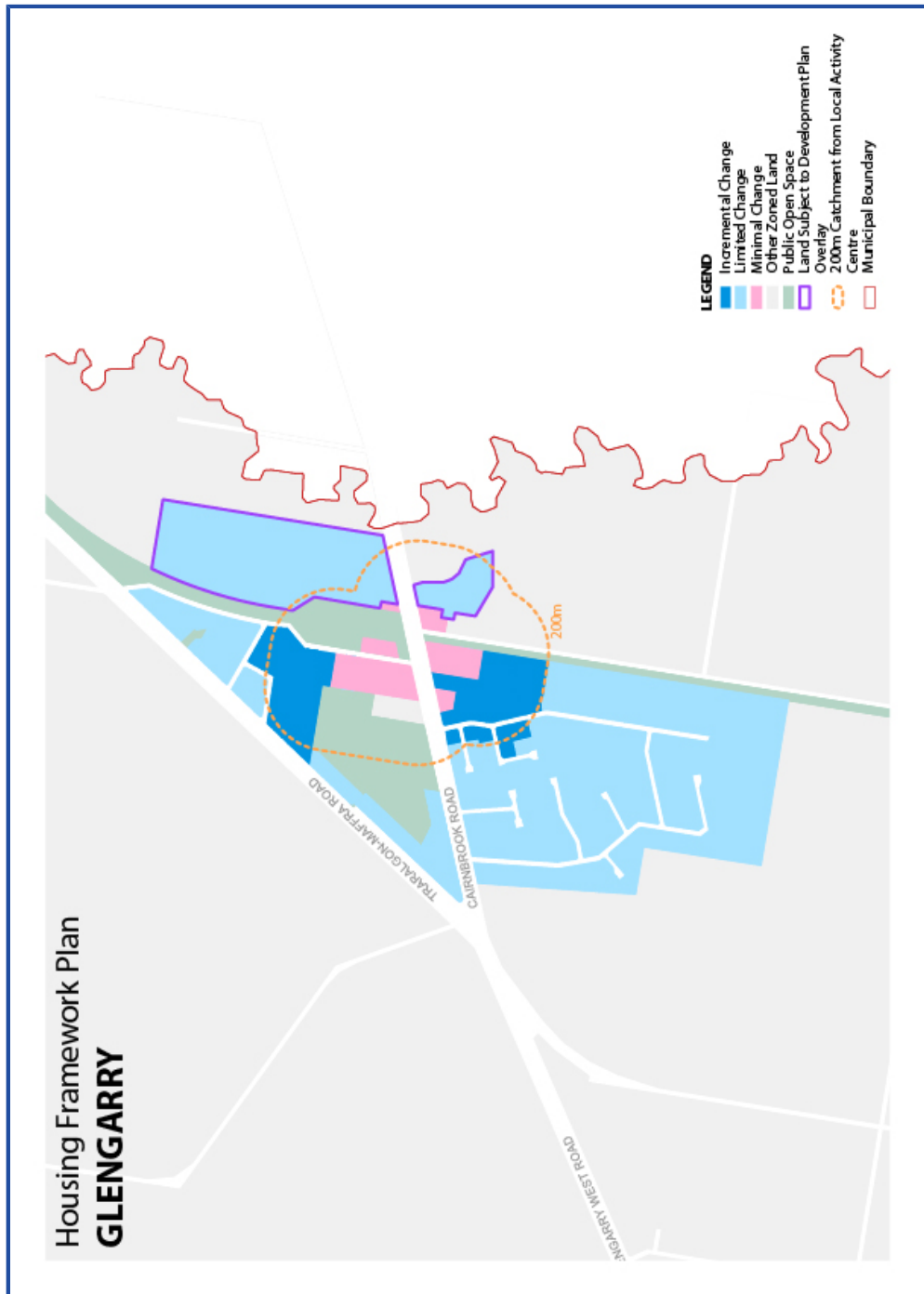
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Churchill Housing Framework Plan



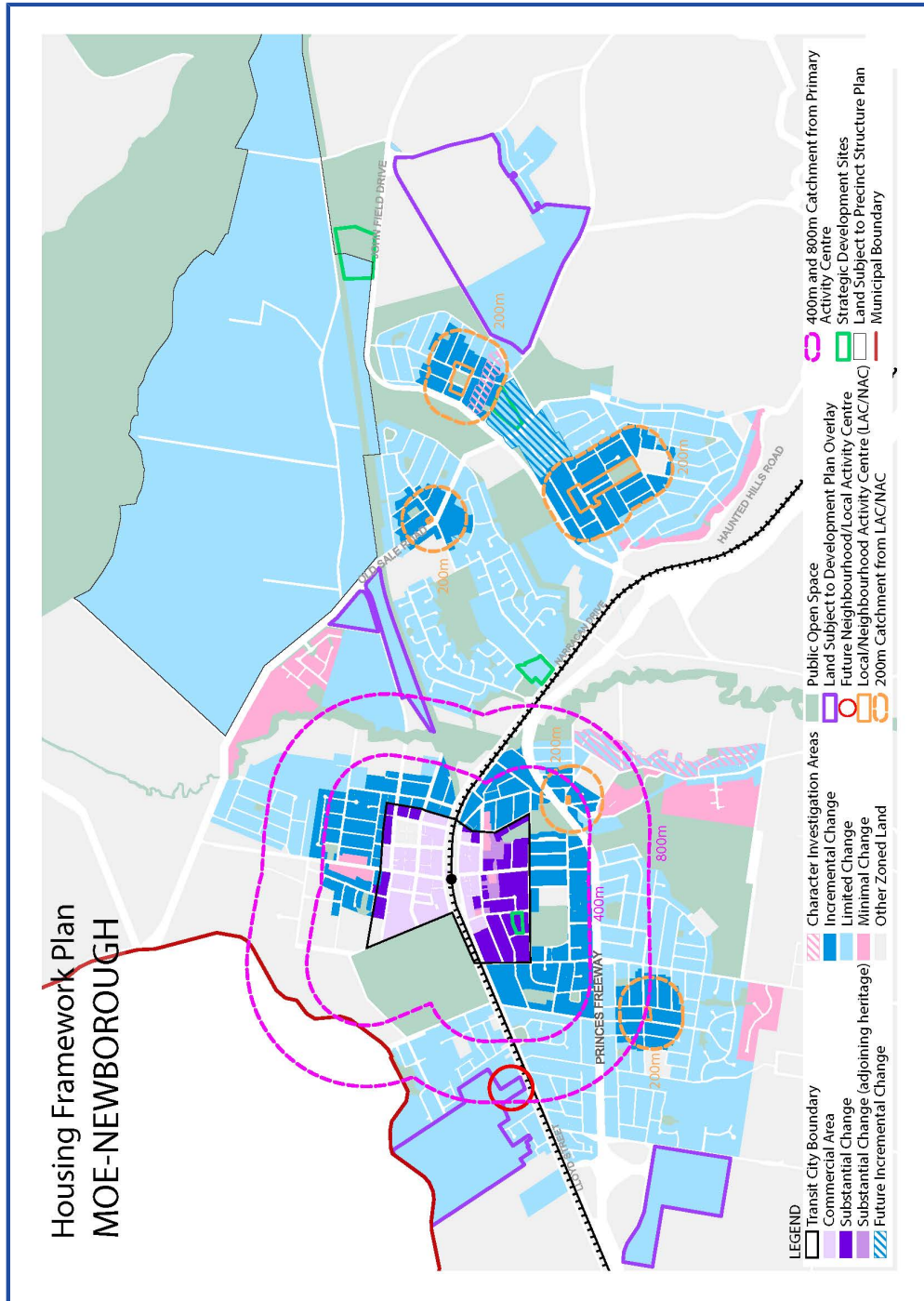
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Glengarry Housing Framework Plan



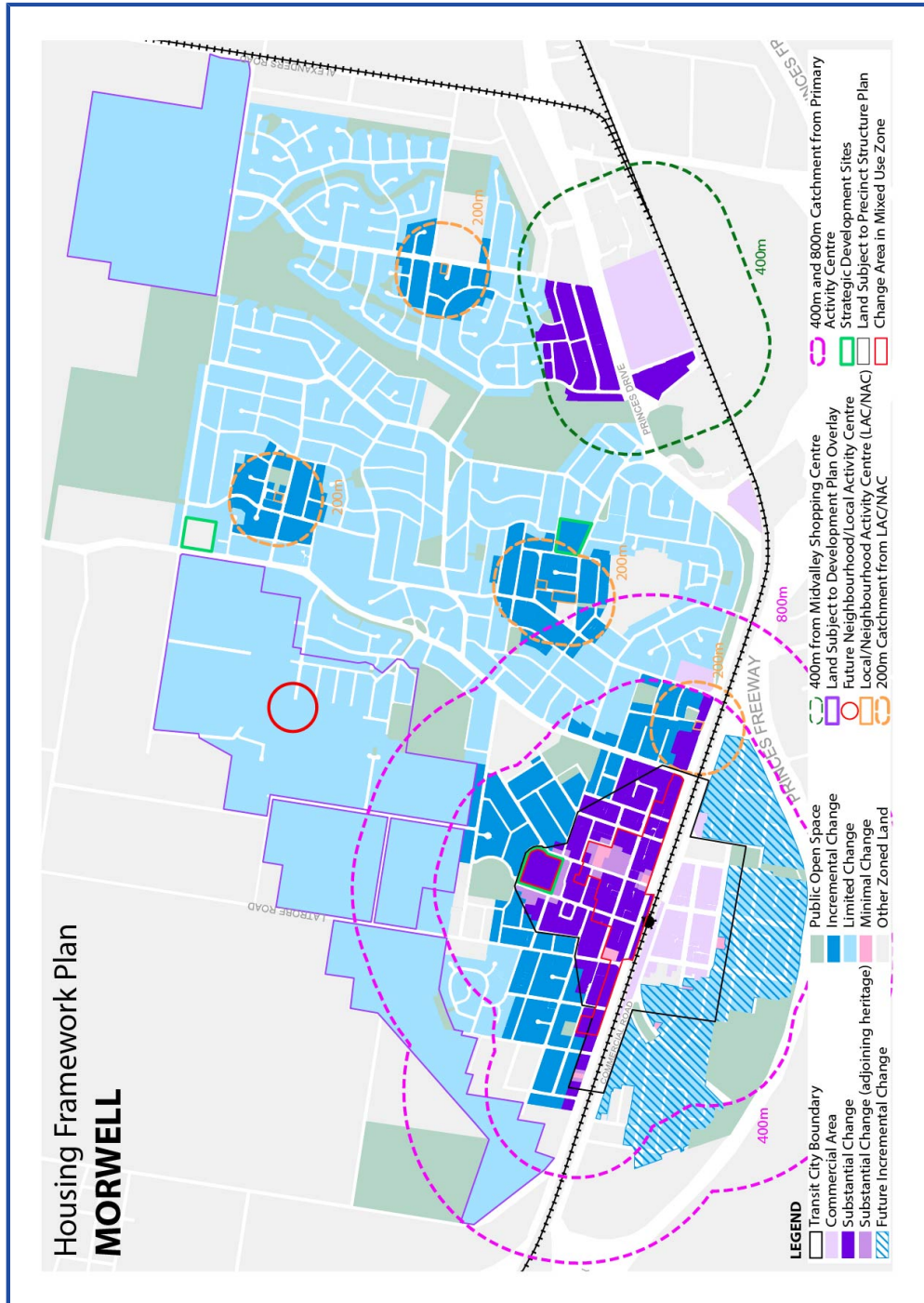
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Moe - Newborough Housing Framework Plan



LATROBE PLANNING SCHEME

Morwell Housing Framework Plan



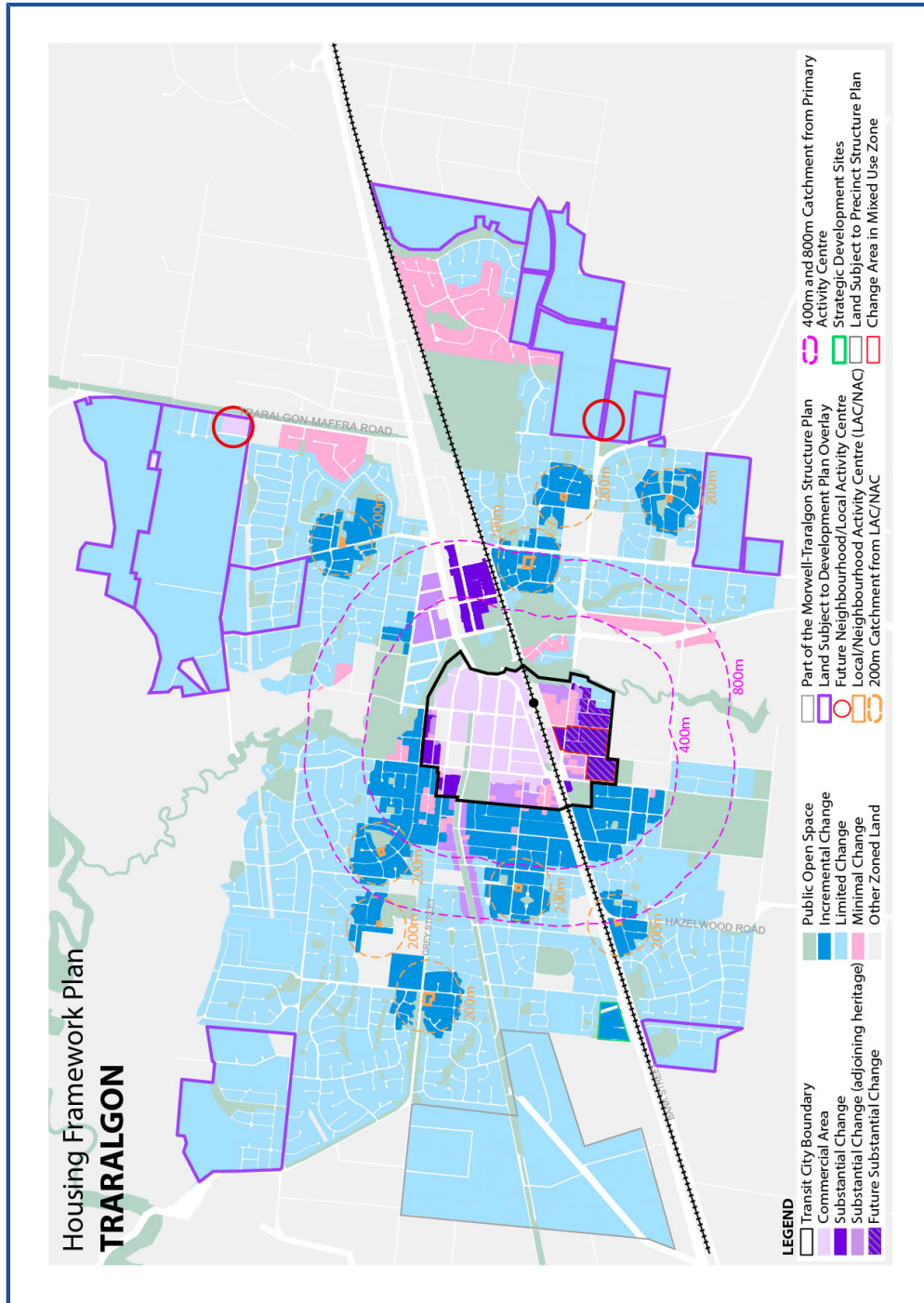
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Toongabbie Housing Framework Plan



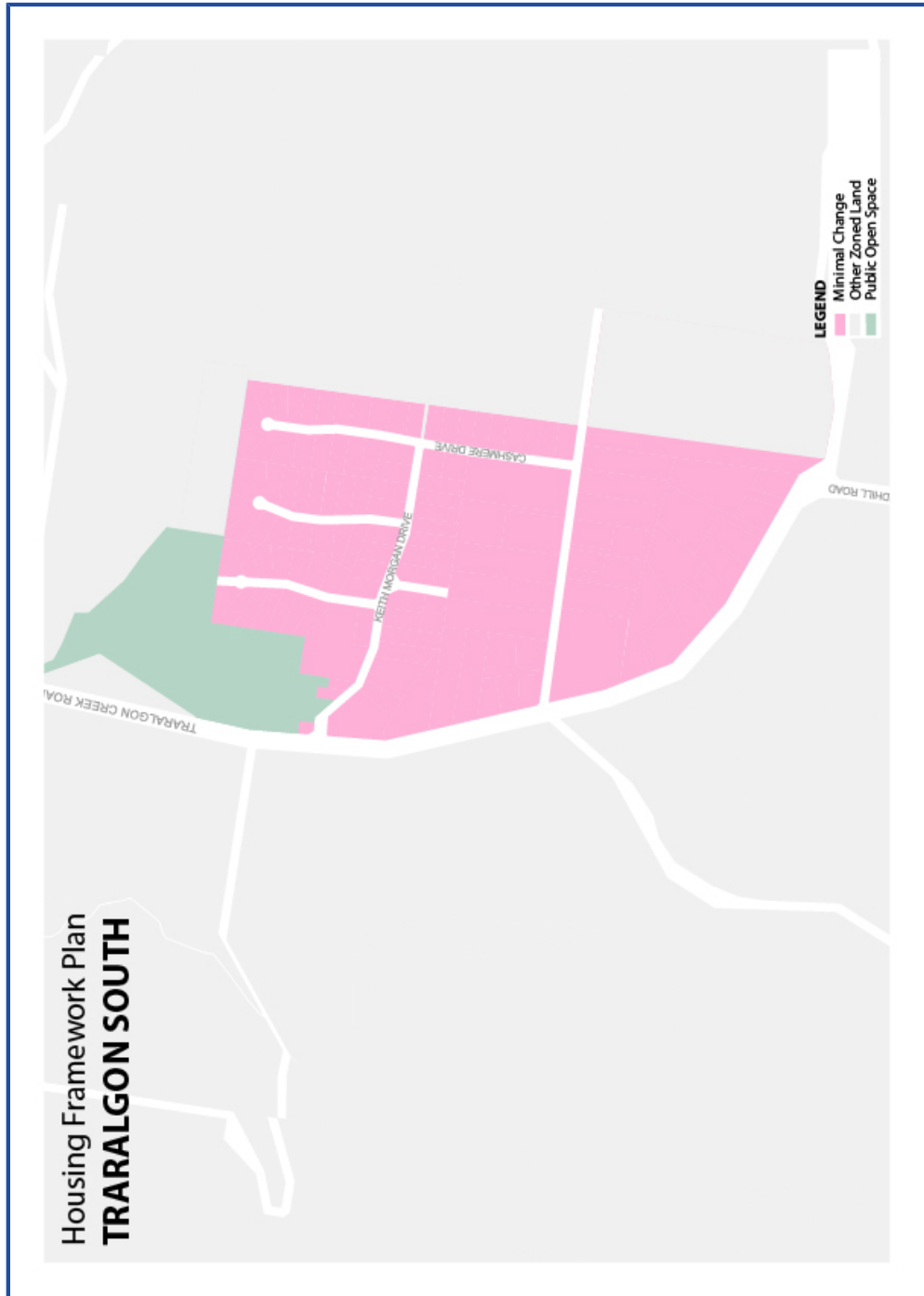
LATROBE PLANNING SCHEME

Traralgon Housing Framework Plan



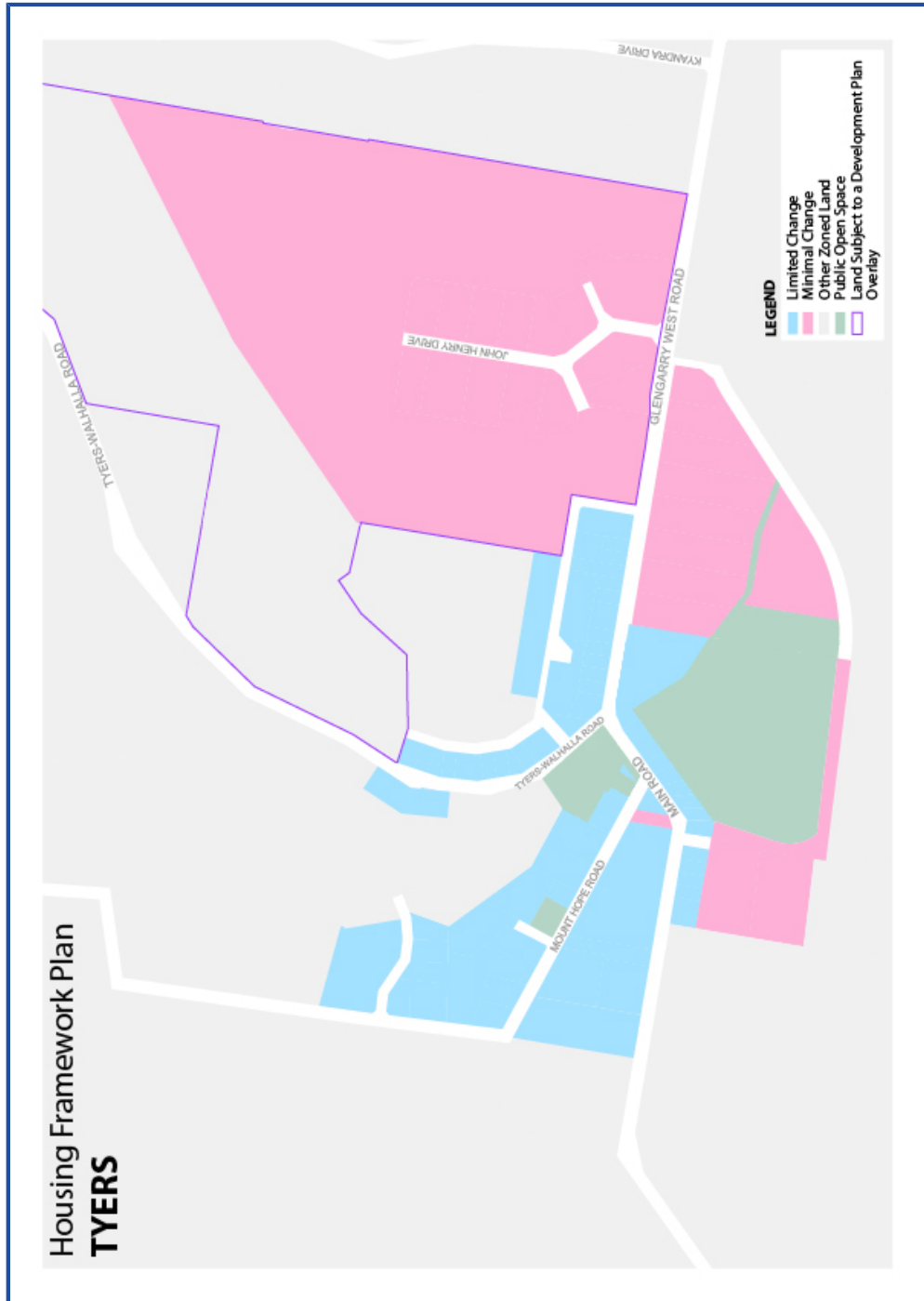
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Traralgon South Housing Framework Plan



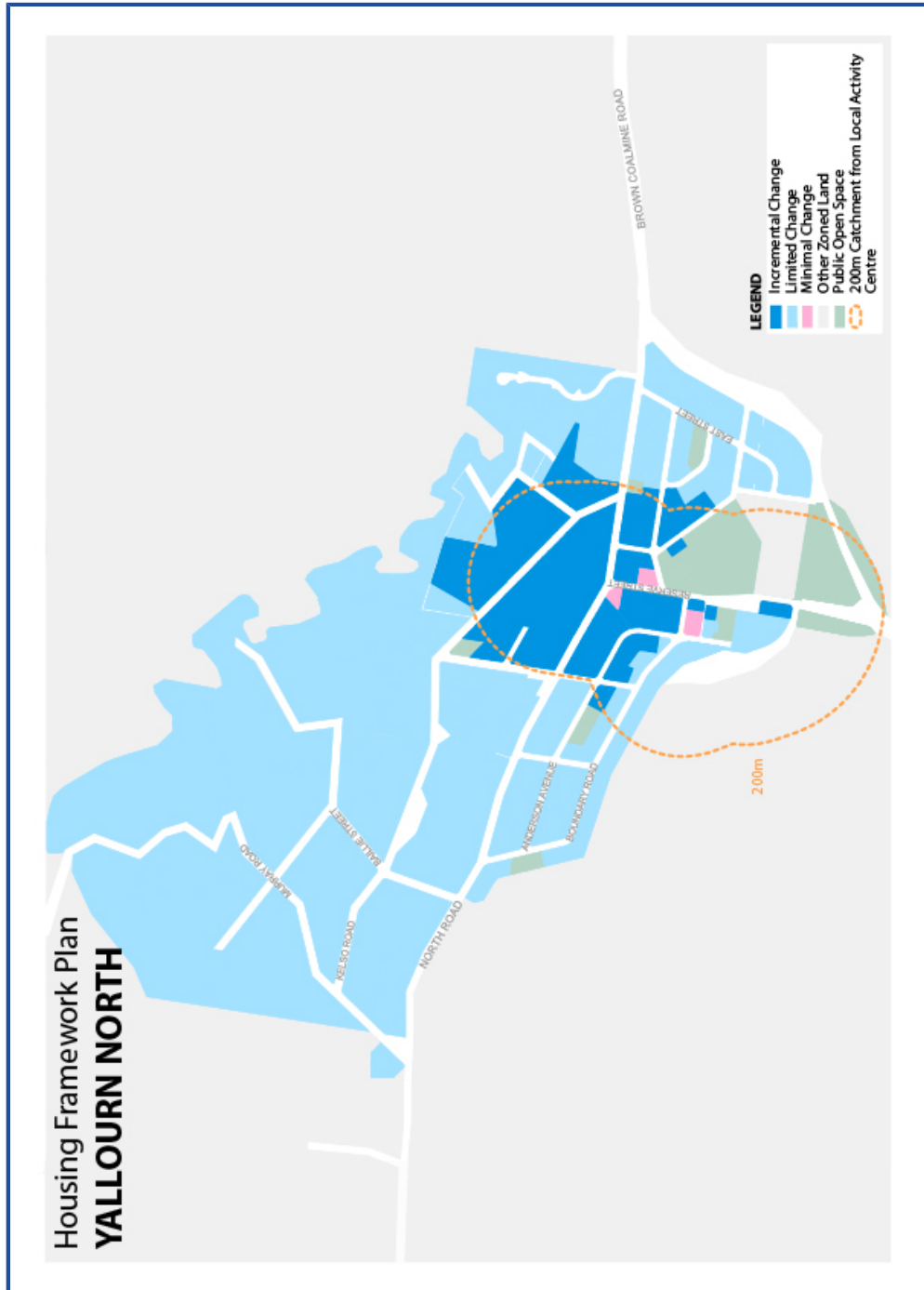
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Tyers Housing Framework Plan



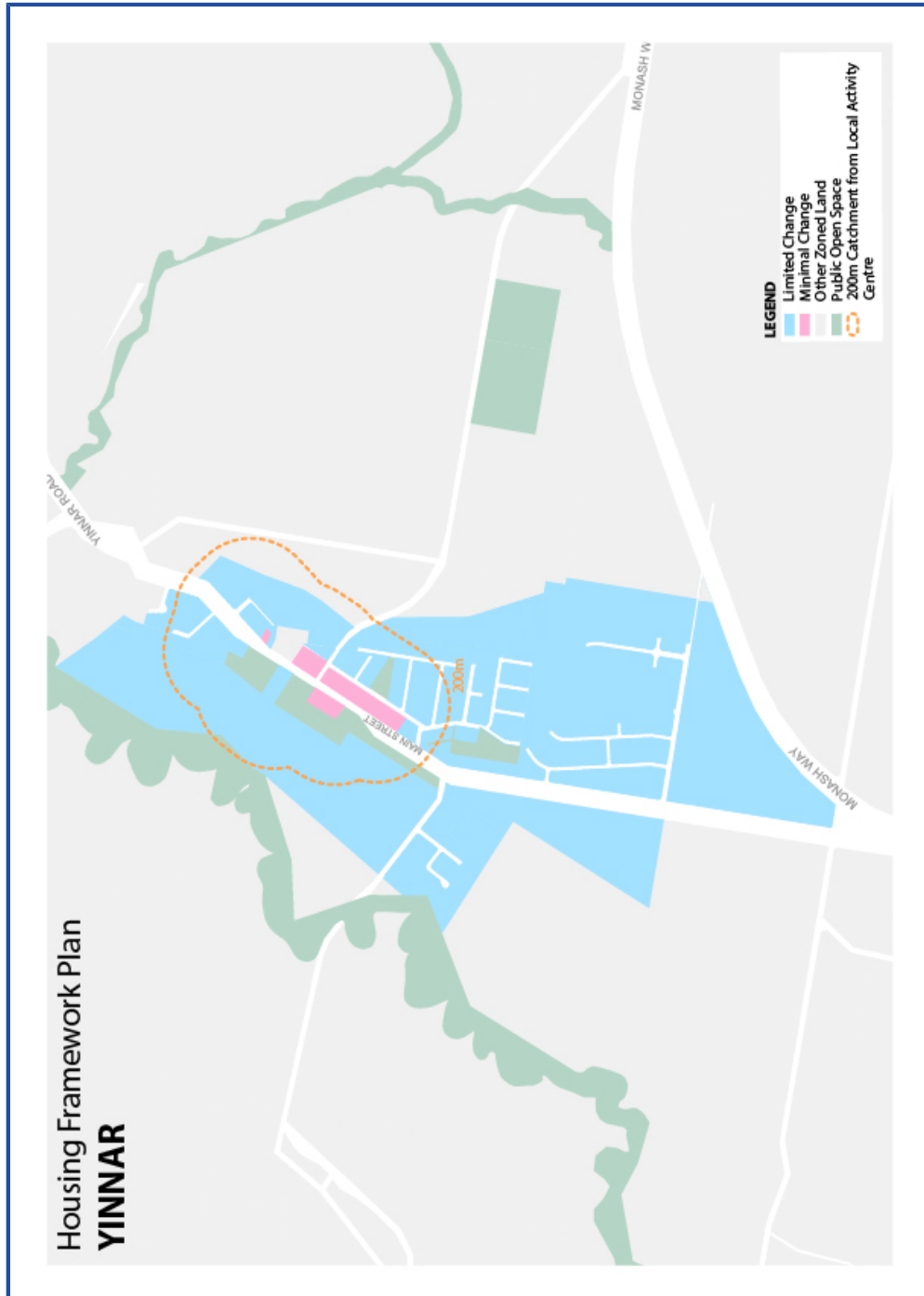
LATROBE PLANNING SCHEME

Yallourn North Housing Framework Plan



LATROBE PLANNING SCHEME

Yinnar Housing Framework Plan



LATROBE PLANNING SCHEME**16.01-2S**09/10/2020
VC169**Housing affordability****Objective**

To deliver more affordable housing closer to jobs, transport and services.

Strategies

Improve housing affordability by:

- Ensuring land supply continues to be sufficient to meet demand.
- Increasing choice in housing type, tenure and cost to meet the needs of households as they move through life cycle changes and to support diverse communities.
- Promoting good housing and urban design to minimise negative environmental impacts and keep costs down for residents and the wider community.
- Encouraging a significant proportion of new development to be affordable for households on very low to moderate incomes.

Increase the supply of well-located affordable housing by:

- Facilitating a mix of private, affordable and social housing in suburbs, activity centres and urban renewal precincts.
- Ensuring the redevelopment and renewal of public housing stock better meets community needs.

Facilitate the delivery of social housing by identifying surplus government land suitable for housing.

Policy documents

Consider as relevant:

- *Homes for Victorians - Affordability, Access and Choice* (Victorian Government, 2017)

LATROBE PLANNING SCHEME

16.01-2L

~~16.01-2L~~
Proposed C136latr

Housing affordability**Policy application**

This policy applies to all residential land across the municipality.

General Strategies

Facilitate a ~~balanced~~ mix of private, affordable and social housing within new development.

Encourage social and affordable housing design that integrates with the surrounding development.

Support the provision of private market rental housing that is affordable for households with low and moderate incomes, including a proportion that are to be owned and managed by registered housing associations, housing providers or similar non-for-profit organisations.

Policy guidelines

Consider as relevant:

- ~~Encourage social and affordable housing at locations:~~
 - ~~Within 400 metres walking distance of a bus stop that is serviced, at minimum, every hour during daylight hours or within 800 metres walking distance of a train station; and~~
 - ~~Within 200 metres walking distance of an existing or approved Local, Neighbourhood Activity Centre, or within 800 metres of an existing or approved Primary Activity Centre.~~
- ~~Support social and affordable housing outside of the areas preferred to in the two points above, but within the extent of urban areas, where it is demonstrated that:~~
 - ~~Accessibility by walking or public transport will be satisfactory either now or in the future by reference to known or proposed plans for infrastructure and service expansion and delivery; and/or~~
 - ~~The proposal will have a significant impact on addressing identified local housing stress and acute housing needs.~~

Policy documents

Consider as relevant:

- *Latrobe Social and Affordable Housing Strategy* (SGS Economics & Planning in association with Latrobe City Council, 2021).
- *Latrobe City Council Urban Design Guidelines* (Hanson Pty Ltd in association with Latrobe City Council, 2021).

Expiry

This local policy will expire when it is superseded by a comparable provision of the Victorian Planning Provisions.

16.01-3S

09/10/2020
VC169

Rural residential development**Objective**

To identify land suitable for rural residential development.

Strategies

Manage development in rural areas to protect agriculture and avoid inappropriate rural residential development.

LATROBE PLANNING SCHEME

Encourage the consolidation of new housing in existing settlements where investment in physical and community infrastructure and services has already been made.

Demonstrate need and identify locations for rural residential development through a housing and settlement strategy.

Ensure planning for rural residential development avoids or significantly reduces adverse economic, social and environmental impacts by:

- Maintaining the long-term sustainable use and management of existing natural resource attributes in activities including agricultural production, water, mineral and energy resources.
- Protecting existing landscape values and environmental qualities such as water quality, native vegetation, biodiversity and habitat.
- Minimising or avoiding property servicing costs carried by local and state governments.
- Maintaining an adequate buffer distance between rural residential development and animal production.

Ensure land is not zoned for rural residential development if it will encroach on high quality productive agricultural land or adversely impact on waterways or other natural resources.

Discourage development of small lots in rural zones for residential use or other incompatible uses.

Encourage consolidation of existing isolated small lots in rural zones.

Ensure land is only zoned for rural residential development where it:

- Is located close to existing towns and urban centres, but not in areas that will be required for fully serviced urban development.
- Can be supplied with electricity, water and good quality road access.

LATROBE PLANNING SCHEME**16.01-3L Rural residential development**28/05/2021
C122latr**Strategies**

Encourage rural living where there will be minimal negative environmental impact or conflict with commercial agriculture.

Support rural living where it will result in improved land management outcomes.

Encourage facilities and services required by rural residents to locate in existing townships.

Discourage rural living or low density residential use and development on the fringes of major towns where land is designated as a long-term urban growth corridor.

Discourage domestic animal husbandry and racing dog husbandry in rural living areas.

Discourage rural living on existing timber haulage routes to avoid road safety and amenity issues.

Support rural living in low bushfire risk locations or where bushfire risk can be reduced to an acceptable level.

LATROBE PLANNING SCHEME**16.01-4S**04/11/2022
VC226**Community care accommodation****Objective**

To facilitate the establishment of community care accommodation and support their location being kept confidential.

Strategies

Planning schemes should not require a planning permit for or prohibit the use of land in a residential area for community care accommodation provided no more than 20 clients are accommodated and the use is funded by, or carried out by or on behalf of, a government department or public authority, including a public authority established for a public purpose under a Commonwealth Act.

Facilitate the confidential establishment of community care accommodation through appropriate permit, notice and review exemptions.

LATROBE PLANNING SCHEME

16.01-5S09/10/2020
VC169**Residential aged care facilities****Objective**

To facilitate the development of well-designed and appropriately located residential aged care facilities.

Strategies

Recognise that residential aged care facilities contribute to housing diversity and choice, and are an appropriate use in a residential area.

Recognise that residential aged care facilities are different to dwellings in their purpose and function, and will have a different built form (including height, scale and mass).

Ensure local housing strategies, precinct structure plans and activity centre structure plans provide for residential aged care facilities.

Ensure that residential aged care facilities are located in residential areas, activity centres and urban renewal precincts, close to services and public transport.

Encourage planning for housing that:

- Delivers an adequate supply of land or redevelopment opportunities for residential aged care facilities.
- Enables older people to live in appropriate housing in their local community.

Provide for a mix of housing for older people with appropriate access to care and support services.

Ensure that proposals to establish residential aged care facilities early in the life of a growth area are in locations that will have early access to services and public transport.

Ensure that residential aged care facilities are designed to respond to the site and its context.

Promote a high standard of urban design and architecture in residential aged care facilities.

Policy guidelines

Consider as relevant:

- The Commonwealth Government's Responsible ratios for the provision of aged care places under the *Aged Care Act 1997*.

16.01-5L28/05/2021
C122latr**Residential aged care facilities****Strategy**

Locate specialised aged care facilities in sites that are:

- Close to retail, community and recreational facilities.
- Serviced by public or community transport.
- Generally flat without significant obstacles to accessing facilities, services and transport (e.g. main roads without safe pedestrian crossing points).
- Not prone to natural hazards such as bushfire and flooding.

From:

[REDACTED]

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Dear all,

The Homes Victoria team would like to express our gratitude to Latrobe City Council for the opportunity to meet last Friday, as well as to Tegan for your email on the same day. We wish to reaffirm our ongoing support for the strategic directions outlined in amendment C136latr, which aims to facilitate and encourage the supply of social and affordable housing in Latrobe.

Following our reflection on the meeting, Homes Victoria would like to re-confirm some of our concerns and also suggest some minor changes on a 'without prejudice' basis.

1. The current proposal encourages housing within walking distance of activity centres and public transport. However, it may be beneficial to consider expanding the options for locating social and affordable housing, given the significant distances between activity centres in Latrobe's urban areas.
2. We have carefully considered your offer for some minor revisions to the proposed locational criteria for social and affordable housing in Clause 16.01-2L. While our concerns regarding the introduction of locational criteria remain, we would be willing to accept this on a 'without prejudice' basis. Refer to below.
3. Furthermore, we are grateful for your assurances that the council would not oppose the redevelopment of existing Homes Victoria social housing sites. However, we respectfully suggest (refer to the below section) that it may be advantageous to incorporate this commitment into the proposed policy.

Proposed revisions to Clause 16.01-2L, suggested by Homes Victoria on a without prejudice basis:

Housing affordability

Policy application

This policy applies to all residential land across the municipality.

General Strategies

- Facilitate a balanced mix of private, affordable and social housing within new development.
- Encourage social and affordable housing design that integrates with the surrounding development.
- Support the provision of private market rental housing that is affordable for households with low and moderate incomes, including a proportion that are to be owned and managed by registered housing associations, housing providers or similar non-for-profit organisations.
- Support the redevelopment and renewal of existing social and affordable housing.

Policy guidelines

Consider as relevant:

Encourage social and affordable housing at locations:

- Within 400 metres walking distance of a bus stop that is services, at minimum, every hour during daylight hours or within 800 metres walking distance of a train station: [and/or](#)
- Within 200 metres walking distance of an existing or approved Local, Neighbourhood Activity Centre, or within 800 metres of an existing or approved Primary Activity Centre.

Support social and affordable housing outside of the areas preferred to in the two points above, but within the extent of urban areas, where it is demonstrated that:

- Accessibility by walking or public transport will be satisfactory either now or in the future by reference to known or proposed plans for infrastructure and service expansion and delivery; [and/or](#)
- The proposal will have a significant impact on addressing identified local housing stress and acute housing needs.

Homes Victoria remains eager to collaborate with Latrobe City Council on this issue. If you would like to discuss any of the aforementioned matters, please feel free to contact me at 0456 926 632 or Janice Lane, Manager of Local Government Partnership, at 0447 909 395.

Kind regards,

[REDACTED]



Latrobe Social and Affordable Housing Strategy

Final report prepared for Latrobe City Council

16 | 11 | 2021





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This report has been prepared for Latrobe City Council. SGS Economics and Planning has taken all due care in the preparation of this report. However, SGS and its associated consultants are not liable to any person or entity for any damage or loss that has occurred, or may occur, in relation to that person or entity taking or not taking action in respect of any representation, statement, opinion or advice referred to herein.

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Offices in Canberra, Hobart, Melbourne, and Sydney, on Ngunnawal, muwinina, Wurundjeri, and Gadigal Country.

The Study Team recognises that the State of Victoria has an ancient and proud Aboriginal history and complex ownership and land stewardship systems stretching back many thousands of years. We would like to acknowledge the Traditional Owners of this land, and offer our respect to the past and present Elders, and through them to all Aboriginal and Torres Strait Islander People.

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Executive Summary

Rising house prices and rents, and limited investment in social and affordable housing have led to an increase in the number of households experiencing housing stress in the Latrobe community. This strategy makes a clear case for taking action for greater affordable housing provision in Latrobe City. It demonstrates both the need and the benefits of providing social and affordable housing.

Introduction

At the local level, Latrobe City recognises that its community is undergoing significant economic and social transition. In response, the *Council Plan 2021-2025* advocates for Latrobe to be known as “*smart, creative, healthy, sustainable and connected*” and to realise “*a diverse, connected and resilient community*”. The delivery of social and affordable housing in Latrobe is an important part of achieving this vision.

The *Live, Work, Latrobe Housing Strategy 2019* considers social and affordable housing as important for supporting housing diversity across the municipality. One of the recommended actions as part of realising an improved supply, diversity and quality of affordable housing is to “*develop a Social Housing Strategy to guide the long-term provision and renewal of social housing across the City.*”

This recommendation has emerged from several trends that have developed in the municipality, including changing demographics, changing housing preferences and demand for more diverse housing stock. There has been increased pressure on social services and increased demand for short-term accommodation and rooming houses because of a flooded rental market.

In turn, rates of homelessness in Latrobe City are on the rise. It is also highlighted in the strategy that Latrobe was ranked the seventh most socio-economically disadvantaged municipality in the State and the most disadvantaged Regional City in the Socio-Economic Indexes for Areas (SEIFA) data following the 2016 Census. The effects of this disadvantage have become more pronounced since the COVID-19 pandemic, especially for people on low incomes.

Increasing social and affordable housing supply in Latrobe City will yield significant benefits for individuals, the community and the economy. These include:

- **Reducing disadvantage:** The primary benefit of social and affordable housing is reduced disadvantage for individuals resulting in improved health, increased engagement with work and study, reduced experience and perpetration of crime, and increased connection with community.
- **Better labour markets:** Ensuring that diverse and affordable housing is provided in locations close to or with excellent access to jobs in Latrobe will contribute to support business growth and development and a thriving and productive local economy.
- **Improved diversity:** Encouraging a mix people of different cultures, social classes, life-cycle stages, and immigration statuses through the provision of diverse housing opportunities fosters interaction and trust between different people, as well as promoting economic opportunity.

- **Supporting ageing in place:** Providing houses of different sizes, tenures, prices and types across the municipality supports the individual choices of households to live in appropriate housing and in locations that suit them best at particular points in their life.
- **City culture and branding:** Research has found that places that maintain a reputation for diversity, multi-culturalism and tolerance are highly competitive in attracting business investment, managerial staff and knowledge workers, as well as tourism.

Several developments at the state-government level have created momentum for increased action on affordable housing. These are:

- Inclusion of policies in the State Government's strategic planning framework, *Plan Melbourne 2017*, to facilitate the supply of affordable housing.
- Amendments to the *Planning and Environment Act 1987* to include a definition of "affordable housing" and an objective of the planning system to "facilitate the provision of affordable housing in Victoria".
- Recent announcement of the Victorian Government's Big Housing Build stimulus program, which includes a guaranteed spend of \$60m for Latrobe City.
- Inclusion of a recommendation in Infrastructure Victoria's 2020 draft update to its 30-year Infrastructure Strategy to "deliver very low-income housing with inclusionary zoning" (recommendation 36).
- Launch of the Victorian Government's discussion paper on the development of a 10-year social and affordable housing strategy.

Local, state and federal government have a shared responsibility to address need for social and affordable housing (as detailed further in the Action Plan), with each responsible for delivering one third of the overall measured need for social and affordable housing in Latrobe.

With this context in mind, the purpose of this Strategy is to:

- Identify broader economic trends and implications for housing affordability in Latrobe City and the experience of housing stress.
- Overview the current socio-economic profile of Latrobe City and assess future need for social and affordable housing.
- Overview social and affordable housing options within the 'housing supply continuum'.
- Identify of objectives and strategies that consider advocacy, partnership and regulatory opportunities.

Measuring the need for housing assistance

The need for housing assistance in Latrobe has been quantified by considering the number of homeless persons, households living in social housing, and the prevalence of renting households that are in housing stress. Housing stress is defined as paying more than 30 per cent of gross household income towards rent, while earning a very low, low or moderate income.

Combined, these groups represent 4,882 households in housing stress or 14 per cent of all households in Latrobe and 66 per cent of rented dwellings. Of the households in housing stress, one parent families' households account for the largest single cohort; over 30 per cent of this group. A significant share –

more than 30 per cent – of households in rental stress are experiencing severe housing stress, that is, they are spending more than 50 per cent of their income on rent.

High house prices and rising monthly mortgage repayments are likely contributing to an increasing number of households experiencing mortgage stress. However, addressing mortgage stress requires policy solutions that are typically outside of the control of local government. As a result, this report is primarily focused on rental stress in Latrobe, and as such is an underestimate of the total extent of total housing stress (rental and mortgage) in the municipality.

Council's strategy

Council can contribute to increasing the supply of social and affordable housing in several ways, which can be broadly grouped into “three tiers of influence”. Each tier is distinguished by the relative level of direct involvement and investment by Council. These include:

- **Tier 1:** Facilitating efficient housing markets
- **Tier 2:** Facilitating affordable housing supply
- **Tier 3:** Investing in affordable housing

In executing action across the tiers for action defined above, Council has four primary policy levers available to it, these are:

- Regulation
- Partnership
- Investment
- Advocacy

A summary of the action plan for addressing identified need that leverages the framework defined above is provided in the table below:

SUMMARY OF STRATEGIES

Strategy	Impact	Council resources	Ease of implementation	Policy lever	
Tier 1: Facilitating efficient housing markets					
1	Continue to implement Live, Work, Latrobe Housing Strategy 2019	Low	Low	Moderate	Regulation
2	Progress preparation of background work for Infrastructure Needs Analysis	Moderate	High	Moderate	Regulation
3	Identify and seek to resolve barriers to the delivery of diverse housing product (such as townhouses, units, shop top housing etc.)	Moderate	High	Moderate	Regulation

4	Improve development and management outcomes for Rooming Houses	Low	Moderate	Moderate	Regulation
5	Foster partnerships to assist 'rental ready' marginalised households to enter, or transition from public or community housing to the private rental market	Moderate	Low	Moderate	Partnership
Tier 2: Facilitating affordable housing supply					
6	Publish information on the Community Housing Sector for developers and provide a single point of contact at Council for enquiries	Low	Low	High	Partnership
7	Develop a program to inform the community on the need for and benefits of social and affordable housing	Low	Low	High	Advocacy
8	Prepare a program of advocacy to State and Federal Government for continuing and increased action to address social and affordable housing need across the state.	High	Low	High	Advocacy
9	Seek a planning scheme amendment to include a strong statement of support for affordable housing contributions in Latrobe.	Moderate	Moderate	Moderate	Regulation
10	Develop Council policy and approach to inclusionary requirements for affordable housing	High	Moderate	Low	Regulation
11	Consider potential to develop policy and approach to value sharing for ad hoc rezoning proposals following implementation of the Windfall Gains Tax	High	Moderate	Low	Regulation
12	Establish an appropriate mechanism to receive cash in-lieu affordable housing contributions	N/A	Moderate	Moderate	Regulation
13	Establish an Expression of Interest (EOI) process (or alternative) to disburse funds collected through	N/A	Low	High	Regulation

	inclusionary requirements to Community Housing Providers				
14	Provide appropriate direction regarding preferred locations for social and affordable housing	Moderate	Moderate	Moderate	Regulation
15	Engage with the State Government regarding preferred locations and development outcomes in Latrobe from investment via the Big Housing Build	Moderate	Low	High	Advocacy
Tier 3: Investing in affordable housing					
16	Engage with Community Housing Providers regarding disposal of excess Council land assets	Moderate	Low	High	Partnership

Source: SGS Economics and Planning (2021)

This Social and Affordable Housing Strategy outlines 16 actions for improving housing outcomes in Latrobe City. Four priority actions are listed below. These actions represent those that will have the greatest impact on housing outcomes in the City.

- **Strategy 8:** Prepare a program of advocacy to State and Federal Government for continuing and increased action to address need across the state.
- **Strategy 9:** Seek a planning scheme amendment to include a strong statement of support for affordable housing contributions in Latrobe.
- **Strategy 10:** Develop Council's policy and approach to inclusionary requirements for affordable housing.
- **Strategy 14:** Provide appropriate direction regarding preferred locations for social and affordable housing.

We recommend that the strategy be reviewed and updated in 2030 (or sooner if required), at which time further tools and options may be available.

1. Introduction

This strategy is Council's response to the growing need for social and affordable housing in Latrobe City. It comes at a time where there is a growing role for the planning system in delivering affordable housing, setting out clear and practical strategies and actions.

1.1 Policy context

Several developments at the State government level have created momentum for new action on affordable housing. Plan Melbourne identified policies to facilitate the supply of affordable housing. Homes for Victorians includes a range of measures that encompass housing supply, housing services and reforms to the rental sector. Amendments made in 2018 to the *Planning and Environment Act 1987* strengthened the role of the planning system in contributing to affordable housing by defining affordable housing and adding an objective of the planning system to "facilitate the provision of affordable housing in Victoria".

Most significantly, the Victorian Government's Big Housing Build – announced in 2020 as a stimulus response to the COVID-19 pandemic – allocates \$5.3 billion over four years to build over 12,000 new social housing dwellings. This incorporates funds for Strategic Partnership Projects including:

- \$1.3 billion under the Social Housing Growth Fund, and
- \$2.1 billion under a partnership with the private and community housing sectors.

Twenty-five per cent, or over \$1.25 billion, is committed to regional Victoria with \$765 million allocated to the Minimum Investment Guarantee for local government areas, including **\$60m for Latrobe City**.

Infrastructure Victoria's 2020 draft update to its 30-year Infrastructure Strategy includes a recommendation to "Deliver very low-income housing with inclusionary zoning" (recommendation 36).

Most recently, State Government launched a 2021 discussion paper on the development of a 10-year social and affordable housing strategy. This plan signals a new approach to shared planning and co-contributions, for example, the opportunity and expectation of councils and community groups contributing equity (land) to social housing projects. It also signals opportunities for new partnerships between state and local government through a 'Social and Affordable Housing Compact'.

At the local level, Latrobe City recognises that the City's community is in significant economic and social transition. In response, the *Council Plan 2021-2025* advocates for Latrobe City being known as "smart, creative, healthy, sustainable and connected" to realise "a diverse, connected and resilient community".

The *Live, Work, Latrobe Housing Strategy 2019* responds to the Council Plan, presenting an overarching framework for Latrobe's housing stock and residential areas. The Strategy includes the following overarching vision for housing in Latrobe:

"Latrobe City will provide a diverse range of housing opportunities and types to cater for its changing and growing population. Housing types will range from apartments to family homes to rural lifestyle properties, catering for differing needs, preferences and lifecycle choices..."

The Strategy recommends that Council prepare a Social Housing Strategy aimed at developing a position and approach for addressing social housing provision throughout the City

1.2 Project purpose

Against this background, Council commissioned SGS Economics and Planning to develop a Social & Affordable Housing Strategy for Latrobe City.

The purpose of this Strategy is to:

- Identify broader economic trends and implications for housing affordability in Latrobe City and the experience of housing stress.
- Overview the current socio-economic profile of Latrobe City and assess future need for social and affordable housing.
- Overview social and affordable housing options within the 'housing supply continuum'.
- Prepare an Action Plan consisting of objectives and strategies that consider advocacy, partnership and regulatory opportunities in relation to social and affordable housing.

1.3 Report structure

The Strategy is structured as follows:

- **Section 2: Key Concepts and Definitions** distinguishes between the issues of housing affordability and affordable housing. It provides a practical and precise definition for identifying the need for social and affordable housing in the Latrobe City and how Council might address that need.
- **Section 3: The Case for Social and Affordable Housing** outlines the benefits of social and affordable housing provision for those that not only directly benefit from it, but also the broader social and economic environment of the local community.
- **Section 4: Housing in Latrobe** investigates broader economic and social trends influencing housing outcomes in Latrobe, provides an estimate of the number of households that are experiencing homelessness and housing stress, and measures total current and projected need of social and affordable housing.
- **Section 5: Affordable Housing Contributions** overviews potential mechanisms for seeking social and affordable housing contributions from the development process, with a focus on inclusionary requirements and value sharing or value capture arrangements.
- **Section 6: Delivering social and affordable housing in Latrobe** discusses Council's potential role in social and affordable housing provision and presents a framework for a range of strategies and actions. The strategies and actions are discussed in greater detail in accordance with the 'three tiers' framework for Council action.

2. Key concepts and definitions

Policy makers, housing providers, analysts and others have adopted different definitions of affordable housing. This section will define a practical and precise definition for identifying the need for affordable housing in Latrobe City.

2.1 Affordable housing versus housing affordability

Affordable housing and housing affordability are two closely related but independent concepts. While aspects of the Strategy are relevant to the issue of housing affordability, the focus is on measures that Council might pursue to increase the supply of affordable housing.

The term housing affordability refers to the general cost of housing relative to incomes. Housing affordability has become a significant concern in recent decades as rent and house prices have increased rapidly in comparison to wage growth making it more difficult for households to afford suitable accommodation. On the other hand, for many households that are already 'on the home ownership ladder' this increase in prices has generated significant wealth.

The term affordable housing generally refers to rental housing that is available to lower income households which is affordable for their level of income. The specific forms and models that affordable housing can take are many and varied. There is no universal or precise definition of affordable housing, however, the State Government definition in section 2.2 has become widely adopted in Victoria.

Unlike the analysis of housing affordability, which considers people at all income levels, affordable housing is typically targeted at lower income households. Affordable housing also focusses on the affordability of renting a dwelling, while the analysis of housing affordability is more focussed on property ownership (although rents are sometimes also considered).

Social and affordable housing policies seek to address failures in the rental housing market such that segments of society are not excluded from living, working and participating in the local community. Policies that support home ownership have broader objectives that address the financial security of households, their long-term investments, and retirement savings. The primary impact of these policies is on the asset and investments of a household.

2.2 What housing is affordable?

The affordability of housing depends on the income of the household. When housing costs are too high, relative to income, a household can find themselves in housing stress. Housing stress is a situation in which a household's rental payments are so high that they must sacrifice on food, health care, education and other necessities.

A household that spends more than 30 per cent of their income on housing can be in moderate housing stress. A household that spends more than 50 per cent of their income on housing can be in severe housing stress. These thresholds are commonly used by researchers and policy makers, such as the Australian Housing and Urban Research Institute.

When households have low or moderate incomes and experience housing stress, they are considered in need of affordable housing. Households with higher incomes are excluded because high housing costs do not typically impact their ability to pay for necessities. They also have more choice over their housing costs because they are often able to reduce their housing expenditure (by moving) while lower income households often cannot.

Therefore, housing is considered affordable if the costs of that housing do not place the household into housing stress. Specifically, if the housing costs are below 30 per cent of gross income for households with very low, low or moderate incomes.

The State Government has introduced a definition of affordable housing to the *Planning and Environment Act 1987* being “housing that is appropriate to the needs of very low, low, and moderate-income households” (see text box below). The Minister has also provided a list of “matters that must be considered in determining whether housing provided under an Affordable Housing Agreement is appropriate for the needs of very low, low and moderate-income households.” These include allocation, affordability, longevity, tenure, type, location, integration and need.

Notwithstanding this advice, it does not provide definitive guidance on what is meant by ‘appropriate to the needs’ of households within the defined income bands. In line with the discussion above, this Strategy adopts the benchmark of housing costs being below 30 per cent of income as appropriate to the needs of these households as it implies that they would not be experiencing housing stress. Section 4 applies the benchmark to estimate the number of households in housing stress and identify the need for affordable housing.

TECHNICAL DEFINITION UNDER THE PLANNING AND ENVIRONMENT ACT

A definition of **affordable housing** was introduced into Section 3AA of the *Planning and Environment Act 1987* in June 2018. Affordable housing is defined as housing (including social housing) that is appropriate to the needs of very low, low, and moderate-income households.

Income ranges for the three income 'quintiles' are provided for three different household types: single adults, couples without dependents and families with dependents. These are updated periodically, and the current ranges are shown in Table 1 below. The analysis in this report assumes that the income is gross income before tax.

Social housing is a subset of affordable housing. DHHS defines social housing as "housing that is provided to eligible households, with rents subsidised to ensure that households pay an affordable rent" and is owned and managed by either the Director of Housing (public housing) or Registered Housing Agencies (community housing).

TABLE 1: ANNUAL INCOME RANGE OF HOUSEHOLDS ELIGIBLE FOR AFFORDABLE HOUSING (2020)

Household	Very low (Bottom 20 per cent)	Low (Bottom 20% - 40%)	Moderate (Middle 40% to 60%)
Single adult	Up to \$19,020	\$19,021 to \$30,430	\$30,431 to \$45,640
Couple, no dependents	Up to \$28,520	\$28,521 to \$45,640	\$45,641 to \$68,460
Family with dependents (one or two parents)	Up to \$39,930	\$39,931 to \$63,900	\$63,901 to \$95,840

Source: Planning and Environment Act 1987, Section 3AB – Specification of Income ranges (Order in Council), 30 June 2020

2.3 Different types of affordable housing

Our communities require a range of housing types to cater for the needs of all households. It is useful to think of the various types of housing as forming a housing supply continuum where the level of assistance or subsidy required is highest at one end of the continuum, and progressively decreases at the other. This concept is illustrated in Figure 1 on page 16.

Home ownership and private market affordable rental housing are the categories furthest to the right of the spectrum. This is housing provided on the open market without any government subsidy. This makes up the largest portion of affordable housing because most households can generally find themselves a dwelling that they can afford when searching the rental market. However, in Australia's major cities, where housing costs have risen significantly relative to incomes, the share of 'market affordable' housing is declining. Hence, the need for policies and interventions to increase the supply of other types of affordable housing.

Social housing is a subset of affordable housing and refers to either public housing (government owned) or community housing (owned by a not-for-profit organisation).

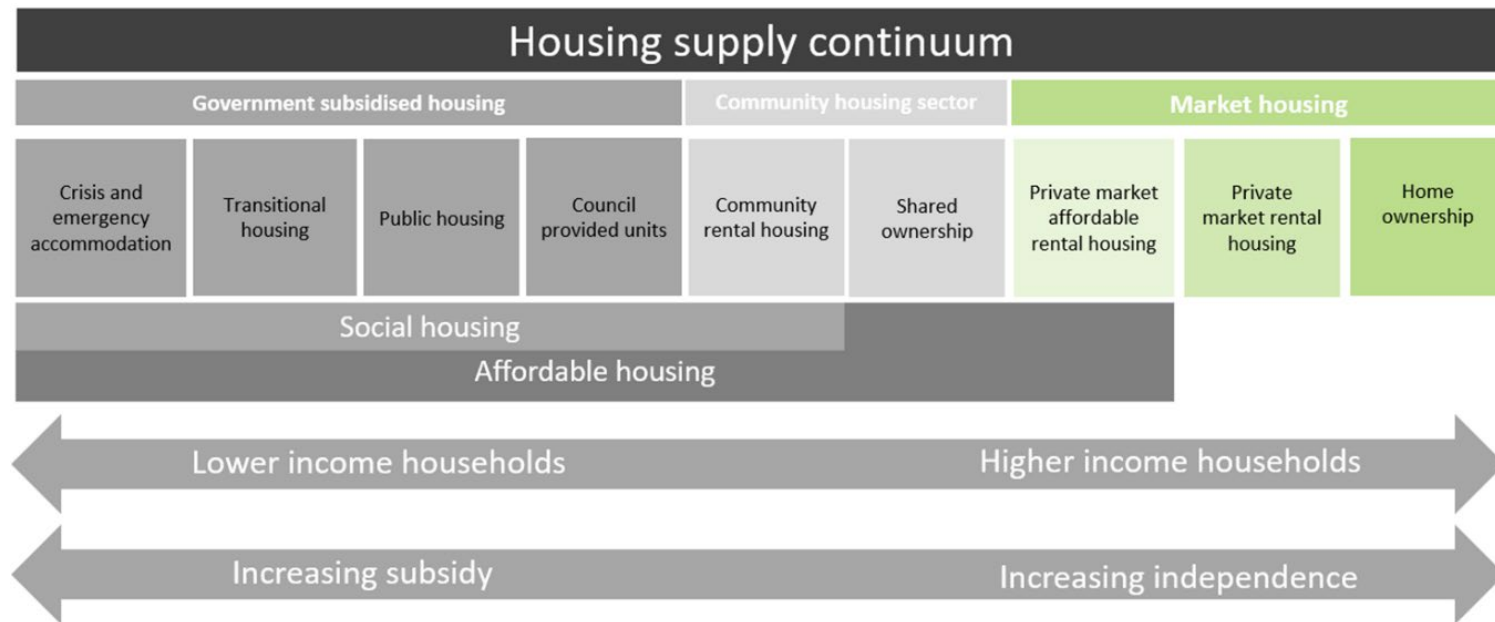
Public housing owned by the Victorian Government is generally made available to the lowest income groups and households with the highest needs who are homeless, escaping or have escaped family

violence, have a disability or significant support needs or with special housing needs. Crisis and emergency accommodation and transitional housing are also funded by government.

Community rental housing – that is, housing owned and operated by Registered Housing Agencies – accommodates a broader range of households. They accommodate both high needs households that have very little or no income as well as some households that can afford to pay higher rents that may, in some instances, be much closer to market rents.

Some models are designed to help people purchase a home in the affordable housing spectrum, such as shared ownership in the spectrum below. However, these models and their associated policies should be kept separate from affordable housing because they have different objectives and impacts.

FIGURE 1: HOUSING SUPPLY CONTINUUM



Source: SGS Economics and Planning (2021)

3. The case for social and affordable housing

There is a strong case for better access to affordable housing in Latrobe. The benefits will not only go to the people who live in the housing, but also to the social and economic environment of the wider community. There are three main benefits: reduced disadvantage, improved diversity and better labour markets.

3.1 Reduced disadvantage

The primary benefit of social and affordable housing is reduced disadvantage. This comes directly in the form of shelter and indirectly through a 'wellbeing dividend' from the wide range of benefits that stable shelter affords (Beer et al., 2011).

For individuals, having access to shelter can mean they avoid homelessness. Prentice and Scutella (2018) estimated that Australian social housing recipients were 65 per cent less likely to experience homelessness than similar tenants in the private rental market. At the regional level, areas with higher levels of affordable housing supply are likely to have lower rates of homelessness (Parkinson et al., 2019).

A rich body of literature explores the indirect wellbeing benefits of housing assistance. People with stable accommodation:

- Require less healthcare;
- Have fewer emergency admissions;
- Have longer life expectancy;
- Are more likely to maintain or re-engage with work and study;
- Are less likely to be involved in crime, both as victims and perpetrators; and
- Have better learning outcomes and develop stronger social capital.

The wellbeing dividend accrues to both the people who receive the services and the wider community which funds the services through the tax and transfer system. For example, Witte (2017) estimates that every \$1 invested in last resort beds to address the homelessness crisis generates \$2.70 worth of benefits for the community (over 20 years).

Increasing the supply of affordable housing in Latrobe would help reduce the impacts of housing stress and homelessness. This would mean better access to housing for those who need it, plus the associated wellbeing dividend that comes with stable and affordable shelter.

3.2 Improved diversity

Government investment in infrastructure and services has been targeted to areas with the greatest economic productivity potential, for example, the CBD's of metropolitan cities and large regional centres. Focusing infrastructure and services in central locations creates efficiencies, attracting firms and encouraging job growth. However, these locations are also often correlated with higher housing costs and poor affordability.

Those who cannot secure affordable housing in these areas are required to find housing in an alternative location; frequently in areas that are defined by significantly poorer access to employment, services, transport and lower amenity (Wiesel, 2017). Such processes act to create areas of both concentrated advantage and disadvantage. This pattern is evident in Latrobe.

Such locational disadvantage and social segregation have significant consequences. The costs to individuals include poor psychological health and wellbeing outcomes. Local communities suffer in terms of reduced social capital and cohesion, and increased rates of crime and violence. Meanwhile, the regional landscape sees decreased productivity and rising fiscal costs to government (Berry, 2003). More generally, spatial segregation runs counter to egalitarian values widely held in Australian society.

In contrast to this, a large body of research has explored the benefits arising from the creation of places that support diverse and inclusive communities, notably popularised by Jane Jacobs in the 1960s. Jacobs (1961) argued that a mix of people of different cultures, social class, life-cycle stage, and immigration status foster interaction and trust between different people, as well as promote economic opportunity. Housing diversity, including diversity of tenure, type and price, can play a crucial role in the stimulation of a broader socio-demographic diversity (Fainstein, 2010; Rolnik, 2014).

Latrobe City offers many economic opportunities to its residents and those of neighbouring municipalities. However, declining rental affordability means that some lower income households could be excluded from those opportunities.

3.3 Better labour markets

Latrobe City's economy is reliant on the ability to attract and retain workers, this includes higher income professional and technical services workers (doctors, lawyers, engineers) as well as lower income, "key workers" such as cleaners, baristas, administrators and labourers.

A lack of housing to meet the needs of different types of workers may lead to difficulty for businesses in attracting and retaining staff. When workers cannot find a house that is close to work, affordable, secure and fits their personal needs, they may be drawn to other cities and regions where the types and prices of housing better suit their needs. The consequence of this is that employers may not be able to hire the skills they need to effectively run the businesses and services that the community needs. Such labour shortages can mean unproductive labour, poor staff retention and higher costs for consumers.

Lack of suitable and affordable housing close to places of employment can also lead to excessive commute times and enhanced feelings of stress. This can come through adverse impacts on individual health and wellbeing, capped career progression, reduced ability to upskill and diminished workforce participation (Phibbs and Young, 2005; Ravi and Reinhardt, 2011). Each of these outcomes will reduce the productivity potential of individuals, this has negative impacts on their own personal development and their performance at work.

Particularly within the context of Latrobe City's ongoing economic transitions, a highly functioning labour market is essential to the future success of the local economy. This means that employers need to access workers and workers need to access jobs, for both high- and low-income job opportunities. Access to affordable housing for low-income earners may assist in supporting the function of the local economy.

Ensuring that diverse and affordable housing is provided in locations close to or with excellent access to jobs in Latrobe City will contribute to a thriving and productive local economy.

3.4 Other benefits

There is a clear case for greater access to social and affordable housing with the benefits it brings: reduced risk of homelessness, diverse neighbourhoods, better functioning labour markets and human capital formation. There are also several other benefits:

Supporting ageing in place

As people progress through different life cycle stages and their family structures and financial situations change, so do their housing needs and preferences. Many people and households follow a traditional housing pathway – moving from renting in a share house as a young adult, to buying their first home with a partner, to moving to a large home to accommodate a new family, and to downsizing after retirement. However, there are also many households whose housing lifecycle doesn't fit this traditional pattern, and their number is increasing.

Providing houses of different sizes, tenures, prices and types across the municipality supports the individual choices of households to live in housing and in locations that suit them best at particular points in their life. Housing diversity allows people to stay in their communities if they choose, or to relocate to locations which better suit their changing lifestyle preferences.

The ability to remain living locally is particularly important for people as they age. Staying connected to neighbourhood and community is vital in supporting quality of life for older people and giving them more control over their circumstances.

City culture and branding

Research has found that places that maintain a reputation for diversity, multi-culturalism and tolerance are highly competitive in attracting business investment, managerial staff and knowledge workers, as well as tourism. The provision of housing to accommodate diverse communities is seen as crucially important in achieving this.

Supporting creativity and innovation

Opportunities for innovation and creativity (including the creation of new things and new types of work) are supported when a diverse mix of people, businesses and institutions are allowed to come together in one place.

Experience from the Netherlands has shown how a failure to provide diverse and affordable housing options within employment clusters can have negative consequences where higher housing prices and

long waiting lists for affordable housing options have restricted the entry of young starters and creative talent into the local housing market.

Community perceptions

There is also broad, increasing community support for government intervention to increase the supply of social and affordable housing. Social researcher Rebecca Huntley (2019) reports a growing community concern about housing affordability and consensus that more social and affordable housing is needed.

Given the benefits of affordable housing, the next question is “how much affordable housing is needed in Latrobe?” The next section explores this question in detail.

4. Housing in Latrobe

The population of Latrobe is forecast to grow significantly over the next 20 years. The projected growth presents a great opportunity for Latrobe to enhance the vibrancy of the local economy and cultural life of the regional City. Increasing the supply of social and affordable housing will be essential for ensuring the benefits of growth are shared equitably.

4.1 Growing Latrobe

Latrobe is growing. Between 2016 and 2020, the estimated resident population of Latrobe increased by 1.7 per cent. The pace of growth is forecast to continue, with an additional 7,280 new residents expected in Latrobe by 2036, from 75,915 in 2020 to 83,195 in 2036.¹

The continuing rise in Latrobe's population is in line with broader population trends, including immigration-driven growth at the state and national level, the increasing movement of rural populations into larger regional centres, the growing attractiveness of the 'tree change' lifestyle for city dwellers, and State government policy encouraging decentralisation of key services from metropolitan Melbourne.

Much of the recent population growth has been accommodated in Traralgon, followed by Moe – Newborough, Morwell and Churchill. These growth trends are consistent with the Settlement Hierarchy outlined in the Housing Strategy (2019), which establishes Traralgon, Moe-Newborough, Churchill and Morwell as forming a 'networked city'. Traralgon and Morwell are designated as the primary population centres where growth is promoted, followed by Moe – Newborough and Churchill which are supporting network towns where future growth is also promoted.

Future population growth is expected to be accommodated in greenfield areas (although the extent of greenfield areas is limited) and infill development in identified locations, particularly the Primary Activity Centres of Moe, Morwell, Churchill, Traralgon and the Mid Valley. Other areas, including district towns and small towns, will accommodate some limited growth. The Housing Strategy (2019) notes that new housing including social and affordable housing should be located close to existing community infrastructure and public transport services.

The growing residential population of Latrobe has formed the basis for the aim to reinforce and fulfil the municipality's role as Gippsland's only Regional City. Overall, Morwell and Traralgon are proposed to grow together to create a single Regional City centre, supported by Moe-Newborough and Churchill.

¹ Victorian Government (2019), *Victoria in Future*

Population changes and the impacts of COVID-19

The Federal Government’s Centre for Population Research released a population statement with updated projections in December 2020. It does not provide LGA level forecasts however it includes a forecast statement that with the collapse in net overseas migration because of COVID-19, regional or non-metropolitan Victoria would have 20,600 people less in 2030-31 than had been forecast without COVID-19. The lag impact for regional Victoria in the short term is shown in the figure below, however it also shows an up-tick in growth in 2019-20.

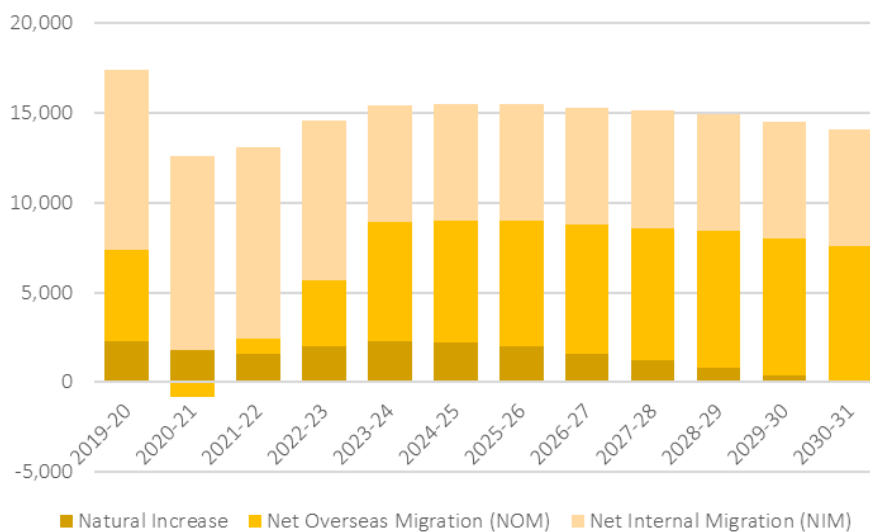
Regional Victoria benefitted from the net impact of changes in net internal migration patterns during Melbourne and Victoria’s extended lockdown, with fewer people leaving regional Victoria for metropolitan areas (rather than a significant increase in people moving to regional Victoria).

According to the Centre for Population Research in their ‘Migration between cities and regions – A quick guide to Covid Impacts’:

‘The largest fall in people moving to Melbourne came from regional Victoria, which had a 13 per cent drop in departures in the six months to September 2020. This drop in departures drove the record largest six-monthly net gain of people regional Victoria has experienced (8,600 people).’

It is expected that in the long term, this trend will not continue and growth in regional areas will return to the base case from pre-COVID years.

FIGURE 2 COMPONENTS OF POPULATION GROWTH IN REGIONAL VICTORIA POST COVID



Source: Centre for Population Research, Population Statement: Capital city and Rest-of-State Population Projections, 2019-20 to 2030-31, Commonwealth of Australia 2020, SGS calculations

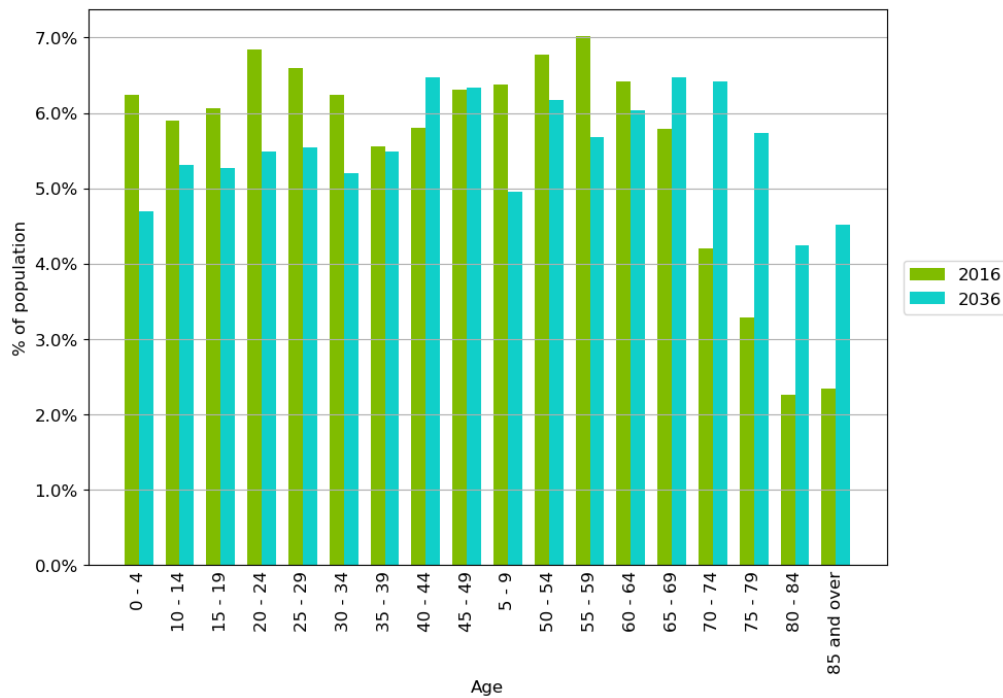
Since the inception of the COVID-19 pandemic in 2020, population growth in Latrobe City has been generally consistent with projected trends. ABS data for Estimated Residential Population shows a 0.48 per cent increase in population change in Latrobe LGA between 2019 and 2020. In comparison, the Victoria in Future (2019) data projected a 0.55 per cent increase. The small difference in estimates here

demonstrate that population growth has remained steady. However, it is noted that this analysis lacks available data for 2021, and the data may not fully account for people experiencing homelessness.

4.2 Changing Latrobe

Not only is Latrobe growing, but its population structure is also changing. Growth in the number of retirees (people aged over 65) is expected to be higher than that of all other age groups by 2036, increasing by 1.1 to 3.9 per cent per annum, with greater increases in the higher age brackets. This high rate of growth will see retirees increase from 18 per cent to 27 per cent of the total population by 2036. In contrast, the total share of high-school aged children and working age adults is expected to slightly decrease.

FIGURE 3 POPULATION BY AGE, LATROBE LGA, 2016 AND 2036



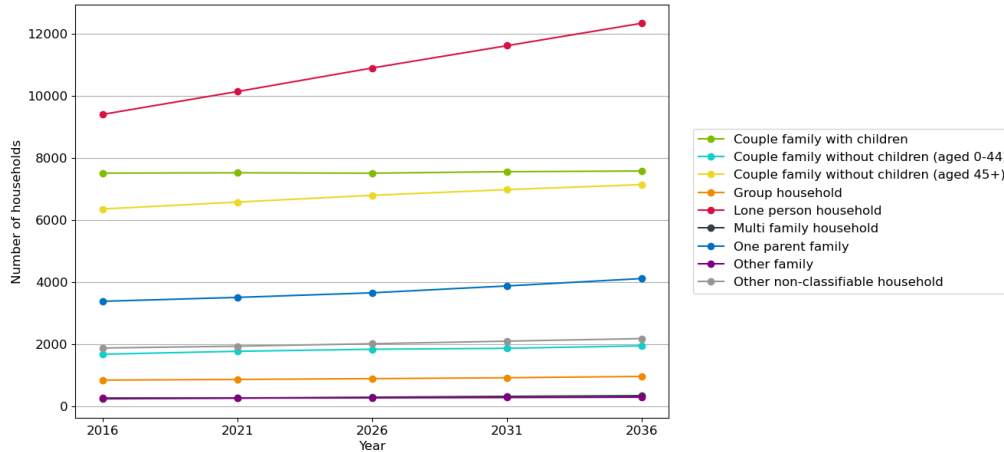
Source: SGS Economics & Planning 2021

The largest total growth in population by household type is forecast for lone person households (an increase of 2,938 households in Latrobe between 2016 and 2036). Multifamily households are expected to see the highest growth rate at an average of 1.8 per cent per annum. This is closely followed by lone person households and one parent family households.

Lone person households will continue to represent the largest total number of households in 2036, while the next largest, being couple family with children and couple family without children, are expected to remain more stable, with lower rates of growth of 0 to 0.8 per cent per annum.

These patterns of household growth are largely in line with broader demographic trends of an ageing population and changes to the ways that groups and families form households.

FIGURE 4 NUMBER OF HOUSEHOLD BY TYPE, LATROBE LGA, 2016-2036



Source: SGS Economics & Planning 2021

The above analysis of household trends does not account for people experiencing homelessness. The profile of homelessness in Latrobe City is characterised by a diversity of people with different needs, that includes women, children, men and young people aged 16 to 25. There are many factors contributing to these circumstances, with the leading cause in the Gippsland region being family violence (contributing to 60 per cent of homelessness cases locally).

Increasing unemployment rates since before the COVID-19 pandemic, with the pandemic exacerbating issues of rental unaffordability, domestic violence and homelessness. Consultation with registered housing authorities affirmed that there has been a significant influx in the intake of people needing housing support services and those relying on income support from Centrelink.

There is also reported increase in the number of people experiencing homelessness, particularly in the main urban areas of Latrobe.

4.3 Housing in Latrobe

Future housing demand

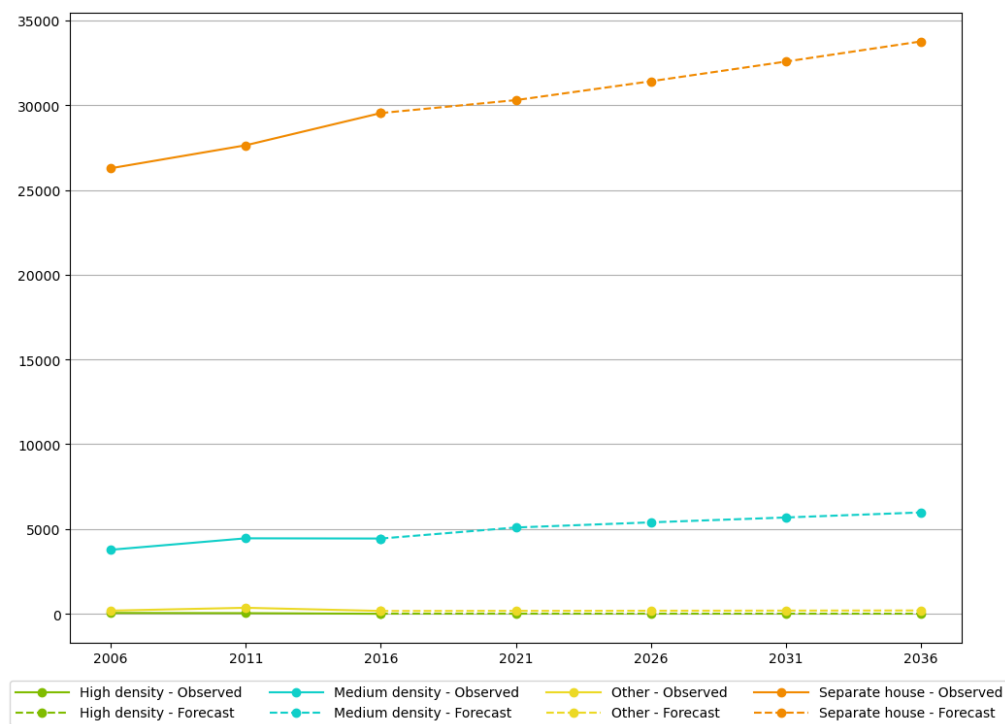
Latrobe City’s growing and changing population means that approximately 5,795 additional dwellings are forecasted to be needed by 2036. Detached housing will continue to make up the highest number and percentage of dwelling types, while medium density housing (comprising flats, units, apartments under two storeys, semi-detached housing and townhouses) will have the highest growth rate at 1.5 per cent per annum. It is proposed in the Latrobe Housing Strategy (2019) that Traralgon will accommodate most of the growth, followed by Churchill and Moe.

Given the trend toward increasing numbers of lone person households and couple families without children, and the emerging popularity of apartments and units in Latrobe, there is likely to be increasing

demand for a greater diversity of housing in the future. Despite Latrobe City’s changing community, dwellings continue to be dominated by detached, three and four-bedroom housing, which is inconsistent with the emerging needs given the municipality’s changing demographics.

Previous analysis undertaken by Latrobe City indicates that medium density development is occurring “haphazardly” across the municipality. This type of housing is being constructed within established suburbs as opposed to being in proximity to activity centres and transport nodes. The 2019 Housing Strategy highlights these issues with an aim to provide increased direction in the future of land use planning for residential areas, to ensure housing is developed in an orderly and coordinated fashion.

FIGURE 5 DWELLING TYPE FORECASTS, LATROBE LGA, 2006-2036



Source: SGS Economics & Planning 2021

House prices

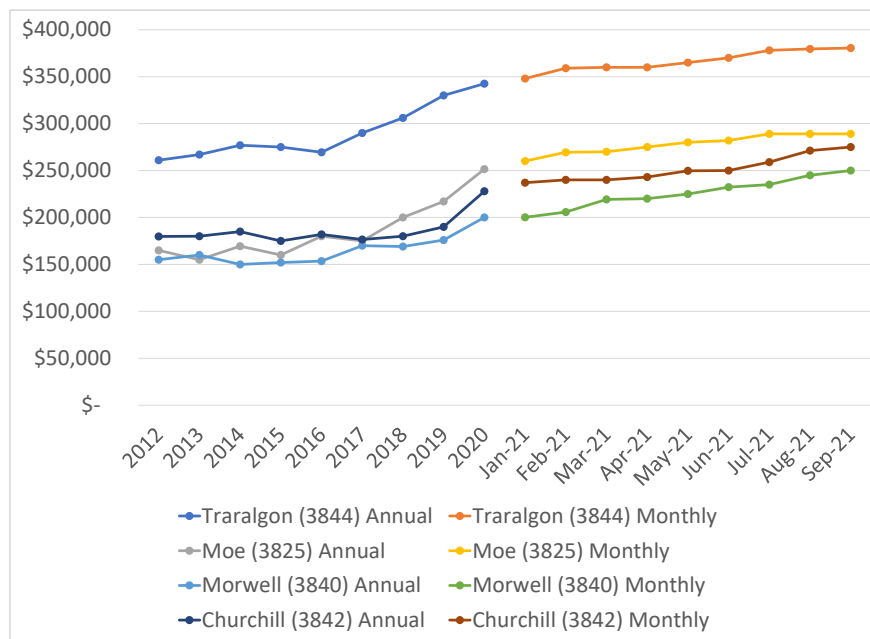
The Latrobe local government area (LGA) has been a relatively affordable place to live, particularly the major towns of Moe-Newborough, Morwell, Churchill and Traralgon where services and transport are concentrated. In the last four to five years house prices have grown significantly.

Median house prices in Latrobe increased at a rate of 3.7 per cent per year between 2005 and 2020, from \$145,000 to \$250,000. Median prices for units and apartments increased at a rate of 2 per cent, from \$137,000 and \$185,000. Meanwhile, growth in median weekly household income has generally kept pace, growing at 3.2 per cent between 2006 and 2016, from \$784 to \$1,078.

Recent data shows accelerating house prices in Latrobe’s main towns over the last year. From 2018 to September 2021, median house prices grew by 65 per cent in Moe, 47 per cent in Morwell, 56 per cent in Churchill and 31 per cent in Traralgon. While current median house values in Latrobe are lower than some other parts of regional Victoria, the change in values is comparable to elsewhere, and must be seen in context.

Increasing house prices has been exacerbated with Melbournians moving to regional Victoria. Investors are fueling rising house prices, with more than 5,500 investors recorded in 2020 within the Latrobe LGA that attracted the State Government’s land tax (State Revenue Office 2021). This places Latrobe’s property market as the busiest for investment outside of Melbourne. Consultation with real estate agents has affirmed that houses are selling faster than in recent years, with investors from Melbourne putting pressure on existing housing stock as they seek opportunities for regional living. However, it was also observed that there was a shift in housing preferences even before the pandemic, as the Latrobe area offers cheaper housing options relative to other areas, from retirees to family households interested in purchasing property in Latrobe City.

FIGURE 6: MEDIAN HOUSE PRICES – LATROBE CITY’S MAIN TOWNS



Source: SGS Economics and Planning using data on median sales from realestate.com

The share of dwellings in the municipality that were rented in 2016 was 26.4 per cent, and the share of dwellings owned either outright or with a mortgage was 70 per cent. This is an increase of 2.6 per cent of rented dwellings from the share in 2006, while the share of owned dwellings has seen almost no change.

The rapid growth in house prices means that home ownership is moving out of reach for more households, resulting in an increasing number of people choosing to continue renting rather than buying. Lower income residents unable to afford to purchase a home, transient residents with

temporary employment prospects, or new job seekers looking to 'make a life' in the region, will typically turn to the private rental market.

Rent prices

The private rental market in Latrobe City has been greatly impacted since the onset of the COVID-19 pandemic, arising from greater interest in regional living and experiences in response to rolling lockdowns in Melbourne. Metropolitan residents have bought into regional areas, seeking holiday homes or new permanent residential environments having realized working from home may be possible. These trends have fueled inflation in the housing market, including radically trimming the available long term rental stock (as it transfers to short term accommodation). Latrobe City ranks the seventh most disadvantaged municipality in Victoria on the SEIFA index and is undergoing economic restructuring (though with new prospects), resulting in depression of local wages.

Table 2 reports the figures on the regional Victorian 'rental crisis' and shows Latrobe in fourth place (at 13.8 per cent) on a list of Victorian LGAs with the highest annual change in median rents over the last year. Median house rent increased by 4 per cent in Morwell, 5.3 per cent in Newborough, 5.9 per cent in Churchill and 9.8 per cent in Moe, between 2019 and 2020 (Domain Rent Report, 2021). Within the Latrobe Valley, there has been a 34.46 per cent decrease in available affordable rentals between 2020 and 2021.²

These findings are supported by anecdotes from real estate agents based in the main urban areas of Latrobe City, who have observed extremely low vacancy rates for rentals, where there are approximately 20 applicants to each rental that goes up for lease. It is evident that people on low incomes or income support are struggling to find affordable rents as they are competing with people who are working, or workers who can work from home choosing to move to regional areas, which in turn places pressure on existing rental availability. Housing support services have also reported very low vacancies in rooming houses during the pandemic.

▪ ² Source: One Gippsland, Affordable and Social Housing Policy Paper October 2021

TABLE 2: TOP TEN REGIONAL VICTORIAN RENT RISES

LGA	Weekly rent	Year over year	5-year
Alpine	\$440	25.70%	63%
South Gippsland	\$350	16.70%	34.60%
Wangaratta	\$370	15.60%	37%
Latrobe	\$370	13.80%	32.10%
Bass Coast	\$390	11.40%	39.30%
Warrnambool	\$400	11.10%	29%
Corangamite	\$310	9.70%	26.50%
Wellington	\$340	9.70%	23.60%
Strathbogrie	\$350	9.40%	28.40%
Glenelg	\$360	9.10%	56.50%

Source: <https://www.domain.com.au/news/regional-victoria-headed-for-rental-crisis-as-melburnians-flood-the-market-domain-report-1044920/> Domain Rent Report, March quarter 2021.

Rent prices have been increasing even before the COVID-19 pandemic. Historical data on rent prices between 2006 and 2016 shows median rent in 2006 was \$120 per week and in 2016 the median weekly rent price had risen to \$200, an increase of 5.2 per cent per year. This pace of rental price growth is comparable with other major regional centres, as well as inner metro council areas including the City of Melbourne, where rental prices have risen at 5 per cent per year over the same period.

The rising rent price trends have impacts on residents in Latrobe City, particularly for people on low incomes and those reliant on welfare income, such as Jobseeker or the age pension. Response measures to the COVID-19 pandemic has had a disproportionate impact on renters (see box below), placing further pressures on households that are more likely to face housing insecurity. Various housing support services and real estate agents that were consulted have reported the impacts of housing unaffordability, which has exacerbated homelessness where emergency responses were required to place people in short-term accommodation such as motels, and placed pressure on other social services such as food banks. As well as a flooded rental market, it is reported that these trends have also occurred in a context where there are limited emergency accommodation services and no dedicated long term social housing services. As a result, there are increasingly fewer affordable housing options available for these groups, as is discussed further in the following section.

THE IMPACTS OF THE COVID-19 PANDEMIC ON THE HOUSING AFFORDABILITY CRISIS

The impacts of the COVID-19 global pandemic, beginning in 2020, have caused unprecedented shocks to the country's economy and housing market. Since then, the experiences of private renters across the country have been greatly impacted, with their employment, living environment, ability to pay rent and risk of eviction all being affected.

The Australian Institute of Health and Wellbeing (AIHW) (2021) finds that since the beginning of the pandemic:

- Just over 63 per cent of renters experienced changes to their employment, including reduced hours and/or income, reduced income and temporary lay-off.
- Around one-third experienced worse living circumstances including difficulty paying rent and/or bills.
- About 25 per cent of renters skipped meals to save money.
- Since the start of the pandemic, over 5 per cent reported that they had received an eviction notice.
- Around 17 per cent reported that their rent became unaffordable.

These findings demonstrate the extent to which the pandemic has exacerbated existing patterns of disadvantage. The data in this report is reflective of pre-pandemic estimations, and as such may represent an undercount of the need for social and affordable housing across Australia's escalating housing affordability crisis.

4.4 Measuring need for social and affordable housing

Rapidly rising rents are contributing to a growing number of renter households and families in Latrobe City that are experiencing rental stress.

The impact of rising housing costs on households can be measured in different ways. One of these is **housing stress**, which quantifies whether households are spending a high proportion of their income on housing. **Households are said to be in housing stress if they have moderate, low or very low incomes, and spend 30 per cent or more of their income on housing.**

The number of households in housing stress is measured to provide an estimate of how much social and affordable housing is needed. Most households in housing stress would require housing assistance to access housing at an affordable rate.

- Lower income households are more likely to require housing assistance.
- People in social housing or who are experiencing homelessness all require housing assistance.
- Only some people at moderate incomes in housing stress may need affordable housing.

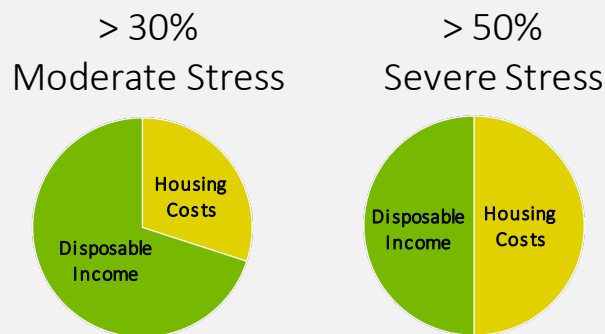
WHAT IS RENTAL STRESS?

Rental stress is the situation where a moderate (or lower) income household’s rental payments are so high that they must sacrifice on life’s necessities such as such as food, health care, or education.

Moderate housing stress is when a household must spend more than **30 per cent** of their income on rent.

Severe housing stress is when a household must spend more than **50 per cent** of their income on rent.

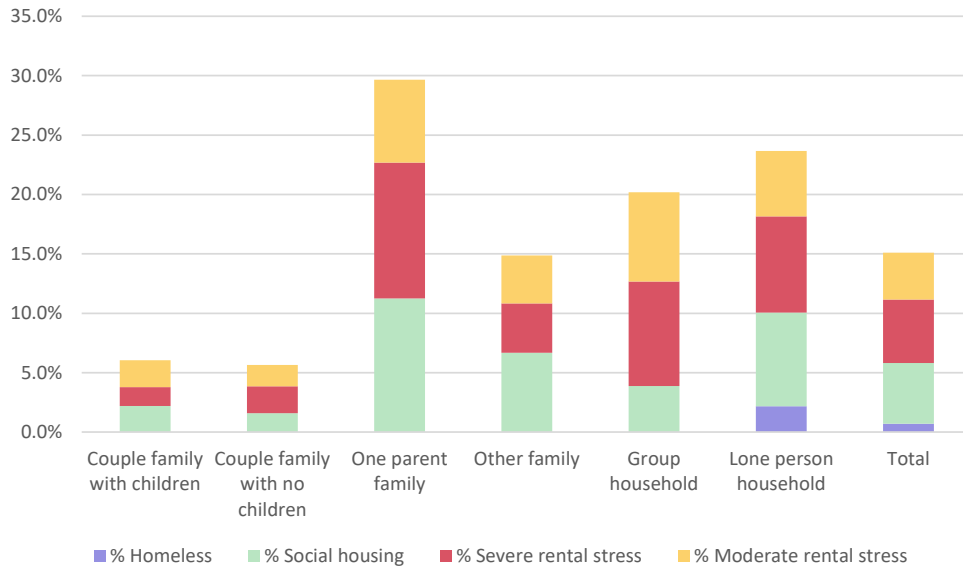
Affordable housing is appropriate for **very low, low and moderate-income households** in rental stress. It is not appropriate for high-income households because high housing costs are unlikely to impact their ability to pay for necessities.



High house prices and rising monthly mortgage repayments are likely contributing to an increasing number of households experiencing mortgage stress. However, addressing mortgage stress requires policy solutions that are typically outside of the control of local government. As a result, this report is primarily focused on rental stress in Latrobe, and as such it does not quantify the total extent of housing stress (rental and mortgage) across the municipality.

There are 4,882 households in Latrobe experiencing rental housing stress, representing 15 per cent of all households and 66 per cent of rented dwellings. Figure 7 shows the number of households experiencing severe and moderate housing stress, broken down by household type and income. It shows that almost 30 per cent of all one-parent families in Latrobe are experiencing housing stress, followed by almost 25 per cent of lone person households and 20 per cent of group households. Owing to this susceptibility to severe housing stress, these household types (one parent, lone person and group households) are also more likely to be in social housing than other household types.

FIGURE 7 HOUSEHOLDS EXPERIENCING RENTAL STRESS BY HOUSEHOLD TYPE, 2016

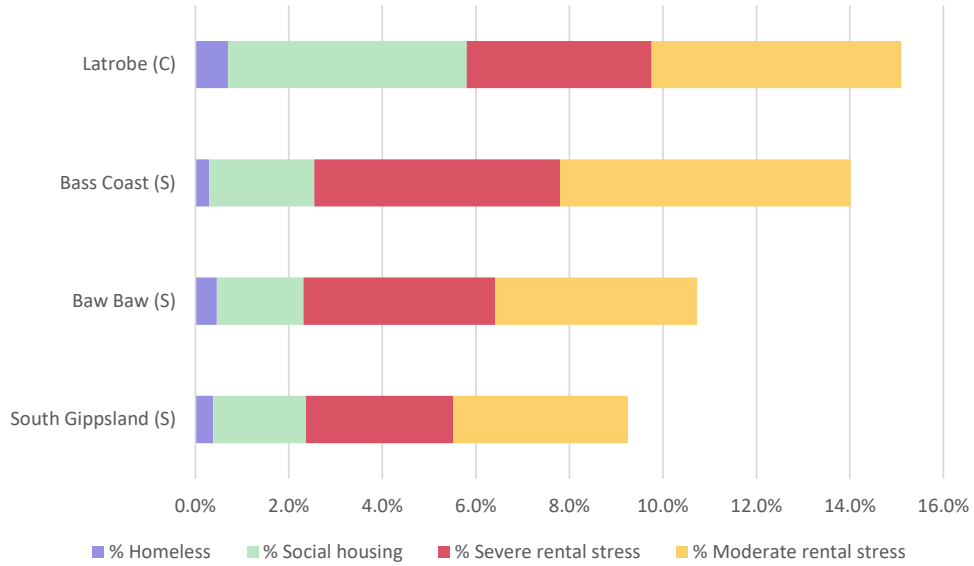


Source: SGS Economics & Planning 2021

There was an estimated 226 people experiencing homelessness in Latrobe in 2016 – that is 1 per cent of all households. The number of people experiencing homelessness is expected to rise to 295 persons by 2036. Homeless persons include people living in improvised dwellings, tents or sleeping out, as well as those in supported accommodation; temporarily staying with other households; living in boarding houses; persons in temporary lodgings; and persons living in severely crowded dwellings. It is worth noting that the ABS survey typically undercounts the prevalence of homelessness so the number may be higher than shown. However, recent anecdotal evidence reveals that emergency accommodation services have been at full capacity most nights, such as the Quantum Support Service in Morwell, and observed that the last 12 months have seen the sharpest increase in young people aged 16 to 25 experiencing homelessness in the Gippsland region.

Figure 8 shows that Latrobe has a higher level of housing stress than comparable Local Government areas.

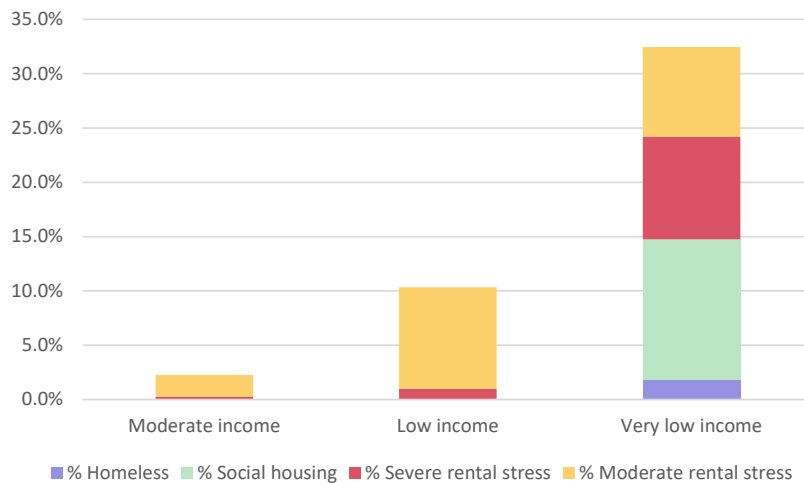
FIGURE 8 HOUSING STRESS COMPARISON OF LATROBE AND SURROUNDING LGAS



Source: SGS Economics & Planning 2021

The prevalence of rental stress is likely to increase as Latrobe’s population grows. Without any intervention, the number of households in rental stress could rise by 1,078, or 22 per cent by 2036.

In 2036, there could be 3,219 lone person households and 5,061 very low-income households in rental stress. Lone person households are also most at risk of severe housing stress. This is followed by one parent households.

FIGURE 9 HOUSING STRESS BY INCOME LEVEL, LATROBE LGA, 2016

Source: SGS Economics & Planning 2021

The number of households experiencing housing stress is used as a base to measure the level of need for social and affordable housing, with some adjustments.

There are some instances when households might be temporarily in stress (for example, following the birth of a child, when experiencing short term unemployment, or adjusting to the breakdown of a relationship) or when households might pay higher housing costs by choice (to live in a better house, better neighbourhood, locations where transport costs are lower, etc.).

'Unformed' households that are priced out of the market are also likely to be in evidence. These unformed households might include younger family members that would prefer to leave the parental home but cannot afford to, elderly family members that must live with other family members to have affordable accommodation, or multiple families occupying a single dwelling

In 2016, the estimated total need for housing assistance (social or affordable housing) in Latrobe was 4,882 dwellings. For 2036, SGS's estimate of the total need for assistance, is 5,961 dwellings.

Those households most in need of assistance are eligible for placement in public housing. In Latrobe City, there are currently 1,651 social housing dwellings available, approximately 5 per cent of all households.' Another 1,009 households are on the priority access and register of interest waiting to move and transfer to a social housing property in the Inner Gippsland region.

While Latrobe has a higher proportion of social housing dwellings than other regional cities, there remains a significant shortfall between the number of households requiring assistance and the number of available dwellings, a gap estimated currently at approximately 3,200.

If a relatively passive approach to investment in social housing is maintained, and the number of social housing dwellings in Latrobe remains stable, it can be expected that this gap in provision will increase to 4,300 by 2036. It is noted that the State Government is taking action through the Big Housing Build program, which allocates \$60 million worth of funding for social and affordable housing in Latrobe, however this funding will not be sufficient for the delivery of the required number of dwellings to meet

forecast demand when divided among the 5,961 social and affordable housing dwellings projected up to 2036.

To meet projected need for social and affordable housing, approximately three-quarters of the 5,795 total forecast dwelling demand in Latrobe City to 2036 would be required to be delivered as social and affordable housing.

5. Affordable Housing Contributions

Development contributions sought through planning fall within one of four frames. Of those, value capture and inclusionary requirements are appropriate for affordable housing contributions. Clear policy statements are required to implement these approaches in Latrobe City.

5.1 Four frames of development contributions

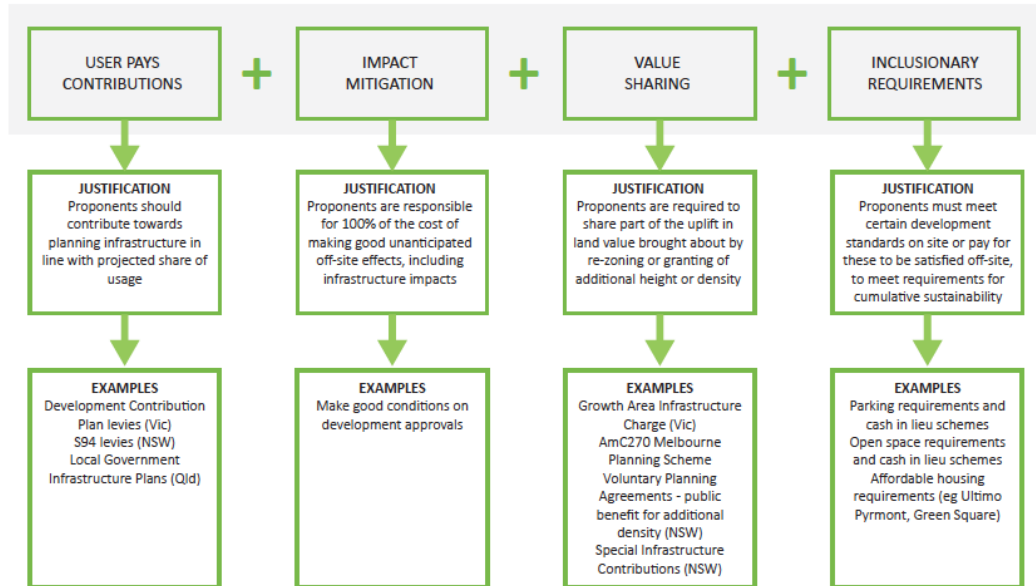
Council's most effective mechanism for addressing the need for social and affordable housing is to seek contributions through the planning system. There are different types, or frames, of development contributions that are routinely employed in the plan making and development assessment process that need to be considered.

Conceptually, any requirement for a development contribution will fall into one of four mutually exclusive and additive categories. These are:

- **User charges:** These are payments required of developers to help fund planned shared infrastructure which will be used by the development in question. A key principle is that developer should contribute in proportion to their expected share of use of the infrastructure items in question.
- **Impact fees:** Whereas user charges apply to planned infrastructure, impact fees apply when a development creates unanticipated demands on local infrastructure as a result of its particular design or timing.
- **Value sharing or value capture arrangements:** 'Value sharing' or value capture contributions capture part of the uplift in the unimproved land value that follows from an infrastructure investment, site rezoning or development approval which allows for a higher value or more intensive land use.
- **Inclusionary requirements:** Inclusionary requirements are about ensuring that successive developments meet community expectations in relation to liveability, efficiency and sustainability. Parking and open space requirements, or their cash-in-lieu equivalents for off-site provisions are examples.

An overview of the frames and the justification for each is shown in Figure 10. The justifications guide what contributions can be fairly sought under each frame. In crafting affordable housing contributions policies, Council should make explicit *why* the contribution is being sought, which will in turn inform *what* the contribution requirement is.

FIGURE 10: FOUR FRAMES OF DEVELOPMENT CONTRIBUTIONS



Source: SGS Economics and Planning

Of the four types, user charges and impact fees provide the weakest rationale for seeking contributions for affordable housing. It is difficult to conceive of affordable housing contributions as a user charge due to the lack of a clear nexus between new development and the demand for affordable housing. The impact mitigation frame is inadequate in that it can only be employed to compensate for a loss of existing affordable housing stock, rather than expanding the stock of affordable housing.³

Contributions to affordable housing contributions have a strong justification under the value capture and inclusionary requirement frames. Affordable housing is one of many possible public benefits to which the proceeds of value uplift can be directed. Affordable housing can also be seen to be part of the ‘must have’ attributes of place to ensure sustainable development, in much the same way as open space provision might be.

The following section provides further detail regarding the value capture approach, including explanation of the operation and implications of the State Government’s Windfall Gains Tax.

5.2 Affordable housing contributions from value capture

Rationale

Development contributions generated under value capture requirements are premised on efficient regulation of community sanctioned development rights. Regulation of land use through planning controls represents a form of restriction on market access necessitated by the objective of economic

³ Although, Council would be wise to seek impact mitigation fees if a development would result in the loss of affordable housing in a given development.

efficiency. The state deliberately and systematically rations access to 'development rights' via planning regulations to generate a net community benefit.

As occurs with other regulated markets – commercial fisheries, mineral exploitation, broadcasting bandwidth, etc. – it is appropriate to charge a licence fee for access to these regulated development rights. Licence fees in the context of the development assessment process can be paid by providing public benefits in return for development rights.

The value of development rights is capitalised into the price of the land. Land which is enabled for use as a major shopping centre is more valuable than land without this privileged access. Land enabled for a multi-storey apartment building will be worth more than the same land designated for a single household dwelling. Land zoned for mixed use residential will be more valuable than land designated for industrial uses.

The largest amounts of value uplift will generally be created when a site is rezoned from a low value use to a higher value use.⁴ The rezoning is an increase in development rights that should be shared with the community.

An important distinction is that the process captures the value uplift after developer's costs are accounted for. This means that **value capture does not make development unfeasible**. The value that is captured is the difference between:

1. The **existing use value** of the site – this is without capital improvements and is distinct from the market value which factors in development potential.
2. The **residual land value** given the highest and best use possible with additional development rights (such as a new zoning) – this is the value of the land after all development costs and margins for profit and risk are deducted from their anticipated gross sales (or 'gross realisation') upon completion of the project.

As part of the Victorian Budget 2021/22, the Victorian Government announced its intent to implement the **Windfall Gains Tax (WGT)** which seeks to capture 50 per cent of the land value uplift from rezoning resulting in windfalls greater than \$500,000 with the levy sliding in from \$100,000.

The tax will apply to any change of zone, however there are some exclusions which are:

- Rezoning to Public Land Uses
- Rezoning to a Rural Zone, other than the Rural Living Zone
- To and from the Urban Growth Zone within the Growth Areas Infrastructure Charge Areas
- Residential land which includes a dwelling fit for occupancy at the time of the rezoning, with the exemption applying for up to two hectares of residential landholdings.

A movement between Schedules within a zone will not constitute a rezoning event for the purposes of the Windfall gains tax.

⁴ The other major opportunity is where land is already zoned for a given purpose, but the quantum of permissible development is subject to discretionary height or density limits. Proponents could have the option to acquire additional development capacity through the provision of a community benefit of commensurate value. However, this typically does not yield a large value uplift. It can also present a challenge to acceptable environmental or design envelopes, and risk raising the unfortunate expectation that affordable housing agreements might be met only by trading off other planning objectives and requirements.

Source: Department of Treasury and Finance (2021), Windfall Gains Tax Factsheet: <https://www.dtf.vic.gov.au/windfall-gains-tax>

Table 3 provides a summary of value captures rates in operation in different jurisdictions across Australia. It shows that value capture rates vary between 10 and 80 per cent. As noted above, the WGT targets only 50 per cent of the up lift in land value of subject site.

Council could theoretically seek to target a portion of the land value uplift remaining after the application of the WGT for the purposes of investing in social and affordable housing. It is appropriate that the value captured is a fixed proportion of the value uplift, which would be applied consistently to all rezoned sites.

A value capture rate of 25 per cent is feasible on the basis that the rate should be as high as possible whilst retaining an incentive for development. A rate of 50 per cent value capture rate would mean that (in conjunction with the WGT) the value of the land to a private developer is the same with its existing use or with the new development.

Given the current uncertainty regarding implementation of the WGT, Council may wish to adopt a 'wait-and-see' approach to furthering a local value capture policy.

TABLE 3: VALUE SHARING RATIOS

VALUE SHARING/ DEVELOPMENT LICENCING SCHEME	JURISDICTION	VALUE SHARING RATE
Growth Areas Infrastructure Charge	VIC	10-20%
Central Melbourne value uplift scheme	VIC	Approx. 80% of additional RLV above Floor Area Ratio of 18:1
Fishermans Bend	VIC	Approx. 80% + of additional RLV above benchmark dwelling density ratio
Hobsons Bay	VIC	Approx. 6% of total value uplift (5% dwellings to be provided as social and affordable supplied at a 25% discount to market price)
Lease Variation Charge	ACT	75% of total value uplift
Voluntary Planning Agreements	NSW	Typically, 50% of total value uplift

Source: SGS Economics and Planning

State Government has stated that proceeds from WGT will be used to fund "vital infrastructure such as public transport and schools", however further clarity regarding how and where funds will be distributed has not yet been provided.⁵ Council could advocate for the proceeds of land value uplift in Latrobe be used for the purposes of meeting need for social and affordable housing in the municipality.

⁵ Victorian Government (2021), Windfall Gains Tax To Benefit The Victorian Community: <https://www.premier.vic.gov.au/windfall-gains-tax-benefit-victorian-community>

5.3 Affordable housing as an inclusionary requirement

Rationale

Inclusionary requirements are premised on the need to meet minimum acceptable standards of development. When used for affordable housing they are conceptually similar to parking requirements, open space standards, and other mandated planning standards. Like these other standards, contribution for affordable housing based on the inclusionary requirements rationale are justified on economic efficiency rather than redistributive grounds.⁶

Planning regulation is necessary in the first instance because the use and development of land generates externalities, both positive and negative.⁷ As noted in Section 3 the development of affordable housing generates external benefits in the form of socially valuable diverse neighbourhoods, better functioning labour markets and better human capital formation. Inclusionary requirements to include affordable housing in new development is used to generate positive externalities that would not eventuate without some form of regulation.

In the same way that individuals benefit from their own open space contributions as well as the contributions of everyone else in the community, they would also realise the external benefits of their own affordable housing contributions and those of the wider community. Conversely, a community without such inclusionary requirements could develop with otherwise poorer environmental and community outcomes. Through this lens, inclusionary zoning is properly understood as a means to improve land use that benefits the entire community rather than a redistributive tax that only benefits lower income households.

Setting the contribution amount

There are a few different ways to consider an appropriate affordable housing rate:

- A rate of 6 per cent has been recently applied to Fishermans Bend and is proposed in the Melbourne Planning Scheme Amendment C309 for West Melbourne.
- There is also precedent for a lower rate of 1.1 per cent for residential floorspace and 0.8 per cent of commercial floorspace has been in place in Ultimo Pyrmont and Green Square redevelopment areas of Sydney for up to 25 years.
- Council could target the rate of social housing in regional Victoria expected post-implementation of the Big Housing Build as an indication of the minimum community expectation of provision.
- As one of three tiers of government, Council could bear one third of the responsibility for social housing provision and meet one third of the local need (4.6 per cent is approximately one third of the estimated 14 per cent in need).

⁶ While it does have redistributive effects since most residents of affordable housing are low income households, this is not the justification from a planning policy perspective.

⁷ Externalities are uncompensated (or un-rewarded) impacts incurred by third parties as a result of market transactions. Land use and planning regulations apply to maximise positive externalities (for example, having sufficient communal open space) and minimise the negative externalities (for example, industrial noise pollution near residential land). Without regulations, individuals do not have an incentive to incur any costs to manage externalities because the external costs and benefits of an activity are realised by both the individuals involved in the activity and the broader community.

Each consideration has strengths and weaknesses. Precedents demonstrate acceptable rates but are also variable and somewhat arbitrary. Targeting the current rate of social housing runs the risk of providing insufficient dwellings for households in need given the current supply of social housing is manifestly inadequate in meeting demand.

In setting any inclusionary requirement, the rate could be initially set low – say 1 per cent – with scheduled increases each year to allow the market to adjust.

Each land use – residential, commercial, retail, industrial and institutional – would be obliged to contribute to maintenance of the identified environmental value of social mix. In the same way, all land use types are required to respect and conserve heritage values.

To maximise the effectiveness of a local inclusionary zoning policy, the requirement to contribute should apply to all types of development, regardless of scale and land use. The option of an equivalent cash contribution could be permitted for smaller developments, non-residential developments or where the location is unsuitable for affordable housing.

Cash-in-lieu schemes have been operated for the fulfilment of car parking requirements for decades in most jurisdictions and are currently standard practice for open space contributions. Cash contributions can be managed quite simply through a Council-owned trust which invests competitively in social housing.

5.4 Applying value capture and inclusionary zoning in tandem

Value capture and inclusionary zoning for affordable housing are conceptually separate and could be applied in tandem. This is the same as a developer making an affordable contribution on a rezoned site who would still need to make an open space contribution. If clearly and appropriately configured, such contributions should not provide an economic disincentive to develop land, nor will they increase the sales price of market dwellings or non-residential floor space.

The distinction between value capture and inclusionary zoning, whilst made clear here, is often blurred in policy discussions. For example, Infrastructure Victoria's recommendation in its draft update to the *30-year Infrastructure Strategy* is a combination of both. It calls for inclusionary zoning for affordable housing "in places re-zoned for more intensive residential use". If the rezoning and urban intensification is the justification for affordable housing contributions, this is a value capture mechanism and should be seen that way.

The limits on the tandem application of these two types of development contribution in the service of affordable housing outcomes lies not in conceptual inconsistency but in development economics. Developers are 'price takers' in the market, so any cost they incur will result in a lower land purchase cost passed back to the land owner. As long as both the contribution schemes do not reduce the value of land beneath its existing use value, the incentive to develop will remain.

5.5 Planning mechanisms

There is clear justification for using the planning system to support an increase in social and affordable housing. As described earlier, there is now a definition of affordable housing in the *Planning and Environment Act 1987* and an objective to "facilitate the provision of affordable housing". As noted by

DELWP, this was intended to support the negotiation of affordable housing agreements between landowners and councils via Section 173 Agreements. However, recent failed negotiations show the changes have had limited actual effect.⁸ Clearly, stronger policy is needed to support affordable housing contributions through the planning scheme.

The planning scheme is the key tool through which Council can influence new development; strategies and policies that are not reflected in the planning scheme will have little if any weight in directing development outcomes. It therefore follows that if Council supports achieving more affordable housing, this should be expressed – and, ideally, given regulatory effect – through the planning scheme.

Historical practice in Victoria has generally not seen strong directive statements or requirements regarding affordable housing in planning schemes. This creates difficulties for councils in actually requiring private developers to provide affordable housing when approving planning permits. In the absence of clear policy support, councils have consistently struggled to defend requirements for affordable housing.

There are, however, some recent movements with the Amendments C270 (Central City), GC81 (Fishermans Bend) and C309 (proposed for West Melbourne) to the Melbourne Planning Scheme including a variety of value capture and inclusionary zoning approaches to affordable housing contributions. The Victorian Government Minister for Planning also established a Ministerial Advisory Committee on Planning Mechanisms for Affordable Housing in September 2019 to consider and provide advice to the Minister on possible models and options to facilitate the supply of affordable housing through the Victorian planning system, including inclusionary zoning and value capture mechanisms.

Council can support value capture and inclusionary zoning with three approaches to planning scheme amendments:

- Broad statements of support for affordable housing contributions
- Specific statements regarding approaches to ad-hoc rezoning
- Policy guidance regarding affordable housing contributions via inclusionary zoning

Broad statements of support in the planning scheme

The first option is to enhance the existing policy with a statement of in-principle support for provision for affordable housing (as opposed to general market-based housing affordability responses). An example of this kind of statement is at Clause 16.012L of the Moreland Planning Scheme, which has as a strategy:

“Encourage developments to include a proportion of affordable rental housing to be owned and managed by a registered Housing Association, Housing Provider or similar not for profit organisation.”

Such statements have value in clearly asserting the need to consider affordable housing issues in planning assessments and can plant a flag for further strategic work. There is precedent in other policy areas (notably Environmentally Sustainable Design) for quite sweeping statements of policy to gradually be given more weight over time as the prevailing thinking shifts within the industry.

⁸ For example, *Panorama Investment (Box Hill) Pty Ltd v Whitehorse CC* [2018] VCAT 1490.

The limitations of such statements, however, is that they will be of very limited value in supporting affordable housing requirements in contested situations. Their reliance, common in Victorian planning, on permissive rather than restrictive verbs (i.e. “encourage” not “require”) means that they cannot be relied upon to compel unwilling developers to provide affordable housing. This weakness is compounded by the lack of clear thresholds or guidance, which will raise questions of reasonableness in any given application.

In practice, such statements will therefore not be of much assistance in defending affordable housing requirements in contested situations. They are therefore of limited value in changing developer behaviour or on-the-ground outcomes.

Statements regarding approaches to ad-hoc rezoning

While the focus thus far has been on the role of local policy in guiding decision-making, local policy is also used to guide future amendments and strategic work. It may therefore be valuable to have statements in policy that support using value capture from rezoning processes to require affordable housing contributions.

Several councils have adopted policies setting out their expectations regarding affordable housing on rezoned sites or in major developments (see Breakout Box 2). There is no evidence of such approach being incorporated into the planning scheme, although this does not suggest that a policy within the scheme would not be technically possible now or in future.

Statements regarding approaches to contributions sought from rezonings could be as simple as a one-sentence strategy endorsing the pursuit of affordable housing contributions where land is re-zoned for housing. Ideally, however, they could also include guidance as to the levels of contribution that are expected, for example by identifying the rate of value capture to be contributed in a rezoning. Specific guidance would make the policy more useful than a simple in-principle statement.

BREAKOUT BOX 2: YARRA CITY COUNCIL – POLICY GUIDANCE NOTE ON AFFORDABLE HOUSING IN SIGNIFICANT REDEVELOPMENTS

Yarra has a Policy Guidance Note on Affordable Housing in Significant Redevelopments which sets out Council’s expectation to negotiate at least 10 per cent affordable housing on rezoned sites that yield 50 or more dwellings. The note stipulates Council’s preference is for developers to provide fully serviced land on site, at no cost to an affordable housing provider or Council. Furthermore, it explicitly states that: “developer must take affordable housing provision into account when negotiating the purchase of land. It is a principle of this guidance that affordable housing is not an abnormal development cost, even in situations where public subsidy is not available.”

The policy does not stipulate that the affordable housing dwellings be gifted. It encourages developers to form partnership with RHAs and provides a list of RHAs with contact details. The policy also suggests that affordable housing provided on rezoned sites will: (i) meet identified local needs both initially and subsequently, once constructed and into the future; (ii) be affordable both initially and subsequently, once constructed and into the future; and (iii) be integrated with the market housing.

CARDINIA CITY COUNCIL – SOCIAL AND AFFORDABLE HOUSING STRATEGY AND ACTION PLAN 2018 – 2025

Cardinia has recently adopted a social and affordable housing strategy. A notable element of this strategy is a policy to facilitate the provision of 2 per cent affordable rental housing on developments or subdivisions over 100 lots, through dwellings to be gifted to a registered housing agency, via negotiated agreements. The 2 per cent contribution rate will apply between 2018 and 2021, increasing to 4 per cent in 2022, and then to 8 per cent in 2025.

The gifting approach is recommended to “ensure delivery, as opposed to a discounted sale arrangement that would depend on third party investment.” The policy also notes that RHAs might be in a position to leverage these contributions to obtain grants or undertake borrowing that would allow them to secure additional affordable dwellings.

Policy guidance regarding contributions via inclusionary zoning

It is conceptually attractive to address housing affordability through policy specifying standard levels of contribution that should apply in regular planning permit processes. This would be akin to inclusionary zoning and apply to the development of all new floorspace throughout the municipality. Such policies would need to be included within the planning scheme if permit conditions or s173 agreement for affordable housing struck via an inclusionary zoning policy are to survive challenge.

Notwithstanding the clear policy rationale for their implementation, these approaches are somewhat untested and may face barriers to implementation from state government. Broad statements of support have been accepted by state government as permissible in schemes. Statements about ad-hoc rezoning are less orthodox and may face some barriers, while policy guidance in support of inclusionary zoning is likely to face considerable resistance.

6. Delivering social and affordable housing in Latrobe

There is a clear case for Council to act for greater affordable housing provision in Latrobe. Council's strategies and actions sit within the strategic framework of regulations, partnership, investment and advocacy.

6.1 A shared responsibility for delivering social and affordable housing

The previous sections have demonstrated the benefits of affordable housing and the need for greater affordable housing provision in Latrobe City.

The need for greater affordable housing is not isolated to Latrobe alone, nor is it Council's sole responsibility to address that need. There are many forces and institutions driving housing affordability outcomes in Latrobe and in other locations that are beyond the direct purview or influence of Council. These relate to general economic conditions, monetary policy settings, wages and the dynamics of the housing cycle.

Historically, the task of supplying social and affordable housing has been borne by the broad-based tax systems operated by federal and state governments. Changes in Victorian State Government policy in recent years, including amendments to the *Planning and Environment Act 1987*, have given local governments in Victoria power to play a larger role in the provision of affordable housing.

While the powers of local government remain limited, these developments strengthen the view that the large and increasing shortfall of affordable housing can be best addressed by action from all three tiers of government, in partnership with the private and community sectors.

In defining a potential target for Latrobe City in addressing need across the municipality, we can consider the benefits generated through adequate provision of social and affordable housing and the scope of responsibility of each level of government. As elaborated in Section 3 and summarised here, the benefits of social and affordable housing are threefold:

- To facilitate supply of essential workers and skills for the regional economy.
- Mitigating after-housing cost-poverty for low-income households.
- Creating better neighbourhoods by supporting diversity and inclusion in placemaking.

As the Commonwealth Government is responsible for social security, the poverty mitigation is within its scope. Similarly, the State Government has primary responsibility for spatial labour markets. The second benefit – maintaining local skills supply – therefore rests with the State. Responsibility for the third benefit to do with neighbourhood effects rests with developers and the planning system; that is, those involved in creating better places.

Taking each of the benefits to be of equal importance to the entire community of Latrobe - an approach not otherwise refuted in academic literature or government policy – would require that the Federal Government, the State Government and the development process and planning system each deliver one third of the overall measured need for social and affordable housing in Latrobe.

The following Strategy sets out strategies and actions under four pillars for Council to do this.

6.2 Council's role

Three tiers for Council action

Council can contribute to increasing the supply of social and affordable housing in several ways, which can be broadly grouped into “three tiers” of influence’. Each tier distinguished by the relative level of direct involvement and investment by Council. These include:

- **Tier 1:** Facilitating efficient housing markets
- **Tier 2:** Facilitating affordable housing supply
- **Tier 3:** Investing in affordable housing

The **first tier** relates to running an efficient planning and development control system so that the supply side of the market can respond as smoothly as possible to local demand. Tier 1 initiatives are primarily geared towards delivering improved housing diversity and overall affordability, rather than direct provision of social and affordable housing. Many of the actions contained within the *Live, Work, Latrobe Housing Strategy 2019* address Tier 1 considerations.

The **second tier** would see the Council going further in its policy efforts by facilitating local social and affordable housing supply. This could occur, for example, by brokering partnership deals between local providers and community-based groups. Council could also deploy to the full extent of whatever regulatory powers it has to induce social and affordable housing provision by others, including seeking contributions from developers through applicants for permits under the Planning and Environment Act or the rezoning of land. Activity under this tier would see Council take a strong advocacy position in favour of social and affordable housing backed by a well-articulated policy and strategy (such as that contained in this report).

Moving to the **third tier**, the Council itself becomes a direct agent of social and affordable housing supply, investing ratepayer funds and other assets (including land for example) to this end.

Policy levers

In executing action across the tiers for action defined above, Council has four primary policy levers available to it, these are:

- Regulation
- Partnership
- Investment
- Advocacy

<p>Regulation</p> <p>The ‘regulation’ group of interventions includes various mechanisms available to Council under the Planning and Environment Act 1987. For the purposes of this document, this includes planning system measures to facilitate efficient housing markets, and enabling instruments to facilitate development contributions for affordable housing via inclusionary zoning and value capture.</p>	<p>Partnership</p> <p>The ‘partnership’ group of interventions includes strategies by which Council would work with private or community sector proponents to help them achieve affordable and social housing outcomes. Examples include brokerage of partnerships between corporate developers and registered community housing providers where the former are self-motivated to include affordable housing in their projects. Council also has a role to play in providing useful information on the Community Housing Sector to developers and interested parties.</p>
<p>Investment</p> <p>The ‘investment’ group of interventions would see Council applying its own assets – whether this be cash, land or underwriting capacity – to directly generate an expansion of social and affordable housing.</p>	<p>Advocacy</p> <p>The ‘advocacy’ group of interventions would see Council, through its involvement in the Eastern Affordable Housing Alliance (EAHA), continue to advocate for the introduction of mandatory inclusionary zoning and the delivery of 11,420 new social housing dwellings in the Eastern Metropolitan Region. Through this platform, Council has an opportunity to collectively develop and voice its views alongside like-minded Councils.</p>

6.3 Action Plan

The following section sets out an action plan for addressing identified need that leverages the framework defined above and includes:

- **Objectives:** Clearly identifying *what* Council seeks to achieve.
- **Strategies:** Articulating *how* the objectives will be achieved with reference to the relevant levers and tiers of action as described in the section above.

Tier 1 opportunities - Facilitating efficient housing markets

Objective 1. Support housing diversity and choice through Council’s planning policies

Strategy 1. Continue to implement the Live, Work, Latrobe Housing Strategy 2019

Efficient housing markets contribute to the larger affordability picture. In an efficient housing market, the supply of housing can readily meet demand. In simple terms, this means that there are adequate opportunities for new housing, and that their type, location and price match the needs of new households that are forming, as well as existing households that require an alternative accommodation option.

An efficient housing market is more attractive for investment, as it is less risky and more likely to provide a return. It is also likely, in the long run, to reduce upwards pressure on the cost of housing that arises when demand outstrips supply or when new supply is mismatched with need.

Efficient housing markets deliver more affordable housing and a larger diversity of housing to match a range of needs. Councils can choose from several initiatives or improvements to facilitate market efficiencies, including planning system measures, infrastructure provision and information dissemination. In aggregate, these initiatives and/or improvements will have a significant impact on the efficiency of the local housing market and perceptions of risks and return on investment in Latrobe.

Efficient housing markets are not the focus of this Social and Affordable Housing Strategy. Instead, it recognises that Latrobe City has undertaken substantial work on the local housing market through its *Live Work Latrobe Housing Strategy (2019)*.

That document outlines strategies and actions to address key housing issues in Latrobe and to promote housing diversity. The Strategy includes the following visions:

“Latrobe City will provide a diverse range of housing opportunities and types to cater for its changing and growing population. Housing types will range from apartments to family homes to rural lifestyle properties, catering for differing needs, preferences and lifecycle choices. Areas of special character will be protected, while the general spaciousness of the residential areas, characteristic of regional cities and towns, will be respected. Higher density forms of housing will occur predominantly around locations with good access to activity centres and public transport.”

This vision is supported by two primary policy pillars:

- **Settlement Hierarchy** – Defines the role of different settlements and describes the relationships and interdependencies between localities.
- **Housing Framework** – Identifies the level of housing growth and change to be accommodated in residential areas.

The Housing Framework includes strong policy statements regarding preferred housing outcomes in areas defined as Substantial Change, Incremental Change, Limited Change and Minimal Change, including:

- Expectations regarding future growth and change.
- Preferred housing types, densities, tenures and locations.
- Public realm upgrades required to support anticipated development outcomes.

Realisation of these outcomes is supported by:

- **Residential Urban Design Guidelines** that have been prepared to provide best practice design and siting guidance for different dwelling typologies.
- **Schedules to residential zones** that are proposed to achieve specific preferred character outcomes where they apply.

Strategy 2. Progress preparation of background work for Infrastructure Needs Analysis

The provision of development and community infrastructure is essential for facilitating the supply of housing, with ambiguity regarding timing and responsibilities for delivery having implications for overall affordability. These assets include infrastructure that support growth, development and economic productivity in the municipality (such as roads, intersections, shared paths, bridges, drains), and infrastructure to support community health and wellbeing (such as public childcare, Maternal Child Health facilities, community halls and parks and gardens).

A shared characteristic of rural communities is the limited capacity of councils to invest in forward infrastructure to enable supply of additional housing. Council must work collaboratively with developers, other state government departments and agencies, and private sector organisations responsible for managing other major infrastructure assets to plan, deliver and maintain Latrobe City's diverse infrastructure base to support growth.

To ensure that infrastructure is provided in a manner that is targeted, efficient and provides clear signals to the private sector about development outcomes, an Infrastructure Plan should be prepared to align infrastructure planning and delivery with preferred locations and staging of growth and development.

Council's four-year Business Plan has identified the "scoping and preparation of background work for an infrastructure needs analysis (including social infrastructure needs analysis)" for delivery in the 2024 to 2025 financial year.

Strategy 3. Identify and seek to resolve barriers to the delivery of diverse housing product

The *Live, Work, Latrobe Housing Strategy 2019* provides strong policy support for the delivery of diverse housing product in identified locations, including apartments, shop top housing, townhouses, units, dual occupancies, age care facilities and disability housing. As noted above, this policy is supported by guidance regarding preferred built form outcomes.

Realization of these diverse housing forms is by-and-large reliant on the private development sector (whether that be local "mum-and-dad" developers or larger corporate developers). While policy provides an important signal to market regarding preferred housing product and forms, there is need to identify and seek to resolve barriers that may be unduly limiting the realisation of housing diversity.

The development process is complex, taking into consideration a range of factors when determining the feasibility of a project. The "developers' equation" considers market demand and supply, planning regulations, cost of materials, taxes and charges, availability of labour, land costs, finance and professional fees.

Council has limited capacity to influence many of these factors, however, can undertake the following actions to smooth the process and reduce uncertainty for developers (and associated financial risk) as much as possible:

- **Undertake detailed industry engagement** to understand existing barriers to delivery of smaller and diverse housing product.
- **Review of statutory planning processes** to ensure there are no undue hurdles to development arising from the development assessment process and ensuring the system is as certain, efficient and least costly as possible.

- **Demonstrate demand for and feasibility of diverse housing types:** Smaller developers typically have limited capacity to undertake detailed market research regarding demand for and feasibility of new housing products. It is within the purview of industry associations to undertake research such as this, however there may be a role for Council in funding or commissioning analysis of local industry trends. A communications and engagement program would be required to support dissemination and impact of this research.
- **Establish service areas/ personnel within Council:** Establish a service targeted at facilitating infill and downsizing. At the simplest level, this could involve inclusion of service tasks in job description and performance criteria of position description of nominated staff member.

Strategy 4. Improve development and management outcomes for Rooming Houses

Rooming houses are defined within the *Residential Tenancies Act 1997* as a building in which rooms are available for rent to four or more people. Rooming houses are managed by rooming house operators, and individual residential usually have separate agreements with the operator. Operators may live on site but more commonly do not.

The use and development of land for rooming houses is governed by several laws and regulations. These are:

- *Planning and Environment Act 1987*
- *Building Act 1993 and Building Regulations 2018*
- *Residential Tenancies Act 1997 and Residential Tenancies Regulation 2021*
- *Rooming House Operators Act 2016*
- *Public Health and Wellbeing Act 2008*
- *Environment Protection Act 1970*
- *Local Government Act 2020* and Council Local Laws

Council recognises the role of rooming houses in contributing to housing diversity and affordability.

However, Latrobe residents have expressed concern regarding the development and operation of rooming houses in the municipality. These concerns relate to location, design, impact on amenity, as well as whether they have been effective in providing affordable housing.

Applications to use existing buildings for rooming houses are subject to a planning permit assessment, except when exempted under Clause 52.23-2 of Latrobe Planning Scheme where all the following requirements are met:

- The total floor area of all buildings on the land, measured from the outside of external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings.
- No more than 12 persons are accommodated.
- No more than 9 bedrooms are provided

Clause 52.23-3 also allows the construction of new buildings for rooming houses if:

- No more than 9 bedrooms are developed on the land.

- Bedrooms can only be accessed from within the building.
- The total floor area of all buildings on the land, measured from the outside of external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings.
- Garden areas are provided in accordance with the minimum garden area requirement specified in the zone (for the General Residential and Neighbourhood Residential Zones).
- Shared entry facilities and common areas, including a kitchen and living area, are provided.

These exemptions facilitate the establishment of small rooming houses, especially where occurring in existing buildings, as they may not need a planning permit. Such facilitation has potential advantages in streamlining supply of new affordable housing, by removing administrative steps and eliminating the opportunity for objections to a sometimes-stigmatised mode of housing.

The challenge posed by these exemptions, however, is that an important mode of management of these small rooming houses – planning permit conditions - is lost. Despite the regulatory regimes identified above, in practice planning permit conditions are likely to be the most direct method available to council to ensure appropriate management of rooming houses. There are risks associated with the lack of planning control for rooming houses, where this results in poor management, including poor conditions for residents and off-site amenity impacts for neighbours. These problems may entrench community opposition to an important mode of housing.

Ultimately, however, the appropriateness of these exemptions is largely moot, as these exemptions are applied by State government and cannot be altered by council.

Rooming houses that do not meet the above exemptions – for example because of their size – will need planning permission and therefore can be controlled through planning permit conditions. Currently there is little guidance in either state or local planning policy around the assessment of such applications. This reduces clarity about outcomes for both operators and the broader community.

Further work is required to explore in detail the issues relating to rooming houses in Latrobe, and understand preferred outcomes relating to design, neighbourhood character and site management.

Possible avenues to support improved outcomes for rooming houses include:

- The preparation of a Local Planning Policy for insertion into the Planning Policy Framework to guide planning assessments where they are required. Such a policy may outline the following:
 - Community objectives regarding development of rooming houses in Latrobe.
 - Requirement for the preparation of a Management Plan detailing how expectations for the proper and appropriate use of the rooming house facility will be met, such as:
 - Details of the terms of accommodation and appropriate occupancy rates.
 - Specifications regarding the use and management of car parking spaces.
 - Details regarding maintenance of buildings and grounds, including all landscaped areas.
 - Requirement for the preparation of a Waste Management Plan.
 - Prescriptions regarding communal spaces, including for self-contained and non-self-contained bedrooms/units.
 - Identification of supported locations for rooming houses.

- Examination of impacts of rooming houses on vehicle movement and congestions, and consideration of variations to requirements for bicycle facilities and car parking.
- Design guidelines explicitly outlining minimum design standards as a benchmark for developers to build upon, which need to be adaptable to different types of building typologies. Design Guidelines could incorporate a maximum occupancy requirement into design standards as well as floor-area requirements to discourage overcrowding.
- Preparation of a range of standard permit conditions to avoid Section 173 Agreements and ensure land use management requirements are ongoing and enforceable.
- Development of Assessment Guidelines to support Council officers in assessing planning permit applications for rooming houses.

While such policy could assist in clarifying the approach to such applications, caution would need to be exercised to ensure that the requirements did not become too onerous. This could discourage provisions of such housing or create an incentive for operators to focus only on the smaller models facilitated by Clause 52.23, which would be entirely beyond council's power to control through planning permits.

Objective 2. Assist marginalised households to transition into the private rental market

Strategy 5. Foster partnerships to assist 'rental ready' marginalised households to enter, or transition from public or community housing to the private rental market

The formation of a partnership group, including Council officers, social and community housing providers, landlords and real estate agents could assist in developing a program of financial and personal support for those entering the private housing market.

While not strictly related to regulatory efficiency from a planning or housing supply perspective, action to address this problem could be seen as a Tier 1 response in that it is addressing market efficiency in housing allocations. There would be less pressure on social, affordable and crisis housing services if 'rental ready' households were assisted to access the private rental market.

The partnership could also be tasked with identifying mechanisms to incentivise or support landlords to make their properties available to lower income tenants.

Tier 2 opportunities - Facilitating affordable housing supply

Objective 3. Adopt a relationship building, information sharing and brokerage role between the development and affordable housing sector

Strategy 6. Publish information on the Community Housing Sector for developers and provide a single point of contact at Council for enquiries

Partnership brokering is the process of supporting and strengthening partnerships between different parties through networking events, collaborative platforms, and skilled management and development of collaborative processes and projects.

Council can play a role in brokering joint ventures and partnerships between developers, Registered Housing Associations, other housing providers and Department Health and Human Services (DHHS). A brokerage role relies on Council identifying and formulating working relationships with the agencies active in the area. Council can play an introductory role, while also disseminating appropriate information on the sector to developers and providing a point of contact.

In assisting this process, Council should publish information on the Community Housing Sector for developers and provide a single point of contact at Council for enquiries.

Objective 4. Engage with and educate the community on social and affordable housing as important local infrastructure

Strategy 7. Develop a program to inform the community on the need for and benefits of social and affordable housing

Engaging and educating the community on the need for and benefits of social and affordable housing is a priority as community opposition to new development proposals can pose risks for development and is a deterrent for delivering innovative housing product.

A vocal and engaged community is one of Latrobe City's greatest assets. Community education around the current housing challenges faced by the City, possible solutions and the significant benefits of action will assist in the realisation of new housing that meets need while also fitting comfortably with the valued character of the City.

Community education will contribute to achieving sustainable outcomes for Latrobe in the medium to long term. This could come in the form of consultation focussed on this strategy, consultation about the potential on specific development sites or in specific precincts or a Council-wide campaign about affordable housing.

Specific activities may include:

- **Publishing of positive stories** about social and affordable housing in Council newsletters, annual reports, etc. This could include research and documentation of success stories about how secure housing has assisted individuals in furthering their personal goals and contributions to the community.
- Council could establish a **dedicated webpage** with key information about implementation and outcomes of this Strategy, as well as the broader benefits of social and affordable housing.

Objective 5. Advocate to State and Federal Government for further action to increase the supply of social and affordable housing across the state

Strategy 8. Prepare a program of advocacy to State and Federal Government for continuing and increased action to address social and affordable housing needs across the state.

As has been discussed, responsibility for increasing the supply of social and affordable housing is shared across the three tiers of government.

The Victorian Government has recently responded to worsening housing affordability with its \$5.3bn Big Housing Build program. This represents the largest ever investment in social and affordable housing by State Government, however, is not enough meet all need.

The policy environment regarding social and affordable housing is in flux and there exists potential for Council, through individual and collective action, to advocate for strengthened policy and practical implementation pathways for increasing the stock of social and affordable housing. These are:

- Advocating to Homes Victoria regarding **preferred outcomes of Big Housing Build investment** in Latrobe. This includes Council advice regarding suitable sites/ locations for investment in social and affordable housing (as has been identified through preparation of the *Interim Social and Affordable Housing Policy 2021*), and preferred outcomes regarding densities/ concentrations of public housing (for example, setting a maximum threshold for social and affordable housing both within single developments, and across precincts/ towns).
- **Further direct government investment** whereby both the Victorian and Commonwealth Governments use tax revenue and borrowing to fund expansion of government-owned social and affordable housing.
- **Provision of grants by Victorian and Commonwealth Governments to investors** to bridge the 'return gap' between market rents and rents that are affordable to moderate- and lower-income households. The National Rental Affordability Scheme (NRAS), initiated by the Commonwealth following the global financial crisis, is an example of this type of funding arrangement.
- Siloing of funds collected from uplift in land value in Latrobe City through the operation of the recently announced **Windfall Gains Tax** for investment in social and affordable housing stock (i.e for funds collected locally to be spent locally).
- Support for the findings of the **Ministerial Advisory Committee on Planning Mechanisms** for Affordable Housing, particularly the reconsideration of the current voluntary framework for affordable housing and a move towards a more consistent and uniform approach to support affordable housing development, such as **inclusionary requirements**.

Objective 6. Establish strong and broad policy statements about the need for affordable housing in Latrobe

Strategy 9. Seek a planning scheme amendment to include a strong statement of support for affordable housing contributions in Latrobe.

Council should seek to include a statement of in-principle support for provision for affordable housing (as opposed to general market-based housing affordability responses) in the Latrobe Planning Scheme.

Such statements have value in clearly asserting the need to consider affordable housing issues in planning assessments and can plant a flag for further strategic work. There is precedent in other policy areas (notably Environmentally Sustainable Design) for quite sweeping statements of policy to gradually be given more weight over time as the prevailing thinking shifts within the industry.

Objective 7. Implement Council-wide inclusionary requirements for affordable housing

Strategy 10. Develop Council policy and approach to inclusionary requirements for affordable housing

Inclusionary provisions are premised on minimum acceptable standards of development. When used for affordable housing they are conceptually similar to parking, open space and other mandated planning standards in urban development and, like these other standards, are justified on economic efficiency rather than redistributive grounds.

The development of social and affordable housing generates external benefits in the form of socially valuable diverse neighbourhoods, better functioning labour markets and better human capital formation. Inclusionary zoning is used to maximise these positive externalities that developers would not otherwise have an incentive to create.

Value capture and inclusionary requirements are mutually exclusive (as discussed in Section 5.4, and as such can operate in tandem).

As with the approach to value capture, any inclusionary zoning policy should be supported by a policy in the Latrobe Planning Scheme. This will give the policy more weight if subject to challenge at the tribunal. Specifying the recommended rate will ensure the greatest chances of success.

Objective 8. Assess potential to seek an affordable housing contribution when land is being rezoned

Strategy 11. Consider potential to develop policy and approach to value sharing for ad hoc rezoning proposals following implementation of the Windfall Gains Tax

As already described, significant uplift in land values can be created when a site is rezoned from a low value use to a higher value use. The rezoning is an increase in development rights and potential value, that should be shared with the community.

As discussed in Section 5, the Victorian Government has announced its intent to implement the **Windfall Gains Tax (WGT)** as part of the Victorian Budget 2021/22, which seeks to capture 50 per cent of the land value uplift from rezoning resulting in windfalls greater than \$500,000.

While there remains some uncertainty about the operation of the WGT, Council could theoretically seek to target a portion of the land value uplift remaining after the application of the WGT for the purposes of investing in social and affordable housing.

Council may wish to apply any future policy only to rezoning types (for example, from industrial/non-residential to residential or from low density to high density residential in established urban areas) to maximise prospects for important new housing supply in greenfield areas.

Any adopted approach should be supported by a policy in the Latrobe Planning Scheme, specifying the recommended rate which will ensure the greatest chances of success.

Objective 9. Establish processes to support affordable housing contributions

Strategy 12. Establish an appropriate mechanism to receive cash in-lieu affordable housing contributions

Where developments are small, there may be insufficient value uplift (in a rezoning scenario) or insufficient floorspace to deliver whole affordable housing dwellings. Council should not forego the value of these smaller contributions. Council should establish a mechanism to collect cash in-lieu contributions that can be aggregated to deliver affordable housing developments in the municipality.

Strategy 13. Establish an Expression of Interest (EOI) process (or alternative) to disburse funds collected through inclusionary requirements to Community Housing Providers

Funds collected should be disbursed to Community Housing Providers via a competitive EOI process to yield the highest number of affordable housing dwellings and achieve other objectives, such as:

- **Tenant mix:** Council could reserve a role in tenant selection through the EOI process. Housing stress in Latrobe City is widespread, so it is difficult and potentially unfair to distinguish between groups or households in particular need, or those more 'worthy' than others. The Government's waiting list is typically the first reference point for allocating housing. However, if Council decided that aged persons were a priority then RHAs with a special expertise in this tenant cohort might be more interested than others serving a different or wider tenant profile. As a minimum Council could require tenants chosen from the waiting list to demonstrate a local connection (e.g. through family history or other connections).
- **Housing model:** Council could stipulate through an EOI process preferred outcomes relating to the housing model. This could include stipulations around tenure mix and type, management models, and the degree and duration of rental subsidy.
- **Other objectives,** relating to for example open space provision, urban form, related land uses and design.

Any procurement must follow the public tender requirements in the *Local Government Act 2020*. This means that the EOI must provide:

- **Value for money:** the highest possible affordable housing yield from the available land, balanced with other planning objectives.
- **Open and fair competition:** multiple proponents are approached, ideally through an open tender, each with the same access to information and treatment.
- **Accountability:** staff responsibility for actions and decisions.
- **Risk management:** relevant risks are identified and managed appropriately, particularly around proponent experience in the affordable housing provision (recommended involvement of a Registered Housing Association as a requirement).
- **Probity and transparency:** appropriately governed procurement process in accordance with Council policies

- **Social Value:** use of strategic procurement practices to generate wider public benefits beyond the core products and services purchased.

There may be some ambiguity when assessing the affordable housing contributions that proponents put forward in their submissions. It is difficult to assess the relative value of affordable housing for lower-middle income households (generally 80 per cent of market rent) versus social housing (generally for households in greatest need). Likewise, it is difficult to assess a time-limited proposal (affordable housing dwellings for 10 years versus 20 years versus perpetuity). To cover risk and ensure social value, Council should preference proposals with dwellings that:

- Are transferred fully to Registered Housing Associations at no cost – the regulation of the sector means that Council can rely on State Government regulators to ensure that quality affordable housing is delivered in the municipality.
- Have a covenant to remain affordable housing for a minimum of 20 years – while an indefinite covenant might seem preferential, it can also limit the borrowing capacity of Registered Housing Associations and may reduce the contributions. Therefore, a 20-year minimum is a more effective requirement.

Objective 10. Council to demonstrate preferred outcomes for diverse and affordable housing

Strategy 14. Provide appropriate direction regarding preferred locations for social and affordable housing

Encouraging the location of social and affordable housing close to activity centres and key transport connections supports improved outcomes for residents, such as enhanced access to health and social services, jobs, education and training and community facilities.

The *Interim Social and Affordable Housing Policy* (2021) identifies preferred locations for social and affordable housing, defined as:

- Locations within 400 metres walking distance of a bus stop that is serviced, at minimum, every hour during daylight hours or within 800 metres walking distance of a train station.
- Locations within 200 metres walking distance of a performing Neighbourhood or Local Activity Centre, or within 800 metres of a Primary Activity Centre.

Locations outside of the preferred social and affordable housing areas but within the extent of urban area (as shown on maps contained in Appendix A) will be supported where it is demonstrated that:

- Accessibility by walking or public transport will be satisfactory either now or in the future by reference to known or proposed plans for infrastructure and service expansion and delivery, and/or
- The proposal will have a significant impact on addressing identified local housing stress and acute housing needs.

This policy will be implemented into the Latrobe Planning Scheme via a planning scheme amendment and will support the assessment of applications made under 53.20.

See Appendix A for the maps.

Strategy 15. Engage with the State Government regarding preferred locations and development outcomes in Latrobe from investment via the Big Housing Build

The Big Housing Build (BHB) will work with the community housing sector to launch the “Social Housing Growth Fund” for housing projects led by community housing providers, resulting in up to 4,200 new homes.

It is this phase of the BHB and for the remainder of the program where Homes Victoria aims to explore opportunities to build on surplus government-owned land and other sites which come up through collaboration with industry, community housing providers and Local Government.

This process offers an opportunity for Local Government partners to advocate for the provision of State government social and affordable housing, by presenting a complete and convincing evidence-based narrative which describes and quantifies local need for social and affordable housing and outlining favoured outcomes for BHB investment.

The recently adopted Interim *Social and Affordable Housing Policy 2021* provides clear direction as to preferred locations for social and affordable housing across the municipality (refer to Appendix A for associated maps). Council should seek to engage with State Government regarding:

- Desired maximum densities of social and affordable housing within developments (i.e. “salt-and-pepper” developments) and across precincts.
- Outcomes relating to built form design, open space provision, and public realm improvements, for example.

Tier 3 opportunities - Investing in affordable housing

Objective 11. Leverage Council-owned land

Strategy 16. Engage with Community Housing Providers regarding disposal of excess Council land assets

Land that is currently in public or community ownership presents a unique opportunity for affordable housing. Council has recently undertaken an audit of Council-owned land, where a number of under-utilised or excess sites that could be devoted to or used in the provision of social and affordable housing were identified.

To consider the lease or disposal of Council land, the Expression of Interest process must be undertaken as per the *Local Government Act 2020*. Council will then consider delivery models proposed by the Department of Families, Fairness and Housing, Homes Victoria or Registered Housing Associations (or the private sector in partnership with any of these). Considerations can include tenure mix, requirements for tenants from the waiting list to be able to demonstrate a local connection, design and built form, etc.

This process will need to evolve following the eventual signing of the Housing Compact being prepared by Homes Victoria and will be subject to further Council consideration on a site and proposal specific basis as per Council processes and processes specified under the *Local Government Act 2020*.

6.4 Summary and priorities

This Social and Affordable Housing Strategy outlines 16 actions for improving housing outcomes in Latrobe City. Four priority actions are listed below. These actions represent those that will have the greatest impact on housing outcomes in the City, and which are readily implementable.

Strategy 8: Prepare a program of advocacy to State and Federal Government for continuing and increased action to address need across the state.

The policy environment relating to social and affordable housing in Victoria is in flux. Recent changes to the *Planning and Environment Act 1987*, State Government investment in the Big Housing Build, as well as ongoing consideration of the Ministerial Advisory Committee on Planning Mechanisms signal recognition by the State Government of the importance of providing affordable housing. Council should take action to capitalise on this momentum, using this Strategy as the basis for ongoing advocacy efforts.

Strategy 9: Seek a planning scheme amendment to include a strong statement of support for affordable housing contributions in Latrobe.

Council should seek to include a statement of in-principle support for provision for affordable housing (as opposed to general market-based housing affordability responses) in the Latrobe Planning Scheme. Such statements have value in clearly asserting the need to consider affordable housing issues in planning assessments and can plant a flag for further strategic work.

Strategy 10: Develop Council policy and approach to inclusionary requirements for affordable housing

As with parking and open space, social and affordable housing is essential to the proper functioning of local communities. Inclusionary requirements ensure that all new development contributes to the vitality of Latrobe's communities in an equitable and efficient manner.

Strategy 14: Provide appropriate direction regarding preferred locations for social and affordable housing

Providing policy in the Planning Scheme that will direct social and affordable housing to locations that are well serviced by public transport or within walkable distance to primary activity centres will result in positive outcomes for the users of social and affordable housing.

6.5 Summary of strategies

The policy opportunities vary in their impacts on overall supply of social and affordable housing. A high impact opportunity is likely to have a large positive impact on the provision of affordable housing and housing diversity. Each of the opportunities have different 'degrees of difficulty' in terms of implementation.

An opportunity with a low degree of difficulty is relatively easy to carry out with minimum resources from Council. An opportunity with a high degree of difficulty may require institutional changes and be dependent on the actions of other stakeholders such as the Victorian Government.

Table 4 below summarises each of the actions in terms of:

- Potential to impact supply of diverse and affordable housing within two years
- Level of resources required by Council
- Ease of implementation

TABLE 4: SUMMARY OF STRATEGIES

Strategy	Impact	Council resources	Ease of implementation	Policy lever	
Tier 1: Facilitating efficient housing markets					
1	Continue to implement Live, Work, Latrobe Housing Strategy 2019	Low	Low	Moderate	Regulation
2	Progress preparation of background work for Infrastructure Needs Analysis	Moderate	High	Moderate	Regulation
3	Identify and seek to resolve barriers to the delivery of diverse housing product (such as townhouses, units, shop top housing etc.)	Moderate	High	Moderate	Regulation
4	Improve development and management outcomes for Rooming Houses	Low	Moderate	Moderate	Regulation

5	Foster partnerships to assist 'rental ready' marginalised households to enter, or transition from public or community housing to the private rental market	Moderate	Low	Moderate	Partnership
Tier 2: Facilitating affordable housing supply					
6	Publish information on the Community Housing Sector for developers and provide a single point of contact at Council for enquiries	Low	Low	High	Partnership
7	Develop a program to inform the community on the need for and benefits of social and affordable housing	Low	Low	High	Advocacy
8	Prepare a program of advocacy to State and Federal Government for continuing and increased action to address social and affordable housing need across the state.	High	Low	High	Advocacy
9	Seek a planning scheme amendment to include a strong statement of support for affordable housing contributions in Latrobe.	Moderate	Moderate	Moderate	Regulation
10	Develop Council policy and approach to inclusionary requirements for affordable housing	High	Moderate	Low	Regulation
11	Consider potential to develop policy and approach to value sharing for ad hoc rezoning proposals following implementation of the Windfall Gains Tax	High	Moderate	Low	Regulation
12	Establish an appropriate mechanism to receive cash in-lieu affordable housing contributions	N/A	Moderate	Moderate	Regulation
13	Establish an Expression of Interest (EOI) process (or alternative) to disburse funds collected through inclusionary requirements to Community Housing Providers	N/A	Low	High	Regulation

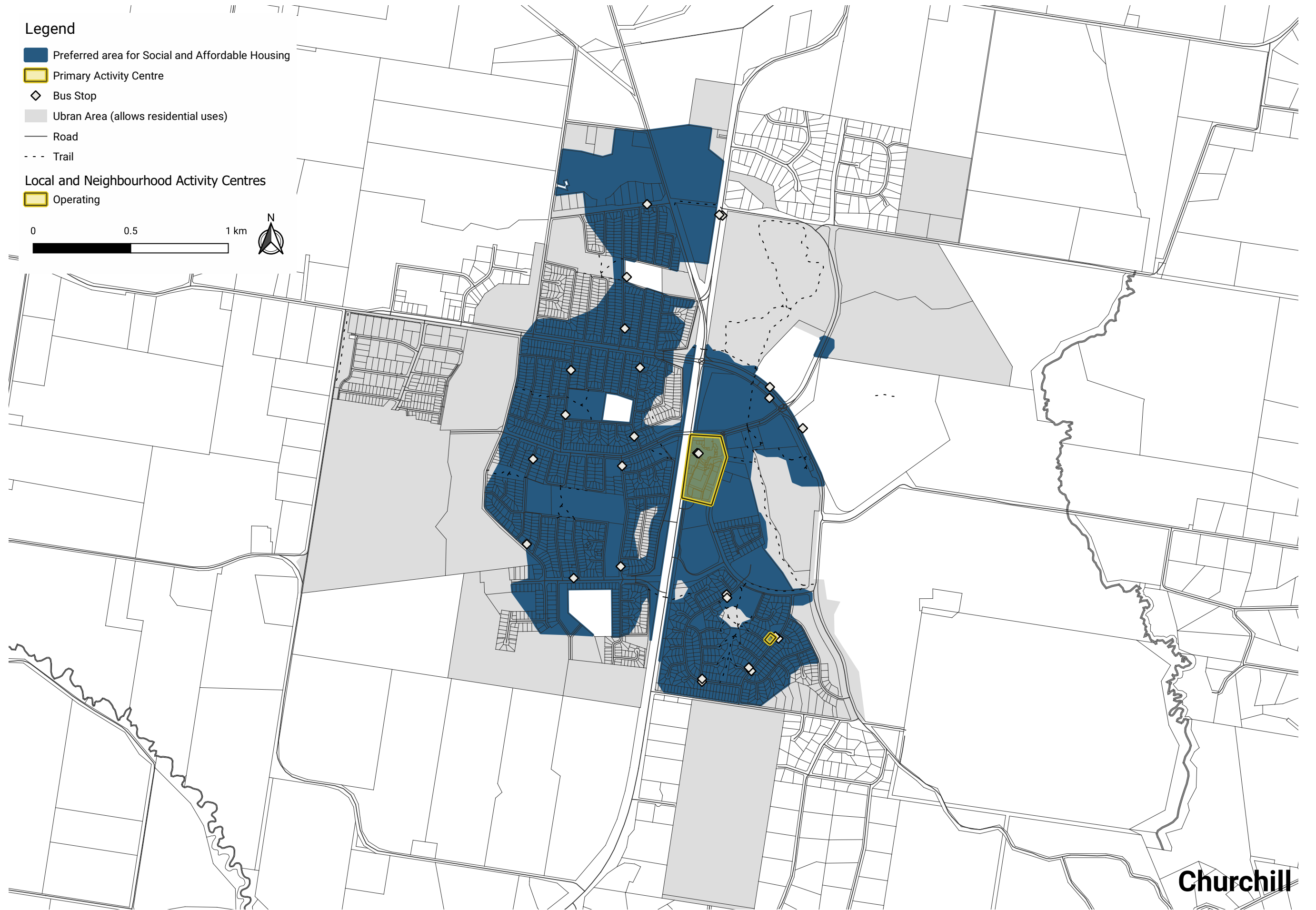
14	Provide appropriate direction regarding preferred locations for social and affordable housing	Moderate	Moderate	Moderate	Regulation
15	Engage with the State Government regarding preferred locations and development outcomes in Latrobe from investment via the Big Housing Build	Moderate	Low	High	Advocacy
Tier 3: Investing in affordable housing					
16	Engage with Community Housing Providers regarding disposal of excess Council land assets	Moderate	Low	High	Partnership

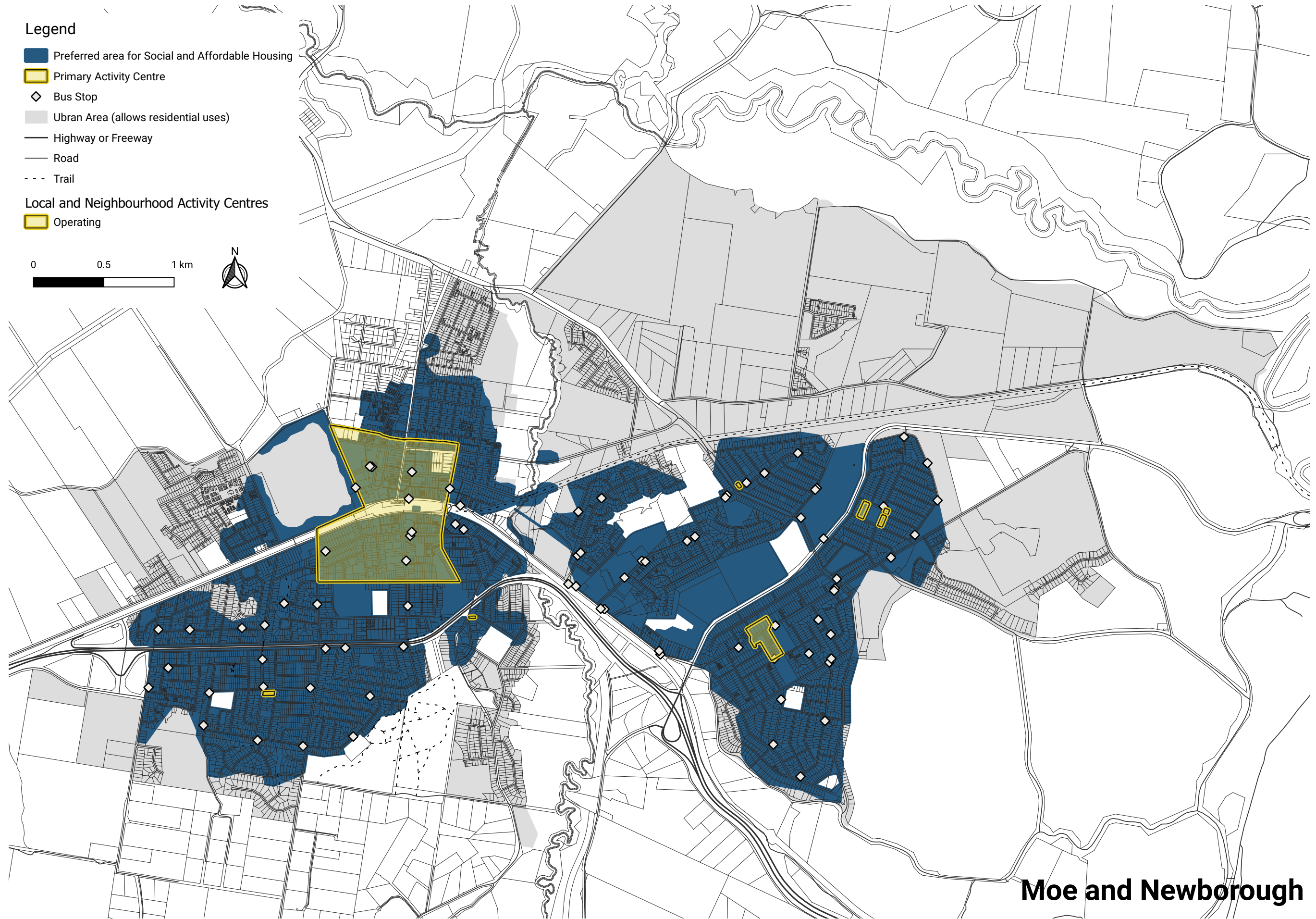
6.6 Review

Given this is an evolving area of policy and action, we recommend a relatively short review period. This will account for the formative nature of the introduction of changes to the planning system. As Councils across Victoria enter this arena, it is highly likely that different approaches and models of provision will emerge and mature. State legislation and the current suite of options and mechanisms may also shift over this time, particularly as the State Government continues to consider the recommendations of the Ministerial Advisory Committee.

We recommend that the strategy be reviewed and updated in 2030 (or sooner if required), at which time further tools and options may be available.

Appendix A: Preferred Location for Social and Affordable Housing









Traralgon

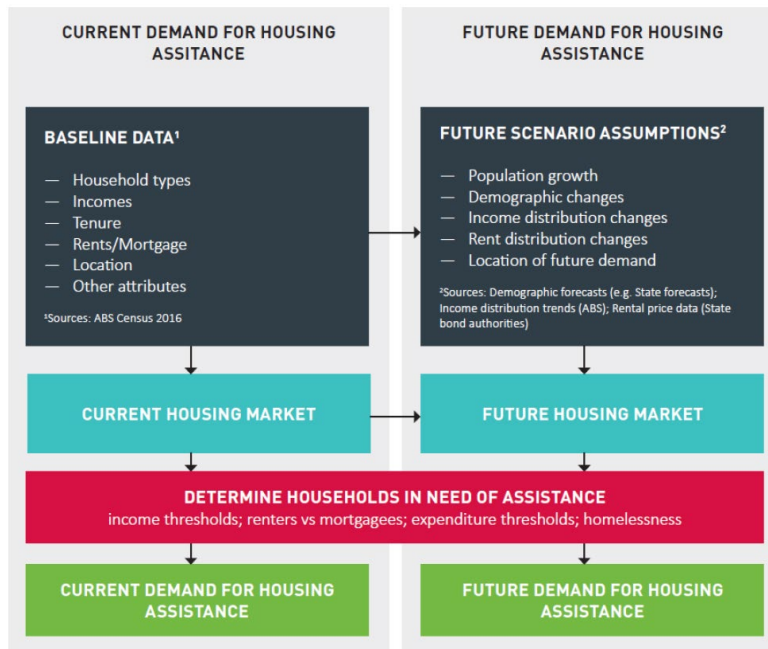
Appendix B: Housing Assistance Demand (HAD) Model

This analysis at Section 4.4 of this report uses a HAD micro-simulation model to estimate the total number of households that are in need of housing assistance. It does this by adding together the existing count of social housing households, the count of homeless persons and the count of renting households that are in moderate or severe rental stress.

To identify households in rental stress, the HAD micro-simulation model segments households by many demographic and spatial variables. Rent paid against gross household income is the measure of rental stress and it is only applied to very low, low or moderate income households.

It is worth noting that the prevalence of housing stress is measured via rental stress. Households experiencing mortgage stress via high monthly repayments have not been considered. The numbers therefore underrepresent the number of households experiencing housing stress in Latrobe. However, mortgage stress raises different questions and policies that support home ownership have broader objectives because their primary impact is on the assets and investments of a household. For these reasons, it is not considered in the analysis.

FIGURE 11: HOUSING ASSISTANCE DEMAND MODEL OVERVIEW



Source: SGS Economics and Planning, 2021

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AMENDMENT C136LATR

System Note: The following ordinance will be modified in Clause:02 MUNICIPAL PLANNING STRATEGY, Sub-Clause:02.03 STRATEGIC DIRECTIONS**02.03-6**

C136latr

Housing

Council has aspirations to grow the municipal population to 100,000 by 2050, which is expected to be dominated by a high proportion of older people (Latrobe City Council, 2019). A significant shift to smaller households is expected, with one and two person households expected to represent 76 per cent of all new households over the next 15 years (Latrobe City Council, 2019).

Given the land use constraints and decreasing household size, urban renewal and housing intensification will play a key role to diversify housing choice, accommodate growth and maximise access to infrastructure and services. There is also a need to ensure an adequate [supply of social and affordable housing to reduce disadvantage](#), this includes specialised housing for the aging population [and persons with disability](#).

Housing Framework Plans have been prepared for all towns and they provide direction on the location of preferred housing change including areas of 'Substantial' Change, 'Incremental' Change, 'Limited' Change and 'Minimal' Change.

Planning for housing seeks to:

- Encourage a substantial increase in housing density and diversity to maximise access to existing services, transport and infrastructure in Substantial Change Areas.
- Support increased density development that provides a sensitive interface with adjoining streetscapes, buildings and residential areas in Incremental Change Areas.
- Encourage housing growth that reinforces the spacious regional suburban character in Limited Change Areas.
- Support minimal housing growth in Minimal Change Areas to preserve and enhance its environmental, heritage or neighbourhood character attributes.
- Promote opportunities for infill development in all main urban settlements as a priority.
- Support the renewal of underutilised industrial sites for residential use in Moe, Morwell and Traralgon.
- Provide aged care facilities within residential growth areas close to Neighbourhood Activity Centres.
- [Encourage new residential development that provides diversity in lot sizes and housing types including affordable, social and specialised housing.](#)

Rural residential development

Residential use of land in a rural setting is a popular lifestyle choice and it is accommodated in the Low Density Residential Zone in urban areas and in the Rural Living Zone in rural areas.

There are a range of rural residential opportunities in Churchill, as well as in smaller townships, particularly Tyers.

An emerging issue with rural living options relates to resident amenity concerns with animal husbandry, forestry operations and intensive agricultural pursuits.

Planning for rural residential development seeks to:

- Support rural living and associated land use that does not compromise agricultural productivity.
- Avoid impeding the long term urban growth of settlements.

AMENDMENT C136LATR

System Note: The following ordinance will be modified in Clause:15 BUILT ENVIRONMENT AND HERITAGE, Sub-Clause:15.01 BUILT ENVIRONMENT15.01-1L
C136latr**Urban design****Strategies**

Encourage built form that provides and enhances passive surveillance.

Encourage all retail outlets to provide active street frontages, including low level signs to street frontages and minimising blank walls to street facades.

Improve the visual appearance of key transport routes, main road approaches to urban centres, streets and town entrances through urban design and landscaping ~~in accordance with the Latrobe City Council Urban Design Guidelines (Latrobe City, 2019).~~

Support the upgrade of degraded areas (including commercial and industrial land), in particular at town entrances and primary transport routes, ~~in accordance with the Latrobe City Council Urban Design Guidelines (Latrobe City, 2019).~~

Ensure residential development provides for positive urban design outcome based on best practice design and siting guidance for different dwelling typologies.

Ensure commercial and industrial development provides for positive urban design outcomes.

Encourage a high standard of development to meet the growing demand for quality housing and a diverse economy in Latrobe.

Ensure new development positively contributes to the physical environment and foster pride of place in order to improve the health and wellbeing of Latrobe residents.

Advocate for improved walkability, pedestrian amenity and cycling networks, while maintaining effective and safe movement of vehicles.

General policy guidelines

Encourage residential development that:

- incorporates high quality architectural design, materials and finishes that contributes to the preferred neighbourhood character.
- improves surveillance of the streetscape and visibility of dwelling entrances by setting them behind the frontage of dwellings.
- appropriately sites private open space, services and driveways, avoiding multiple crossovers from the street.
- conserves and enhances those elements that contribute to the environmental significance and heritage values of a precinct.

Encourage commercial development that:

- incorporates high quality architectural design, materials and finishes that contributes to the preferred character of the activity centre.
- appropriately sites upper levels to minimise amenity impacts to neighbouring sites and the street and improves passive surveillance.
- designs vehicle access and car parking to maximise pedestrian safety and minimises visual impact.
- incorporates business identification signage that complements the host building and does not dominant the streetscape as to cause visual clutter.
- incorporates landscaping to provide shade and shelter to encourage pedestrian movement and which beautifies the streetscape.
- sites storage facilities away from the public realm.

Encourage industrial development that:

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- is correctly sited to enhance the existing industrial pattern when viewed from the street and allows for an enhanced sense of address and for passive surveillance.
- provides adequate setbacks to ensure developments respect the spacious, low scale character and ensures a functional site layout, allowing for car parking areas, storage and landscaping.
- improves connectivity, access and mobility within industrial areas whilst not adversely impacting on surrounding residential or public uses.
- provides landscaping areas to enhance the streetscape, improving the overall quality of the public realm and to soften the impact of built form.
- is designed to be environmentally sustainable and utilises quality materials to improve appearance, durability and functionality.
- sites storage facilities away from the public realm to reduce visual clutter when viewed from the street.

Encourage streetscape design that:

- provides functional and aesthetically pleasing streetscapes that responds to the local character, conditions and encourage versatile uses and activity.
- creates a multi-modal street network within Latrobe City's townships which prioritises safe pedestrian and cycle movement.
- provides functional and aesthetically pleasing streetscapes that encourage versatile uses and activity.

Policy documents

Consider as relevant:

- *Healthy Urban Design Good Practice Guideline* (Latrobe City Council, 2008)
- *Latrobe City Council Retail Strategy* (Essential Economics 2019)
- *Latrobe City Council Urban Design Guidelines* (Hanson Pty Ltd in association with Latrobe City Council, ~~2019~~ 2021).
- *Live Work Latrobe Housing Strategy* (Latrobe City Council, Macroplan Dimasi, RMCG and Planisphere, 2019)

Expiry

~~This local policy expires three years from the date of gazettal of Amendment C122latr.~~

AMENDMENT C136LATR

System Note: The following ordinance will be modified in Clause:15 BUILT ENVIRONMENT AND HERITAGE, Sub-Clause:15.01 BUILT ENVIRONMENT**15.01-5L**

C136latr

Neighbourhood character**Strategies**

Encourage the retention of intact, older buildings and features that contribute to the character of an area.

Facilitate the development of streetscapes that:

- Reinforce the regional suburban character.
- Comprise built form that addresses public areas.
- Comprise wide streets in newly developing areas.
- Provide generous front setbacks and space between dwellings.

Minimise the loss of backyard areas and established vegetation in development.

Ensure that multi-unit housing is landscaped, with tree and shrub selection.

Ensure there is scope for canopy tree planting in private residential properties.

Encourage residential allotment sizes that respect the existing subdivision pattern in District and Small Towns.

Ensure specific character outcomes are achieved for special character areas in Churchill, Moe and Traralgon.

Policy document

Consider as relevant:

- *Live Work Latrobe Housing Strategy* (Latrobe City Council, MacroPlan Dimasi, RMCG and Planisphere, 2019)
- *Latrobe City Council Urban Design Guidelines* (Hanson Pty Ltd in association with Latrobe City Council, 2021)

AMENDMENT C136LATR

**System Note: The following ordinance will be modified in Clause:16 HOUSING,
Sub-Clause:16.01 RESIDENTIAL DEVELOPMENT****16.01-1L**
C136latr**Housing Supply****Policy Application**

This policy applies to all land identified in the Housing Framework Plans in this clause.

General Strategies

Encourage and concentrate a diverse range of housing in locations with access to community services, activity centres and public transport in accordance with the Housing Framework Plans in this Clause.

Support lot consolidation to maximise opportunities for increased residential yield and integrated development in locations identified for Substantial and Incremental Change in the Housing Framework Plans in this Clause.

Encourage the development of smaller housing types, particularly one and two bedroom dwellings in Substantial Change Areas and Incremental Changes Areas as indicated on the Housing Framework Plans for each town in this Clause.

Support development that is flexible for different age groups and abilities without the need for major adaptation post construction.

[Support the provision of diverse social and affordable housing in well serviced locations.](#)

General policy guidelines

Consider as relevant:

- Encouraging medium and high density housing typologies within 400 metres of the Primary Activity Centres of Moe, Morwell, Churchill and Traralgon.
- Supporting infill development within 200 metres of existing **of**or planned Neighbourhood Activity Centres and Local Activity Centres and the retails centres of District and Small Towns.

Substantial change area strategies

Encourage multi-level residential development in the form of low scale apartments, townhouses, shop tops and units.

[Encourage a variety of tenures, including affordable and social housing types, to meet the needs of a range of households.](#)

Discourage housing intensification in areas identified for 'Future Substantial Change' south of Shakespeare Street, Traralgon, until existing industrial development located to the south (Area 6 of the Traralgon Township Structure Plan in Clause 11.01-1L) transitions to light industrial or other non - sensitive uses.

Incremental change areas strategies

Encourage higher density housing in the form of townhouses, units and dual occupancies that are sensitive with adjoining streetscapes, buildings and residential areas.

Discourage housing intensification south of Commercial Road, Morwell until rehabilitation works to the northern extent of the Hazelwood open cut brown coal mine area are complete (Area 3 on the Morwell Town Structure Plan in Clause 11.01-1L).

Facilitate the development of streetscape character that contains:

- Private gardens in front yards.
- Space between buildings.

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- Views to local landmarks.
- Natural shade.

Limited change areas strategy

Support the development of detached dwellings and dual occupancies that reinforce the spacious regional suburban character.

Limited change areas policy guidelines

Consider as relevant:

- Encouraging smaller and diverse housing types, including units and townhouses, within 200 metres of existing or planned Neighbourhood and Local Activity Centres and where public transport is accessible.
- Discouraging units of townhouses beyond 200 metres from an existing or planned Neighbourhood Activity Centre and Local Activity Centre, except on Strategic Development Sites identified on the Housing Framework Plans.
- Discouraging higher densities unless a lot is greater than 1500 square metres and is:
 - Within 400 metres walking distance from a public transport network.
 - Consistent with the average lot size of density development of residentially zoned land that is within a 150 metre radius (excluding the subject site in the calculation).
 - Not constrained by an overlay that affects the development potential of the lot (heritage, bushfire or flooding overlay).

Minimal change areas strategies

Support minimal change in the form of detached houses and dual occupancies in locations with distinct character attributes, such as heritage, neighbourhood character, environmental or amenity values or infrastructure limitations.

Encourage the retention and provision of vegetated areas including canopy trees and large garden spaces.

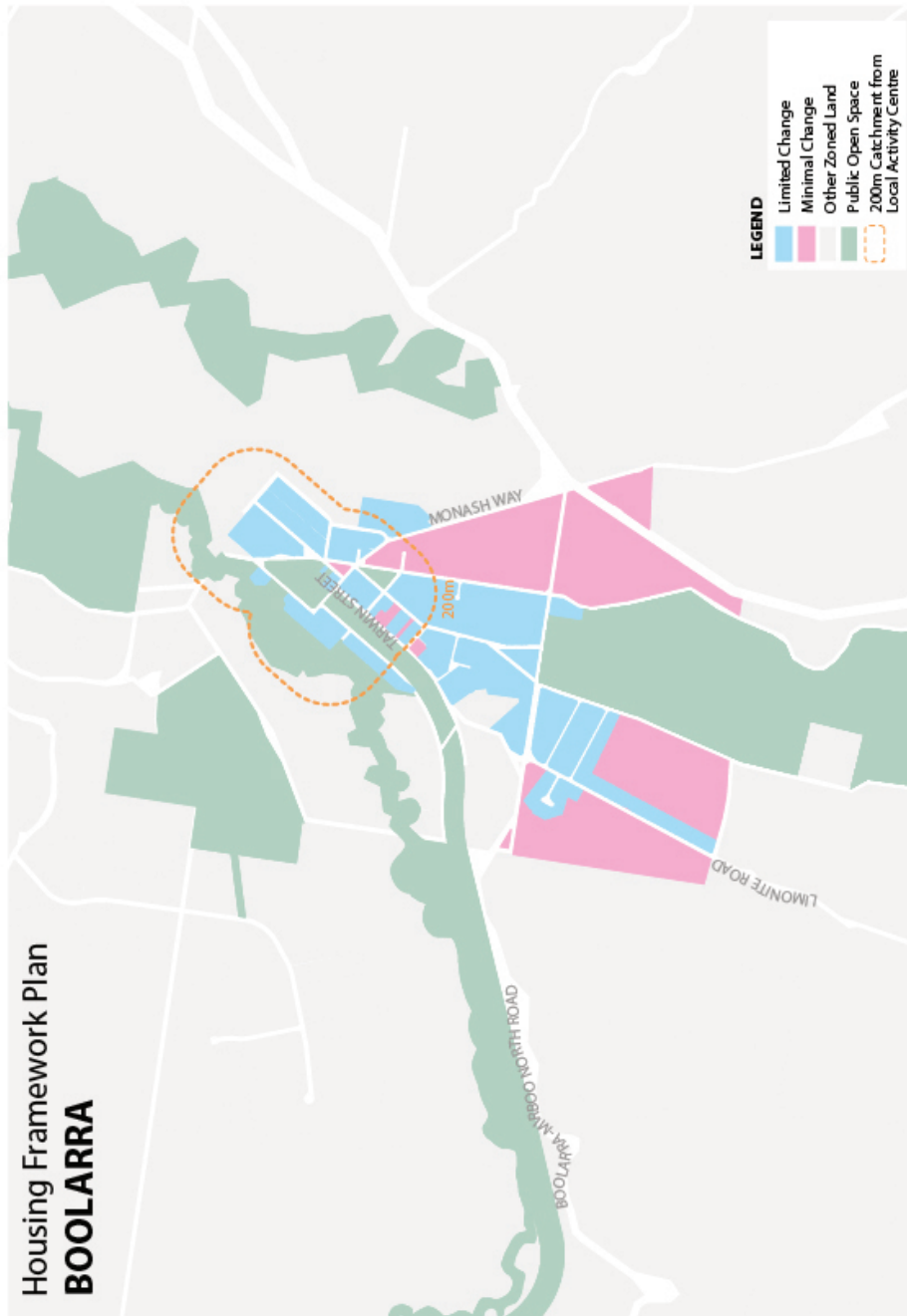
Policy document

Consider as relevant:

- *Live Work Latrobe Housing Strategy* (Latrobe City Council, MacroPlan Dimasi, RMCG and Planisphere, 2019)
- [*Latrobe Social and Affordable Housing Strategy* \(SGS Economics & Planning in association with Latrobe City Council, 2021\).](#)

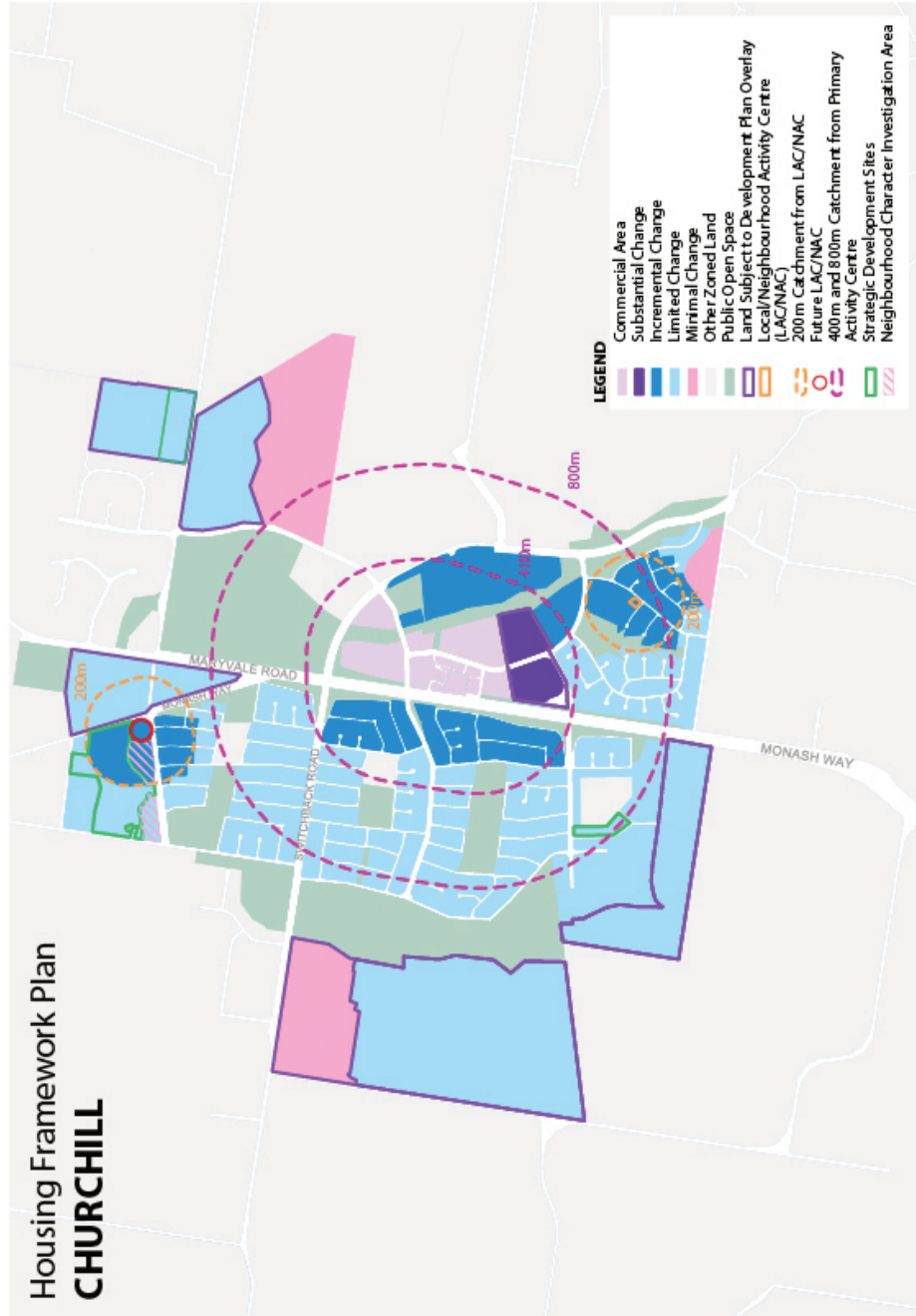
AMENDMENT C136LATR

Boolarra Housing Framework Plan



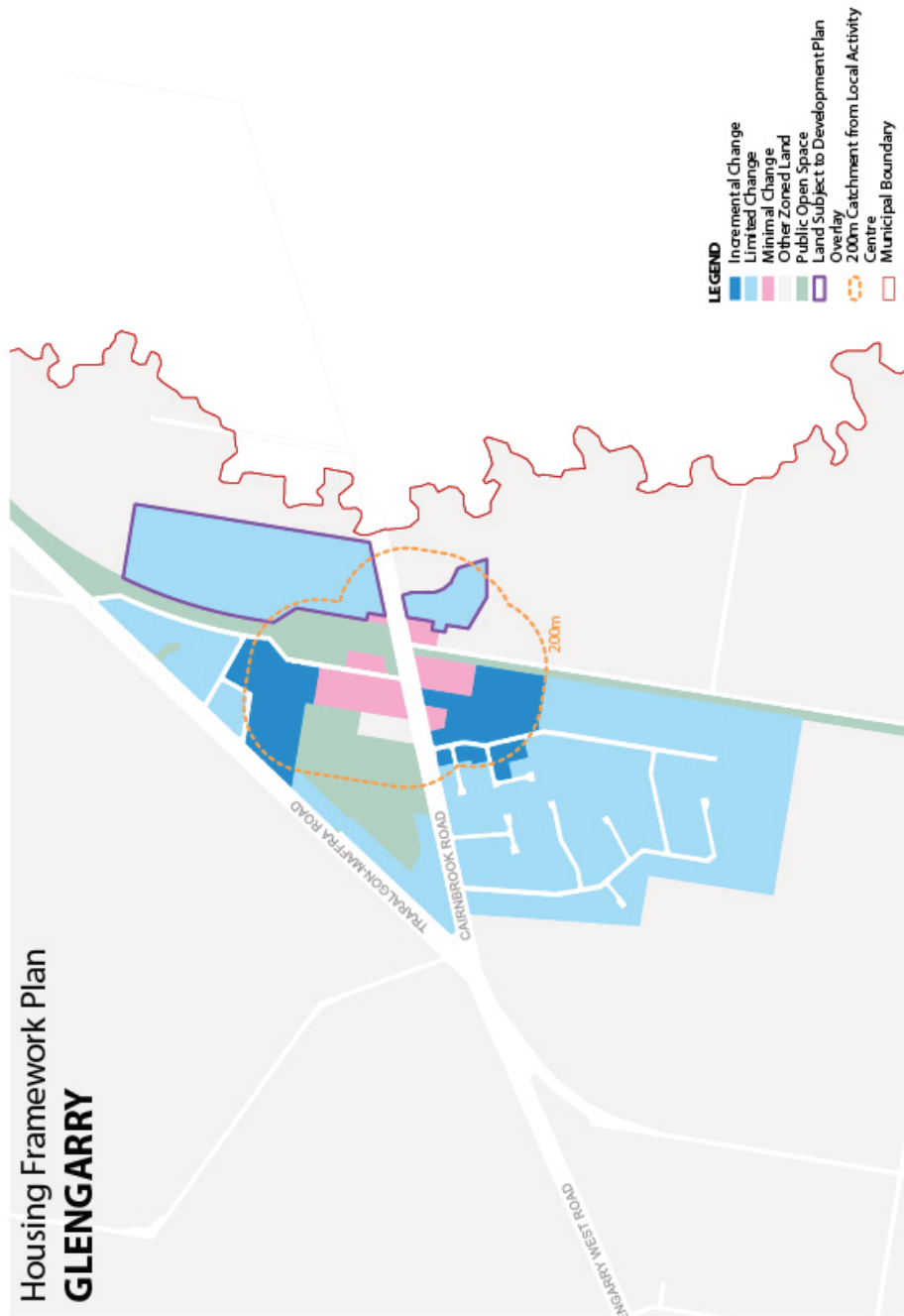
AMENDMENT C136LATR

Churchill Housing Framework Plan



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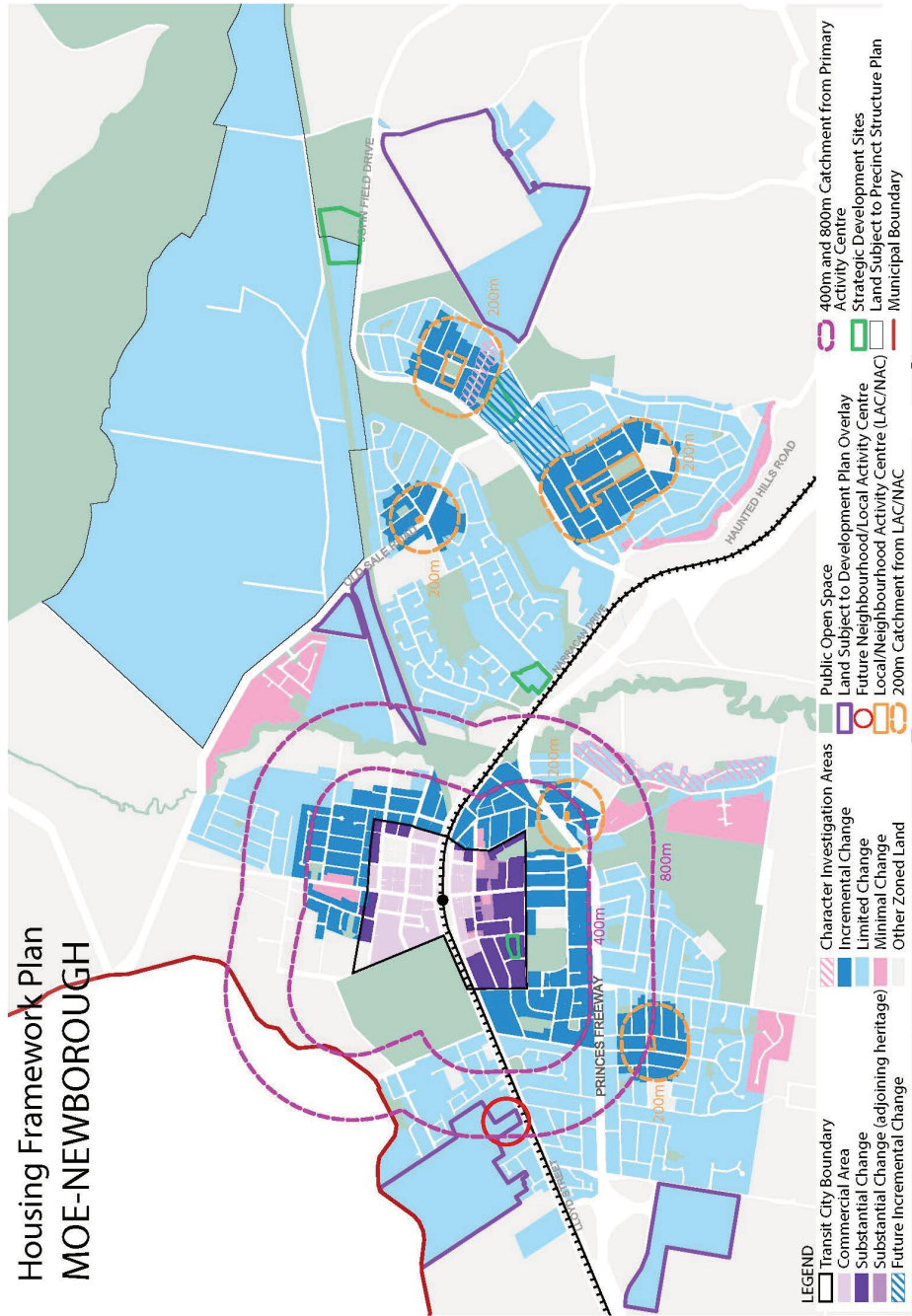
Glengarry Housing Framework Plan



Housing Framework Plan
GLENGARRY

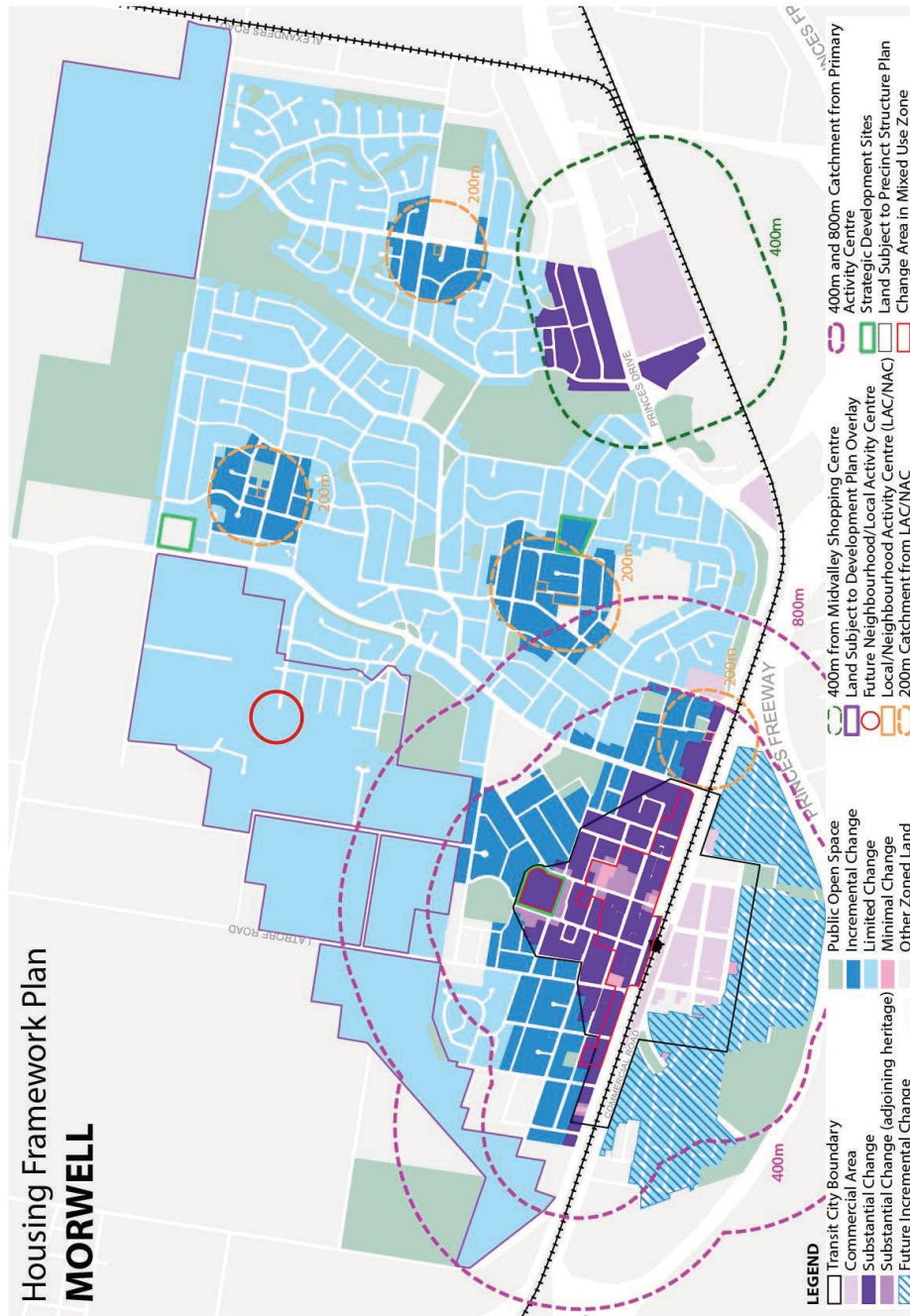
AMENDMENT C136LATR

Moe - Newborough Housing Framework Plan



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Morwell Housing Framework Plan



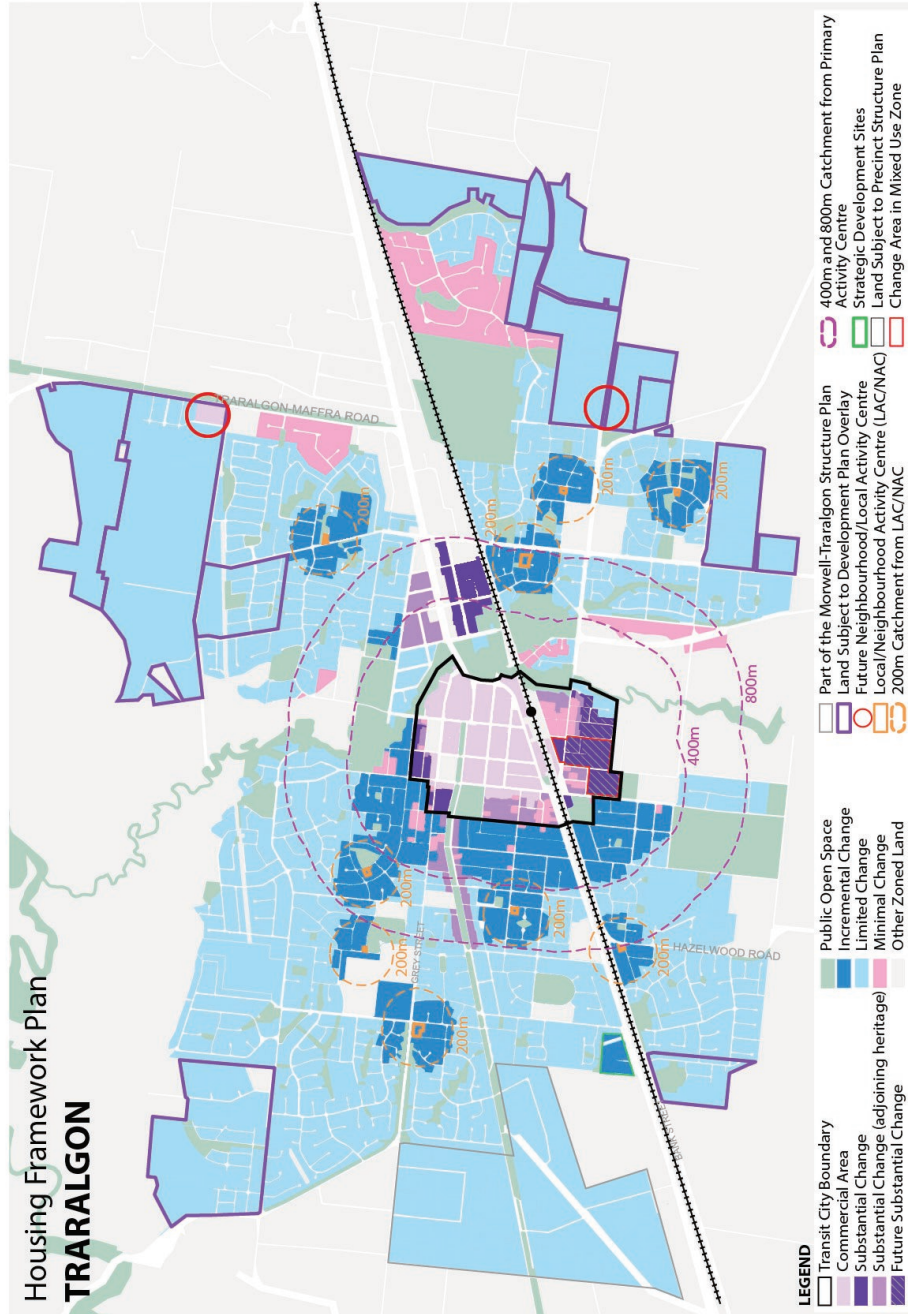
AMENDMENT C136LATR

Toongabbie Housing Framework Plan



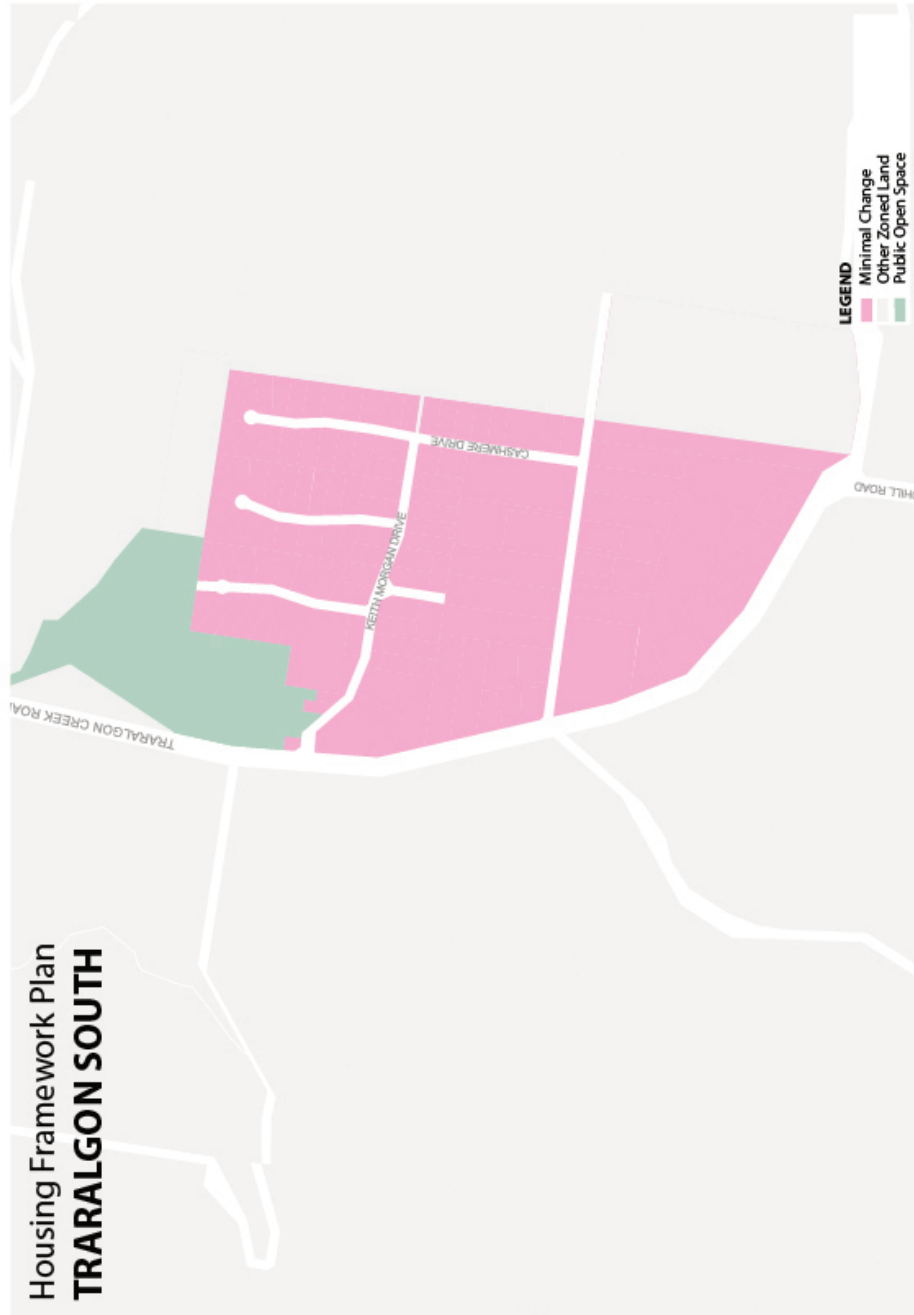
AMENDMENT C136LATR

Traralgon Housing Framework Plan



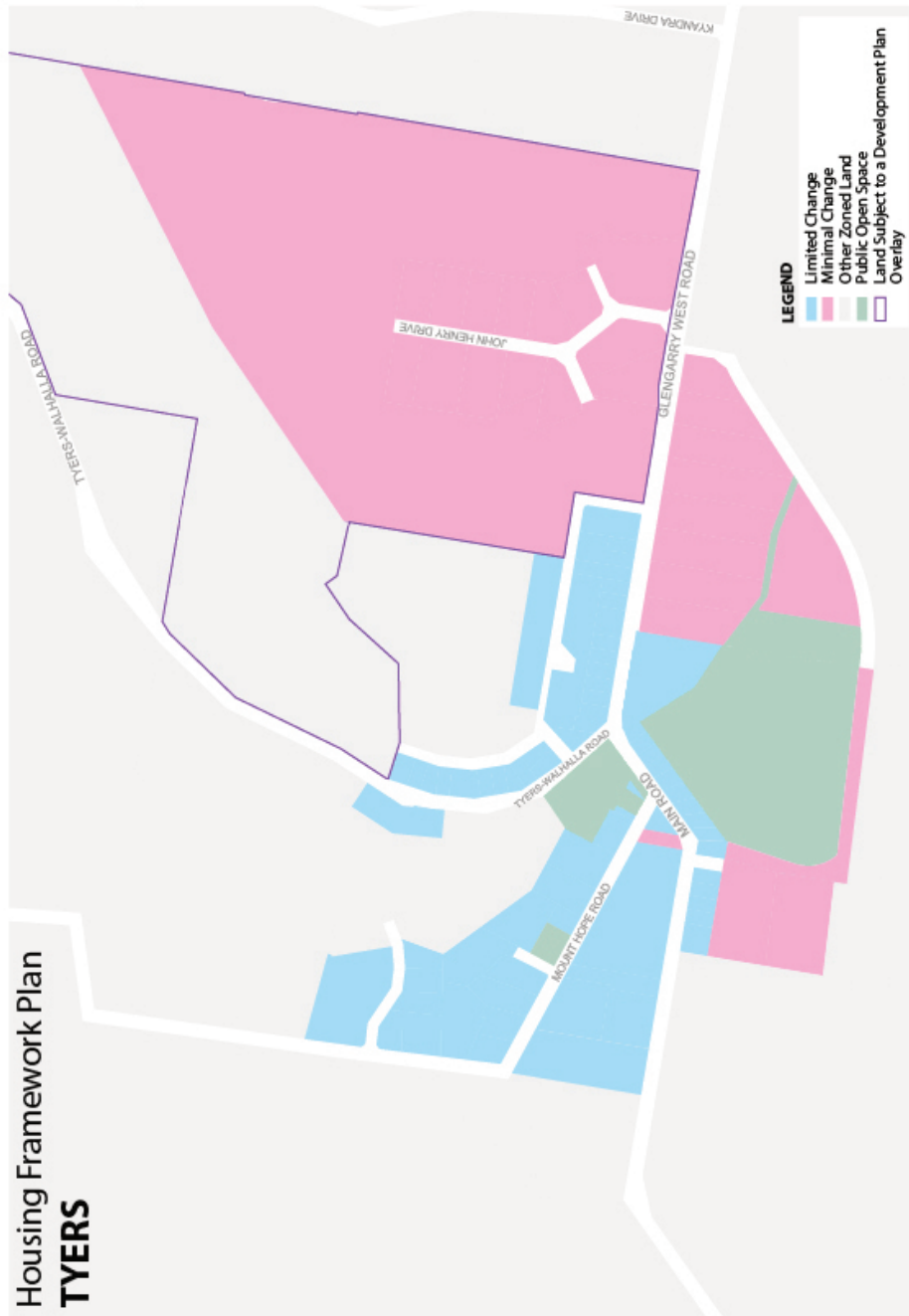
AMENDMENT C136LATR

Traralgon South Housing Framework Plan



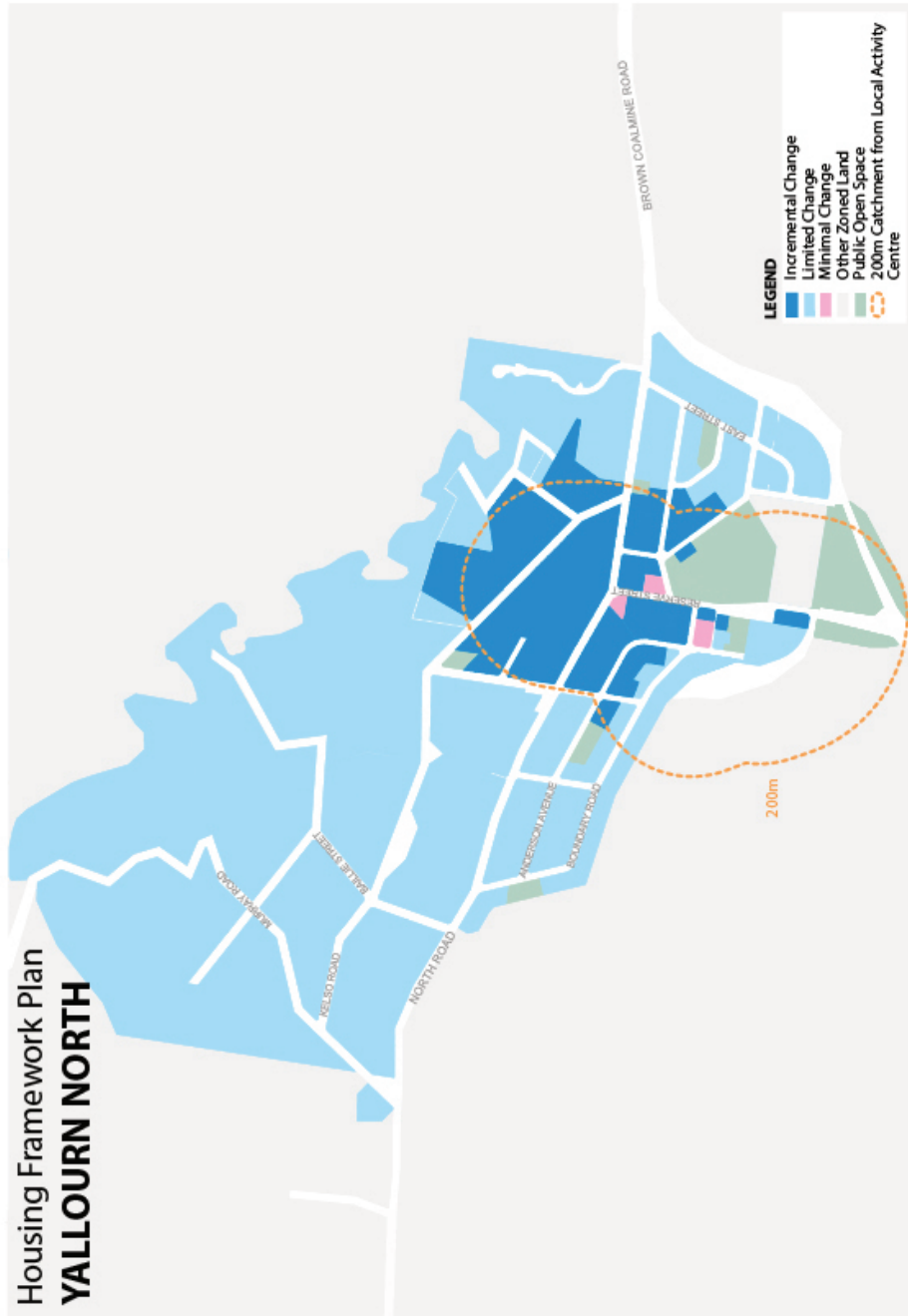
AMENDMENT C136LATR

Tyers Housing Framework Plan



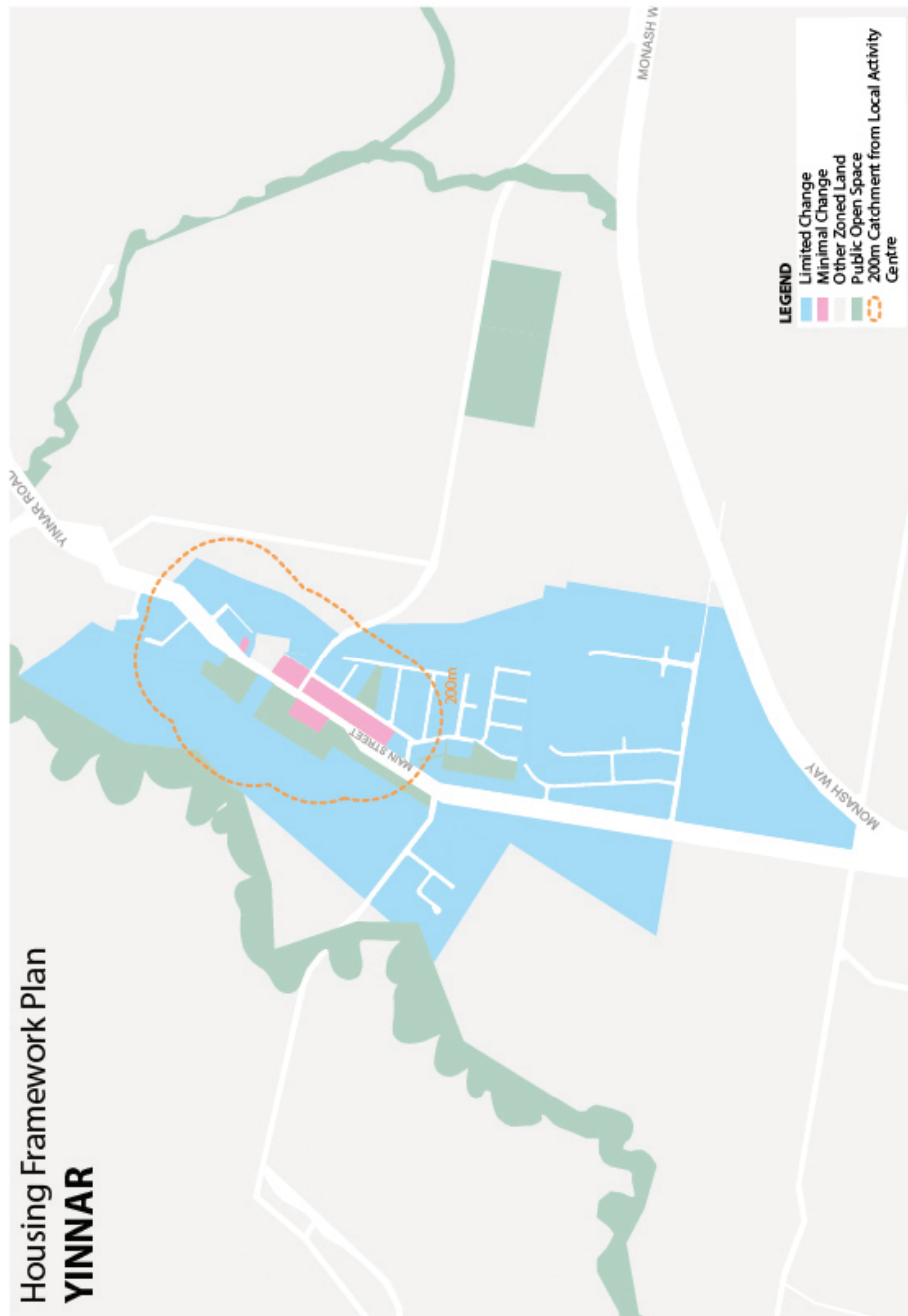
AMENDMENT C136LATR

Yallourn North Housing Framework Plan



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Yinnar Housing Framework Plan



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System Note: The following ordinance will be added after 16.01-2S Housing affordability

16.01-2L
C136latr

Housing affordability

Policy application

This policy applies to all residential land across the municipality.

General Strategies

Facilitate a balanced mix of private, affordable and social housing within new development.

Encourage social and affordable housing design that integrates with the surrounding development.

Support the provision of private market rental housing that is affordable for households with low and moderate incomes, including a proportion that are to be owned and managed by registered housing associations, housing providers or similar non-for-profit organisations.

Support the redevelopment and renewal of existing social and affordable housing.

Policy guidelines

Consider as relevant:

- Encourage social and affordable housing at locations:
 - Within 400 metres walking distance of a bus stop that is services, at minimum, every hour during daylight hours or within 800 metres walking distance of a train station ~~-and~~; or
 - Within 200 metres walking distance of an existing or approved Local, Neighbourhood Activity Centre, or within 800 metres of an existing or approved Primary Activity Centre.
- Support social and affordable housing outside of the areas preferred to in the two points above, but within the extent of urban areas, where it is demonstrated that:
 - Accessibility by walking or public transport will be satisfactory either now or in the future by reference to known or proposed plans for infrastructure and service expansion and delivery; ~~and/or~~
 - The proposal will have a significant impact on addressing identified local housing stress and acute housing needs.

Policy documents

Consider as relevant:

- *Latrobe Social and Affordable Housing Strategy* (SGS Economics & Planning in association with Latrobe City Council, 2021).
- *Latrobe City Council Urban Design Guidelines* (Hanson Pty Ltd in association with Latrobe City Council, 2021).

Expiry

This local policy will expire when it is superseded by a comparable provision of the Victorian Planning Provisions.

AMENDMENT C136LATR

**System Note: The following ordinance will be modified in Sub-Clause:72.08
BACKGROUND DOCUMENTS, Schedule:SCHEDULE TO CLAUSE 72.08
BACKGROUND DOCUMENTS****1.0**

C136latr

Background documents

Name of background document	Amendment number clause reference
<i>Assessment of Agricultural Quality of Land in Gippsland (Ian R Swan and Andrew G Volum, August 1984)</i>	C97 Clause 02 and 14
<i>Australian Paper: Maryvale Pulp Mill Buffer Requirements (GHD Pty Ltd, July 2011)</i>	C87pt1 Clause 02, 13 and 14
<i>Car Parking Framework Review Traralgon & Morwell (Traffix Group, August 2014)</i>	C105 Clause 45.09s 1 and 2
<i>Churchill East West Link: Master Plan and Urban Design Framework (Spiire Australia Pty Ltd, October 2013)</i>	C97 Clause 02 and 11
<i>Churchill Town Centre Plan (Beca Pty Ltd, July 2007)</i>	C62 Clause 02, 11, 19 and Schedule 9 to Clause 43.02
<i>Clifton Street Precinct Urban Design Guidelines (Tract Consultants, September 2008)</i>	C76 Clause 02, 11 and 15
<i>Cultural Diversity Action Plan 2020-2024 (Latrobe City Council, October, 2019)</i>	C97 Clause 02
<i>Economic Development Strategy 2016-2020 (Latrobe City Council, May 2016)</i>	C97 Clause 02 and 17
<i>Framework for the Future (Latrobe Region, October 1987)</i>	C97 Clause 02
<i>Gippsland Logistics Precinct Project (Latrobe City Council, April 2009)</i>	C97 Clause 02 and 18.05-1L
<i>Hazelwood Mine Fire Inquiry Report (Hazelwood Mine Fire Inquiry, 2014)</i>	C105 Clause 02 and 14.03-1L
<i>Healthy Urban Design Good Practice Guideline (Latrobe City Council, June 2008)</i>	Clause 02, 11, 15 and Schedules 4, 5 and 6 to Clause 43.04
<i>Infrastructure Design Manual (Local Government Infrastructure Design Association, 2019)</i>	Clause 02 and 19
<i>Land Over Coal and Buffer Area Study (Ministry for Planning and Environment, February 1988)</i>	Clause 02 and 14.03-1L
<i>Latrobe City Bicycle Plan 2007-2010 (Latrobe City Council, December 2007)</i>	C97

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Name of background document	Amendment number clause reference
	Clause 02, 18.02-1L and Schedules 5, 6,7 and 9 to Clause 43.04
<i>Latrobe City Council Bulky Good Retail Sustainability Assessment</i> (Macroplan Australia Pty Ltd, March 2009)	C39 Clause 02, 11, 17 and Schedules to Clause 43.04
<i>Latrobe City Council Disability Action Plan 2018-2020</i> (Latrobe City Council, 2018)	C97 Clause 02
<i>Latrobe City Council Residential and Rural Residential Land Assessment</i> (Essential Economics Pty Ltd, March 2009)	C97 Clause 02, 11 and 16
<i>Latrobe City Council Urban Design Guidelines</i> , (Hansen Pty Ltd in association with Latrobe City Council, May 2019 <u>March 2021</u>)	C105 Clause 02, 11 and 15
<i>Latrobe City Council Waste Management Strategy (2010-2017)</i> (Meinhardt Infrastructure and Environment Pty Ltd, 2010)	C97 Clause 02, 13 and 19
<i>Latrobe City Council Retail Strategy Review Background Research and Analysis (2019)</i>	
<i>Latrobe City Council Retail Strategy - Strategy and Implementation Plan (2019)</i>	
<i>Latrobe City Evens and Tourism Strategy 2018-2022</i> (Latrobe City Council, 2018)	Clause 02 and 17
<i>Latrobe City Heritage Study</i> (Context Pty Ltd 2010)	C14 Clause 02, 15, Schedule 2 to Clause 32.07 and Schedule to Clause 43.01
<i>Latrobe City Municipal Fire Management Plan 2018</i> (Latrobe City Council, 2018)	C97 Clause 02 and 13.02-1L
<i>Latrobe City Older Persons Strategy 2007-2021</i> (Latrobe City Council, 2007)	C62 Clause 02, 16 and 19
<i>Latrobe City Play Space Improvement Plan 2016-2021</i> , (Latrobe City, 2016)	C91 Clause 02 and 19.02-6L
<i>Latrobe Regional Airport Master Plan 2015 (Updated 2019)</i> (Rehbein Airport Consulting, 2019)	C92 Clause 02, 11, 17 and 18
<u><i>Latrobe Social and Affordable Housing Strategy (SGS Economics & Planning in association with Latrobe City Council, 2021).</i></u>	<u>C136</u> <u>Clause 02, 15, and 16</u>
<i>Latrobe Structure Plans Background Report</i> (Beca Pty Ltd, August 2007)	C97 Clause 02, 11 to 19 and Schedules to Clause 43.04

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Name of background document	Amendment number clause reference
<i>Latrobe Structure Plans - Churchill</i> (Beca Pty Ltd, August 2007)	C97 Clause 02, 11 to 19 and Schedules to Clause 43.04
<i>Latrobe Structure Plans - Moe and Newborough</i> (Beca Pty Ltd, August 2007)	C97 Clause 02, 11 to 19 and Schedules to Clause 43.04
<i>Latrobe Structure Plans - Morwell</i> (Beca Pty Ltd, August 2007)	C97 Clause 02, 11 to 19 and Schedules to Clause 43.04
<i>Latrobe Structure Plans - Traralgon</i> (Beca Pty Ltd, August 2007)	C97 Clause 02, 11 to 19 and Schedules to Clause 43.04
<i>Latrobe Transit Centred Precincts</i> (David Lock Associates, SGS Economics and Planning PBAI Australia, December 2004)	C50 Clause 02 and 11
<i>Live Work Latrobe Housing Strategy</i> (Latrobe City Council, MacroPlan Dimasi, RMCG and Planisphere, May 2019)	C105 Clause 02, 11, 15 and 16
<i>Live Work Latrobe Industrial and Employment Strategy</i> (Latrobe City Council, MacroPlan Dimasi, RMCG and Planisphere, May 2019)	C105 Clause 02, 11 and 17
<i>Live Work Latrobe Rural Land Use Strategy</i> (Latrobe City Council, MacroPlan Dimasi, RMCG and Planisphere, May 2019)	C105 Clause 02, 14 and 16
<i>Moe Activity Centre Plan</i> (Tract Consultants, December 2007)	C62 Clause 02, 11 and 17
<i>Moe and Newborough Structure Plan</i> (Metropolitan Planning Authority, March 2015)	C62 Clause 02, 11 and 17
<i>Moe Rail Precinct Revitalisation Project Master Plan</i> (SJB Urban, SJB Architects, McCormick Rankin Cagney, Slattery Australia, November 2009)	C79 Clause 02, 11 and 36.01
<i>Morwell Activity Centre Plan</i> (Latrobe City Council 2022)	C137 Clause 11, 17, 37.08s and 45.09s
<i>Morwell Activity Centre Plan Background Reports</i> (Latrobe City Council, 2022): <i>Morwell Activity Centre Community Infrastructure Assessment</i> (Latrobe City Council, March 2022) <i>Morwell Activity Centre Economic Assessment</i> (Latrobe City Council, March 2022)	C137 Clause 11, 17, 37.08s and 45.09s

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Name of background document	Amendment number clause reference
<i>Morwell Activity Centre Planning Context Report</i> (Latrobe City Council, March 2022)	
<i>Morwell Activity Centre Transport Assessment and Parking Plan</i> (Movement and Place Consulting, June 2021)	
<i>Morwell Activity Centre Urban Design and Built Form Plan</i> (Hansen Partnership, June 2021)	
<i>Morwell Activity Centre Urban Design and Built Form Discussion Paper</i> (Hansen Partnership, June 2021)	
<i>Morwell Logistics Precinct Master Plan</i> (Beca Pty Ltd, Meyrick and Associates, and Traffix Group, 2005)	Clause 02, 17 and 18
<i>Morwell to Traralgon Employment Corridor Precinct Masterplan</i> (Urban Enterprise, 2020)	C115 Clause 02, 11 and 17
<i>Municipal Domestic Waste Water Management Plan</i> (Infocus Management Group, WDMS Pty Ltd, Municipal Domestic Wastewater Management & Latrobe City Council, December 2006)	C97 Clause 02, 19 and 42.01s5
<i>Municipal Emergency Management Plan 2019</i> (Latrobe City Council, 30 July 2019)	C97 Clause 02 and 13
<i>Natural Environment Sustainability Strategy 2014-2019</i> (Latrobe City Council, 2014)	C97 Clause 02, 12, 15 and 19
<i>Planning for Intensive Agriculture in Gippsland - Regional Development Australia Gippsland</i> (RMCG, 24 August 2016)	C105 Clause 02, 14 and 16
<i>Positioning Latrobe City for a Low Carbon Emission Future</i> (MWH, 2010)	C97 Clause 02, 15, 17, 18 and 19
<i>Project Implementation Plan - Gippsland Logistics Precinct Project</i> (Latrobe City Council, April 2009)	C97 Clause 02, 15, 17, 18 and 19
<i>Project Findings Report: Latrobe City Council DDO1 Major Pipeline Infrastructure Review</i> (GPA Engineering/Auld Planning & Projects, May 2020)	C121latr Clause 02, 19.01-3L and Schedule 1 to Clause 44.08
<i>Public Art Policy 2018</i> (Latrobe City Council - City Development Division, November 2018)	C91 Clause 02
<i>Public Open Space Strategy Volume 1: Strategy and Recommendations</i> (Latrobe City Council, Insight Leisure Planning, Davis Planning Solutions, FFLA, March 2013)	C91 Clause 02, 19.02-6L and Schedules 5, 6, 7 and 9 to Clause 43.04
<i>Public Toilet Plan 2010-2014</i> (Latrobe City Council, July 2010)	C91 Clause 02
<i>Retail Advice - Lake Narracan Structure Plan</i> (SGS Economics and Planning, July 2013)	C97

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Name of background document	Amendment number clause reference
	Clause 02, 11 and 17
<i>Review of Proposed Public Open Space Contributions Rates</i> (Urban Enterprise, October 2016)	C97 Clause 02 and 19
<i>Small Town Structure Plans: Boolarra, Glengarry and Tyers</i> (NBA Group Pty Ltd, April 2009)	C024pt2 Clause 02, 11 to 19
<i>Strategic Outlook for Moe - Newborough and Lake Narracan</i> (Growth Areas Authority, 2013)	Clause 02 and 11 to 19
<i>Toongabbie Structure Plan Report</i> (Latrobe City Council, 2020)	C126latr Clause 11, 12 and 16 Schedule 5 to Clause 32.09
<i>Toongabbie Structure Plan Background Reports</i> (Latrobe City Council, 2020)	C126latr Clause 11, 12 and 16 Schedule 5 to Clause 32.09
<i>Tracks, Trails and Paths Strategy</i> (Planisphere, April 2016)	C91 Clause 02, 18 and 19
<i>Traralgon Activity Centre Plan</i> (Victorian Planning Authority and Latrobe City Council, September 2018)	C106pt1 Clause 02, 11 and Schedule 1 to Clause 37.08
<i>Traralgon Activity Centre Plan Background Reports</i> (Hansen Partnership Pty Ltd, July 2010)	C106pt1 Clause 02, 11 and Schedule 1 to Clause 37.08
<i>Traralgon Background Report: Traralgon Growth Areas Review</i> (Hansen Partnership and Parsons Brinkerhoff, August 2013)	C87pt2 Clause 02 and 11 to 19
<i>Traralgon Growth Area Framework Plan</i> (Hansen Partnership, August 2013)	C97 Clause 02 and 11 to 19
<i>Traralgon Station Precinct Master Plan</i> (Hansen Partnership and CPG Australia, April 2011)	C97 Clause 02, 11 and Schedule 2 to Clause 32.07
<i>Traralgon West Structure Plan</i> (Hansen Partnership, August 2013)	C97 Clause 02 and 11 to 19
<i>Wood Encouragement Policy</i> (Latrobe City Council, 2014)	C97 Clause 02 and 14

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**System Note: The following ordinance will be modified in Sub-Clause:74.02
FURTHER STRATEGIC WORK, Schedule:SCHEDULE TO CLAUSE 74.02 FURTHER
STRATEGIC WORK****1.0**

C136latr

Further strategic work

- Prepare:
 - Small town structure plans for Yinnar, Traralgon South, Toongabbie and Yallourn North.
 - An Infrastructure Needs Analysis for existing and future significant shared infrastructure across the municipality.
 - A land use response to the State Government's Strategic Plan for Coal or any other adopted coal resource strategy.
 - A drainage study to establish development capability and infrastructure needs to support the development of a development plan or precinct structure plan and development contribution plan for the land in the Traralgon West Growth area in accordance with the Structure Plan.
 - A plan and facilitate the formal recognition of the Strzelecki-Alpine Biolink, incorporating plantation, public, private, road reserve land and mining areas ready or scheduled for rehabilitation through the application of zones and overlays.
 - An Industrial and Sensitive Use Strategy which looks at the viability for transition of industrial areas and alternative options to transition to allow for economic growth and protection of amenity.
 - A Rural Living Strategy and apply planning scheme tools to land identified as appropriate for Rural Living.
 - A bushfire framework plan to inform future settlement and urban growth planning.
- Develop:
 - Open Space Asset Management Plans (linked to GIS Systems) for all classes of open space assets (including vegetation) and park furniture to implement a costed, systematic approach to asset replacement, renewal and maintenance.
 - Administration processes that improve the record keeping of open space contributions received (cash and land) to ensure transparency around the expenditure on passive and active open spaces (including land acquisition) and sources of funding.
 - A policy to guide open space contributions and expenditure, including circumstances where Council will accept encumbered land for open space in addition to unencumbered land.
 - A policy and approach to development contributions for social and affordable housing.
 - A policy to guide planning assessment (relating to design, neighbourhood character and site management), when they are required for Rooming Houses.
- Monitor the application and efficiency of public open space contributions for residential, commercial, industrial and mixed use subdivisions.
- Undertake a landscape assessment of rural areas and apply appropriate planning scheme tools to recognise locations of high hazard erosion and to protect significant landscapes, vistas or areas of significance.
- Identify locations to apply the Environmental Audit Overlay, including former landfill sites, fuel depots or industry locations identified for transition.
- Investigate and apply permit trigger(s) or policy to enable assessment and requirement for noise attenuation measures to be provided for sensitive use developments within the 500 metre buffer area surrounding the Janette Street Industrial Precinct (Traralgon Structure Plan Area 8a).

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- Investigate the application of Industrial 3 Zone to land within the Janette Street Industrial Precinct surrounding the existing lime batching plant (Traralgon Structure Plan Area 8a).
- Implement recommendations from the Traralgon Activity Centre Plan including:
 - Preparing streetscape masterplans for the Traralgon Activity Centre.
 - Preparing a masterplan for Post Office Place.
 - Updating the Latrobe City Bike Plan.
- Review the minimal change status of the Toongabbie town centre in the Toongabbie Housing Framework Plan at Clause 16.01-1L (Housing Supply).

Planning and Environment Act 1987

LATROBE PLANNING SCHEME
AMENDMENT C136
EXPLANATORY REPORT

Overview

The amendment proposes to implement the recommendations of the draft *Latrobe Social and Affordable Housing Strategy 2021 Strategy* (SGS Economics & Planning in association with Latrobe City Council, 2021) and the *Latrobe City Urban Design Guidelines 2021* (Hanson Pty Ltd in association with Latrobe City Council, 2021) into the Latrobe Planning Scheme. This includes changes to the Planning Policy Framework to encourage the supply of social, affordable and specialised housing developments and introduce updated urban design guidelines and associated strategies.

Where you may inspect this amendment

The amendment can be inspected free of charge at the Latrobe City Council website at <https://www.latrobe.vic.gov.au/HaveYourSay> and https://www.latrobe.vic.gov.au/Property/Development/Planning_Scheme_Amendments/Current_Planning_Scheme_Amendments

And/or

The amendment is available for public inspection, free of charge, during office hours at the following places:

Latrobe City Council
Corporate Headquarters
141 Commercial Road
Morwell VIC 3840

Latrobe City Council
Moe Service Centre
1-29 George Street
Moe VIC 3825

Latrobe City Council
Churchill Service Centre
9-11 Phillip Parade
Churchill VIC 3842

Latrobe City Council
Traralgon Service Centre
34-38 Kay Street
Traralgon VIC 3844

The amendment can also be inspected free of charge at the Department of Transport and Planning website at <http://www.planning.vic.gov.au/public-inspection> or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

Submissions

Any person may make a submission to the planning authority about the amendment. Submissions about the amendment must be received **by 5.00pm on Monday of 19 February 2024**.

OFFICIAL

A submission must be sent to:

Latrobe City Council
Strategic Planning Department
PO Box 264,
Morwell VIC 3840

Or

Attention: Strategic Planning
latrobe@latrobe.vic.gov.au

Details of the amendment

Who is the planning authority?

This amendment has been prepared by the Latrobe City Council which is the planning authority for this amendment.

The amendment has been made at the request of Latrobe City Council.

Land affected by the amendment

The amendment applies to all residential, industrial and commercial land across the municipality.

What the amendment does

The amendment proposes to implement the recommendations of the:

- *Latrobe Social and Affordable Housing Strategy 2021 Strategy* (SGS Economics & Planning in association with Latrobe City Council, 2021); and
- the *Latrobe City Urban Design Guidelines 2021* (Hanson Pty Ltd in association with Latrobe City Council, 2021)

into the Latrobe Planning Scheme. This includes changes to the Planning Policy Framework to encourage the supply of social, affordable and specialised housing developments and introduce updated urban design guidelines and associated strategies.

The amendment:

- Amends Clause 02.03-6 (Housing) to support and encourage the supply of diverse social, affordable and specialised housing developments in Latrobe.
- Amends Clause 15.01-1L (Urban design) to include associated strategies and guidelines for residential, commercial and industrial development and streetscape design. Update the version of the *Latrobe City Urban Design Guidelines 2021* (Hanson Pty Ltd in association with Latrobe City Council, 2021) listed within Policy documents and include the *Live Work Latrobe Housing Strategy* (Latrobe City Council, MacroPlan Dimasi, RMCG and Planisphere, 2019) as a Policy document.
- Amends Clause 15.01-5L (Neighbourhood character) to insert a strategy to reference the special character areas of Churchill, Moe and Traralgon and refer to the updated version of the *Latrobe City Urban Design Guidelines 2021* (Hanson Pty Ltd in association with Latrobe City Council, 2021).

OFFICIAL

- Amends Clause 16.01-1L (housing supply) to include additional strategies around the inclusion of social and affordable housing in well serviced locations and to include the *Latrobe Social and Affordable Housing Strategy* (SGS Economics & Planning in association with Latrobe City Council, 2021) as a policy document.
- Inserts Clause 16.01-2L (Housing affordability) to support the development of well-designed and integrated social and affordable housing in well serviced locations and provide relevant policy guidelines. Include the *Latrobe Social and Affordable Housing Strategy* (SGS Economics & Planning in association with Latrobe City Council, 2021) and the *Latrobe City Urban Design Guidelines 2021* (Hanson Pty Ltd in association with Latrobe City Council, 2021) as policy documents.
- Amends the Schedule to Clause 72.08 (Background documents) to include the *Latrobe Social and Affordable Housing Strategy* (SGS Economics & Planning in association with Latrobe City Council, 2021) as a background document and reference the updated *Latrobe City Urban Design Guidelines 2021* (Hanson Pty Ltd in association with Latrobe City Council, 2021).
- Amends the Schedule to Clause 74.02 (Further strategic work) to develop policy and approach to inclusionary requirements for social and affordable housing contributions and to develop policy to guide planning assessment, when required, for rooming houses.

Strategic assessment of the amendment

Why is the amendment required?

The Amendment is required to implement the recommendations of the draft *Latrobe Social and Affordable Housing Strategy* (SGS Economics & Planning in association with Latrobe City Council, 2021) and update local policy in relation to the *Latrobe City Urban Design Guidelines 2021* (Hanson Pty Ltd in association with Latrobe City Council, 2021) in alignment with the direction provided during approval of Amendment C105latr Live Work Latrobe.

Interim Latrobe City Social and Affordable Housing Policy 2021

In response to the Victorian State governments announcement of the 'Big Housing Build' in November 2020, Council developed an *Interim Latrobe City Social & Affordable Housing Policy* (adopted 4 October 2021) to establish a policy position for planning permit applications for social and affordable housing until such time that a Latrobe City Social & Affordable Housing Strategy be developed and adopted.

Latrobe Social and Affordable Housing Strategy 2021

The Latrobe Social and Affordable Housing Strategy 2021 is Council's response to the growing need for social and affordable housing in Latrobe City. It comes at a time where there is a growing role for the planning system in delivering affordable housing, setting out clear and practical strategies and actions.

At the local level, Latrobe City recognises that its community is undergoing significant economic and social transition. The *Live, Work, Latrobe Housing Strategy 2019* considered social and affordable housing as important for supporting housing diversity across the municipality. One of the recommended actions as part of realising an improved supply, diversity and quality of affordable housing was to "develop a Social Housing Strategy to guide the long-term provision and renewal of social housing across the City."

This recommendation emerged from several trends that have developed in the municipality, including changing demographics, changing housing preferences and demand for more diverse housing stock. There has been increased pressure on social services and increased demand for short-term accommodation and rooming houses because of a flooded rental market.

In turn, rates of homelessness in Latrobe City are on the rise. Latrobe was ranked the seventh most socio-economically disadvantaged municipality in the State and the most disadvantaged Regional

City in the Socio-Economic Indexes for Areas (SEIFA) data following the 2016 Census. The effects of this disadvantage have become more pronounced since the COVID-19 pandemic, especially for people on low incomes. Increasing social and affordable housing supply in Latrobe City will yield significant benefits for individuals, the community and the economy.

Social and affordable housing is important for supporting housing diversity across the municipality and assisting in reducing housing and rental stress and homelessness. Social and affordable housing will provide positive outcomes for very low, low and middle income earners and ultimately provide net community benefits. The Amendment seeks to reduce disadvantage, improve local labour markets, improve diversity, support ageing in place and improve the culture and branding of Latrobe City.

Latrobe City Urban Design Guidelines 2021

Post exhibition of Amendment C105 (Live, Work Latrobe), DELWP directed Council to make changes to the proposed schedules of the residential zones. The changes were required so as to ensure that the schedules would be consistent with guidance of Planning Practice Note 91 *Using the Residential Zones*.

The result of these post exhibition changes were some minor inconsistencies between the schedules to the residential zones and the directions given by the Latrobe City Urban Design Guidelines. This review seeks to resolve inconsistencies and provide for guidelines for single dwellings as the document was previously silent on this housing typology. Further, additional changes have been made based on Councillor feedback at the 15 February 2021 Councillor briefing that demonstrate the link between the guidelines and positive health and wellbeing outcomes for the community.

Furthermore, the existing Clause 15.01-1L contained an expiry of the local policy which was three years from the Gazettal of Amendment C122latr (28 May 2021). The updated Urban Design Guidelines are now available which allows council to implement key strategies into the scheme and delete reference to the expiry.

The updating of the residential component of the Latrobe City Urban Design Guidelines provides greater direction for best practice planning outcomes, achieving better urban amenity outcomes for the community.

The imbedding of the Latrobe City Urban Design Guidelines into the planning scheme provide guidance to Council Officers, Councillors and applicants on better design outcomes and allow for a clear decision making framework/ performance criteria when Council are assessing planning permit applications.

How does the amendment implement the objectives of planning in Victoria?

The Amendment implements the following objectives of planning in Victoria, set out in Section 4(1) of the Planning and Environment Act 1987:

- a) *To provide for the fair, orderly, economic and suitable use, and development of the land.*
- c) *To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria.*
- f) *To facilitate development in accordance with the objectives of planning in Victoria.*
- fa) *To facilitate the provision of affordable housing in Victoria.*
- g) *To balance the present and future interests of all Victorians.*

The amendment proposes to update the Latrobe Planning Scheme with revised policy content which reflects the key strategic directions for the municipality. This will in turn provide for the orderly use and development of the municipality, consistent with the objectives of planning in Victoria. It facilitates the appropriate design standards for residential development and supports social and affordable housing developments in well serviced locations.

How does the amendment address any environmental, social and economic effects?*Environmental Effects*

The updated *Latrobe City Urban Design Guidelines 2021* seek to facilitate better urban design outcomes, improving the amenity of the municipality.

The *draft Latrobe Social and Affordable Housing Strategy 2021* will improve walkability and public transport usage options for residents of social and affordable housing, reducing reliance on car usage to access goods and services.

Social and Economic Effects

The Amendment seeks to ensure positive social and economic impacts by directing social and affordable housing developments to highly accessible locations in regard to employment, education, healthcare and other goods and services. It promotes healthy lifestyle options and could reduce social isolation by increasing social interaction through increased foot traffic and community participation.

Better access to affordable housing benefits not only the people living in that housing, but also the social and economic environment of the wider community. This is achieved by reducing disadvantage, improving diversity and creating better labour markets.

Does the amendment address relevant bushfire risk?

The majority of the areas that would be most suitable for social and affordable housing are outside of the Bushfire Prone Areas and the Bushfire Management Overlay. The draft *Latrobe Social and Affordable Housing Strategy 2021* seeks to encourage the development of social and affordable housing in highly accessible urban locations of which Moe-Newborough, Morwell, Churchill and Traralgon are the most likely locations.

The Amendment does not rezone land or change any provisions that would increase bushfire risk. The Amendment is consistent with the policies at Clause 13.02 of the *Latrobe Planning Scheme*.

Does the amendment comply with the requirements of any Minister's Direction applicable to the amendment?

The amendment is consistent with the Ministerial Direction on the Form and Content of Planning Schemes pursuant to section 7(5) of the *Planning and Environment Act 1987*.

Section 12(2)(a) of the *Planning and Environment Act 1987* requires that in preparing a Planning Scheme Amendment a planning authority must have regard to the Minister's directions.

The amendment has been prepared in accordance with the strategic considerations set out in Ministerial Direction No. 11 – *Strategic Assessments of Amendments*. The requirements of Ministerial Direction No. 11 - *Strategic Assessment of Amendments* have been considered as part of the preparation of the amendment and forms the basis of this Explanatory Report.

The amendment has been prepared in accordance with the strategic considerations set out in Ministerial Direction No. 15 – *The Planning Scheme Amendment Process*.

How does the amendment support or implement the Planning Policy Framework and any adopted State policy?

The Amendment directly supports or implements the following Clauses of the *Planning Policy Framework* and adopted State policy:

- Clause 11 (Settlement)

Clause 11.01-1S (Settlement) which seeks to develop sustainable communities through a settlement framework offering convenient access to jobs, services, infrastructure and community facilities.

- Clause 13 (Environmental risks and amenity)

Clause 13.02-1S (Bushfire planning) which seeks to reduce the vulnerability of communities to bushfire through the consideration of bushfire risk in decision making at all stages of the planning process.

- Clause 15 (Built environment and heritage)

Clause 15 (Built environment and heritage) states that planning should ensure all land use and development appropriately responds to its surrounding landscape character, valued built form and cultural context. Planning must support the establishment and maintenance of communities by delivering functional, accessible, safe and diverse physical and social environments, through the appropriate location of use and development and through high quality buildings and urban design.

Clause 15.01-1S (Urban design) which seeks to ensure that development contributes to community and cultural life by improving the quality of living and working environments, facilitating accessibility and providing for inclusiveness; and ensure that development supports public realm amenity and safe access to walking and cycling environments and public transport.

Clause 15.01-1L (Urban design) which seeks positive urban design outcomes.

Clause 15.01-2S (Building design) which seeks to achieve building design and siting outcomes that contribute positively to the local context, enhance the public realm and support environmentally sustainable development.

Clause 15.01-2L (Energy and resource efficiency) which seeks to encourage development to incorporate energy efficient design measures.

Clause 15.01-5S (Neighbourhood character) which seeks to support development that respects the existing neighbourhood character or contributes to a preferred neighbourhood character.

Clause 15.01-5L (Neighbourhood character) which seeks to facilitate the development of streetscapes and reinforce the regional suburban character.

Clause 15.03-1L (Heritage conservation) which seeks to design and site development so that it does not adversely affect the significance of the heritage place or any adjoining heritage place.

- Clause 16 (Housing)

Clause 16 (Housing) states that planning should provide for housing diversity and ensure the efficient provision of supporting infrastructure. Also stated is that planning should ensure the long-term sustainability of new housing, including access to services, walkability to activity centres, public transport, schools and open space. Furthermore, it is stated that planning for housing should include the provision of land for affordable housing.

Clause 16.01-1S (Housing supply) which seeks to ensure that an appropriate quantity, quality and type of housing is provided, including aged care facilities and other housing suitable for older people, supported accommodation for people with disability, rooming houses, student accommodation and social housing; and support opportunities for a range of income groups to choose housing in well-serviced locations.

Clause 16.01-1L (Housing supply) which seeks to encourage and concentrate a diverse range of housing in locations with access to community services, activity centres and public transport and encourage the development of smaller housing types, particularly one and two bedroom dwellings in Substantial Change Areas and Incremental Change Area.

Clause 16.01-2S (Housing affordability) which seeks to deliver more affordable housing closer to jobs, transport and services by increasing choice in housing type, tenure and cost to meet the

needs of households as they move through life cycle changes and to support diverse communities, promoting good housing and urban design to minimise negative environmental impacts and keep costs down for residents and the wider community and encouraging a significant proportion of new development to be affordable for households on very low to moderate incomes.

It also seeks to increase the supply of well located affordable housing by facilitating a mix of private, affordable and social housing in suburbs, activity centres and urban renewal precincts, ensuring the redevelopment and renewal of public housing stock better meets community needs and facilitate the delivery of social housing by identifying surplus government land suitable for housing.

Providing appropriate direction regarding the location for social and affordable housing is not only consistent with State policy but it is also considered consistent with the notice published by the Minister for Planning under s 3AA(2) of the *Planning and Environment Act 1987* (Act) on 17 May 2018 (Ministerial Notice) which specifies certain matters to which regard must be had for the purpose of determining what is appropriate for the housing needs of very low, low and moderate income households.

The Ministerial Notice demonstrates that location is a key factor in determining whether the housing is appropriate, stating the following must be considered:

- Location, in terms of site location and proximity to amenities, employment and transport.
- Clause 18 (Transport)
 - Clause 18.01-1S (Land use and transport integration) which seek to facilitate access to social, cultural and economic opportunities by effectively integrating land use and transport and support urban development that makes jobs and services more accessible by taking advantage of all available modes of transport.
 - Clause 18.01-3S (Sustainable and safe transport) which seeks to encourage the design of development to promote walking, cycling and the use of public transport, in that order, and minimise care dependency.
- Clause 19 (Infrastructure) which states that planning should facilitate efficient use of existing infrastructure and human services.

How does the amendment support or implement the Municipal Planning Strategy?

This strategic consideration only applies if the planning scheme includes an MPS at Clause 02.

The Amendment is strategically supported by the following objectives and strategies of the Municipal Planning Strategy:

- Clause 02.02 (Vision)
 - At the local level, Latrobe City recognises that its community is undergoing significant economic and social transition. In response, the *Council Plan 2021-2025* advocates for Latrobe to be known as “*smart, creative, healthy, sustainable and connected*” and to realise “*a diverse, connected and resilient community*”. The delivery of social and affordable housing in Latrobe is an important part of achieving this vision.
- Clause 02.03-1 (Settlement)
 - This component of the Municipal Planning Strategy recognises that together Churchill, Moe-Newborough, Morwell and Traralgon together form a ‘networked city’ where each town provides services and facilities to meet the needs of the community. This strategic direction provides increased justification for encouraging social and affordable housing in accessible areas of these four main towns.
- Clause 02.03-5 (Built environment and heritage)

The amendment seeks to support the identified neighbourhood character in particular the special character areas identified in Traralgon, Moe and Churchill.

- Clause 02.03-6 (Housing)

Higher densities of development and diversity of housing is encouraged in appropriate locations. The Amendment seeks to build upon this by encouraging social and affordable housing developments to establish in locations that have good access to Primary Activity Centres by walking or public transport.

- Clause 02.03-8 (Transport)

The Clause recognises that access to public and active transport plays an important role in liability and development patterns should integrate housing, activity centres, employment nodes with active and public transport to assist in supporting a more sustainable city that is less reliant on cars and has more walkable neighbourhoods. The amendment seeks to encourage social and affordable housing developments to establish in locations that have good access to public and active transport.

Does the amendment make proper use of the Victoria Planning Provisions?

The Amendment makes proper use of the Victoria Planning Provisions by introducing changes to the Latrobe Planning Scheme that will encourage considered provision of social and affordable housing and will encourage best practice urban design outcomes.

The Amendment is generally consistent with the following relevant Planning Practice Notes and Planning Advisory Notes:

- PPN46: Strategic Assessment Guidelines

The amendment has been prepared in accordance with the strategic considerations set out in Ministerial Direction No. 11 – Strategic Assessments of Amendments. The Strategic Assessment Guidelines that form PPN46 have been considered as part of the preparation of the amendment and forms the basis of this Explanatory Report.

- PPN90 Planning for Housing

The amendment builds on the residential development framework implemented via Amendment C105 (Live Work Latrobe) by inserting additional local planning policy into the MPS and relevant sub-clauses of clauses 15 and 16.

How does the amendment address the views of any relevant agency?

The following agencies and interested parties were consulted in the preparation of the draft Latrobe Social and Affordable Housing Strategy:

- Homes Victoria;
- The Department of Families, Fairness and Housing (DFFH); and
- Local Registered Housing Agencies.

All feedback received to date has been supportive including the policy guidelines proposed as part of new Clause 16.01-2L Housing affordability.

Further consultation will be undertaken with the agencies and authorities as part of the exhibition of the Amendment.

Does the amendment address relevant requirements of the *Transport Integration Act 2010*?

The Amendment addresses the requirements of the *Transport Integration Act* 2010.

The Amendment is consistent with the transport system objectives of the Act, in particular those contained in Section 11 – *Integration of transport and land use*. This section requires a focus on maximising access to residences, employment, services and recreation, and reducing the need for private motor vehicle transport and the extent of travel.

Resource and administrative costs

What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?

The Amendment is not expected to have unnecessary impacts on the current or future resources or administrative costs of the Responsible Authority as the Amendment does not seek to create any new planning permit triggers.

*Planning and Environment Act 1987***LATROBE PLANNING SCHEME****AMENDMENT C136latr****INSTRUCTION SHEET**

The planning authority for this amendment is the Latrobe City Council.

The Latrobe Planning Scheme is amended as follows:

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

1. In **Purpose and Vision** – amend Clause 02.03-6 (Housing) in the form of the attached document.
2. In **Planning Policy Framework** – amend Clause 15.01-1L (Urban design) in the form of the attached document.
3. In **Planning Policy Framework** – amend Clause 15.01-5L (Neighbourhood character) in the form of the attached document.
4. In **Planning Policy Framework** – amend Clause 16.01-1L (Housing supply) in the form of the attached document.
5. In **Planning Policy Framework** – insert new Clause 16.01-2L (Housing affordability) in the form of the attached document.
6. In **Operational Provisions** – Clause 72.08, replace the Schedule with a new Schedule in the form of the attached document.
7. In **Operational Provisions** – Clause 74.02, replace the Schedule with a new Schedule in the form of the attached document.

End of document.

Latrobe Planning Scheme Amendment C136 (Social and Affordable Housing and Urban Design Guidelines)**Post Exhibition Changes Table**

20 March 2024

ITEM	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?	RELATED SUBMISSION
Subheading (Clause/Map/Schedule)			
Cl 16.01-2L	<p>Policy Guidelines</p> <p>Location criteria is updated to say 'or' instead of 'and' for the bus stop and activity centre criteria.</p> <p>Where location criteria cannot be met, the two criteria points have been amended from 'and/or' to 'or'</p>	Response to submitter who requested an update to the location criteria.	Submitter 2B
Cl. 16.01-2L	Policy included strategy ' <i>Support the redevelopment and renewal of existing social and affordable housing.</i> ' under General Strategies in Clause 16.01-2L	Response to submitter	Submitter 2B

CORPORATE ITEMS FOR DECISION

8. CORPORATE ITEMS FOR DECISION

Item Number 8.1

08 April 2024

Organisational Performance

PROPOSED SALE - HAZELWOOD HOUSE, 59-91 PHILIP PARADE, CHURCHILL

PURPOSE

To seek Council endorsement to re-commence the sale process for the property at 59-91 Philip Parade, Churchill, known as Hazelwood House, via a publicly advertised expression of interest process.

EXECUTIVE SUMMARY

- In September 2020, the property located at 59-91 Philip Parade, Churchill commonly referred to as Hazelwood House and its surrounds being the land described as Lot 5 on PS 309824F contained in Certificate of Title Volume 10351 Folio 487 (3.914 ha) was considered surplus to Council's requirements and an EOI sales process was commenced.
- In September 2022, after the EOI concluded and following a community engagement process Council resolved to sell the property to Quantum Support Services Inc ("Quantum").
- In November 2023, Quantum formally withdrew from the sale process, confirmed via a joint media release.
- Since Quantum's withdrawal no new service need has been identified for the site, with the land still considered to be surplus to Council's requirements, with recommencement of a public sale process proposed.
- Three key factors were considered in relation to any sales process; maximising financial return, minimising the timeframes to complete the process, minimising future risks with any sale process.
- An 'as-is, where-is' sale via a public EOI process conducted by a real estate agent will best address the key considerations for the sale process.

OFFICER'S RECOMMENDATION

That Council:

1. **Discontinue the sale process for the property at 59-91 Philip Parade, Churchill, being the land described as Lot 5 on PS 309824F contained in Certificate of Title Volume 10351 Folio 487 to Quantum Support Services Inc outlined in the Council Resolution of 5 September 2022;**
2. **Undertake the statutory process under Section 114 of the Local Government Act 2020 to offer for sale the property at 59-91 Philip Parade, Churchill, being the land described as Lot 5 on PS 309824F contained in Certificate of Title Volume 10351 Folio 487 by publicly advertised expression of interest sales process conducted by a real estate agent on an 'as-is, where-is' basis;**
3. **Upon conclusion of the expression of interest process and assessment of any submissions received, receives a further report for consideration and decision.**

BACKGROUND

At the Council Meeting held on Monday, 5 September 2022, Council resolved to sell the Property to Quantum Support Services Inc at market value with restrictions on the future use of the site.

After lengthy negotiations, Quantum withdrew from the sale process, made public via a joint media release in November 2023. The media release has generated substantial interest from potential buyers. The asset is not currently being utilised and continues to remain surplus to Council's requirements.

ANALYSIS

Officers reviewed all options for the future of the site and along with independent legal advice propose an 'as-is, where-is' sale will provide the greatest benefit for the community.

Factors considered when assessing all disposal methods included;

- Maximising the financial return of a sale process.
- Minimising the time taken to complete the process.
- Minimising the risks associated with the process.

A short public expression of interest campaign managed by an external real estate agent, will look to favourably address each of these factors. The campaign will be a four week public expression of interest campaign.

Future uses of the site

To manage the future use of the site there are control mechanisms under the Latrobe Planning Scheme including restrictions on the use of the site.

Given the market interest in the property in relation to accommodation, the relevant controls in the planning scheme in relation to 'rooming houses';

Section 52.23-2 Any condition opposite the use 'rooming house' in the table of uses in the zone or schedule to the zone is met.

- *The total floor area of all buildings on the land, measured from the outside of external walls or the centre of party walls, does not exceed 300 square metres, excluding outbuildings.*
- *No more than 12 persons are accommodated.*
- *No more than nine bedrooms are provided.*

The management of any future use of the site is subject to the appropriate building and planning permits and the conditions of use will be managed through these processes.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Non-compliance with the sale of land requirements of the <i>Local Government Act 2020</i>	Low <i>Rare x Moderate</i>	Undertake community engagement and ensure that the sale of land process will comply with the requirements of the <i>Local Government Act 2020</i> .
SERVICE DELIVERY Inability to adequately resource the sale of land.	Medium <i>Unlikely x Moderate</i>	An independent real estate agent will be appointed to conduct the public EOI process
FINANCIAL Inability to realise adequate value from the land that is to be sold.	Low <i>Unlikely x Minor</i>	The land will be sold with reference to an independent valuation obtained by Council.
STRATEGIC The EOI process generates no interest	Medium <i>Unlikely x Moderate</i>	By engaging an independent real estate agent to complete the process this will increase the exposure of the sales process

CONSULTATION

No further stakeholder consultation is required at this stage, with the community consultation undertaken in 2021 and 2022 fully canvassing options for the property and the proposed EOI process continuing to reflect the process outlined in the earlier community engagement.

COMMUNICATION

The last public communication regarding the site was the announcement of the withdrawal of Quantum from the sale process, via a media release dated 21 November 2023. Any new sale process would be a public process and publicly advertised to ensure compliance with the *Local Government Act 2020*.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable

Cultural

Not applicable

Health

Not applicable

Environmental

Not applicable

Economic

Sale of the property will unlock residential zoned land in Churchill, which could lead to housing development opportunities.

Financial

The expenditure associated with a valuation and public sale will be recovered through proceeds of the sale and managed within existing budget allocations.

Attachments

Nil

DRAFT FENCED DOG PARK IMPLEMENTATION PLAN

PURPOSE

To present the changes to the *draft* Fenced Dog Park Implementation Plan incorporating feedback from public consultation and seek endorsement of the final Fenced Dog Park Implementation Plan (Attachment 1).

EXECUTIVE SUMMARY

- At the Council Meeting held on Monday, 1 May 2023, Council endorsed the release of the *draft* Fenced Dog Park Implementation Plan (the *draft* Plan) (Attachment 1) for public consultation.
- From 2 May 2023 until 19 June 2023 the *draft* Plan was posted on the Have Your Say page on Council's website, advertised on social media and the Council Noticeboard.
- In response to community concerns in relation to potential amenity impacts of fenced dog parks on nearby residential dwellings, an Acoustic Report was commissioned in September 2023.
- Based on providing a dog park in 10 towns across the municipality, the estimated associated costs of the *draft* Plan are:
 - Construction: between \$700,000 and \$1.2 million
 - Maintenance: \$71,200 per annum
- Feedback indicates some community resistance to dog parks in the small towns, as such Officers recommend small towns are removed from the *draft* Plan and community needs are reviewed again in five years.
- Removing all small towns (Boolarra, Yallourn North, Yinnar, Glengarry, Toongabbie and Tyers) will reduce the estimated construction cost to between \$400,000 and \$600,000, and the annual maintenance costs to \$40,960.
- Funding has not currently been allocated or secured for delivery of the *draft* Plan. External funding sources will be explored, however should there be no suitable options, the delivery of Fenced Dog Parks will be sought through Council's annual budget bid process.

OFFICER'S RECOMMENDATION

That Council endorse the Fenced Dog Park Implementation Plan and release the plan to the public via Council's website.

BACKGROUND

At the Council Meeting held on Monday, 1 May 2023, Council endorsed the release of the *draft* Fenced Dog Park Implementation Plan (the *draft* Plan) (Attachment 1) for public consultation. From 2 May 2023 until 19 June 2023 the *draft* Plan was posted on the Have Your Say page on Council's website, advertised on social media and the Council Noticeboard.

A letter drop was undertaken to residents within 50m of each priority location and emails sent to relevant stakeholders including Morwell Basketball Association, Moe Tennis Club, Moe Rotary Club and the Boolarra Folk Festival Committee.

In addition, direct consultation was held with the Animal Welfare Advisory Group on 17 July 2023.

Officers have liaised with the Department of Energy, Environment and Climate Action (DEECA) regarding the proposed sites located on Crown land to obtain early advice as to the suitability of these sites, and an indication of the process to follow should Council wish to proceed in the future, including obligations under the *Native Title Act 1993*.

Officers have also informed Energy Australia (as the landowner of the Toners Lane site) of the proposed dog park and have been advised that this will be included in their engagement regarding future land use of the entire area, expected later in 2024.

An Acoustic Report has been obtained (Attachment 2) to ensure there is no amenity impact on neighbours. As a result, the proposed sites in Morwell and Moe have been adjusted to comply with the recommendations within the report.

ANALYSIS

Four letters, six emails, one telephone call and 74 Have Your Say submissions were received.

In response to community consultation, five changes are recommended. These are summarised below. See Attachment 3 for detailed feedback and Officer responses.

Summary of community feedback	Number of submissions received	Officer response
Change priority location in Churchill to the Corner of Switchback Road and Birch Drive (Ashman Park) and make this site extra-large.	<ul style="list-style-type: none">15 submissions requesting Ashman Park is the priority siteThree objections to the proposed priority location at the corner of Walker Parade and McDonald WayFive submissions stating that a fenced dog park in Churchill would be very beneficial	Change Churchill's location to Ashman Park (current off leash area) and make this site extra-large (subject to available budget). (neighbours have been advised of this new priority location with a recent letter drop)

Summary of community feedback	Number of submissions received	Officer response
Change priority location in Morwell to Toners Lane	<ul style="list-style-type: none"> Four objections received to the proposed location at Maryvale Road (behind Morwell Leisure Centre) 	Change Morwell's location to Toners Lane. This site is compatible with the Gippsland Obedience Dog Club located nearby.
Remove Traralgon West Sporting Complex as Option Two	<ul style="list-style-type: none"> Two objections received from local residents in relation to this location Three submissions received in favour of Burnett Park (priority location) 	Burnett Park is the preferred location for Traralgon, therefore Traralgon West Sporting Complex will be removed as Option Two.
Change plan to reflect a yearly timeframe, one dog park per year	<ul style="list-style-type: none"> One submission received 	The <i>draft</i> Plan will be updated to reflect a yearly timeframe to support budget allocation process.
Community resistance to dog parks in the small towns	<ul style="list-style-type: none"> Seven submissions received against dog parks in small towns due to ample open space available and the unsuitability of the proposed locations Three submissions objecting to Council funding Fenced Dog Parks at all 	Officers recommend all small towns are removed from the <i>draft</i> Plan and community needs are reviewed again in five years. This will reduce the estimated cost of the <i>draft</i> Plan.

The table below is a summary of community feedback that has not been put forward for changes within the *draft* Plan.

See Attachment 4 for detailed feedback and Officer responses.

Summary of community feedback	Number of submissions received	Officer response
Support for a fenced dog park in Moe / Newborough	<ul style="list-style-type: none"> Five submissions received requesting a fenced dog park in Moe Four submissions received in favour of priority location 	No change required to the plan as Moe is listed for development in Year One.
Current Traralgon site unsuitable	<ul style="list-style-type: none"> Ten submissions received with unfavourable comments about the current Traralgon site 	This was a short-term pilot site and will be removed and replaced with new site as per the <i>draft</i> Plan.

Summary of community feedback	Number of submissions received	Officer response
Burnett Park, Traralgon not supported	<ul style="list-style-type: none"> • Three submissions received against this location • Three submissions received in favour of this location 	As Burnett Park is the current off leash area and the Acoustic Report has confirmed it is compliant, Officers recommend this site remains the preferred site for Traralgon.
Consider Greyhound specific needs	<ul style="list-style-type: none"> • Five submissions received requesting Council provide for specific needs of Greyhounds 	As it is not feasible to provide for individual breeds, Officers recommend that Council advocate to Greyhound Racing Victoria to provide a slipping track or park specifically for retired racing Greyhounds.
Dog parks need to be large in size and have separate areas for small and large breeds	<ul style="list-style-type: none"> • 20 submissions received 	Guidelines specify size of park must be 3,000m ² and include sections for different breeds as a preferable amenity (to be considered at detailed design).
Safety considerations	<ul style="list-style-type: none"> • Three submissions received 	Guidelines specify each site must be in line with CPTED principles and have a high level of passive surveillance.
Include agility equipment, sand pits and other items of interest	<ul style="list-style-type: none"> • Nine submissions received 	Guidelines specify site inclusions and outline that when requests for additional infrastructure / works become common, Council will advertise for a 'Friends of' group who can then apply for community grants for such inclusions.
Add numerous parks in each town	<ul style="list-style-type: none"> • Three submissions received 	This is not financially viable.
Enclose unfenced off leash areas	<ul style="list-style-type: none"> • One submission received 	This will be implemented in Traralgon and Churchill.
Include seating / toilets / water / bags / rubbish bins	<ul style="list-style-type: none"> • 16 submissions received 	Specified in guidelines.

Summary of community feedback	Number of submissions received	Officer response
Provide picnic and BBQ facilities / playgrounds	<ul style="list-style-type: none"> Two submissions received 	Guidelines specify site inclusions and outline that when requests for additional infrastructure / works become common, Council will advertise for a 'Friends of' group who can then apply for community grants for such inclusions.

Based on providing a dog park in 10 towns across the municipality, the estimated associated costs of the *draft* Plan are:

- Construction: between \$700,000 and \$1.2 million
- Maintenance: \$71,200 per annum

Removing all small towns will reduce the estimated construction cost to between \$400,000 and \$600,000, and the annual maintenance costs to \$40,960.

Funding has not currently been allocated or secured for delivery of the *draft* Plan. External funding sources will be explored, however should there be no suitable options, the delivery of Fenced Dog Parks will be sought through Council's annual budget process.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Dog behaviour and infectious diseases such as Kennel Cough.	Low <i>Possible x Minor</i>	Ensure regular inspections are undertaken to identify and control risks.
SERVICE DELIVERY Maintenance costs will be prohibitive and non-compliance of the patrons with regulations will result in negative public perception.	Medium <i>Possible x Moderate</i>	Design the parks in accordance with guidelines to limit ongoing service requirements. Notify (signage) and educate dog owners about the risks and have Local Laws presence as required.

RISK	RISK RATING	TREATMENT
<p>FINANCIAL</p> <p>Commitment to deliver dog parks in line with guidelines requires significant investment for construction as well as ongoing maintenance.</p>	<p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>Ensure the community understands the financial implications of establishing suitable Dog Parks, be clear that funding has not been allocated, construct with ongoing maintenance requirements in mind and seek external grants if / when available.</p>
<p>STRATEGIC</p> <p>Plan does not meet community expectations and community may not agree with recommendations.</p> <p>Land use conflict now and into the future.</p>	<p>Medium</p> <p><i>Possible x Moderate</i></p> <p>Medium</p> <p><i>Possible x Moderate</i></p>	<p>Conduct appropriate consultation on the implementation plan, including explanation of methodology used to prioritise sites and locations.</p> <p>Follow the Fenced Dog Park Guidelines, as they consider both existing and future land uses.</p>

CONSULTATION

No further consultation is proposed.

COMMUNICATION

Once endorsed, the Fenced Dog Park Implementation Plan will be uploaded to Council’s Website.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

With the growth of new residential areas within Latrobe City, the demand for public space for dog exercise is increasing. Fenced dog parks provide an off-leash option for dog owners to exercise and socialise their dogs providing opportunities for social connection and contributes towards the strategic direction of both the Council Plan 2021-25 and Living Well Latrobe 2022-25.

Cultural

Advice has been obtained from DEECA regarding the sites on Crown Land and the specific obligations under the Native Title Act to be actioned once the project is initiated.

Health

Dog Parks are known to provide significant health benefits to not only dogs, but their owners too. Dog Parks lead to social interaction with other like-minded people in an outdoor environment. This provides a significant mental health benefit, as well as the physical health benefit of undertaking mild exercise.

Environmental

There are not considered to be any negative environmental impacts of dog parks, as long as they are located and planned appropriately (as per the Draft Fenced Dog Park Guidelines). However, a positive environmental outcome of designating specific areas for dogs is minimizing the impact on other public open spaces while also protecting native animals.

Economic

There is potential that centrally located dog parks will generate income for nearby business due to increased activity in the area.

Financial

Associated costs of the *draft* Plan are estimated between \$700,000 and \$1.2 million for construction, and \$71,200 for annual maintenance. Removing all small towns will reduce the estimated construction cost to between \$400,000 and \$600,000, and the annual maintenance costs to \$40,960.

Funding has not currently been allocated or secured for delivery of the actions within this implementation plan

Attachments

1. draft Fenced Dog Park Implementation Plan
2. Acoustic Report
3. Changes Recommended
4. Changes Not Recommended

8.2

Draft Fenced Dog Park Implementation Plan

1	draft Fenced Dog Park Implementation Plan.....	241
2	Acoustic Report	299
3	Changes Recommended	311
4	Changes Not Recommended	318

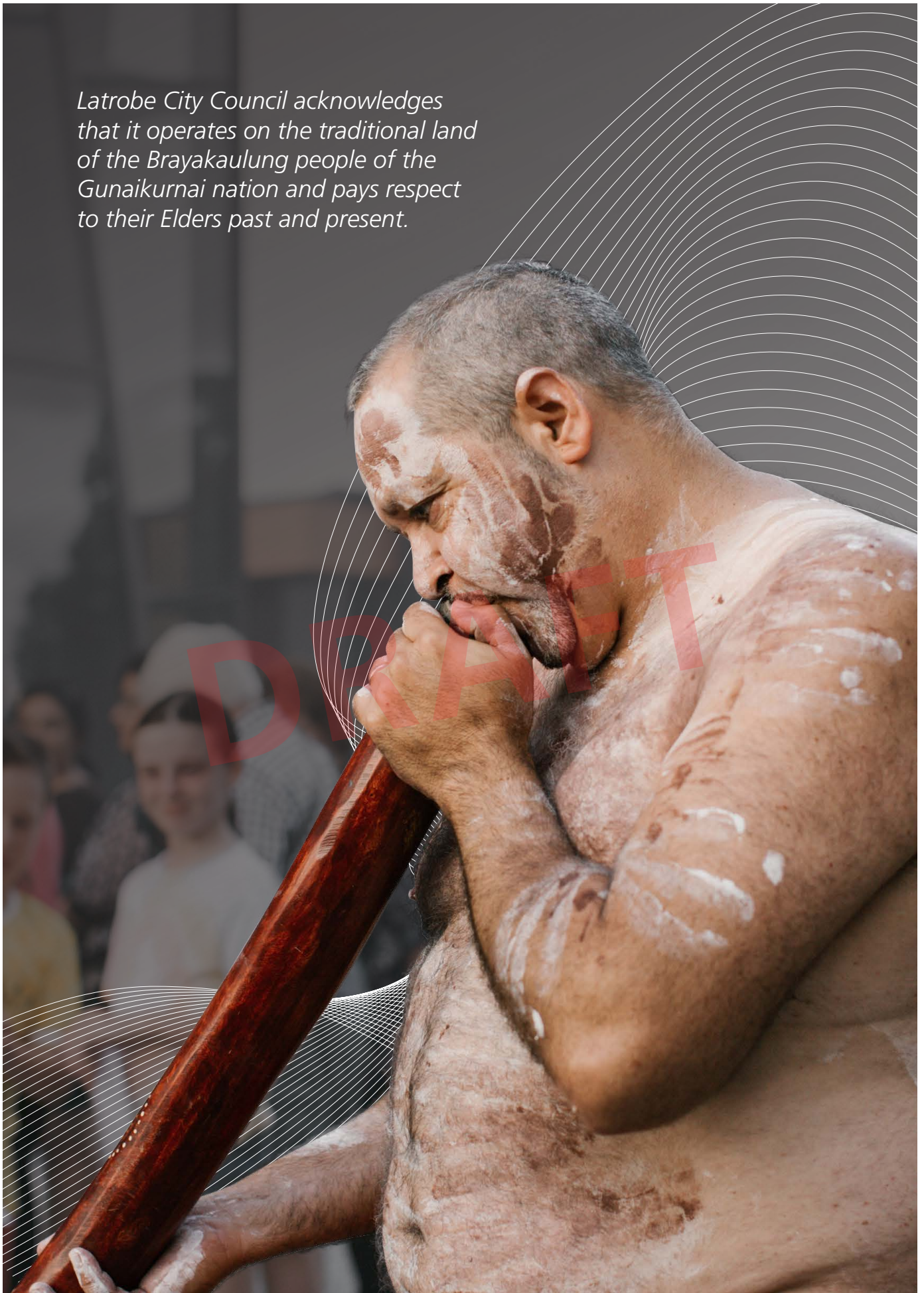
LatrobeCity

Fenced Dog Park Implementation Plan

2024 - 2034



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



Our Community Vision

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

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

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

DRAFT

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Introduction

To inform this Implementation Plan, detailed assessments have been undertaken on 34 sites across the municipality using criteria outlined in the *Latrobe City Fenced Dog Park Guidelines 2021*.

These sites are a combination of community suggestions and locations that have been otherwise identified as being able to support a suitable sized fenced dog park.



Priority locations and costings

MOE

Botanic Gardens

Year	Town Priority Rating	Annual Maintenance
1	Registered dogs (Moe/Newborough) = 2,601	\$10,240
Estimated Construction Cost		\$100,000 - \$150,000

TRARALGON

Burnett Park,
Hickox Street

Year	Town Priority Rating	Annual Maintenance
2	Registered dogs = 4,773	\$10,240
Estimated Construction Cost		\$100,000 - \$150,000

MORWELL

Toners Lane

Year	Town Priority Rating	Annual Maintenance
3	Registered dogs = 2,124	\$10,240
Estimated Construction Cost		\$100,000 - \$150,000

CHURCHILL

Birch Drive

Year	Town Priority Rating	Annual Maintenance
4	Registered dogs = 730	\$10,240
Estimated Construction Cost		\$100,000 - \$150,000

Note: Funding has not currently been allocated or secured for the delivery of this implementation plan.



Recommendations

TOWN	PREFERRED LOCATION	CONDITIONS/FURTHER WORK REQUIRED
Traralgon	Burnett Park Hickox Street	<ul style="list-style-type: none"> • Agreement with DEECA and GLAWAC required • Review and consider parking implications
Morwell	Toners Lane	<ul style="list-style-type: none"> • Carpark required • Consider toilet (additional cost) • Ensure 70m to nearest residential dwelling as per Acoustic Report (December 2023)
Moe / Newborough	Moe Botanic Gardens	<ul style="list-style-type: none"> • Ensure 70m to nearest residential dwelling as per Acoustic Report (December 2023)
Churchill	Cnr Switchback Road and Birch Drive	<ul style="list-style-type: none"> • Set back 70m from residential dwellings
Yallourn North	Reserve Street and Latrobe River Road	<ul style="list-style-type: none"> • Consider replacing building on Third Street with single hole toilet (additional cost) • This site is only 2500m² however feasible due to expected usage • Review local needs in 2029
Tyers	Bert Christensen Reserve	<ul style="list-style-type: none"> • This site is less than 3500m² however feasible due to expected usage • Review local needs in 2029

Recommendations *(cont.)*

TOWN	PREFERRED LOCATION	CONDITIONS/FURTHER WORK REQUIRED
Boolarra	Near BMX Track	<ul style="list-style-type: none"> • Agreement with DEECA required • Review local needs in 2029
Glengarry	Main Street Near Skate Park	<ul style="list-style-type: none"> • Agreement with DEECA required • Consultation with Gippsland Water required • This site is less than 2500m² however feasible due to expected usage • Review local needs in 2029
Toongabbie	Rail Trail	<ul style="list-style-type: none"> • Agreement with DEECA required • Review local needs in 2029
Yinnar	Corner Main Street and Alfred Drive	<ul style="list-style-type: none"> • This site is less than 3000m² however feasible due to expected usage • Carparking to be considered • Review local needs in 2029

Note: As per recommendations in Acoustic Report (December 2023) ensure areas where people may congregate (e.g. seating, water fountains, shelter) are positioned away from residential dwellings.



Attachments

- Summary Site Assessments
- Detailed Site Assessments

ATTACHMENT 1 Summary Site Assessments

LOCATION	SCORE	JUSTIFICATION
Traralgon		
Burnett Park Hickox Street	21	High scoring - nominated as first priority
Traralgon West Sporting Complex	20	Ruled out following community consultation
Doorty Park Peterkin Street	19	Ruled out due to limited visibility
Traralgon Railway Reserve	18	Ruled out as location is a conservation reserve
Victory / Newman Park	18	Ruled out as West Gippsland Catchment Management Authority do not support
Traralgon Recreation Reserve and Showgrounds	15	Ruled out due to site being unavailable on game days
Morwell		
Maryvale Road (behind Leisure Centre)	21	Ruled out following community consultation
Toners Lane	20	High scoring - nominated as first priority
Parkland Next to Kernot Hall	14	Ruled out due to drainage issues, no natural shade, water and power unavailability and site not Council owned (Department of Education)
Morwell Recreation Reserve	11	Ruled out due to drainage issues, no natural shade, access issues on game days, close to sensitive vegetation (Eric Lubcke Reserve) and poor surveillance
Moe / Newborough		
Moe Botanic Gardens	22	High scoring - nominated as the priority site
Cnr Narracan and Dinwoodie Drive	21	Not nominated due to alternative site identified as higher priority
WH Burrage Reserve	18	Poor drainage, potential unavailability on game days and negative environmental impacts on vegetation
Former school site Lloyd Street	14	Ruled out due to parking issues
HG Stoddart Park	12	Ruled out due to poor surveillance, no available parking nearby and very close proximity to residential dwellings

LOCATION	SCORE	JUSTIFICATION
Churchill		
Cnr Walker Parade and McDonald Way	23	Superseded following community consultation
Cnr Switchback Rd and Manning Drive	21	Superseded following community consultation
Cnr Switchback Road and Birch Drive	21	Nominated as first priority following community consultation
Yinnar		
Main Street and Alfred Drive	16	Nominated as the priority site
Yinnar Recreation Reserve	15	Low scoring - not a central location, near to agricultural users, long walk from residential area, access issues on game days
Charles Bond Park Wicks Street	14	Low scoring - directly abuts residential houses
Yinnar Road	13	Low scoring - this site is not central to Yinnar
RV Park (North Eastern corner of the site)	9	Very low scoring - not accessible for pedestrians, no shade, minimal surveillance if RV sites not in use
Boolarra		
Near BMX track	21	High scoring - nominated as priority site
Penaluna Street and Church Street	16	Low scoring - not accessible for pedestrians
Penaluna Street	13	Low scoring - site not central to Boolarra, not accessible for pedestrians, minimal shade and potential for water and power connection to be costly

ATTACHMENT 1 Summary Site Assessments (cont.)

LOCATION	SCORE	JUSTIFICATION
Yallourn North		
Reserve Street and Latrobe River Road	19	High scoring – nominated as priority site
Third Street	17	Low scoring - not centrally located, close to residential dwellings, no footpath directly leading into site
Anderson Avenue Reserve	14	Low scoring - site close to residential dwellings and has some slope
Tyers		
North of Recreation Reserve	20	Ruled out following community consultation
Bert Christensen Reserve	16	Nominated as priority site
Glengarry		
Main Street	19	High scoring – nominated as priority site
Recreation Reserve	16	Low scoring - limited shade, no footpaths, unavailable on game days
Toongabbie		
Rail Trail	22	High scoring – nominated as the priority site

ATTACHMENT 2

Detailed Site Assessments

TRARALGON



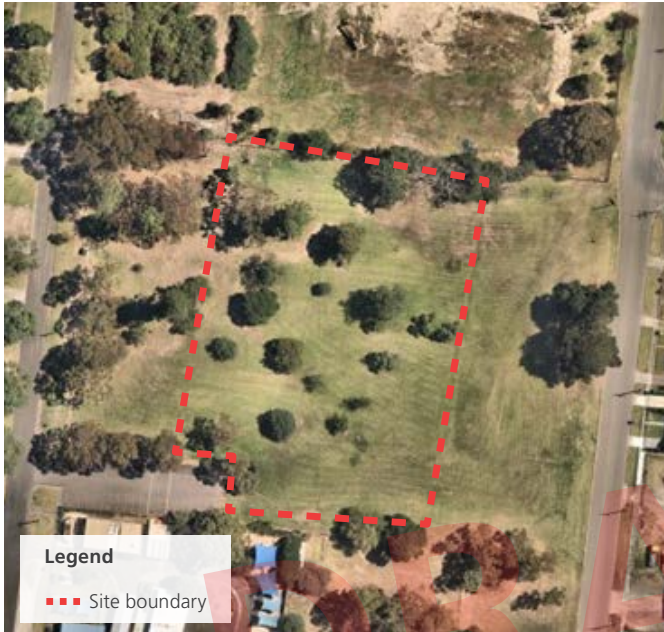
1. Burnett Park, Hickox Street
2. Traralgon West Sporting Complex
3. Doorty Park, Peterkin Street
4. Traralgon Railway Reserve
5. Victory / Newman Park
6. Traralgon Recreation Reserve and Showgrounds

ATTACHMENT 2

Detailed Site Assessments (cont.)

1. BURNETT PARK

Hickox Street



Site Analysis

● SIZE OF PARK

Size is more than adequate to fit a large dog park and minimise degradation of surfaces.

● LOCATION

The site is not central to Traralgon’s population, being located south of two-thirds of Traralgon’s population. However it is known that a majority of dog park users come via car.

The site is accessible for pedestrians, however some major road crossings will be required for a majority of users.

● SITE QUALITIES

- No flooding/drainage issues
- Mature trees for shade
- Water/electricity runs along front
- Footpaths across roads at front and rear

● Car parking	• Car parking at site – used by school, however not used after hours or on weekends
● Adjacent activities/uses	• No adjacent activities, however Traralgon Railway Reserve is 350m away – a popular walking track • Located close to school and some residential houses, but site large enough to set back fenced area to not produce acoustic issues
● Environmental sensitivity	• No environmental issues identified
● Access and traffic	• Very accessible via road
● Walking	• Not part of an overall trail network, however is accessible via pedestrian path network
● Site infrastructure	• Footpath through the site already • Water connection available across road • Power poles on nature strip • Could utilise some of the existing fencing
● Visibility	• Site somewhat visible from the road
● Ownership	• DEECA owned land, with school car park built on this parcel as well
● Other:	• Site is currently listed as a dog off leash area in Latrobe City

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

2. TRARALGON WEST SPORTING COMPLEX



Site Analysis

● SIZE OF PARK

4000m²

● LOCATION

The site is central to Traralgon’s population.

The site is accessible for pedestrians and along a popular walking track.

Close to residential dwellings.

● SITE QUALITIES

- Water/electricity runs along front of site
- Footpath through the site
- Carparking available
- Minimal shade

● Car parking	<ul style="list-style-type: none"> • Plenty available within the reserve
● Adjacent activities/uses	<ul style="list-style-type: none"> • Recreation reserve • Residential dwellings nearby
● Environmental sensitivity	<ul style="list-style-type: none"> • Nil
● Access and traffic	<ul style="list-style-type: none"> • Very accessible via road
● Walking	<ul style="list-style-type: none"> • Part of pathway network
● Site infrastructure	<ul style="list-style-type: none"> • Service connections all possible • Need all infrastructure constructed
● Visibility	<ul style="list-style-type: none"> • Great visibility
● Ownership	<ul style="list-style-type: none"> • Latrobe City owned
● Other:	<ul style="list-style-type: none"> • Is this area needed for overflow carparking at the reserve? If so, it might mean this site is not suitable

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

ATTACHMENT 2

Detailed Site Assessments (cont.)

3. DOORTY PARK

Peterkin Street



Site Analysis

● SIZE OF PARK

Can fit approximately 4000m2

● LOCATION

The site is central to Traralgon's population.

The site is accessible for pedestrians and along a popular walking track.

● SITE QUALITIES

- Elevated, undulated site with flooding issues close by
- Mature trees for shade
- Water/electricity runs along front of site
- Footpath through the site

● Car parking	• Car parking at front of site, used for Newman Park
● Adjacent activities/uses	• Close to multiple residential dwellings • Regional play space located across the road
● Environmental sensitivity	• Needs to be located outside of flood plain (north side of footpath path).
● Access and traffic	• Very accessible via road
● Walking	• Part of an overall trail network
● Site infrastructure	• Footpath and bench seats through the site • Water connection across road • Power poles on nature strip • Can use amenities at Newman Park
● Visibility	• Average
● Ownership	• Latrobe City owned
● Other:	• Site is currently listed as a dog off leash area in Latrobe City

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

4. TRARALGON RAILWAY RESERVE



Site Analysis

● SIZE OF PARK

Space is adequate to provide well over 3000m2

● LOCATION

The site is central to Traralgon’s population.

The site is accessible for pedestrians and along a popular walking track.

● SITE QUALITIES

- Elevated, undulated site.
- Mature trees for shade
- Water/electricity runs along front of site
- Footpath through the site

● Car parking	• Car parking available in the reserve and on street
● Adjacent activities/uses	• Close to multiple residential dwellings • Conservation reserve
● Environmental sensitivity	• Conservation reserve
● Access and traffic	• Very accessible via road
● Walking	• Part of an overall trail network
● Site infrastructure	• Service connections all possible • Need all infrastructure constructed
● Visibility	• Good
● Ownership	• Latrobe City owned
● Other:	• Conservation reserve

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

ATTACHMENT 2
Detailed Site Assessments (cont.)

5. VICTORY/NEWMAN PARK



Site Analysis

● SIZE OF PARK

3000m2

● LOCATION

The site is central to Traralgon's population.

The site is accessible for pedestrians.

● SITE QUALITIES

- Elevated, undulated site.
- Mature trees for shade
- Part of a high use precinct

● Car parking	• Nil, would need to be constructed
● Adjacent activities/uses	• Regional play space • Large passive park
● Environmental sensitivity	• Flood area
● Access and traffic	• Accessible via road
● Walking	• Part of an overall trail network, lacking pedestrian crossing on Whittakers Road
● Site infrastructure	• Service connections nearby • Need all infrastructure constructed
● Visibility	• Good
● Ownership	• Latrobe City owned
● Other:	• Flood area / West Gippsland Catchment Management Authority not supportive

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

6. TRARALGON REC RESERVE AND SHOWGROUNDS



Site Analysis

● SIZE OF PARK

Over 3000m2

● LOCATION

The site is central to Traralgon’s population.

The site is accessible for pedestrians and along a popular walking track.

Close to residential dwellings.

● SITE QUALITIES

- Water/electricity available
- Carparking available
- Minimal shade

● Car parking	<ul style="list-style-type: none"> • Plenty available within the reserve
● Adjacent activities/uses	<ul style="list-style-type: none"> • Recreation reserve • Residential dwellings nearby
● Environmental sensitivity	<ul style="list-style-type: none"> • Nil
● Access and traffic	<ul style="list-style-type: none"> • Very accessible via road
● Walking	<ul style="list-style-type: none"> • Need footpaths constructed
● Site infrastructure	<ul style="list-style-type: none"> • Service connections all possible • Need all infrastructure constructed
● Visibility	<ul style="list-style-type: none"> • Average visibility when no sports training
● Ownership	<ul style="list-style-type: none"> • Latrobe City owned
● Other:	<ul style="list-style-type: none"> • Not accessible during football/netball games

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

ATTACHMENT 2

Detailed Site Assessments (cont.)

MORWELL



- 1. Maryvale Road
- 2. Toners Lane
- 3. Parkland next to Kernot Hall
- 4. Morwell Recreation Reserve

1. MARYVALE ROAD



Site Analysis

● **SIZE OF PARK**

3000m2 – potentially more

● **LOCATION**

The site is central to Morwell’s population.

The site is accessible for pedestrians.

Setback appropriately from residential dwellings.

● **SITE QUALITIES**

- Flat, no flooding issues
- Some mature trees for shade
- Picnic seating
- Path through site
- Water/electricity runs through site

● Car parking	• Ample parking at or nearby site
● Adjacent activities/uses	• Leisure Centre
● Environmental sensitivity	• None identified
● Access and traffic	• Very accessible via road
● Walking	• Part of an overall path network
● Site infrastructure	• Picnic settings • Water connection available • Power available • No toilet block, one in Leisure centre
● Visibility	• Good surveillance
● Ownership	• Latrobe City owned
Other:	

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

ATTACHMENT 2
Detailed Site Assessments (cont.)

2. TONERS LANE



Site Analysis

● **SIZE OF PARK**

Can fit well over 3000m2

● **LOCATION**

The site is not central to Morwell's population. (yet).

The site is accessible for pedestrians.

Setback appropriately from residential dwellings.

● **SITE QUALITIES**

- Elevated, undulated site
- Mature trees for shade
- Picnic seating
- Water/electricity runs along front of site

● Car parking	<ul style="list-style-type: none"> • Would need a formalised carpark constructed
● Adjacent activities/uses	<ul style="list-style-type: none"> • Toners Lane recreation precinct archery, dog training school as well as off road trail network • New residential estate across Toners Lane
● Environmental sensitivity	<ul style="list-style-type: none"> • None identified
● Access and traffic	<ul style="list-style-type: none"> • Very accessible via road
● Walking	<ul style="list-style-type: none"> • Part of an overall trail network
● Site infrastructure	<ul style="list-style-type: none"> • Picnic settings • Water connection across road • Power across road • No toilet block, closest one is one kilometre away at Latrobe Road
● Visibility	<ul style="list-style-type: none"> • Good surveillance
● Ownership	<ul style="list-style-type: none"> • Appears to be Energy Australia owned, however Council maintain
● Other:	<ul style="list-style-type: none"> • Heritage Overlay impacting the site

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

3. PARKLAND

Next to Kernot Hall



Site Analysis

● SIZE OF PARK

Can fit well over 3000m2

● LOCATION

The site is central to Morwell's population.

The site is accessible for pedestrians.

Can we setback appropriately from residential dwellings.

● SITE QUALITIES

- Drainage issues
- No natural shade

● Car parking	• Ample parking at site
● Adjacent activities/uses	• Kernot Hall, TAFE, Kernot Lake walk and play area
● Environmental sensitivity	• Close proximity to Kernot Lake and creek
● Access and traffic	• Very accessible via road
● Walking	• Near a path network
● Site infrastructure	• No water readily available • Hard to get power to the site • Toilet block at Kernot Hall
● Visibility	• Reasonable surveillance
● Ownership	• Department of Education • Could be needed to expand TAFE in the future
Other:	

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

ATTACHMENT 2

Detailed Site Assessments (cont.)

4. MORWELL RECREATION RESERVE



Site Analysis

● SIZE OF PARK

2500m2

● LOCATION

The site is not central to Morwell’s population.

The site is accessible for pedestrians.

Setback appropriately from residential dwellings.

● SITE QUALITIES

- Drainage issues
- No natural shade

● Car parking	• Ample parking at site
● Adjacent activities/uses	• Morwell Recreation Reserve – there may be issues accessing the dog park on gated game days
● Environmental sensitivity	• Close proximity to Eric Lubcke Reserve (sensitive vegetation)
● Access and traffic	• Very accessible via road
● Walking	• Part of an overall path network
● Site infrastructure	• No water readily available • Power available • Toilets in sports buildings to be made available
● Visibility	• Poor surveillance
● Ownership	• Latrobe City owned
Other:	

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

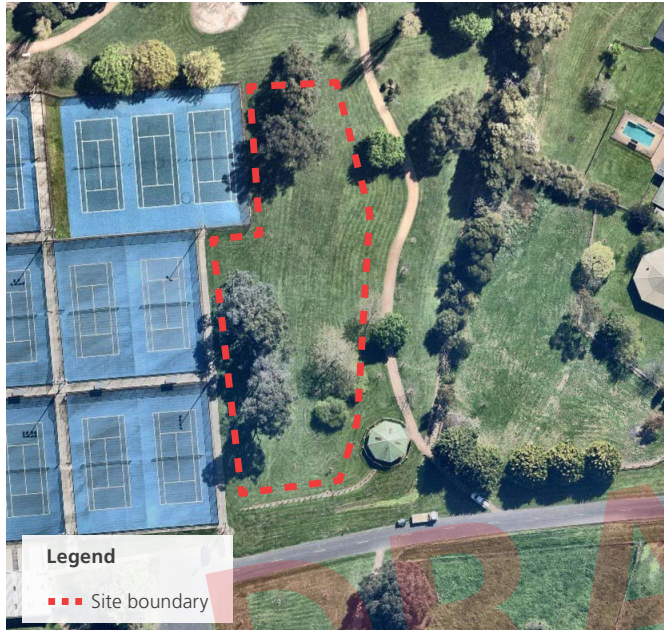
MOE/NEWBOROUGH



- 1. Moe Botanic Gardens
- 2. Cnr Narracan and Dinwoodie Drive
- 3. WH Burrage Reserve
- 4. Former school site, Lloyd Street
- 5. HG Stoddart Park

ATTACHMENT 2
Detailed Site Assessments (cont.)

1. MOE BOTANIC GARDENS



Site Analysis

● **SIZE OF PARK**

5000m2

● **LOCATION**

The site is central to Moe/Newborough.

The site is accessible for pedestrians.

Well setback from residential dwellings.

● **SITE QUALITIES**

- Natural shade
- Land Subject to Inundation Overlay area, however not common to flood here
- Water and electricity readily available

● Car parking	• Ample parking at site
● Adjacent activities/uses	• Play space, tennis club, fitness equipment, walking trails, picnic facilities, toilets, rail trail
● Environmental sensitivity	• Nil
● Access and traffic	• Very accessible via road
● Walking	• Part of an overall path and trail network
● Site infrastructure	• Water and power readily available • Toilet nearby
● Visibility	• Reasonable surveillance due to other activity at the site.
● Ownership	• Latrobe City owned
Other:	

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

2. CNR NARRACAN AND DINWOODIE DRIVE



Site Analysis

● **SIZE OF PARK**

4000m²

● **LOCATION**

The site is central to Moe/Newborough.

The site is accessible for pedestrians.

Well setback from residential dwellings.

● **SITE QUALITIES**

- Some natural shade
- Site has mounded areas for garden beds that could easily be removed and grassed as features, or kept
- Path runs through site
- Water and electricity available

● Car parking	<ul style="list-style-type: none"> • Road parking only, however space for some to be developed
● Adjacent activities/uses	<ul style="list-style-type: none"> • Walking paths • Gardens
● Environmental sensitivity	<ul style="list-style-type: none"> • Nil
● Access and traffic	<ul style="list-style-type: none"> • Very accessible via road
● Walking	<ul style="list-style-type: none"> • Part of an overall path and trail network
● Site infrastructure	<ul style="list-style-type: none"> • Water and power readily available • Footpath through the park
● Visibility	<ul style="list-style-type: none"> • Excellent surveillance
● Ownership	<ul style="list-style-type: none"> • Latrobe City owned
Other:	

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

ATTACHMENT 2

Detailed Site Assessments (cont.)

3. WH BURRAGE RESERVE



Site Analysis

● SIZE OF PARK

Greater than 3500m2

● LOCATION

The site is central to Moe/Newborough.

The site is accessible for pedestrians.

Well setback from residential dwellings.

● SITE QUALITIES

- Poor drainage
- Lots of natural shade
- Path runs past site
- Water and electricity available nearby

● Car parking	<ul style="list-style-type: none"> • Plenty of carparking within the reserve
● Adjacent activities/uses	<ul style="list-style-type: none"> • Sporting reserve may mean the area is not available on weekends. • Potential reduction in carparking availability
● Environmental sensitivity	<ul style="list-style-type: none"> • Vegetation likely to be impacted by required infrastructure
● Access and traffic	<ul style="list-style-type: none"> • Very accessible via road
● Walking	<ul style="list-style-type: none"> • Walkable via normal pedestrian paths
● Site infrastructure	<ul style="list-style-type: none"> • Water and power readily available • No existing supporting infrastructure
● Visibility	<ul style="list-style-type: none"> • Excellent surveillance
● Ownership	<ul style="list-style-type: none"> • Latrobe City owned
Other:	

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

4. FORMER SCHOOL SITE

Lloyd Street



Site Analysis

● **SIZE OF PARK**

Greater than 3500m2

● **LOCATION**

The site is central to Moe/Newborough.

The site is accessible for pedestrians.

Close to residential dwellings.

● **SITE QUALITIES**

- Lots of natural shade
- Path runs past site
- Water and electricity available

● Car parking	• Road parking only with lack of ability to add parking
● Adjacent activities/uses	• Walking paths • Housing close by
● Environmental sensitivity	• Vegetation likely to be impacted by required infrastructure
● Access and traffic	• Very accessible via road
● Walking	• Walkable via normal pedestrian paths
● Site infrastructure	• Water and power readily available • No existing supporting infrastructure
● Visibility	• Excellent surveillance
● Ownership	• Latrobe City owned
Other:	

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

ATTACHMENT 2
Detailed Site Assessments (cont.)

5. HG STODDART PARK



Site Analysis

● **SIZE OF PARK**

7000m²

● **LOCATION**

The site very close to a lot of residential dwellings.

Poor surveillance.

The site is accessible for pedestrians.

● **SITE QUALITIES**

- Natural shade
- Existing parkland with little other use
- Electricity readily available, water can come from Burrage St main

● Car parking	• No parking available at the site
● Adjacent activities/uses	• Residential dwellings • Play space, walking trails
● Environmental sensitivity	• Nil
● Access and traffic	• Not really accessible by car
● Walking	• Part of an overall path and trail network
● Site infrastructure	• Water and power available • Park seat
● Visibility	• Poor surveillance with the whole site presenting back fences
● Ownership	• Latrobe City owned
● Other:	• Close proximity to households

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

CHURCHILL

1. Cnr Walker Parade and McDonald Way
2. Cnr Switchback Road and Manning Drive
3. Cnr Switchback Road and Birch Drive

ATTACHMENT 2

Detailed Site Assessments (cont.)

1. CNR WALKER PDE AND MCDONALD WAY



Site Analysis

● SIZE OF PARK

Far greater than 3500M2

● LOCATION

The site is central to Churchill.

The site is accessible for pedestrians.

Well setback from residential dwellings.

Very close proximity to shops/activity centre.

● SITE QUALITIES

- Some natural shade
- Path runs through site
- Water and electricity available

● Car parking	• Road parking only, however space for some to be developed
● Adjacent activities/uses	• Walking paths, local level playground
● Environmental sensitivity	• Nil
● Access and traffic	• Very accessible via road
● Walking	• Part of an overall footpath network
● Site infrastructure	• Water and power readily available • Pathways
● Visibility	• Excellent surveillance
● Ownership	• Latrobe City owned
● Other:	• Ideal central location

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

2. CNR SWITCHBACK ROAD AND MANNING DRIVE



Site Analysis

● SIZE OF PARK

Far greater than 3500M2 (7000m2)

● LOCATION

The site is west of Churchill's population.

The site is accessible for pedestrians.

Close to residential dwellings.

● SITE QUALITIES

- Natural shade
- Water and electricity available

● Car parking	<ul style="list-style-type: none"> • Parking available within Gaskin Park
● Adjacent activities/uses	<ul style="list-style-type: none"> • Gaskin Park Sporting Precinct across the road and cricket ground at end of street. • Part of pathway network
● Environmental sensitivity	<ul style="list-style-type: none"> • Amount of vegetation could be an issue
● Access and traffic	<ul style="list-style-type: none"> • Very accessible via road
● Walking	<ul style="list-style-type: none"> • Accessible with standard pedestrian paths
● Site infrastructure	<ul style="list-style-type: none"> • Water and power accessible • Fence on oval side • No existing supporting infrastructure
● Visibility	<ul style="list-style-type: none"> • Excellent surveillance
● Ownership	<ul style="list-style-type: none"> • Latrobe City owned
● Other:	<ul style="list-style-type: none"> • Cost saving with fencing as Gaskin Oval fence could be utilised for one side

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

ATTACHMENT 2

Detailed Site Assessments (cont.)

3. CNR SWITCHBACK ROAD AND BIRCH DRIVE



Site Analysis

● SIZE OF PARK

Far greater than 3500m2

● LOCATION

The site is west of Churchill's population.

The site is accessible for pedestrians.

Can easily be setback appropriately from residential dwellings.

● SITE QUALITIES

- Natural shade
- Water and electricity available

● Car parking	• Road parking only, however space for some to be developed and could park at Gaskin Park
● Adjacent activities/uses	• Gaskin Park Sporting Precinct across the road and cricket ground at end of street. • Industrial area nearby
● Environmental sensitivity	• Nil
● Access and traffic	• Very accessible via road
● Walking	• Accessible with standard pedestrian paths
● Site infrastructure	• Water and power accessible • Footpath adjacent • No other existing supporting infrastructure
● Visibility	• Excellent surveillance
● Ownership	• Latrobe City owned
● Other:	• Site is an existing off leash dog area

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

YINNAR



- 1. Main Street and Alfred Drive
- 2. Yinnar Recreation Reserve
- 3. Charles Bond Park, Wicks Street
- 4. Yinnar Road
- 5. N/E Space of RV Park

ATTACHMENT 2

Detailed Site Assessments (cont.)

1. MAIN STREET AND ALFRED DRIVE



Site Analysis

● SIZE OF PARK

Less than 3000m2

● LOCATION

The site is not central to Yinnar.

The site is accessible for pedestrians.

Well setback from houses and would promote the use of the playground.

● SITE QUALITIES

- Some natural shade
- Path runs through site
- Electricity available, no water

● Car parking	• Road parking only, bus stop limiting Main St parking
● Adjacent activities/uses	• Walking paths, local level playground
● Environmental sensitivity	• Nil
● Access and traffic	• Very accessible via road
● Walking	• Part of an overall footpath network
● Site infrastructure	• Water and power nearby • Pathways • Fencing required
● Visibility	• Excellent surveillance
● Ownership	• Latrobe City owned
Other:	

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

2. YINNAR RECREATION RESERVE



Site Analysis

● SIZE OF PARK

Less than 1500m²

● LOCATION

The site is east of the Yinnar township.

The site is accessible for pedestrians.

Near agricultural uses.

● SITE QUALITIES

- Some Natural shade
- Path from town leads directly to site
- Electricity and water available

● Car parking	<ul style="list-style-type: none"> • Parking within the Recreation Reserve
● Adjacent activities/uses	<ul style="list-style-type: none"> • Recreation reserve • Farming area
● Environmental sensitivity	<ul style="list-style-type: none"> • Nil
● Access and traffic	<ul style="list-style-type: none"> • Very accessible via road
● Walking	<ul style="list-style-type: none"> • Part of an overall footpath/trail network • A long walk from residential area
● Site infrastructure	<ul style="list-style-type: none"> • Water and power available nearby • Pathways and Seating • Car parking • Public toilets
● Visibility	<ul style="list-style-type: none"> • Good surveillance from road
● Ownership	<ul style="list-style-type: none"> • Part Council part DEECA owned, committee managed
● Other:	<ul style="list-style-type: none"> • Access may be limited on game days

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

ATTACHMENT 2

Detailed Site Assessments (cont.)

3. CHARLES BOND PARK

Wicks Street



Site Analysis

● SIZE OF PARK

Less than 1500m2

● LOCATION

The site is central to Yinnar.

The site is accessible for pedestrians.

Very close to residential dwellings.

● SITE QUALITIES

- Natural shade
- Path runs through site
- Electricity and water available

● Car parking	• Road parking only
● Adjacent activities/uses	• Walking paths, playground • Directly abuts residential houses
● Environmental sensitivity	• Nil
● Access and traffic	• Very accessible via road
● Walking	• Part of an overall footpath/trail network
● Site infrastructure	• Water and power available • Pathways • Seating
● Visibility	• Reasonable surveillance
● Ownership	• Latrobe City Council owned
Other:	

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

4. YINNAR ROAD



Site Analysis

● SIZE OF PARK

Less than 3000m2

● LOCATION

The site is not central to Yinnar.

The site is accessible for pedestrians.

Well setback from residential dwellings.

● SITE QUALITIES

- Natural shade
- Path runs through site
- Electricity and water available

● Car parking	• Road parking only
● Adjacent activities/uses	• Walking paths
● Environmental sensitivity	• Nil
● Access and traffic	• Vehicle access off busy road
● Walking	• Part of an overall footpath/trail network
● Site infrastructure	• Water and power readily available • Pathways • Picnic settings
● Visibility	• Reasonable surveillance
● Ownership	• Not determined
Other:	

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

ATTACHMENT 2

Detailed Site Assessments (cont.)

5. NORTH EASTERN CORNER OF RV PARK



Site Analysis

● SIZE OF PARK

Less than 2000m²

● LOCATION

The site is central to Yinnar.

The site is not accessible for pedestrians.

Close to community uses.

● SITE QUALITIES

- No shade
- No electricity/water

● Car parking	• Main Street parking nearby
● Adjacent activities/uses	• RV Park
● Environmental sensitivity	• Possible noise issues next to RV site
● Access and traffic	• Very accessible via road
● Walking	• No pedestrian paths
● Site infrastructure	• Nil
● Visibility	• Minimal surveillance if RV site is not in use
● Ownership	• DEECA
Other:	

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

BOOLARRA



- 1. Near BMX Track
- 2. Penaluna Street and Church Street
- 3. Penaluna Street

ATTACHMENT 2
Detailed Site Assessments (cont.)

1. NEAR BMX TRACK



Site Analysis

● **SIZE OF PARK**

Greater than 3500m2

● **LOCATION**

The site is central to Boolarra.

The site is accessible for pedestrians.

Well setback from residential dwellings.

● **SITE QUALITIES**

- Natural shade
- Electricity and water available

● Car parking	• Carparking at the main Railway Park
● Adjacent activities/uses	• Skate park/BMX track
● Environmental sensitivity	• Nil
● Access and traffic	• Accessible via road
● Walking	• Part of a greater path network
● Site infrastructure	• Water and power can be accessed • Short stroll to Railway Park that provides toilets, water fountains, car parking, playground
● Visibility	• Good surveillance
● Ownership	• DEECA owned, Council maintained
● Other:	• May impede on Boolarra Folk Festival event space

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

2. PENALUNA ST AND CHURCH ST



Site Analysis

● **SIZE OF PARK**

Greater than 3000m²

● **LOCATION**

The site is central to Boolarra.

The site is not accessible for pedestrians.

Close to residential dwelling.

● **SITE QUALITIES**

- Natural shade
- Electricity and water available
- Site has some steep sections, however good for drainage

● Car parking	• Road parking only
● Adjacent activities/uses	• Footpath next • Nearby residential dwellings
● Environmental sensitivity	• Nil
● Access and traffic	• Accessible via road
● Walking	• Dirt footpath access to site
● Site infrastructure	• Water and power can be accessed • Fencing needed all around the site
● Visibility	• Good surveillance
● Ownership	• DEECA owned, Council maintained
Other:	

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

ATTACHMENT 2
Detailed Site Assessments (cont.)

3. PENALUNA STREET



Site Analysis

● **SIZE OF PARK**

Greater than 3500m2

● **LOCATION**

The site is central to Boolarra.

The site is not accessible for pedestrians.

Close to residential properties.

● **SITE QUALITIES**

- Minimal shade
- Electricity and water available

● Car parking	• Road parking only
● Adjacent activities/uses	• Skate park/BMX track across road • Adjoins other public infrastructure (parks etc)
● Environmental sensitivity	• Nil
● Access and traffic	• Accessible via road
● Walking	• No footpath access to site
● Site infrastructure	• Water and power can be accessed but likely expensive • Fenced on a few sides already
● Visibility	• Reasonable surveillance
● Ownership	• Crown land, DEECA owned
Other:	

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

YALLOURN NORTH



- 1. Reserve Street and Latrobe River Road
- 2. Third Street
- 3. Anderson Avenue Reserve

ATTACHMENT 2

Detailed Site Assessments (cont.)

1. RESERVE STREET AND LATROBE RIVER ROAD



Site Analysis

● SIZE OF PARK

2500m2

● LOCATION

The site is central to Yallourn North.

The site is not accessible for pedestrians.

Well setback from residential dwellings.

● SITE QUALITIES

- Natural shade
- Electricity and water available

● Car parking	• Good car parking - share museum carpark
● Adjacent activities/uses	• Skate park/BMX track • School • Museum
● Environmental sensitivity	• Nil
● Access and traffic	• Accessible via road
● Walking	• Footpath access to site via Third Street
● Site infrastructure	• Water and power can be accessed
● Visibility	• Reasonable surveillance
● Ownership	• DEECA owned, Council maintained
● Other:	• Disused building on Third Street should be removed and replaced with single hole toilet

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

2. THIRD STEET



Site Analysis

● **SIZE OF PARK**

Greater than 3500m2

● **LOCATION**

The site is he eastern side of Yallourn North.

The site is accessible for pedestrians up until across the road.

In close proximity to residential dwellings.

● **SITE QUALITIES**

- Natural shade
- Electricity and water available

● Car parking	<ul style="list-style-type: none"> • Road parking • Ability to improve gravel carparking
● Adjacent activities/uses	<ul style="list-style-type: none"> • Mining operation • Residential dwellings across road
● Environmental sensitivity	<ul style="list-style-type: none"> • Nil
● Access and traffic	<ul style="list-style-type: none"> • Accessible via road
● Walking	<ul style="list-style-type: none"> • Footpath on other side of road • Need to cross busy road to access the site
● Site infrastructure	<ul style="list-style-type: none"> • Water and power can be accessed • Fence exists on one side
● Visibility	<ul style="list-style-type: none"> • Good surveillance
● Ownership	<ul style="list-style-type: none"> • Vicroads Reserve, Council maintained
Other:	

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

ATTACHMENT 2
Detailed Site Assessments (cont.)

3. ANDERSON AVE RESERVE



Site Analysis

● **SIZE OF PARK**

Less than 3500m2

● **LOCATION**

The site is central to Yallourn North.

The site is accessible for pedestrians.

Very close to residential dwellings and playground.

● **SITE QUALITIES**

- Natural shade
- Electricity and water available

● Car parking	• Road parking
● Adjacent activities/uses	• Playground, fitness equipment • Residential dwellings
● Environmental sensitivity	• Nil
● Access and traffic	• Accessible via road
● Walking	• Footpath runs beside it
● Site infrastructure	• Water and power can be accessed
● Visibility	• Reasonable surveillance
● Ownership	• Latrobe City Council owned
● Other:	• Site has some slope

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

TYERS



- 1. North of Recreation Reserve
- 2. Bert Christensen Reserve

ATTACHMENT 2

Detailed Site Assessments (cont.)

1. NORTH OF RECREATION RESERVE



Site Analysis

● SIZE OF PARK

Less than 3500m²

● LOCATION

The site is central to Tyers.

The site is accessible for pedestrians.

Very close proximity to shops.

● SITE QUALITIES

- Some natural shade
- Path runs through site
- Water and electricity available
- Good co-location with other recreation

● Car parking	<ul style="list-style-type: none"> • Shared parking with kindergarten
● Adjacent activities/uses	<ul style="list-style-type: none"> • Walking paths, district level playground • Public toilets • Recreation reserve
● Environmental sensitivity	<ul style="list-style-type: none"> • Nil
● Access and traffic	<ul style="list-style-type: none"> • Very accessible via road
● Walking	<ul style="list-style-type: none"> • Part of an overall footpath network
● Site infrastructure	<ul style="list-style-type: none"> • Water and power available • Pathways • Picnic settings and shelter
● Visibility	<ul style="list-style-type: none"> • Reasonable surveillance
● Ownership	<ul style="list-style-type: none"> • Latrobe City Council owned
● Other:	<ul style="list-style-type: none"> • Smaller than recommended area, however is not predicted to be a high use park

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

2. BERT CHRISTENSEN RESERVE



Site Analysis

● SIZE OF PARK

2500m²

● LOCATION

The site is central to Tyers.

The site is accessible for pedestrians.

Very close proximity to shop.

● SITE QUALITIES

- Some natural shade
- Path runs through site

● Car parking	<ul style="list-style-type: none"> • Parking not too far away, but could result in people parking on busy road
● Adjacent activities/uses	<ul style="list-style-type: none"> • Walking paths, district level playground (across road) • Public toilets (across road) • BBQ shelter
● Environmental sensitivity	<ul style="list-style-type: none"> • Nil
● Access and traffic	<ul style="list-style-type: none"> • Very accessible via road, limited car parking
● Walking	<ul style="list-style-type: none"> • Part of an overall footpath network
● Site infrastructure	<ul style="list-style-type: none"> • Water and power available • Pathways • Picnic settings and shelter
● Visibility	<ul style="list-style-type: none"> • Reasonable surveillance
● Ownership	<ul style="list-style-type: none"> • Latrobe City Council owned
● Other:	<ul style="list-style-type: none"> • Smaller than recommended area, however is not predicted to be a high use park

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable

ATTACHMENT 2

Detailed Site Assessments (cont.)

GLENGARRY



- 1. Main Street
- 2. Recreation Reserve

1. MAIN STREET



Site Analysis

● SIZE OF PARK

Less than 2500m²

● LOCATION

The site is central to Glengarry.

The site is accessible for pedestrians.

Very close proximity to shops and activity centre.

Close proximity to neighbours.

● SITE QUALITIES

- Shade
- Picnic settings
- Water and electricity available

● Car parking	<ul style="list-style-type: none"> • Plenty of carparking available on site
● Adjacent activities/uses	<ul style="list-style-type: none"> • Skate park, BMX track • Short walk to playground, public toilet • Rail Trail • Cafe
● Environmental sensitivity	<ul style="list-style-type: none"> • Nil
● Access and traffic	<ul style="list-style-type: none"> • Very accessible via road
● Walking	<ul style="list-style-type: none"> • No footpaths, but still walkable
● Site infrastructure	<ul style="list-style-type: none"> • Water and power available • Water fountain nearby
● Visibility	<ul style="list-style-type: none"> • Good surveillance
● Ownership	<ul style="list-style-type: none"> • DEECA owned, Council maintained
Other:	

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

ATTACHMENT 2
Detailed Site Assessments (cont.)

2. RECREATION RESERVE



Site Analysis

● **SIZE OF PARK**

Greater than 3500m²

● **LOCATION**

The site is central to Glengarry.

The site is somewhat accessible for pedestrians.

Very close proximity to shops.

Close proximity to residential dwellings.

● **SITE QUALITIES**

- Limited shade
- Main function is sports
- Water and electricity available
- Good co-location with other recreation

● Car parking	• Parking within Rec Reserve
● Adjacent activities/uses	• Recreation reserve with playground • Public toilets
● Environmental sensitivity	• Nil
● Access and traffic	• Very accessible via road
● Walking	• No footpaths, but still walkable
● Site infrastructure	• Water and power available • Residential fencing could be used on two sides
● Visibility	• Average surveillance
● Ownership	• Committee of Management on DEECA land
● Other:	• Residents will not be able to access dog park on game days. Site is a Committee of Management, so maintenance may become an issue. Glengarry has very limited sites.

● *Already suitable* ● *Not ideal and/or may need further work to make suitable* ● *Not suitable and unlikely able or feasible to make suitable*

TOONGABBIE



- 1. Rail Trail

ATTACHMENT 2

Detailed Site Assessments (cont.)

1. RAIL TRAIL



Site Analysis

● SIZE OF PARK

Greater than 3500m2

● LOCATION

The site is central to Toongabbie.

The site is accessible for pedestrians.

Close proximity to public toilets .

Well setback from residential dwellings.

● SITE QUALITIES

- Some shade
- Water and electricity available
- Good co-location with other recreation

● Car parking	• Parking nearby
● Adjacent activities/uses	• Rail trail • Public toilets
● Environmental sensitivity	• Nil
● Access and traffic	• Very accessible via road
● Walking	• Part of a greater trail network
● Site infrastructure	• Water and power available
● Visibility	• Very good surveillance
● Ownership	• DEECA land, Council maintained
● Other:	• Toongabbie has very limited other sites

● Already suitable ● Not ideal and/or may need further work to make suitable ● Not suitable and unlikely able or feasible to make suitable



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DRAFT



2309-02

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Project: Latrobe City, Fenced Dog Parks, Noise Assessment

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Report 2309-02

Revision	Date	Detail
01	6 Dec. 23	Initial

2309-02

Melbourne Acoustics

Executive Summary

Melbourne Acoustics assessed noise from fenced dog parks that are proposed for several towns in Latrobe City.

Measurements were conducted to quantify dog bark noise.

A criterion for bark noise from fenced dog parks was proposed to assess impact on nearby residential dwellings.

Noise transmission to the nearest dwellings were modelled based on measurements.

Noise impact on the nearest dwellings were assessed based on measured noise and proposed noise criteria.

2309-02

Melbourne Acoustics

1. INTRODUCTION

Latrobe City is planning to provide fenced dog parks for several towns in their municipality. Concern has been raised that noise from the proposed parks may impact the amenity of residential dwellings located near the parks.

Melbourne acoustics has been commissioned to assess noise impact from the fenced dog parks. This report presents the details of the assessment, including recommendations, to reduce noise impact.

For description of acoustic terms used in this report, see Glossary at the end of this report.

2. SITE DESCRIPTION

Fenced dog parks are proposed in ten Latrobe City towns. Town names, proposed locations for the parks, and their distance to the nearest residential dwelling are detailed below.

Table 1 proposed fenced dog park locations and distance to nearest dwelling.

Town	Location	Distance to Nearest Dwelling [m]
Moe	Botanic Garden	65
Traralgon	Burnett Park	70
Morwell	Toners Lane	55
Churchill	Switchback Rd	25
Boolarra	BMX Track	40
Yallourn Nth	Reserve Street	200
Yinnar	Main Street	30
Glengarry	Main Street	25
Toongabie	Rail Trail	50
Tyres	Bert Christensen Reserve	25

The distance between the proposed parks and the nearest residential dwelling falls between 25-70m, except for Yallourn North that is at 200m.

For further information on the park locations, see Fenced Dog Implementation Plan 2024-2034, Latrobe City.

2309-02

Melbourne Acoustics

3. NOISE FROM FENCED DOG PARKS

To assess the noise impact from the proposed fenced dog parks, measurement of noise from the parks is required. To prepare and plan for the measurement, observations of noise from existing parks were conducted.

Fenced Dog Parks – Some Observations

Observations of noise from fenced dog parks were conducted at several fenced dog parks in Baw Baw Shire and at metropolitan cities of Casey and Bayside. Following is a summary of observations regarding noise emanating from fenced dog parks.

- Main source of noise from fenced dog parks is dog barking. There is also noise from people e.g. shouting commanding to their dogs, but this is not frequent.
- Dogs in dog parks were observed to be generally quiet and not bark, but there is a significant minority of dogs that do like to bark,
- For most dogs, barking tends to be one to a few consecutive barks (hereafter referred to as a barking event) and then normally they stop barking,
- A single bark is an impulsive noise event lasting less than one second for most dogs,
- It is unusual for barking to extend beyond a few seconds - usually owners intervene and quieten them down if barking persists,
- As a rule, barking noise emanating from dog parks is intermittent and not in a continuous basis,
- Frequency of Barking Events - As the number of dogs in a park increases, the frequency of barking events increases,
- Peak Periods - there are periods that more dogs attend the park, such as immediately after working hours, hence these periods have more frequent barking events,
- In dog parks, dog owners tend to congregate and chat, say near shelters and water taps. This brings their dogs closer and increases the chances of dogs interacting and barking at each other.
- Dog parks noise is observed to be random in nature when the dog parks are busy and barking events are frequent, approximately every 3-5 minutes, for non-busy parks and periods bark events are less frequent, approximately 15-30 minutes apart,
- In general, larger dogs are quieter than smaller dogs. This is probably barking from smaller dogs are tolerated more,

Based on the observations, it was decided to measure a large sample of individual barking events and determine a statistical range of sound levels of barking event.

Noise measurements

Noise measurements of barking events were conducted in Ryland Drive Reserve Dog Park, Berwick on 27th October 2023. More than 20 barking events were measured, and the results is summarised below. For instrumentation see Appendix A.

- Barking events generally have a Sound Power of 100-110 dBA, L_{pk}
- Majority of bark events falling within 100-105 dBA range

The measurement distance to the source of noise (the barking dog) varied significantly between measurements. The measured sound levels were converted to sound power level, which is independent of distance.

Because of the impulsive nature of a single bark sound, peak sound level (L_{pk}), rather than maximum sound level (L_{max}), was used for the sound measurement.

The measurements were mainly from medium size dogs, that are more common, but included barking noise from large and small dogs too.

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4. NOISE CRITERIA

Victoria does not have a regulation specifically addressing noise from dog parks. An extensive literature search was carried out to investigate if an existing criterion, or noise limit, can be adopted for dog bark noise. Following is a summary of our findings following the search.

State Noise Regulations

In Victoria, *Environment Protection Regulation 2021* addresses noise from various types of premises, such as residential dwellings, industrial sites, or entertainment venues. The regulation, however, does not address noise from dog parks. Although, there is a mechanism in the regulation to consider impulsive noises, and as was discussed barking noise is impulsive, however adopting that mechanism to bark noise was found tenuous. In the regulation, impulsive noises are considered in the context of a continuous industrial noise while barking noise is impulsive and intermittent and therefore not adoptable to the mechanism in the regulation.

Environment Protection Authority

Environment Protection Authority (EPA) provides noise control guidelines for dog kennels in their publication 1254.2 (Noise Control Guidelines, May 2021). The guideline recommendations are specific to kennels such as minimum distance to nearest residential dwelling and construction of enclosures. The recommendations however cannot translate to dog parks mainly due to the difference in nature of noise from a dog kennel to a dog park.

Local Governments

Local governments provide regulations regarding dog noise mainly through management of complaint in a residential context. They do not provide criteria for barking noise that can be adopted to noise from dog parks.

A review of inter-state and international environmental regulations provided scarce literature addressing dog noise from dog parks, or criteria that can be adopted to barking noise from dog parks.

Acoustics Standards

There are no acoustic standards, Australian or International, that addresses barking noise.

Australian standard 2107 provide recommendations for acceptable sound levels for building interiors. The standard is mainly for steady state, or quasi steady state, sounds. The standard is not applicable to bark noise, which is impulsive and intermittent in nature, and not steady state.

As noted above, noise from dog park is impulsive and intermittent and therefore the difficulty in adopting an existing regulation or standard to them.

Sleep disturbance criteria.

New South Wales *Road Noise Policy 2011* includes a review of literature on sleep disturbance due to transient noise which includes impulsive and intermittent noises.

In the review they note that the highest noise level from a transient event is the main noise characteristic that influence sleep disturbance, and average noise level by itself is inadequate predictor of the potential of a varying noise to disturb sleep, and sleep disturbance is better linked to the maximum noise level per event.

The review makes the following conclusion.

Maximum internal noise levels below 50-55 dBA are unlikely to awaken people from sleep.

One or two noise events per night, with maximum internal noise levels of 65 to 70 dBA are not likely to affect health and wellbeing significantly.

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Proposed Criteria

Melbourne Acoustics proposes the adoption of the above sleep disturbance criteria for the assessment of noise impact from fenced dog parks.

As stated on observations of dog parks, it is expected that for towns with the number of registered dogs are below 500 the dog bark events are not frequent, and for towns with the number of registered dogs are above 2,000 the dog bark events are frequent.

For the assessment of bark noise, the lower 50-55 dBA criterion is proposed for busy dog parks with frequent dog bark events, and the higher 65-70 dBA criteria for non-busy dog parks with less frequent dog bark events.

Table below shows the criteria for the proposed fenced dog park in Latrobe City.

Table 2 Proposed noise criteria for fenced dog parks in Latrobe City.

Town	Number of Registered Dogs	Proposed Noise Criteria [dBA]
Moe/New Borrough	2,600	50-55
Traralgon	4,700	50-55
Morewell	2,100	50-55
Churchill	730	60-65
Boolarra	280	65-70
Yallourn Nth	260	65-70
Yinnar	350	65-70
Glengarry	270	65-70
Toongabie	190	65-70
Tyres	180	65-70

Note that for Churchill with 730 registered dogs, the interpolated criterion of 60-65dBA has been proposed.

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5. NOISE ASSESSMENT

Based on measured bark noise, noise transmission to the interior of the nearest dwellings were modelled, and the results are shown below with the upper range of proposed noise criteria.

Table 3 Predicted noise level [dBA] at the nearest dwellings and their compliance with noise criteria.

Town	Distance to Nearest Dwelling [m]	Predicted Noise at Nearest Dwelling [dBA]	Proposed Noise Criteria [dBA]	Compliance
Moe	65	56	55	Marginal Exceedance
Traralgon	70	55	55	Yes
Morewell	55	57	55	Marginal Exceedance
Churchill	20	64	65	Yes
Boolarra	40	60	70	Yes
Yallourn Nth	200	46	70	Yes
Yinnar	30	62	70	Yes
Glengarry	20	66	70	Yes
Toongabie	50	58	70	Yes
Tyres	25	64	70	Yes

As can be seen above, noise levels at the nearest dwellings are generally below the upper range of noise criteria. For these dwellings, the noise level at the nearest dwellings comply with the proposed criteria and minimal noise impact is expected.

For Moe and Morewell the noise level marginally exceeds the criteria level. it is recommended that the distance of the park to the nearest dwelling is increased to 70m for these towns.

Noise transmission to the dwellings were modelled in accordance with the methodology in ISO 9613. for calculations, the standard considers distance, ground and air absorption, meteorological effect such as wind condition etc. Due to the proximity of the proposed dog parks to residential dwellings only geometrical divergence due to distance plays a significant role in modelling noise transmission to the dwellings. Noise transmission to the interior of the dwellings were modelled assuming open windows with a further 10dBA reduction in noise.

To make the assessment conservative the following assumptions were applied in noise transmission modelling.

- For bark noise, the highest level in the range of 100-110 dBA was used in noise transmission modelling (i.e. 110 dBA).
- For distance, the nearest point of the dog park to the dwelling was used.
- In noise measurements, peak level rather than maximum level was used.

6. RECOMMENDATION

Following are recommendations that may help further reduce noise impact.

For Moe and Morwell proposed fenced dog parks, increase buffer distance to the nearest residential dwelling to 70m. Currently the distances are estimated at 65m for Moe and 55m for Morwell.

In dog parks, dog owners tend to congregate and chat. This brings their dogs closer and increases the chances of dogs interacting and barking at each other. Recommend building footpaths along the fence to encourage walking and reduce congregating.

Shelters and water taps within fenced dog parks are points where dog owners congregate. If planned, build them in sections of the park away from the dwellings.

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7. CONCLUSIONS

Melbourne Acoustics assessed noise from fenced dog parks proposed for several towns in Latrobe City.

Noise impact from the parks on the nearest residential dwellings were assessed.

Based on the results of the assessment, risk of noise impact on the dwellings were estimated to be minimal.

Recommendations are provided to further reduce the impact.

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References

Latrobe City, Fenced Dog Implementation Plan 2024-2034,

Victoria, Environment Protection Authority, publication 1254.2, Noise Control Guidelines, May 2021,

Victoria, Environment Protection Regulation 2021

Australian standard AS 2107 (2016) Acoustics – Recommended design sound levels and reverberation times for building interiors

International Standard ISO 9613-2 (1996) Acoustics - Attenuation of sound during propagation outdoors – Part 2 General method of calculation

New South Wales, Road Noise Policy 2011

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Glossary

Steady state sound – sound whose average characteristics remain relatively constant in time.

Quasi steady state sound – sound whose average characteristics substantially represent a steady state sound.

Transient sound – Sound that vary in time unlike steady state sound.

Impulsive sound - a short duration noise such as a click or a pop. Dog bark is an impulsive sound.

intermittent sound – sound level that increases and decreases rapidly. A few barks, quiet and then a few barks, is intermittent.

dB_A – unit of sound

L_{eq} – average value of measured noise.

L_{max} – maximum value of measured noise – this includes time weighting of the measured values, see peak value.

L_{pk} – peak instantaneous value of measured noise – not time weighted. For impulsive noise L_{pk} is generally higher than L_{max}

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Appendix A - Equipment

Unit	Make	Model	Serial Number	Calibration Date
Sound Level Meter	TSI Quest	SoundPro SE/DL	BLJ090016	6 October 2023
Field Sound Calibrator	3M	AC-300	AC300002744	30 October 2023

CHANGES RECOMMENDED

CHANGE PRIORITY LOCATION IN CHURCHILL
WHAT OUR COMMUNITY SAID
<p><i>"Many Churchill residents would love to have a fenced in dog park. We already have a large off leash area on the corner of Switchback and Birch, but it's next to such a busy road it's not very safe. If this was just fenced around it would be amazing."</i></p> <p><i>"I think the off leash area in Churchill on switchback road needs to be fenced off, it gets very busy on the road and makes it unsafe for dogs."</i></p> <p><i>"I believe we need a fenced offleash park in churchill we have one that isn't fenced but it is way to dangerous being near main roads."</i></p> <p><i>"Please change the off leash dog park in Churchill to a fenced off leash dog park - the area is already designated so only fences would be required. It's dangerous to have dogs running off leash so close to a busy road with no fence."</i></p> <p><i>"I think a fenced dogs off leash park in Churchill would be very beneficial."</i></p> <p><i>"Fence area to dog park on the corner Birch St and Switchback Rd Churchill"</i></p> <p><i>"Churchill dog park is great in theory but it's barely half way through to being a completed, valued + fully utilised addition to the Churchill township. There is no boundary fencing and no bins... My partner and I love taking our dog on adventures and to meet other dogs. We both feel this could be such a huge asset to the Churchill community as a whole."</i></p> <p><i>"Would love a fenced off dog park in Churchill."</i></p> <p><i>"Feel it would be very beneficial for Churchill to have a fenced in of leash dog park and would definitely be well used."</i></p> <p><i>"...I take him to Churchill dog park to let him run regularly but he also likes to take off after trucks so it's not easy, I would love to see that park fenced in..."</i></p> <p><i>"I live in Churchill and the current dog park allocated is a good sized area but not utilised, as it is not fenced. There are busy roads along 2 sides of the area. Fencing this area and placing a park or bbq area there would bring local and other visitors who are drawn to access a 'larger' park where dogs can be exercised sufficiently. A 'super' park could attract local visitors to Churchill."</i></p> <p><i>"Churchill needs the dog park fenced. It is close to some main roads and is concerning to have dogs off lead there..."</i></p> <p><i>"I would like to see a fenced dog park here in Churchill, it would be a great for the town and community."</i></p> <p><i>"The two locations under consideration for Churchill are not big enough. The location on Switchback and Birch that is already an off leash area is more practical, plenty of room available for parking and will allow bigger dogs more space to run and play. Little areas are not worth the money and are not inclusive of all dogs needs."</i></p> <p><i>"It's great that there is a dog park in churchill but when I owned my dog it was not fenced so it was always a danger being on the corner of two busy streets, it would be awesome to add walking tracks around and through the middle of it as it is huge! Lots of potential if it was fenced off."</i></p> <p><i>"I think that putting a fence around the current off leash dog park in Churchill (corner of Switchback and Birch) would make for a great fenced dog park. There is ample parking, it is not in a populated area, and it is a huge area so dogs can run."</i></p>

"This will drastically damage the neighbourhood ecosystem; it will not look nice. this will destroy peaceful living in the area. Properties will be devalued!!! I don't agree at all with this proposal."

"I object with the proposed draft fenced dog park implementation 2024-2034 for Churchill. Parking, parking, parking and more road traffic would be a major problem should any of this proposed Priority No. 1 dog park ever come to fruition... I would suggest your third option as the most suitable..."

"...CDCA (Churchill & District Community Association) is of the view that the preferred and 'best' site for a Fenced Dog Park in Churchill is the Birch Drive/Switchback Rd site..."

"The draft LCC report recommends Option 1 (Cnr Walker Parade & McDonald Way) or Option 2 (Cnr of Switchback Road & Manning Drive). I reject this recommendation and ask LCC officers to re-consider their evaluation. I submit the best option for the present and future is Option C which is Ashman Park, Churchill. This size of this park is capable of two or more separate Dog Parks well exceeding the minimum size requirements."

OFFICERS RESPONSE

RECOMMENDATION	Change priority location in Churchill to the current unfenced off leash site at the corner of Switchback Road and Birch Drive and make a recommendation within the plan to make this site extra-large (subject to available budget)
REASONING	<ul style="list-style-type: none"> • 15 submissions requesting this be to the priority site • 3 submissions objecting to the proposed priority location at the corner of Walker Parade and McDonald Way • 5 submissions stating that a fenced dog park in Churchill would be very beneficial • 26 comments in total in relation to Churchill • Ample open space in Churchill to develop an extra-large, fenced dog park

CHANGE PRIORITY LOCATION IN MORWELL	
WHAT OUR COMMUNITY SAID	
<p><i>"I would like to object to off lead dog park behind Morwell leisure centre. As a resident directly opposite this park I have concerns over the cleanliness as dog owners fail to clean up after their dogs. Also as a no through road with a hall there is constant traffic now. People regularly try to take a shortcut only to have to turn around. Scouts, guides, dancing and craft groups attend the hall now. I also feel it would be an ideal hangout for drug dealers and paedophile with a primary school not 500 metres from this area. Also a swimming group and basketball clubs frequent the facilities everyday..."</i></p> <p><i>"My property backs on to Maryvale Road Morwell (the leisure center), given that this site is close to residential properties, i am not in favor of for the below reasons- -Devalue my property - increased noise from barking dogs - smell of dog poo as people will not clean up after their own dogs -increases the places for public gatherings, which in Morwell means increased opportunities for criminal behavior (drugs/fighting)..."</i></p> <p><i>"I (name withheld) of 15 Jill St, Morwell object to the proposed fenced dog park in Maryvale Road for the following reasons:</i></p> <ol style="list-style-type: none"> <i>1. A big concern after visiting the fenced dog park in Traralgon, many dog owners did not have their dogs on leads when arriving at the dog park (before entering the fenced dog park). As the Maryvale Road site has a great deal of foot traffic, including the elderly, mums with prams, young children and the scout club use this grass area for activities in the warmer months there is a high chance of an incident (minor to serious) causing injury from an unrestrained dog.</i> <i>2. Also, at the Traralgon fenced dog park I could easily hear the dogs barking up to 100m away. This proposed fenced dog park is a lot closer to my house than 100m and being a shift worker, I will find this disruptive to my sleep.</i> <i>3. Finally, by putting the dog park in this location you are removing park lands which the community can no longer enjoy."</i> <p><i>"Myself and my family object to having the proposed off lead Dog Park at Sir Norman Brooks Park for the following reasons: Our Property is on to back of the park and we have a dog, we are concerns these dogs will cause undue distress to our own dog resulting in uncontrollable barking from out dog; The park is used by children all year round and club members of scouts and Guides use the park regularly, concerned with dogs off lead chasing children and potentially jumping, frightening and biting; It will cause undue noise from dogs; Increase risk dog will run onto McDonald Street causing accident; Lot elderly now path been extended, cut through park to shops and they are at risk of being pushed over. We are dog lovers, but cannot support the dog park being located in Sir Norman Brookes Park."</i></p> <p><i>"I would love one in Morwell and think somewhere along waterhole creek would be great and get plenty of use as many people walk their dogs there already. Two options could be behind the kindergarten on bridle road or in the grass section between Fortuna soccer club and the playground."</i></p> <p><i>"A dog park in Morwell would be a great thing, very much needed, we have a lot of people walking their dogs especially in bridle estate."</i></p>	
OFFICERS RESPONSE	
RECOMMENDATION	Change priority location in Morwell to Toners Lane
REASONING	<ul style="list-style-type: none"> • 4 objections received to the proposed priority location at Maryvale Road (behind Leisure Centre) from surrounding neighbours • Other suggestions received are not viable due to location and low levels of passive surveillance • The Toners Lane site is compatible with the Gippsland Obedience Dog Club located nearby

REMOVE TRARALGON WEST SPORTING COMPLEX AS AN OPTION TRARALGON	
WHAT OUR COMMUNITY SAID	
<p><i>"I would like to comment on the proposed Dog Park at the Traralgon West Sporting Complex. One of the boundaries in this plan is adjacent to a residence which would make this area completely unsuitable. The increased noise and odour are a huge issue in an area that is largely populated by older residents. The junior football league use these grounds for training and playing their games. The area of the proposed Dog Park is used each weekend for overflow parking. Schools regularly use the Complex for sporting competitions between students of all ages. I would be strongly opposed to the Dog Park being located in this area."</i></p> <p><i>"We would request that when designing something to create a lifestyle for dogs you do not overlook the lifestyle of those people that live close by. We have a common boundary fence with the sporting complex and are concerned as to how close to that fence the Dog Park fence will be as we have two bedrooms and a living area that are within 2 metres of the boundary. We are both retired and therefore home most days and are worried about the amount of noise that this park will create..."</i></p> <p><i>"... It was always rumour led that the grass area next to the old special school and nursing home, up on Hickox Street was an off leash area for dogs, this would be PERFECT to develop further, as a confirmed offleash area."</i></p> <p><i>"I believe the land between Hickox St and Dunbar Rd in Traralgon north of Coinda Hill is underutilized and a perfect setting for a better and bigger dog park. It will not cost much just some suitable fencing and a dog litter tidy dispenser and a few rubbish bins..."</i></p> <p><i>"I am in great support of a fenced dog park at Burnett Park as it is already used by the neighbourhood as an off leash park."</i></p>	
OFFICERS RESPONSE	
RECOMMENDATION	Remove Traralgon West Sporting Complex as Option 2
REASONING	<ul style="list-style-type: none"> • 2 objections received from local residents for this location • 3 submission received in favour of Burnett Park

CONSIDERATIONS FOR BOOLARRA	
WHAT OUR COMMUNITY SAID	
<p><i>"...Replacing the current open environment with 1.8m high fencing, and other core infrastructure (as per the plan - concrete paths, seating and so on) will reduce the overall amenity of the park area, which has always been a feature of the town... From observation, dog owners in Boolarra tend to walk their dogs out to the football ground on Park Road and let them run off-leash there. This is a better option than the proposal, as it is away from roads, other activities and young people. Finally the proposed fenced dog park would have a detrimental effect on the Boolarra Folk Festival - an annual free community organised and run event that is held in the park every year and attracts thousands of people to our community. The proposed fenced dog park would impact part of the area that is used by festival goers, reducing accessibility. I would also question whether there is a need to have fenced dog parks in the smaller towns of Latrobe City."</i></p>	

OFFICERS RESPONSE	
RECOMMENDATION	Update plan to remove all small towns and review local needs in 5 years
REASONING	<ul style="list-style-type: none"> Housing profile of Boolarra does not currently require a dog park, however needs could change in the future therefore this will be reviewed in 5 years

CONSIDERATIONS FOR GLENGARRY	
WHAT OUR COMMUNITY SAID	
<p><i>"As a resident of Glengarry, really excited by the proposed location and inclusion of a dog park so close to the rail trail. We have so many dogs, and such an active town that is central to Main Street and the rail trail, this will be a boon for our town!"</i></p> <p><i>"Absolutley do NOT want one of these in Glengarry especially next to a skate park with kids around! the Traralgon one is the stinkiest dirtiest thing I've seen why ruin our small country town. so much rail trail walk your dog on that!!!!"</i></p> <p><i>"Hello, I recently reached out to council about the proposed off leash dog park in Main St Glengarry. As an effected resident given its proximity to our property with concerns of noise that can be heard from our habital rooms with doors and windows closed. I provided 3 possible alternative locations 1, between Cairnbrook Rd and the Glengarry football external fence near the entrance gate to the field. The grassed area has CCTV visibility, visual by passing traffic, and parking near school and within the football grounds. 2, the new subdivision Pheonix park and the parkland within the area. Having walking path and high visual security. 3, Rail Trail land near Glengarry scout's hall, walking path and visual. There was NO consultation with residents of the area and definitely not with our family. Given its proposed location and the impact it will have on our family's health and well-being. DELP the landowner has no knowledge of the proposed off leash area and stated that council's intended use of this area will require DELP processes and procedures in consideration of changes to the lease. Gippsland Plains Rail Trail Committee of management also has no knowledge of the proposed off leash area... For our family's health and wellbeing, we do not want it near our families home."</i></p>	
OFFICERS RESPONSE	
RECOMMENDATION	Update plan to remove all small towns and review local needs in 5 years
REASONING	<ul style="list-style-type: none"> Acoustic report obtained has confirmed the priority location (Main Street) is compliant however due to mixed community feedback, a review in 5 years will be undertaken to reassess local needs

CONSIDERATIONS FOR TYERS	
WHAT OUR COMMUNITY SAID	
<p><i>"We find the location at Tyers to be not suitable on the grounds that the proposed location is directly next to a barbeque area which is frequently used by families and larger groups to have not only access to the bbq's but the grassed area next to it (right where the dog park proposal is logged) where families always make use of that grassed area for various games and activities. We as long term residents within the town believe a better area within the Rec Res would be the grassed area just off the roadway into the Reserve on the left. It is underutilized at the moment and would be an ideal space for the proposal as well as having shade for a number of hours during the afternoon for the comfort of dogs and owners. Water access would be nearby at the soccer facilities and run into the fenced area at minimal cost. To have a fenced dog area within a very well used and supported passive, grassed area as is proposed is to us as residents a step backwards in reducing the current space for a limited and infrequent use. In other words, why muck up what is working to satisfy a smaller user group."</i></p> <p><i>"The residents of Tyers like myself and many others have concerns about not having access to a dog park in Tyers. We are not allowed to walk our dogs on the footy or soccer oval, or on the netball courts. Being a small community where most of our housing in Tyers does not have adequate fencing for big dogs, we should have the right to a dog park in Tyers. It's far too dangerous to walk our dogs at the local park as big log trucks travel through Tyers everyday."</i></p>	
OFFICERS RESPONSE	
RECOMMENDATION	Update plan to remove all small towns and review local needs in 5 years
REASONING	<ul style="list-style-type: none"> Housing profile of Tyers does not currently require a dog park, however needs could change in the future therefore this will be reviewed in 5 years

CONSIDERATIONS FOR TOONGABBIE	
WHAT OUR COMMUNITY SAID	
<p><i>"I am against the dog park in Toongabbie and I do not support the idea. I live directly across the road from the proposed area and it will only encourage my dog to cross the road. Having a dog park near the main road in town is probably not ideal... Almost every property in Toongabbie is half acre or larger meaning people don't need somewhere to take their dog and as it stands there are countless places around town to take and walk your dog... The rail trail reserve is a beautiful open area and would only suffer having a big fence in the middle of it."</i></p> <p><i>"The fire brigade has not received any notifications of such a project next to the station, which has raised many concerns from the members regarding safety, parking and being able to respond to emergencies with added foot traffic and pets around the station"</i></p>	
OFFICERS RESPONSE	
RECOMMENDATION	Update plan to remove all small towns and review local needs in 5 years
REASONING	<ul style="list-style-type: none"> Housing profile of Toongabbie does not currently require a dog park, and needs are not anticipated to change over the life of the plan, however will review in 5 years

TIMEFRAME FOR DELIVERY OF DOG PARKS	
WHAT OUR COMMUNITY SAID	
<i>"...Suggest plan be clearer about a planned schedule for seeking budget through the annual budget process to build parks (ie. one site per year over next 5 years)..."</i>	
OFFICERS RESPONSE	
RECOMMENDATION	Change plan to reflect a yearly timeframe, one dog park per year
REASONING	<ul style="list-style-type: none"> • To support budget process

CHANGES NOT RECOMMENDED

CONSIDERATIONS FOR MOE / NEWBOROUGH	
WHAT OUR COMMUNITY SAID	
<i>"Well Latrobe City we need a fenced in dog park in Moe/Newborough. The dog park in Newborough isn't fenced in and I know of 3 dogs that have escaped and been hit by cars along John Field Drive and died. We should not have to travel to Traralgon or Yarragon to use them..."</i>	
<i>"A large enclosed/fenced dog area in Moe and /or Newborough..."</i>	
<i>"A fenced dog park would be so beneficial to the Moe/Newborough community as the lack of a secure fenced dog park means owners have to travel, and when this is not an option, off leash dogs are a problem..."</i>	
<i>"...Would be great to see Newborough considered as a location option as its own entity from Moe - we are two separate towns after all..."</i>	
<i>"...As a resident of Newborough I feel that the Botanic Gardens would be ideal for the proposed Dog Park."</i>	
<i>"Support the prioritisation of the larger town centres for establishing fenced off lead dog areas. Support Moe site, and its selection as first priority..."</i>	
<i>"A good quality dog park in Moe/Newborough would be much appreciated. I have travelled several times to Traralgon to help socialise my dog and it is very time consuming and inconvenient."</i>	
<i>"Thank you for putting fenced dog park areas as a priority for Latrobe City. This has been a long time coming and is a great initiative. I like the Botanical Gardens area as a location for Moe..."</i>	
<i>"The Botanical Gardens Moe is a great place for off leash dog parks with several different areas that could be utilised..."</i>	
OFFICERS RESPONSE	
RECOMMENDATION	No change to priority location
REASONING	<ul style="list-style-type: none"> • Botanic Gardens is recommended as the priority location and Moe is listed in plan as Year 1 • Moe / Newborough will be accommodated with priority location in Moe • College Park is currently an unfenced, off leash area in Newborough

CURRENT TRARALGON SITE UNSUITABLE	
WHAT OUR COMMUNITY SAID	
<i>"...I would not touch the Traralgon Dog Park with a 10 foot pole. It is dark, dank, muddy, small and horrible..."</i>	
<i>"Traralgon's 'temporary' dog park has been temporary for long enough. We need a good, clean, fenced and activity providing area to take our dogs."</i>	
<i>"...We stopped going to Traralgon dog park years ago as it was too small, the mud pit/bark area was completely uninviting."</i>	
<i>"With so many dog owners in the Latrobe Valley it is clear that there is a need for safe, fenced places where dogs can run off lead. I'm glad that council created a dog park in Traralgon but unfortunately it is way too small!"</i>	

OFFICERS RESPONSE	
RECOMMENDATION	No change to implementation plan
REASONING	<ul style="list-style-type: none"> This was a short-term pilot site and will be removed and replaced with new site as per implementation plan

CONSIDERATIONS FOR TRARALGON	
WHAT OUR COMMUNITY SAID	
<p><i>"The entire area at Dunbar road, Hickox Street, Bank Street, Shakespeare Street is a congestion nightmare. With 3 service stations, the new housing development, car wash, child care centre, units in both Meredith and Coates Street all being developed together, there appears to be no forward planning for parking, congestion, safety or consideration of current residents. It's a lovely piece of parkland where children play and residents relax. The dog park behind ASIC is an absolute disgrace and poorly maintained. What makes anyone think this one will be any better. Council is ruining this entire area."</i></p> <p><i>"Addressing the fencing of Burnett Park in Hickox -Dunbar Road this land has been left to the people of Traralgon and is already being used as a Dog Park many people bring their Dogs to this Park . Fencing this park is not necessary and as a close by Resident I will be opposing this with vigour. Burnett Park is for everyone to use not to be fenced for dogs only it was left to the people and many people use the park alongside the Dogs without fuss. It is a big parcel of land in the vicinity of 6 acres. I live 20m away and have never seen a problem Dog I'm sure there will more objections leave it the way it is."</i></p> <p><i>"Re: 36-46 Hickox St. Firstly, on researching the history of Burnett Park and Sir Frank Macfarlane Burnett, famous for his contributions to immunology; creating an area such as a fenced off dog park, which studies have shown are areas where parasites linked to a range of diseases such as Gairdia, roundworm and Kennell Cough; seems contradictory to his legacy. Furthermore, the immediate vicinity to the dog park is already an area that experiences incessant dog barking on an ongoing bases, which multiple council investigations taking place over the recent years. And increase in the presence of coming and going strange dogs is quite likely to upset the local dogs...and dogs can't talk...so they will just bark more! And finally, Burnett Park is already designated an off lead park, which after living adjacent for 15 years, I only released that today...meaning, as is, there is no perceivable impact on the immediate residents. How about we keep it that way, I like the grass there how it is."</i></p>	
OFFICERS RESPONSE	
RECOMMENDATION	No change to priority location
REASONING	<ul style="list-style-type: none"> Acoustic report obtained has confirmed priority location (Burnett Park) is compliant Parking implications will be considered during detailed planning stage The dog park will not take up the whole area

SIZE CONSIDERATIONS	
WHAT OUR COMMUNITY SAID	
<p><i>"A good dog park needs to be a big space, almost the size of a cricket oval..."</i></p> <p><i>"...An ideal dog park is very large, interesting, with rocks and tunnels, trees for shade in the warmer weather and having water, dog poo bags and a receptacle for disposal..."</i></p> <p><i>"...Should be at least a few acres, so recall can be practiced and less chance of acquiring eg kennel cough."</i></p> <p><i>"While the current dog park in the centre of Traralgon is great, I have noticed a need for a much larger grassed and fenced dog park area. People seem to be put off by the mud/ ground in the dog park and it's not particularly big if you have a larger dog..."</i></p> <p><i>"Fenced areas need to be larger the Traralgon fenced area is tiny and becomes a mud bowl when wet and dust bowl when hot."</i></p>	
OFFICERS RESPONSE	
RECOMMENDATION	No change to implementation plan
REASONING	<ul style="list-style-type: none"> Guidelines specify size of park must be 3,000m²

SAFETY CONSIDERATIONS	
WHAT OUR COMMUNITY SAID	
<p><i>"...Overall dog parks are unsafe and a poor choice by the council. All evidence shows they are dangerous and are no benefits to dogs at all. I see many legal issues and safety issues being created. This is why you never see dog trainers and vets at dog parks."</i></p>	
OFFICERS RESPONSE	
RECOMMENDATION	No change to implementation plan
REASONING	<ul style="list-style-type: none"> Guidelines specify park rules are displayed at each site

CONSIDERATION FOR GREYHOUNDS	
WHAT OUR COMMUNITY SAID	
<p><i>"A greyhound specific dog park for the large greyhound population in the LV..."</i></p> <p><i>"A larger area with trees and seating with either a greyhound specific area or Greyhound times only!"</i></p> <p><i>"Please add a greyhound specific area to be considered. This breed is not restricted, yet there are no current accommodation for a greyhound specific off leash area"</i></p> <p><i>"I would like to see an off lead area for dogs built locally that could ideally have greyhound specific times , as a greyhound owner I would be responsible for my dog with other greyhounds by wearing muzzle while in off leash area and be aware that any injury's would be my own responsibility. Greyhounds are not a banned breed and many locals now are owned by their own greyhounds and all would benefit from an area that would let them be able to run free without the impact from distractions..."</i></p> <p><i>"There is a strong and demonstrated need for an Off-Leash Park for Greyhounds and Latrobe City Council could provide a strong and innovative lead in this space across Gippsland and Victoria.</i></p> <p>Recommendations: THAT LATROBE CITY COUNCIL SHOW LEADERHIP AND INNOVATION IN PROVIDING EQUITABLE ACCESS TO OFF-LEASH PARKS, INCLUSIVE OF GREYHOUNDS 1.1 That Greyhounds be acknowledged specifically within Latrobe City Council's guidelines... 1.2 a) That a Greyhound specifically designed Off-Leash Facility be established to support the 160 Greyhounds currently registered in the Latrobe City, or b) That Greyhound-only specific times be provided at each of the Council's current and future Fenced Dog Parks to provide equitable access to Greyhounds.</p> <p>2. THAT ALL DOG PARKS BE BUILT CONSIDERING SPECIFIC REQUIREMENTS FOR GREYHOUNDS AND ESTABLISH CLEAR PARTICIPATION RULES</p> <p>3. THAT LATROBE CITY COUNCIL ADVOCATE ON BEHALF OF GREYHOUND OWNERSHIP 3.1 Seek support and funding to prioritise a specific facility for Greyhounds. 3.2 Advocate that the State Government modifies legislation to treat Greyhounds equally with all other non-restricted dogs."</p>	
OFFICERS RESPONSE	
RECOMMENDATION	That Council advocate to Greyhound Racing Victoria to provide a slipping track or Greyhound park specifically for retired racing Greyhounds
REASONING	<ul style="list-style-type: none"> • Victorian Laws prohibit Greyhounds to be off-leash in public areas • Difficult to enforce Greyhound specific times • Not financially viable for Council to provide a park solely for 1 breed • Providing such facilities should fall to Greyhound Racing Victoria under their rehoming responsibilities

CONSIDER SEPARATE AREAS FOR SMALL AND LARGE DOGS	
WHAT OUR COMMUNITY SAID	
<p><i>"It would be great to have some separate areas fenced off one for the small dogs so they can run around and play without the big dogs scaring them, and one for the big dogs, maybe a third for all sizes."</i></p> <p><i>"...The Trafalgar dog park is a great space and the Yarragon dog park is great in that it has one section for small dogs and one for large dogs as well as agility tracks for dogs to follow."</i></p> <p><i>"...Dog parks also require small dog fenced areas and a larger dog areas..."</i></p> <p><i>"As a recent dog owner of a small breed of dog, I would welcome a separate enclosed space for both small and large breeds of dogs off lead. The smaller breeds could be very intimidated by the larger animals..."</i></p> <p><i>"...A fenced area for large & reactive dogs is a must for the safety of smaller dogs..."</i></p>	
OFFICERS RESPONSE	
RECOMMENDATION	No change to implementation plan
REASONING	<ul style="list-style-type: none"> Guidelines specify this as a preferable amenity

INCLUDE AGILITY EQUIPMENT, SAND PITS AND OTHER ITEMS OF INTEREST	
WHAT OUR COMMUNITY SAID	
<p><i>"...Such an area should be large, fenced and include Agility equipment, sand pits and other areas of interest. There are lots of doggie playgrounds in Victoria to see how successful they are and what works, however, it is disappointing to see how far Latrobe City is lagging behind."</i></p> <p><i>"It would need things for them to do, using sensory items, climbing , weaving , smell items , balls that move etc . Somewhere nice for the owners to sit also."</i></p> <p><i>"A large fenced off leash park has rummaging environments, open ball play areas, dog education equipment and amenities including water fountain, doggy bags and shelter with seats and GRASS. There should be zones to explore, including a Dog Education Training Zone with an agility course, Little Dog Zone, Rock Scramble Sensory Zone and Dog Play Runabout Zone."</i></p> <p><i>"A dog park in each of Traralgon, Morwell and Moe is reasonable. These must be LARGE, grassy areas with dog agility elements...trees/bushes/rocks for them to sniff and explore. Consider natural water play areas for pets too such as streams or pool/lagoon areas..."</i></p>	
OFFICERS RESPONSE	
RECOMMENDATION	No change to implementation plan
REASONING	<ul style="list-style-type: none"> Guidelines specify site inclusions Guidelines also outline that when requests for additional infrastructure / works become common, Council will advertise for a 'Friends of' group who can then apply for community grants for such inclusions

ADD NUMEROUS PARKS IN EACH TOWN	
WHAT OUR COMMUNITY SAID	
<i>"Why not add numerous parks in each town so that people don't all congregate in the one spot. A few scattered around in residential areas would mean the parks are quieter and less chance of issues occurring."</i>	
OFFICERS RESPONSE	
RECOMMENDATION	No change to implementation plan
REASONING	<ul style="list-style-type: none"> This is not financially viable

FENCE ALREADY IDENTIFIED UNFENCED OFF LEASH AREAS	
WHAT OUR COMMUNITY SAID	
<i>"It is critical to provide fenced areas on already identified dog parks for the safety of dogs and people."</i>	
OFFICERS RESPONSE	
RECOMMENDATION	No change to implementation plan
REASONING	<ul style="list-style-type: none"> This will be implemented in Traralgon and Churchill

INCLUDE SEATING / TOILETS	
WHAT OUR COMMUNITY SAID	
<i>"...we need a larger space with fresh grass, toilet bags, fresh water, some trees for shade and seating for owners."</i>	
<i>"...Ensure you continue to provide dog water fountains, park benches, water fountains for pet owners too! Dog toys, rubbish bin, poop bags. But please have restroom facilities for us humans as well!..."</i>	
<i>"Yes there should be more dog parks with bathroom facilities for humans it's a great idea."</i>	
<i>"...Public toilets nearby would also be amazing..."</i>	
OFFICERS RESPONSE	
RECOMMENDATION	No change to implementation plan
REASONING	<ul style="list-style-type: none"> Specified in guidelines

INCLUDE WATER / BAGS / RUBBISH BINS	
WHAT OUR COMMUNITY SAID	
<i>"...It needs to be open, sunny, and have a strong well wearing and durable turf. A water station, dog poop bag dispensers, rubbish bins need to be provided..."</i>	
OFFICERS RESPONSE	
RECOMMENDATION	No change to implementation plan
REASONING	<ul style="list-style-type: none"> Specified in guidelines

PROVIDE PICNIC & BBQ FACILITIES / PLAYGROUNDS	
WHAT OUR COMMUNITY SAID	
<i>"...An undercover area for owners to get out of the weather, possible picnic and BBQ facilities, with a playground for the kids..."</i>	
OFFICERS RESPONSE	
RECOMMENDATION	No change to implementation plan
REASONING	<ul style="list-style-type: none"> Guidelines specify site inclusions. Guidelines also outline that when requests for additional infrastructure / works become common, Council will advertise for a 'Friends of' group who can then apply for community grants for such inclusions Specified in guidelines

INSTALL CCTV	
WHAT OUR COMMUNITY SAID	
<i>"Please avoid having dog parks in the areas generally. Dog parks are provably unsafe for dogs and while many owners love them for furry friend meet ups the reality is that for dogs they can turn into unsafe situations or situations where dogs pick-up bad habits further putting them at risk. I see these dog parks also creating situations where an untrained dog may hurt or injure another or worse a person. As such if they are being created please ensure adequate CCTV is in place to ensure the safety of everyone..."</i>	
OFFICERS RESPONSE	
RECOMMENDATION	No change to implementation plan
REASONING	<ul style="list-style-type: none"> Guidelines specifically specify that site selection and siting adopts CPTED principles and has high level of passive surveillance

PETITION REQUESTING CHANGES TO THE GOVERNANCE RULES

PURPOSE

To consider a petition requesting changes to the Governance Rules relating to the requirements for petitions to Latrobe City Council.

EXECUTIVE SUMMARY

- Latrobe City Council (Council) has been presented with a petition containing 102 signatures requesting that Council amend the current Governance Rules with regard to the requirements for a petition to be presented to a Council meeting, specifically Rules 67.2.1, 67.3.3 and 67.4 (Attachment One)
- Petitions provide a valuable mechanism by which the community can request Council action on a matter and officers support lead petitioners to meet the requirements of the Governance Rules.
- The current Governance Rules were adopted by Council at its meeting held on Monday, 2 October 2023 following a period of community consultation. None of the community submissions regarding the proposed Governance Rules made any comment on the petition requirements contained therein.
- Having reviewed the Governance Rules relating to petitions of other Councils, it is noted that there is also a strong degree of consistency around the information that must be included for a petition to be valid and able to be considered, regardless of whether there is a prescribed template.
- The use of a template for hardcopy and electronic petitions supports petitioners to meet the Governance Rules requirements and the use of the Latrobe City website also protects the personal information of community members signing the petition.
- While Council has not received a large number of petition requests, Officers have supported head petitioners to bring their issue to Council in line with the Governance Rules in hard copy and/or online.
- Given the limited number of petitions received, the recent community consultation on the Governance Rules, without any submissions on the petition rules, and that the current process supports the community to petition in both paper and electronic formats, Officers recommend that the requested changes to the Governance Rules not be progressed at this time.

OFFICER'S RECOMMENDATION

That Council:

- 1. Resolve not to make any changes to the Governance Rules, specifically Rules 67.2.1, 67.3.3 and 67.4, in relation to the consideration of petitions;**
- 2. Continue to support the community in petitioning through the provision of a paper-based template and/or an online petition that is facilitated through the Latrobe City Council website; and**
- 3. Advise the head petitioner of this decision.**

BACKGROUND

Council has been presented with a petition containing 102 signatures requesting that Council remove some of the requirements of the Governance Rules with regard to the presentation of petitions. There were 116 signatories into the petition however, of these, 14 were invalid: 11 were duplicate entries and three did not meet the information requirements.

The petition statement outlines the following request:

We, the undersigned, request that the Latrobe City Council revoke their governance rule 67.2.1, 67.3.3 and 67.4. The public have the right to petition, and this right should not be limited by word counts and templates. More importantly, the public should not be required to only use the council's own e-petition format and should have the right to utilise other third party formats. These rules need to be changed to allow the public to exercise their right to petition more freely.

As clarification, the following table summarises the current wording of the three rules that are subject to this request:

67.2.1	A petition must be in the prescribed template format attached to the Governance Rules.
67.3.3	The terms of the petition must not exceed 250 words.
67.4	Only paper based petitions (in the prescribed format) or e-petitions that are submitted through an approved Council e-petition facility that meet the necessary criteria will be accepted.

In accordance with the requirements of the Governance Rules, this petition was initially presented for tabling at the Council Meeting held on Monday, 04 March 2024.

ANALYSIS

In considering the changes that are requested in the petition, the Governance Rules of a number of other Councils have been reviewed to determine their requirements in relation to the presentation and consideration of petitions.

It is noted that there is also a great degree of consistency in the requirements around the form of petitions and the information that must be included to be considered valid.

Rule 67.2.1 – A petition must be in the prescribed template format attached to the Governance Rules.

This rule aims to ensure that the information on every petition (whether in hardcopy or electronic) is consistent and currently requires the inclusion of each signatory's name, their address (with a minimum of residential locality - i.e. town name or postcode) and signature. Petitions on the Latrobe City Council website also contain a requirement to provide an e-mail address and contact number. These requirements are consistent with other Governance Rules relating to public participation such as speaking at or submitting a question to a Council Meeting.

Council's petition requirements are consistent with those of other councils. Similar requirements are in place across councils and must be followed to enable consideration of the petition, regardless of whether the council has a prescribed template:

- Being legible and in permanent writing
- Being clear and having the matter and action sought from Council stated on each page.
- Including the name and residential address of each signatory
- Having original signatures, not photocopies or scanned copies if delivered in a hard copy format.
- Including the names and residential addresses of each petitioner or signatory if delivered in an electronic format.
- Must be free from erasures and alterations.

In accordance with Council's Governance Rules, where a petition does not meet these requirements, it is not considered valid. Where an individual page of a petition does not meet the above, it will not be included for consideration by Council.

However, Officers work with petitioners to support them to meet these requirements. For example, a hardcopy petition submitted regarding the reopening of Chestnut Avenue in September 2023, that received 45 signatures, was facilitated by Officers through preparing the petition in the format required by the Governance Rules on behalf of the head petitioner.

Regardless of the petition format used, Council requires specific information is included to ensure that signatories have signed the petition tabled and that they have a connection to the community, hence the requirement for residential addresses from all signatories. As such, this rule is not considered to be unreasonable for an impediment for those wishing to create a petition.

Rule 67.3.3 – The terms of the petition must not exceed 250 words.

This rule aims to ensure that the intention of the petition, and the action that is being requested from Council, is clear, concise and readily understood. This is important for not only Council, when considering the petition, but also for the community that are being asked to sign.

It also ensures it can be included on each page of the petition (most relevant in hardcopy) so that it is clear that people are signing the petition being tabled. This is common across other councils' Governance Rules which generally require that the words of the petition must be included on each page, with any page that fails to include this information deemed invalid.

Of the three changes that have been requested, an amendment of the Governance Rules to remove this requirement is most likely to reduce the accessibility and clarity of petitions.

Rule 67.4 – Only paper-based petitions (in the prescribed format) or e-petitions that are submitted through an approved Council e-petition facility that meet the necessary criteria will be accepted.

e-petitions

The current Governance Rules do not explicitly detail what is deemed to be “an approved Council e-petition facility” however current practice is a petition that is created on the Latrobe City Council website. There is an online petition request form which can be completed that is subsequently assessed against the Governance Rules and, if necessary, Officers work with the head petitioner to ensure that it is compliant before it is created on the website.

Four petitions have been created on the website since 2022:

Date	Petition Request	Number of Signatures
January 2022	Petition to support a public toilet in Morwell North CBD.	50
July 2022	Petition for additional car parking at Morwell Park Primary School.	21
October 2022	Petition for review of LCC position on climate change and its impacts.	333
February 2023	Petition for no B-Double trucks to be allowed in residential Traralgon.	55

All requests to create an e-petition on the Latrobe City website have been accepted providing that the subject matter of the petition meets the Governance Rules (note that these rules are not being petitioned for change), specifically the requirements that a petition must:

- Refer to a matter on which Latrobe City Council has the power to act (Rule 67.2.4)
- Not be illegal and must not promote illegal acts (Rule 67.3.4)
- Not contain language that is objectionable or inflammatory in nature (Rule 67.3.5)

Not all councils allow e-petitions to be considered. Some councils do allow for consideration of electronic petitions provided they meet the petition requirements of their Governance Rules, and this is determined by either their Chief Executive Officer or a resolution of council.

While many Councils provide guidelines or a petition template that can be downloaded for use, Latrobe City is the only Council in Victoria to provide the option to have an electronic petition created on the website.

There are benefits to the community in using the Latrobe City website to host online petitions in comparison to external petition sites.

Most significantly, it ensures that members of the community can have confidence that their personal information is being handled in accordance with Australian and Victorian law.

Latrobe City Council is required to handle customer information in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the ten Information Privacy Principles, the aim of which is to '*balance the public interest in the free flow of information with the public interest in protecting the privacy of personal information in the public sector*'.

The Latrobe City Council petitions website, being hosted in Australia, adheres to the Australian data security standards to ensure that proper measures are in place to protect user data and maintain the integrity of the platform.

Any personal information provided to Council as a result of signing a petition is kept confidential and the identifying personal details are used only for the purpose for which they were collected, including when the petition is presented to Council for consideration.

By comparison, Change.org does not adhere to Australian privacy legislation and openly state on their website that they may share personal information with third parties or use and disclose personal information as necessary or appropriate, including for the sale or merger of the company.

Using the Latrobe City website is also a more efficient use of Council resources as it can assist in reducing the number of non-local signatories and thereby the time taken to assess the validity of each petitioner.

Based on the review of other councils' petition requirements, it is noted that many contain a requirement that any petition that is received must be signed by a specific number or signatories that live, work, study or do business within the municipal district, which is verified through the address details that are required to be included.

This is becoming relevant with the increasing use of online petition sites, such as Change.org, where the petitions that are created are open for signing to anyone, including those overseas. As a result, the number of signatories can be deceptive given that many who have signed may have no connection to the area or direct interest in what is being requested. For example, an external electronic petition that did not meet the requirements of the Governance Rules in October contained a total of 201 signatures however, of these, 105 were from individuals located outside of Latrobe City.

Governance Rules

The Council's Governance Rules were reviewed in 2023 with community consultation undertaken between 10 July and 7 August 2023. Of the 25 submissions received, none raised the issue of petitions.

The changes to the Governance Rules requested in the petition would trigger similar community consultation requirements.

It is possible that changes to the Governance Rules will be required following foreshadowed changes to Victorian legislation later in 2024. There could be an opportunity to consider these issues as part of this process.

Recommendation

It is recommended that no changes be made to the Governance Rules as requested by the petition for the following reasons:

- The word limit supports clear communication of the action required of Council and a petitioner to understand what they are signing and ensures the text can be included on each page of a hardcopy petition.
- There is not great demand for e-petitions and all requests from the community meeting the other Governance Rules relating to petitions have been accommodated through the website.
- There is no evidence that the current requirements pose a barrier for engaging with Council.
- The use of Latrobe City’s e-petition facility protects petitioner engagement with Council with legislated privacy and personal information security in place.
- Changing the Governance Rules is a significant process, and a wide review was undertaken in the second half of last year, including four weeks of community consultation.

Should Council adopt the proposed Resolution, Officers will contact the head petitioner and continue to support members of the public that wish to prepare and submit a petition, in either a paper based and/or electronic format.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE Failure to comply with the requirements of the <i>Local Government Act 2020</i>.</p>	<p>Low <i>Unlikely x Minor</i></p>	<p>Ensure that community engagement is undertaken regarding any proposed changes to the Governance Rules.</p>
<p>SERVICE DELIVERY Governance Rules create impediments to the community engaging with Council via petitions.</p>	<p>Low <i>Unlikely x Minor</i></p>	<p>Ensure that the requirements of the Governance Rules relating to petitions are clear and facilitate their use as a mechanism to engage with Council.</p>

CONSULTATION

Should any amendments be made to the Governance Rules, section 60(5) of the *Local Government Act 2020* requires that a process of community engagement must be followed.

COMMUNICATION

The head petitioner has previously been advised that an initial report to table the petition would be considered at the Council Meeting held on Monday, 04 March 2024 and a subsequent, more detailed report would be considered at the Council Meeting to be held on Monday, 08 April 2024.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The ability of the community to submit petitions to Council on matters of concern is an intrinsic element of engagement and needs to be supported.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

The costs associated with undertaking any community engagement on changes to the Governance Rules can be accommodated within existing budgets.

Attachments

1. Petition - Amendments To The Governance Rules (Published Separately)

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

DRAFT 2024/25 BUDGET - PRELIMINARY APPROVAL & PUBLIC EXHIBITION

PURPOSE

The purpose of this report is to seek Council's approval to release for community comment the draft 2024/2025 Budget including Fees and Charges (the draft budget). This enables Council to meet its obligations under the *Local Government Act 2020* (the Act) and the objectives of Council's Community Engagement Plan.

EXECUTIVE SUMMARY

The draft budget:

- Is presented as a balanced budget that aims to support the Themes and Strategies of the *Council Plan 2021-2025*.
- Takes particular note of the community submissions received which have resulted in additional funding being allocated across eight identified key themed areas.
- Has been prepared on the basis of a 2.75% increase in overall rates and charges (excluding waste services charge and State Government EPA Landfill Levy) which is in accordance with the maximum increase in rates permissible under the Victorian Government's Fair Go Rates System (FGRS) for the 2024/25 financial year.
- Complies with the Minister for Local Government's *Good Practice Guidelines for Service Rates and Charges* issued in December 2023 in relation to the calculation of the waste services charge.
- Waste services charge is set to reduce by \$32.00 or 7.5% per standard set of 3 bins.
- Includes a capital works program of \$29.8 million that invests in asset renewal and upgrade works which increases to \$68.6 million after including continuing multiyear projects and other carry forward works from prior year budgets.
- No new borrowings are proposed in 2024/25.
- Maintains the types or classes of land for differential rates purposes in line with the adopted *Revenue and Rating Plan 2021-2025*. A separate differential rate for farm properties has been maintained (25% discount) and the introduction of a separate differential rate for retirement villages was considered and is not proposed.

- Has been developed in accordance with the Act, and it is recommended that the document be released for public exhibition in line with the requirements of Council's *Community Engagement Policy 2021*.

OFFICER'S RECOMMENDATION

That Council

- 1. Endorse the draft 2024/25 Budget (including proposed fees and charges) annexed to this report as being the budget prepared by Council for the purposes of section 94 of the *Local Government Act 2020*, and gives public notice:**
 - a. the draft 2024/25 Budget will be made available for inspection at Council Headquarters, Service Centres and on Council's website in accordance with Council's Community Engagement Policy.**
 - b. inviting written submissions from the public, with submissions to be received from 9 April 2024 until 5pm Monday, 6 May 2024.**
 - c. of Council's intention to adopt the 2024/25 Budget at a meeting of Council to be held on Monday, 3 June 2024.**

BACKGROUND

In accordance with Section 94 of the Act, Council must prepare a budget for each financial year and the subsequent three financial years by 30 June each year.

This report forms part of the statutory process for the adoption of the 2024/2025 Budget and complies with Section 96 of the Act which states a Council must develop the budget and any revised budget in accordance with the financial management principles and its community engagement policy.

Copies of the proposed budget will be made available for inspection for a minimum of 28 days from the day following the adoption of the endorsed draft budget.

The community will be given the opportunity to make a written submission on any proposal contained in the draft budget or aspirations relating to future budgets. A public notice will be made to specify the date that written submissions will be received up until.

The Act requires the budget to be adopted by 30 June each year.

ANALYSIS

The draft budget has been prepared on the basis of a 2.75% increase in overall rates and charges (excluding the waste services charge and State Government Landfill Levy) which is in accordance with the maximum increase in rates permissible under the Victorian Government's Fair Go Rates System (FGRS) for the 2024/25 financial year.

The budget includes a total capital works program of \$68.6 million comprising of \$29.8M being 24/25 current year program and \$38.8M of continuing multiyear projects and other carry forward works from prior year budgets. The program includes investment in renewing existing infrastructure of \$24.1M with \$13.3M of this being committed to the roading network. In addition, \$3.6M will be spent on completing the upgrade of the Marshalls Road / Traralgon-Maffra Road intersection to a signalised intersection and \$4.9M to complete the next stage of the Gippsland Logistics Precinct. Other significant projects include the continuation of the Regional Car Parks Fund - Main Works package \$23.0M, flood recovery projects \$5.3M, and the refurbishment of Park Lane preschool \$1.4M. This represents an additional investment by Council of \$2.0M into capital works from rates revenue when compared to the adopted 2023/24 budget.

No new borrowings are proposed in 2024/25.

In December 2023 the Minister for Local Government issued *Good Practice Guidelines for Service Rates and Charges* in relation to the calculation of the waste services charges. This budget complies with these guidelines, this will see the waste services charges decrease by \$32.00 or 7.5% per standard set of 3 bins due to a realignment of waste services cost recovery, however gate fees at Council's transfer stations have been increased to more closely reflect the cost of providing this service. To assist residents with this increase a third waste voucher is proposed to be introduced in 2024/25.

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

The 2024/25 budget presented in this report has been developed through a process of consultation and review and contributes to the achievement of the Council Plan objectives and strategic directions included in the *Council Plan 2021-2025*.

Community consultation was undertaken in November 2023 to help shape the development of the draft budget. The survey indicated the community most valued the following areas/services:

- Family & children
- Parks & gardens
- Recreation

The above feedback complimented the survey results obtained from the 2023 Customer Satisfaction Survey, which highlighted the three key areas of community importance:

- Local streets & footpaths
- Sealed local roads
- Parking facilities

The above themes were considered when developing the budget with further information provided under the Consultation section of this report.

The 2024/25 Operating Budget predicts an operating surplus of \$29.9 million, after raising rates and charges of \$95.2 million out of total revenue of \$187.3 million. When excluding non-recurrent capital funding and developer contributions, an underlying operating deficit of \$9.7 million is projected for 2024/25. The underlying deficit primarily reflects the increasing costs of renewing assets together with the injection of over \$120M of new capital infrastructure in recent years which has increased Council's depreciation expense by over \$3M annually. The Financial Plan identifies the need for Council to review infrastructure, services and service levels in order to implement actions to alleviate the deficit position in the long term and to remain financially sustainable in a revenue capped environment.

It should be noted that on a cash basis Council budgets for a break even or neutral result, therefore any cash remaining at the end of the budget period is the result of a number of factors such as government grant funds received in advance, funds required to be carried forward to complete multi-year projects and funds required to settle certain balance sheet liabilities e.g. trade and other payables, loan repayments, provisions and amounts held in trust.

Council's ability to set (and rebate) rates is highly regulated by legislation. It is important to bear in mind that the rate cap increase is an average increase and applies to Council's total rate base meaning that individual properties may see increases varying from the advertised percentage. This is because of movements in property valuations relative to the value of other properties in the municipality. It should be noted that the valuation base used in the draft budget is yet to be certified by the Valuer-General Victoria (VGV) and remains subject to change as supplementary valuations and objections relating to the 2023/24 financial year are still to be finalised. Therefore, the Rate in the Dollar factor is also subject to change, the confirmed values will be calculated prior to final adoption of the budget and will take into consideration the certified values provide by the VGV and Council's obligation to remain within the designated rate cap.

A limited review of the Revenue and Rating Plan was undertaken in response to a Council resolution passed at the 3 April 2023 meeting. The resolution requested "*a review of the Revenue and Rating Plan 2021-2025 including the current differential rating position for retirement villages*". Latrobe City Council has nine registered retirement villages with a total of 447 assessments. Villages range in size from four rateable properties through to the largest which has 158 rateable assessments. It was recognised that residents of retirement villages continue to have the choice and ability to use and/or receive Council services, access facilities and benefit from the assets/open spaces provided and maintained by the Council for the entire community. It was recognised that eligible pension card holders that reside within retirement villages remain eligible for the State Government pension rebate on rates and the Fire Services Property Levy. The introduction of a differential rate would impact on other ratepayers by shifting the rates burden onto the broader community including other retirees, pensioners and low-income families. Based on careful consideration and the analysis undertaken it was concluded that a differential rate should not be introduced for retirement villages as part of the 24/25 budget.

Therefore, the existing differential rates are to remain unchanged for the 24/25 budget.

Included in the budget document is an appendix which details all capital works planned to be undertaken during the year. The listing of projects may vary depending on the cost of works within the category as they are yet to be competitively tendered.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
<p>COMPLIANCE</p> <p>Non-compliance with financial framework or legislative requirements is identified as a risk. This report begins the process to ensure Council meets the requirements of the Act.</p>	<p>Low</p> <p>Unlikely x Moderate</p>	<p>Adhere to budget timetable.</p>

CONSULTATION

During November 2023, Council undertook a community consultation process by way of an online survey to help shape a budget that reflects community priorities and aspirations. The survey was well supported with 189 responses received, in addition, responses received as part of the 2023/24 budget were also included in the process.

The responses were consolidated into key themes, the following outlines how Council has responded through the budget to the submissions received:

Cultural, Leisure & Receptions Services

- Increased investment in renewal programs for recreational assets from \$655K to \$1,045K, projects include Traralgon Tennis Courts resurfacing \$300K, Morwell Tennis Courts resurfacing \$240K, Morwell Recreation Reserve oval fencing \$150K.
- Building renewal projects total in excess of \$1,800K and include Baillie Reserve Tyers Changerooms \$350K, Ronald Reserve Oval 2 Changerooms \$350K, Maryvale Reserve Pavilion Morwell \$350K, Latrobe Regional Gallery Morwell roof renewal \$300K, Leisure Facilities Renewal & Upgrade program \$228K and Kernot Hall roof renewal \$160K.
- Increased Community Grants program funding of \$80k including the introduction of Community Essentials Grants.
- Indigenous Skills Employment Program across Gippsland resulting in more indigenous participants being able to access employment opportunities in the region.
- Grass playing surfaces x 3 over sowing \$60K, turf wicket maintenance \$18K, maintenance to address issues within reserves outside of playing surfaces \$15K, preparation for the future renewal requirements of synthetic surfaces with the establishment of a futures reserve \$200K, hard court cleaning increased to annual program from a biannual program \$15K.

Health Services

- Council continues to fund a variety of programs that support community health including environmental health, seven maternal & child health centres, positive aging, and Community access & inclusion programs.
- The capital works budget includes renewal projects at the Murray Road Preschool & Maternal and Child Health centre \$260K, plus other minor renewal works across 4 other sites \$80K.

Roads and Transport

- Capital works Investment in Roads & transport renewal and upgrade projects has increased by \$1.5M on the 2023/24 budget to \$14.4M.
- Increases include developer contribution plan projects \$797K, Special Charge Scheme gravel road sealing funding \$210K, road renewal \$336K and Traffic & Pedestrian Safety program \$87K.

Parks & Gardens

- Council Officers continue to work through operational improvements to increase mowing frequencies to improve presentation of all areas using more efficient machinery and better utilisation of resources.
- Investment of \$705K for renewal of playgrounds, Public BBQ Shelter / Drinking Fountains and retaining walls including Maskrey Park Playground \$237K, Driffield Road Reserve playground \$117K, Fairfield Square Playground \$100K and Mathison Park BBQ shelter \$80K.
- In relation to open space maintenance: Park and street furniture maintenance (increase \$18k), playgrounds maintenance (increase \$33k), spring grass cutting (increase \$29k), and fire slashing preventative program added \$30k.

Family and Children

- Detailed designs in progress for funded refurbishments / extension of seven early learning centres. These will roll out over the coming years. Parkland commencing early 24/25 year.

Parking Facilities

- State Government funding is aiding Council to construct additional carparking across the municipality including an additional level on the Seymour/Hotham multi storey car park, additional multi storey carpark in Kay Street Traralgon and a multi-level carpark in Commercial Road Morwell.

Sealed Roads

- Overall increase in Road re-sealing/pavement rehabilitation programs \$336K

Appearance of Public Areas, Local Streets and Footpaths.

- Graffiti removal increases with an additional \$9k to \$28K.
- Cenotaph cleaning budget created \$30k.
- Biodiversity Protection increase of \$15k to fund increases in fire management and revegetation maintenance.
- Roadside weed compliance activities increased by \$12k.
- Public Conveniences maintenance increases by \$60k and includes additional cleaning schedules and public conveniences added into the new contract.
- Street / Footpath sweeping increases by \$89k and includes increased schedules.
- Allocation of \$205K for the collection of illegally dumped rubbish.
- Footpaths & Cycleways – increase of \$235K with \$165K for Missing Links, \$60K for Linear Paths and \$10K increase across the renewal program.
- Increased allocation to Public Lighting to tackle the backlog of community requests for new lighting installations by the inclusion of an additional \$20K, taking the budget to \$50K.

Additionally, the draft budget presented contains four specific projects and initiatives that were suggested by the community during the 2023/24 and 2024/25 budget consultation processes including:

- Skate Park at Tyers Community Park, capital works budget allocation of \$300K
- Traralgon Tennis Association tennis courts resurfacing, capital works budget allocation of \$300K.
- Playground at The Range Estate Morwell, capital works budget allocation of \$150K.
- Additional maintenance works at Newborough BMX track, this will increase the BMX track maintenance budget to \$32K; and

COMMUNICATION

Upon adoption of the recommendation, a public notice will be published in the Latrobe Valley Express notifying the community the draft budget will be available for inspection at all Council Service Centres and via Council's website.

Council encourages the community to engage in the budget process by submitting a written submission through Council's Have Your Say page on our website or via the usual customer service channels.

Council is seeking to capture the community aspirations relating to the current and future budgets as we transition the way that we engage with our community to develop the budget.

The community will have the opportunity to lodge submissions on the budget up until Monday, 6 May 2024. Council will consider all submissions prior to adopting the budget on 3 June 2024.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The draft budget aims to meet the social needs of our community through the maintenance and development of open space, parks, gardens, and infrastructure to support community gatherings. The draft budget incorporates a new playground at The Range in Morwell as a direct response to community submissions received.

Cultural

The draft budget continues to support Latrobe City Council's commitment to providing services, information and facilities that are inclusive and accessible from diverse backgrounds. This is reflected in our 2020-2024 Cultural Diversity Action Plan, which outlines a whole approach to meet the needs of our culturally diverse community.

Health

The draft budget supports Council's commitment to Living Well Latrobe, Council's Public Health and Wellbeing Plan 2021-2025. Living Well Latrobe guides work on plans, strategies and actions developed by Council and supports the application of health and wellbeing principles in all the work we do.

Environmental

The draft budget supports the implementation of actions identified in the Sustainability Action Plan 2023-2033.

Economic

The draft budget is based on assumptions that consider the forecast economic outlook, CPI estimates and expectations in relation to possible rate cap restrictions in the outer years.

Financial

The draft budget has been responsibly developed and balanced on a cash basis, maintaining existing services and service levels while also encompassing a renewal budget which seeks to maintain existing infrastructure to identified intervention levels.

Attachments

1. Draft 2024/25 Budget

8.4

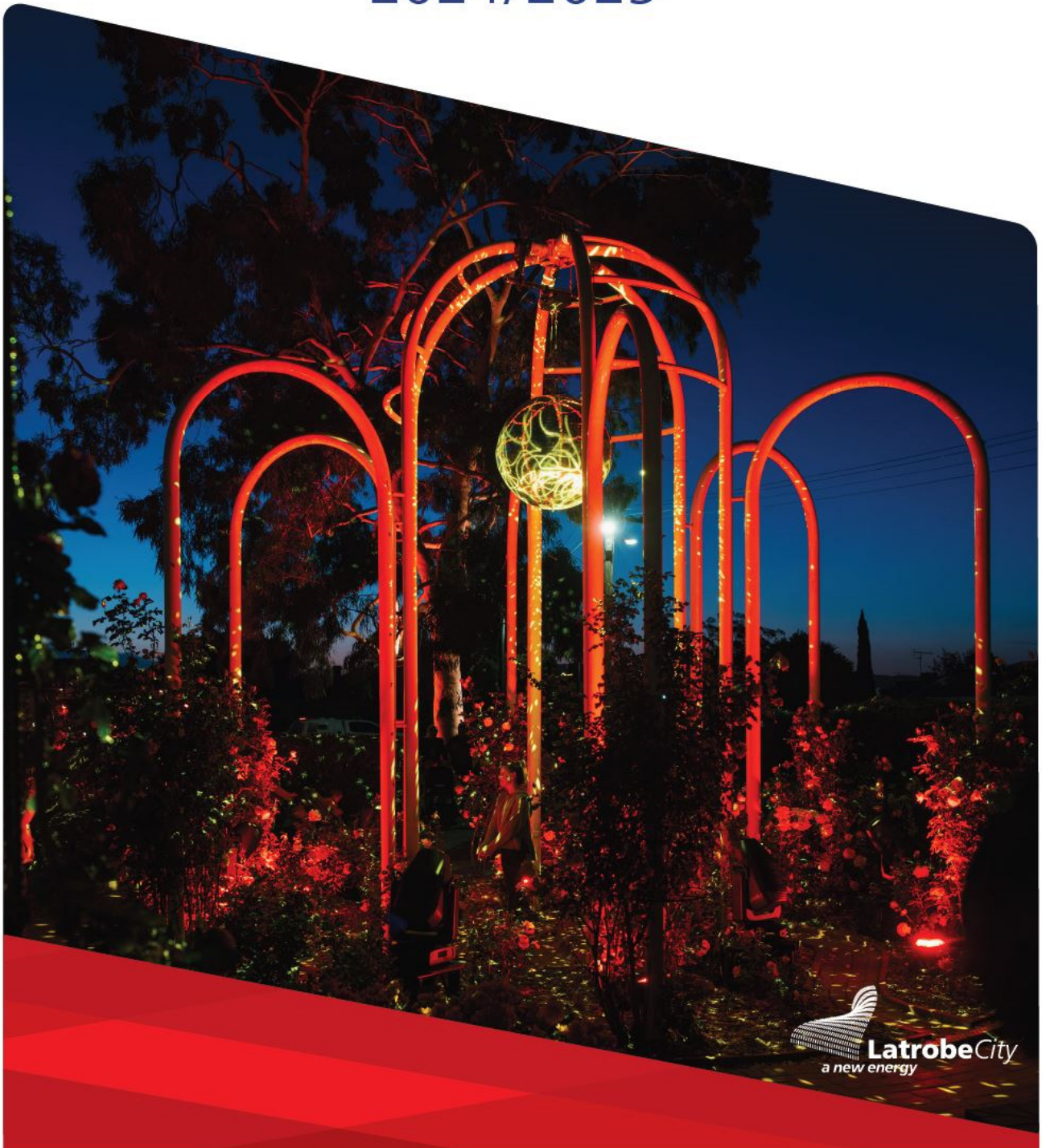
Draft 2024/25 Budget - Preliminary Approval & Public Exhibition

1 Draft 2024/25 Budget 345

LatrobeCity

Draft Budget

2024/2025



 **LatrobeCity**
a new energy

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2024/25 Budget Executive Summary

Budget Summary

This document outlines the broad range of services provided by council and builds upon our community's strategic vision for Latrobe 2031, and the Council Plan 2021-2025 which focus on the following six key strategic objectives:

- Smart.
- Creative.
- Healthy
- Sustainable
- Connected
- Council Capabilities

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

The budget has been prepared on the basis of a 2.75% increase in municipal rates and charges (excluding waste services charges) which is in accordance with the maximum increase in rates permissible under the Victorian Government's Fair Go Rates System (FGRS) for the 2024/25 financial year.

The budget includes a total capital works program of \$68.6 million comprising of \$29.8M being 24/25 current year program and \$38.8M of continuing multiyear projects and other carry forward works from prior year budgets. The program includes investment in renewing existing infrastructure of \$24.1M with \$13.3M of this being committed to the roading network. In addition \$3.6M will be spent on completing the upgrade of the Marshalls Road / Traralgon-Maffra Road intersection to a signalised intersection and \$4.9M to complete the next stage of the Gippsland Logistics Precinct. Other significant projects include the continuation of the Regional Car Parks Fund - Main Works package \$23.0M, flood recovery projects \$5.3M, and the refurbishment of Park Lane pre school \$1.4M. This represents an additional investment by Council of \$2.0M into capital works from rates revenue when compared to the adopted 2023/24 budget.

In December 2023 the Minister for Local Government issued *Good Practice Guidelines for Service Rates and Charges* in relation to the calculation of the waste services charges. This budget complies with these guidelines, the impact being that waste services charges are set to decrease by \$32.00 or 7.5% per standard set of 3 bins due to a realignment of waste services cost recovery, however gate fees at Council's transfer stations have been forced to increase. To assist residents with this increase a third waste voucher has been introduced.

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

2024/25 Budget Executive Summary

The 2024/25 budget presented in this report has been developed through a rigorous process of consultation and review with Council and Council officers. It is Council's opinion that the budget is financially responsible and contributes to the achievement of the Council Plan objectives and strategic directions included in the 2021-2025 Council Plan.

The 2024/25 Operating Budget predicts an operating surplus of \$29.9 million, after raising rates and charges of \$95.2 million out of total revenue of \$187.3 million. When excluding non-recurrent capital funding and developer contributions, an underlying operating deficit of \$9.7 million is projected for 2024/25. The Financial Plan identifies the need for Council to review infrastructure, services and service levels and to implement actions to alleviate the underlying deficit position in the long term in order to ensure overall ongoing financial sustainability in a revenue capped environment.

It should be noted that Council continues to present a balanced budget when viewed on a cash basis, as is set out in the Income Allocation Statement. Therefore any cash remaining at the end of the budget period is the result of a number of factors such as government grant funds received in advance, funds required to be carried forward to complete unfinished projects and funds required to settle certain balance sheet liabilities e.g. Trade and other payables, Interest Bearing liabilities, Provisions and Trust funds and deposits.

The 2024/25 budget has been prepared on the basis of constraint, Council will continue to review all services and capital infrastructure to ensure it is positioned to best meet the needs of the community into the future.

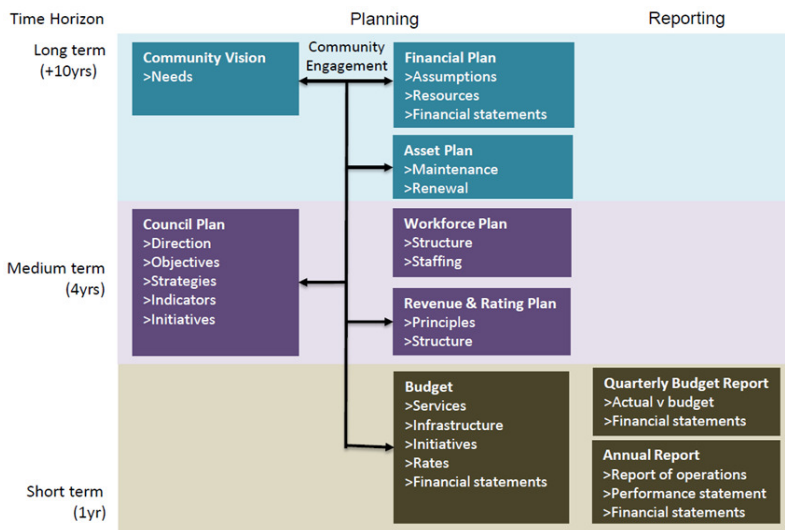
2024/25 Budget Link to the Integrated Planning and Reporting Framework

1. Link to the Integrated Planning and Reporting Framework

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

1.1 Legislative planning and accountability framework

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



Source: Mark Davies (Financial Professional Solutions)

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

1.1.2 Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services— such as animal management, local roads, food safety and statutory planning—most council services are not legally mandated, including some services closely associated with councils, such as libraries, building permits and sporting facilities.

Further, over time, the needs and expectations of communities can change. Therefore councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations. In doing so, councils engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation needs to be in line with a councils adopted Community Engagement Policy and Public Transparency Policy.

2024/25 Budget

Link to the Integrated Planning and Reporting Framework

1.2 Our vision

The Community vision

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

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

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

1.3 Strategic Objectives

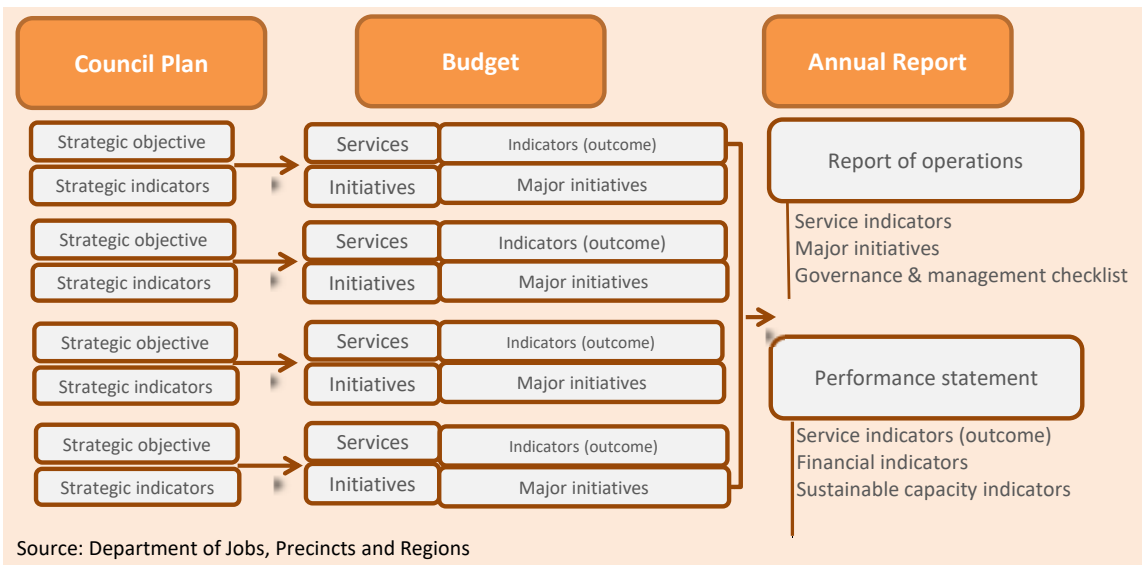
Council delivers activities and initiatives under 46 major service categories. Each contributes to the achievement of one of the five objectives and Council capabilities as set out in the Council Plan for the 2021-25 years. The following table lists the five strategic directions and Council capabilities as described in the Council Plan.

Strategic Objectives	Description
1. Smart	<p>Latrobe City has a highly skilled workforce, access to education and training and we are invested in growing the capacity of our community, supporting innovation and invention.</p> <p>We are focused on creating opportunities and exploring health innovation, digital industries, alternative energy and value-added advanced technology and manufacturing. We support diversification of our industrial base and the development of opportunities for highly skilled employment into the future.</p>
2. Creative	<p>We have a vibrant and diverse community where there are various opportunities for arts, culture and tourism. Our City has a range of arts and creative opportunities for community to engage in creative expression and develop social connectedness. We are invested in the exceptional presentation of our City through public works across our interconnected townships and enhancement of our distinctive landscape features.</p>
3. Healthy	<p>Our vision is that Latrobe has a culture and environment that promotes and supports health and wellbeing for all. We will work together to significantly improve health and wellbeing outcomes and reduce inequalities.</p> <p>We will celebrate the places, people and cultures that make this a distinctive, vibrant and creative community. While we continue to build on our community's recognised and proven capacity for connection, social participation, volunteerism and care for one another.</p> <p>Our community's health, wellbeing and safety will be assured with abundant green spaces that are accessible, inclusive and safe. We maintain our focus on preventative measures to promote positive health outcomes for all generations by ensuring Latrobe is a healthy place to live, learn and work. We continue to prioritise opportunities to overcome shared barriers we face as we focus on achieving improved health outcomes for our community.</p>
4. Sustainable	<p>Our City has natural features and liveable areas that are easy to access and our beautiful environment is our heart and pride.</p> <p>We have provided a healthy environment for our community and for future generations while supporting meaningful employment and lifelong opportunities.</p>
5. Connected	<p>A regional City which recognises the connectedness between our goals and towns and efficiently utilises the assets that we have for the benefit of our whole community while protecting the environment.</p>
Council Capabilities	<p>Council has determined key capabilities important to delivery of the Council Plan and these can be summarised under the headings of people, systems, governance and communications.</p>

2024/25 Budget Services & Service Performance Indicators

2. Services and service performance indicators

This section provides a description of the services and initiatives to be funded in the Budget for the 2024/25 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan. It also describes several initiatives and service performance outcome indicators for key areas of Council's operations. Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability. The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below



2024/25 Budget Services & Service Performance Indicators

2.1 Objective 1: Smart

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Building Services	Provide building advice, statutory services and enforcement action in accordance with the Building Act.	717 (407) 310
Business Development	Provide business development advice, services and programs.	1,435 0 1,435
Early Childhood Health & Development	Deliver enhanced maternal and child health services in accordance with Council adopted policies.	9,681 (8,680) 1,001
Early Learning & Care	Deliver early Learning, and Preschool services in accordance with Council adopted policies, and work with other providers to improve and integrate support services for all children in the municipality.	6,996 (6,490) 506
Employment Development	Promote, coordinate and providing training and employment opportunities for aboriginal people.	854 (864) (10)
International Relations	Deliver International Relations services in accordance with the Latrobe City International Relations Plan.	132 0 132
Latrobe Regional Airport	Maintain, develop and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority regulations and the Latrobe Regional Airport Masterplan.	417 (465) (48)
Library services	Deliver Library services and programs.	3,664 (578) 3,086
Regional Partnerships	Provide regional leadership and facilitate a successful transition for Latrobe City to a low carbon future.	176 0 176
Statutory Planning	Provide statutory planning services, advice and enforcement action in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	1,616 (557) 1,059
Strategic Planning	Provide strategic planning services and advice in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	837 0 837
Total		8,484

2024/25 Budget Services & Service Performance Indicators

Major Initiative

MI1) Gippsland Logistics Precinct construction.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Library membership (Percentage of the population that are registered library members)	[Number of registered library members / Population] x100
Maternal and child health	Participation	Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
Maternal and child health	Participation	Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100

2.2 Objective 2: Creative.

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Arts	Deliver the Annual Latrobe Regional Gallery Exhibitions program and deliver Education and Public Participation programs across all arts facilities. Deliver the Annual Performing Arts Performances program. Manage and maintain Halls and Venues across the City.	4,098 (1,385) <hr/> 2,714
Total		<hr/> 2,714

2024/25 Budget Services & Service Performance Indicators

2.3 Objective 3: Healthy

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Emergency Management	Provide Emergency Management services including preparedness, planning, response and recovery.	610 (80) 530
Health Services	Minimise the incidence of food borne illness pursuant to the Food Act. Deliver an Immunisation program in accordance with the Public Health and Wellbeing Act.	1,048 (544) 504
Leisure Facilities	Maintain and operate Latrobe City leisure centres, outdoor pools and stadiums together with managing and maintaining caravan park and day visitor facilities.	7,346 (3,683) 3,663
Parks, Gardens and Playgrounds	Manage and maintain parks and gardens across Latrobe City and maintain and develop playgrounds in accordance with the Latrobe City Council Playground Strategy.	11,429 (82) 11,348
Recreation and Open Space Planning	Provide Recreation and Open Space Planning advice for Latrobe City.	1,120 0 1,120
Recreation Liaison	Manage and maintain sporting reserves and work with community groups across Latrobe City.	931 (90) 841
Social support	Senior Citizen's centres	121 (3) 118
Total		18,124

Major Initiative

MI2) Multi Use Pavilion Traralgon Recreation Reserve commence construction.

MI3) Indoor Multi Sports Hall, Glenview Park Traralgon commence construction.

MI4) Mathison Park Playground commence construction.

Service	Indicator	Performance Measure	Computation
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of population)	Number of visits to aquatic facilities / population
Food safety	Health and safety	Critical and major non-compliance notifications (Percentage of critical and major non-compliance notifications that are followed up by Council)	[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about food premises] x100

2024/25 Budget Services & Service Performance Indicators

2.4 Objective 4: Sustainable

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Environment Sustainability	Provide Environmental planning, advice and services to internal and external stakeholders.	1,939 (179) 1,760
Landfill Services	Operate and maintain the Latrobe City Hyland Highway Municipal Landfill facility in accordance with Environment Protection Authority licence conditions.	3,915 (2,488) 1,427
Waste Services	Deliver and manage contracts for waste services across the municipality, including kerbside collection, transfer stations, organic resource processing, hard waste services and co-mingled recycling processing in accordance with contract requirements, standards and best value principles.	12,100 0 12,100
Total		15,287

Service	Indicator	Performance Measure	Computation
Waste management	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

2024/25 Budget Services & Service Performance Indicators

2.5 Objective 5: Connected

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Building Maintenance	This unit is to deliver the cyclic maintenance program on Latrobe City Council buildings.	4,731 0 4,731
Civil Works Projects	Deliver Civil works projects across Latrobe City in accordance with relevant legislation and guidelines.	939 0 939
Community Engagement	Provide community engagement support services to Latrobe City Council.	2,034 0 2,034
Community Grants	Assist local community groups through the coordination and delivery of the annual Latrobe City community grants program.	248 0 248
Community Information	Deliver professional customer service at all Latrobe City Council service centres and libraries.	711 (87) 624
Community Strengthening	Build community leadership, connectedness, inclusiveness and wellbeing by advocating on behalf of the community, and partnering with them to deliver and facilitate a range of projects, programs, strategies and action plans.	3,545 (483) 3,061
Events	Facilitate the attraction of new events and support existing events across Latrobe City and deliver Latrobe City Council's annual Australia Day program.	1,466 (55) 1,411
Infrastructure Design	Design civil works projects in consultation with the Latrobe City community.	1,616 (7) 1,609
Infrastructure Maintenance	This unit is to provide maintenance services for Latrobe City's road, drainage, signage, footpath and tree networks and to Deliver cleansing services across the municipality, including footpath and street sweeping, public toilets, bus shelters, barbeques, rotundas and picnic shelters in accordance with specified standards and schedules.	8,777 (100) 8,677
Infrastructure Planning	Provide Traffic Management and Asset Management planning, advice and services for Latrobe City in accordance with statutory and regulatory timeframes.	1,321 (615) 706
Local Laws	Deliver customer focussed Local Law services across the municipality in accordance with Local Law No. 2 and other relevant legislation.	2,984 (1,501) 1,483
Major Projects	Deliver major infrastructure projects from the Annual Capital Works Program.	991 (123) 869

2024/25 Budget Services & Service Performance Indicators

Property and Statutory	Administer property management, advice and services of Latrobe City Council.	848 (283) 565
Tourism	Proactively and strategically provide a quality visitor service, support the delivery of events, maintain the tourism website and promote a positive image of Latrobe City.	426 0 426
Urban Growth	Develop, assess and coordinate the implementation of Development Plans and Development Contribution Plans for growth areas of Latrobe City.	527 0 527
Total		27,911

Major Initiatives

MI5) Traralgon-Maffra Road Signalised Intersection complete construction.

MI6) Regional Car Parking fund projects (Kay Street / Seymour Street / Commercial Rd) design and commence construction.

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Roads	Satisfaction	Sealed local roads below the intervention level (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100
Animal management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	Number of successful animal management prosecutions / Total number of animal management prosecutions

2.6 Objective 6 : Council Capabilities

To achieve our objective the services, initiatives, major initiatives and service performance indicators for each business area are described below.

Services

Business Area	Description of services provided	Expenditure (Revenue) Net Cost \$'000
Communications	Provide communications, marketing and public relations services on behalf of Latrobe City Council.	752 0 752
Mayoral & Council Support	Council Operations, provision of support services to Councillors, deliver civic functions and events across for Latrobe City Council.	718 0 718
Financial Services	Administer financial management, advice and services of Latrobe City Council, administer procurement processes for goods and services within Latrobe City Council and administer the database of properties within Latrobe City Council, including property valuation and municipal rate collection.	3,583 (265) 3,318

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Services & Service Performance Indicators

Governance	Council meeting management, Freedom of Information, internal audit, committee management, statutory registers and legal support functions.	1,340 (93) 1,247
Information Services	Maintain the Latrobe City Council IT network infrastructure, assets, purchasing and licences and provide an effective secure environment for storage and disaster recovery. Develop and maintain a Geographical Information System (GIS) for broad use by the organisation. Maintain corporate information and Council documentation and information applications in accordance with regulatory guidelines.	5,971 0 5,971
Office of the CEO	Actively participate in the Gippsland Local Government Network.	962 (162) 800
People & Development	To provide advice, education and support to ensure the success of the organisation through effective leadership, resourcing and people management initiatives. To deliver a variety of learning initiatives and develop the knowledge, skills and confidence of our people.	2,927 (35) 2,892
Performance & Innovation	Administer corporate planning and reporting of Latrobe City Council and implement Council's innovation and continuous improvement programs.	1,268 0 1,268
Risk and Compliance	Provide Latrobe City Council with risk management support and advice, coordinate Occupational Health and Safety responsibilities and develop and implement a compliance framework. Administer Freedom of Information requests, Information Privacy requirements, maintain public registers, policies, audit activities and electoral functions for Latrobe City Council.	2,500 (1) 2,499
Total		19,465

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Governance	Satisfaction	Satisfaction with community consultation and engagement. (Community satisfaction rating out of 100 with the consultation and engagement efforts of Council)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement
Statutory Planning	Service Standard	Planning applications decided within required timeframes (percentage of regular and VicSmart planning application decisions made within legislated timeframes)	[Number of planning application decisions made within 60 days for regular permits and 10 days for VicSmart permits / Number of planning application decisions made] x100

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Services & Service Performance Indicators

2.10 Performance statement

The service performance indicators detailed in the preceding pages will be reported on within the Performance Statement which is prepared at the end of the year as required by section 132 of the Act and included in the 2023/24 Annual Report. The Performance Statement will also include reporting on prescribed indicators of financial performance (outlined in section 5) and sustainable capacity, which are not included in this budget report. The full set of prescribed performance indicators are audited each year by the Victorian Auditor General who issues an audit opinion on the Performance Statement. The major initiatives detailed in the preceding pages will be reported in the Annual Report in the form of a statement of progress in the report of operations.

2.11 Reconciliation with budgeted operating result

	Net Cost/ (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Smart	8,484	26,525	(18,040)
Creative	2,714	4,098	(1,385)
Healthy	18,124	22,606	(4,481)
Sustainable	15,287	17,954	(2,668)
Connected	27,911	31,165	(3,254)
Council Capabilities	19,465	20,021	(555)
Total	91,985	122,368	(\$30,383)

Expenses added in:

Depreciation and amortisation	34,633
Finance costs	363

Deficit before funding sources **126,981**

Funding sources added in:

Rates & charges revenue	(\$80,415)
Waste charge revenue	(\$14,811)
Capital Grants & Contributions	(\$36,246)
Victoria Grants Commission General Purpose funding	(\$15,828)
Developer contributions	(\$5,000)
Interest income	(\$4,650)

Total funding sources **(\$156,950)**

Operating (surplus)/deficit for the year **(\$29,969)**

2024/25 Budget Financial Statements

3. Financial Statements

This section presents information in regard to the Financial Statements and Statement of Human Resources. The budget information for the year 2024/25 has been supplemented with projections to 2027/28.

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

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

2024/25 Budget Financial Statements

3.1 Comprehensive Income Statement

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		Actual 2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Income / Revenue						
Rates and charges	4.1.1	93,398	95,226	97,771	100,374	103,037
Statutory fees & fines	4.1.2	2,757	2,758	2,841	2,926	3,014
User fees	4.1.3	11,471	12,270	12,638	13,017	13,408
Grants - Operating	4.1.4	29,971	28,898	29,619	30,358	31,116
Grants - Capital	4.1.4	33,141	36,246	17,104	6,125	4,400
Contributions - Monetary	4.1.5	240	90	93	95	98
Contributions - Non-Monetary	4.1.5	4,151	5,000	5,100	5,202	5,306
Other Income	4.1.6	8,170	6,845	6,911	6,979	7,049
Total income / revenue		183,299	187,333	172,077	165,076	167,428
Expenses						
Employee costs	4.1.7	64,822	65,288	66,672	67,672	68,687
Materials and services	4.1.8	52,325	47,625	49,054	50,525	52,041
Depreciation	4.1.9	33,417	33,530	34,200	34,713	35,235
Amortisation - intangible assets	4.1.10	949	944	733	733	733
Depreciation - right of use assets	4.1.11	155	159	155	128	99
Allowance for impairment losses		4	4	9	7	7
Borrowing Costs		442	363	392	210	147
Finance Costs - leases		37	44	56	33	28
Net loss on disposal of property, infrastructure, plant & equipment	4.1.12	5,000	5,000	5,171	5,172	5,172
Other Expenses	4.1.13	4,960	4,407	4,539	4,675	4,816
Total expenses		162,111	157,364	160,981	163,868	166,965
Surplus (deficit) for the year		21,188	29,969	11,096	1,208	463
Other comprehensive income						
Net Asset Revaluation gain/(loss)		28,948	30,306	31,591	32,527	33,224
Total comprehensive result		50,136	60,275	42,687	33,735	33,687

2024/25 Budget Financial Statements

3.2 Balance Sheet

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		Actual 2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Current assets						
Cash and cash equivalents		10,848	9,993	10,775	12,382	11,998
Trade and other receivables		5,077	5,179	5,079	4,951	5,061
Other financial assets		85,000	80,000	75,000	75,000	75,000
Prepayments		1,501	1,545	1,591	1,639	1,688
Contract assets		3,554	3,661	3,615	3,567	3,518
Total current assets	4.2.1	105,980	100,378	96,060	97,539	97,265
Non-current assets						
Trade and other receivables		1	-	-	-	-
Other financial assets		2	2	2	2	2
Property, infrastructure, plant and equipment		1,515,317	1,579,560	1,622,089	1,652,761	1,685,861
Right-of-use assets	4.2.4	1,077	955	800	672	573
Intangible assets		1,386	442	1,909	1,176	443
Total non-current assets	4.2.1	1,517,783	1,580,959	1,624,800	1,654,611	1,686,879
Total assets		1,623,763	1,681,337	1,720,860	1,752,150	1,784,144
Current liabilities						
Trade and other payables		13,990	14,550	14,600	14,941	15,248
Trust funds & deposits		5,168	5,271	5,429	5,646	5,872
Contract and other liabilities		5,720	5,834	5,834	5,834	5,834
Provisions		13,494	12,577	13,479	13,035	13,482
Interest bearing liabilities	4.2.3	2,217	5,626	2,336	2,399	2,177
Lease liabilities	4.2.4	129	148	125	102	22
Total current liabilities	4.2.2	40,718	44,006	41,803	41,957	42,635
Non-current liabilities						
Provisions		18,392	18,158	19,657	19,560	19,388
Interest bearing liabilities	4.2.3	14,770	9,145	6,809	4,409	2,233
Lease liabilities	4.2.4	1,014	884	760	658	635
Total non-current liabilities	4.2.2	34,176	28,187	27,226	24,627	22,256
Total liabilities		74,894	72,193	69,029	66,584	64,891
Net assets		1,548,869	1,609,144	1,651,831	1,685,566	1,719,253
Equity						
Accumulated surplus		869,862	899,841	910,844	911,957	912,322
Reserves		679,007	709,303	740,987	773,609	806,931
Total equity		1,548,869	1,609,144	1,651,831	1,685,566	1,719,253

2024/25 Budget Financial Statements

3.3 Statement of Changes in Equity

For the four years ending 30 June 2028

	Notes	Total \$'000	Accumulate d Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2024 Forecast Actual					
Balance at beginning of the financial year		1,498,732	849,158	642,295	7,279
Surplus for the year		21,188	21,188	-	-
Net asset revaluation gain/(loss)		28,948	-	28,948	-
Transfer to other reserves		-	(658)	-	658
Transfer from other reserves		-	173	-	(173)
Balance at end of the financial year		1,548,869	869,862	671,243	7,764
2025					
Balance at beginning of the financial year		1,548,869	869,862	671,243	7,764
Surplus for the year		29,969	29,969	-	-
Net asset revaluation gain/(loss)		30,306	-	30,306	-
Transfer to other reserves	4.3.1	-	(90)	-	90
Transfer from other reserves	4.3.1	-	100	-	(100)
Balance at end of the financial year	4.3.2	1,609,144	899,841	701,549	7,754
2026					
Balance at beginning of the financial year		1,609,144	899,841	701,549	7,754
Surplus for the year		11,096	11,096	-	-
Net asset revaluation gain/(loss)		31,591	-	31,591	-
Transfer to other reserves		-	(93)	-	93
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,651,831	910,844	733,140	7,847
2027					
Balance at beginning of the financial year		1,651,831	910,844	733,140	7,847
Surplus for the year		1,208	1,208	-	-
Net asset revaluation gain/(loss)		32,527	-	32,527	-
Transfer to other reserves		-	(95)	-	95
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,685,566	911,957	765,667	7,942
2028					
Balance at beginning of the financial year		1,685,566	911,957	765,667	7,942
Surplus for the year		463	463	-	-
Net asset revaluation gain/(loss)		33,224	-	33,224	-
Transfer to other reserves		-	(98)	-	98
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,719,253	912,322	798,891	8,040

2024/25 Budget Financial Statements

3.4 Statement of Cash Flows

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		Actual 2023/24 \$'000	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		92,937	95,125	98,240	100,295	102,965
Statutory fees & fines		2,757	2,758	3,155	3,213	3,310
User Fees		11,471	12,270	14,034	14,295	14,726
Grants - operating		28,971	28,922	29,690	30,347	31,106
Grants - capital		29,141	36,336	17,145	6,275	4,424
Contributions - monetary		240	90	93	95	98
Interest received		5,165	4,400	4,650	4,650	4,650
Trust funds and deposits taken		14,000	14,103	14,158	14,217	14,226
Other Receipts		3,004	2,446	2,512	2,557	2,634
Net GST refund/payment		3,700	3,800	7,431	7,070	7,274
Employee costs		(64,439)	(64,890)	(66,246)	(67,166)	(68,191)
Materials and services		(58,765)	(52,429)	(53,783)	(55,191)	(56,872)
Short-term, low value and variable lease payments		(124)	(148)	(150)	(152)	(154)
Trust funds and deposits repaid		(14,279)	(14,000)	(14,000)	(14,000)	(14,000)
Other payments		(5,000)	(4,400)	(5,196)	(6,083)	(5,428)
Net cash provided by operating activities	4.4.1	48,779	64,383	51,733	40,422	40,768
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(73,861)	(68,613)	(50,500)	(36,904)	(39,292)
Proceeds from sale of property, infrastructure, plant and equipment		668	1,146	770	793	817
Payments for investments		(150,000)	(125,000)	(125,000)	(125,000)	(125,000)
Proceeds from sale of investments		160,000	130,000	130,000	125,000	125,000
Net cash used in investing activities	4.4.2	(63,193)	(62,467)	(44,730)	(36,111)	(38,475)
Cash flows from financing activities						
Finance costs		(431)	(363)	(392)	(210)	(147)
Proceeds from borrowings		4,500	-	-	-	-
Repayment of borrowings		(2,802)	(2,217)	(5,626)	(2,336)	(2,399)
Interest paid - lease liability		(47)	(44)	(56)	(33)	(28)
Repayment of lease liabilities		(139)	(147)	(147)	(125)	(103)
Net cash used in financing activities	4.4.3	1,081	(2,771)	(6,221)	(2,704)	(2,677)
Net increase/(decrease) in cash & cash equivalents		(13,333)	(855)	782	1,607	(384)
Cash & cash equivalents at beginning of year		24,181	10,848	9,993	10,775	12,382
Cash & cash equivalents at end of year		10,848	9,993	10,775	12,382	11,998

2024/25 Budget Financial Statements

3.5 Statement of Capital Works

For the four years ending 30 June 2028

	Notes	Forecast	Budget	Projections		
		Actual		2025/26	2026/27	2027/28
		2023/24	2024/25	2025/26	2026/27	2027/28
		\$'000	\$'000	\$'000	\$'000	\$'000
Property						
Buildings		13,227	10,220	10,272	8,396	7,461
Heritage Buildings		773	0			
Total property		14,000	10,220	10,272	8,396	7,461
Plant and Equipment						
Plant, Machinery & Equipment		3,597	3,458	3,740	3,890	4,045
Fixtures, Fittings & Furniture		84	0	11	11	58
Computers & Telecommunications		728	600	649	675	702
Artworks		20	15	15	17	18
Total Plant and Equipment		4,429	4,073	4,415	4,593	4,823
Infrastructure						
Roads		22,291	18,501	13,869	14,356	14,862
Bridges		241	150	162	169	175
Footpaths & Cycleways		1,556	1,330	1,439	2,268	1,556
Drainage		2,522	1,357	1,468	1,526	1,587
Recreational, Leisure & Community		1,320	650	703	731	760
Waste Management		1,517	3,075	216	562	3,510
Parks, Open Space & Streetscapes		8,129	1,392	892	407	423
Aerodromes		0	-	0	0	0
Off Street Carparks		10,567	22,980	12,473	540	562
Other Infrastructure		7,289	4,874	0	0	0
Total Infrastructure		55,432	54,309	31,222	20,559	23,435
Total capital works expenditure	4.5.1	73,861	68,602	45,909	33,548	35,719
Represented by:						
New asset expenditure		21,444	37,255	16,212	270	281
Asset renewal expenditure		30,503	24,054	26,036	27,594	31,428
Asset expansion expenditure		3,965	0	0	0	0
Asset upgrade expenditure		17,949	7,293	3,661	5,684	4,010
Total capital works expenditure	4.5.1	73,861	68,602	45,909	33,548	35,719
Funding sources represented by:						
Grants		33,141	36,247	17,104	6,125	4,400
Council cash		36,220	32,355	28,805	27,423	31,319
Borrowings		4,500	0	0	0	0
Total capital works expenditure	4.5.1	73,861	68,602	45,909	33,548	35,719

2024/25 Budget Financial Statements

3.6 Statement of Human Resources

For the four years ending 30 June 2028

	Forecast	Budget	Projections		
	Actual				
	2023/24	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	64,822	65,288	66,672	67,672	68,687
Employee costs - capital	4,949	1,710	1,704	1,232	1,263
Total staff expenditure	69,771	66,998	68,376	68,904	69,950
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	607.8	598.6	598.6	595.1	595.1
Total staff numbers	607.8	598.6	598.6	595.1	595.1

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

Division	Comprises			
	Budget	Full Time	Part Time	Casual
	2024/25			
	\$'000	\$'000	\$'000	\$'000
Office of the CEO	1,155	1,137	18	0
Regional City Strategy and Transition	5,907	5,071	836	0
Organisational Performance	8,510	7,459	1,051	0
Regional City Planning and Assets	18,132	18,040	92	0
Community Health and Wellbeing	31,355	14,047	14,923	2,385
Total permanent staff expenditure	65,059	45,754	16,920	2,385
Other employee related expenditure	229			
Capitalised labour costs	1,710			
Total expenditure	66,998			

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

Division	Comprises			
	Budget	Full Time	Part Time	Casual
	2024/25			
Office of the CEO	6.4	6.0	0.4	0.0
Regional City Strategy and Transition	47.9	40.0	7.9	0.0
Organisational Performance	68.3	59.0	9.3	0.0
Regional City Planning and Assets	165.3	164.3	1.1	0.0
Community Health and Wellbeing	306.1	122.8	165.5	17.8
Total permanent staff	594.1	392.1	184.2	17.8
Capitalised staff	5.5			
Total staff	599.6			

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Summary of Planned Human Resources Expenditure For the four years ended 30 June 2028

	2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000
Office of the CEO				
Permanent - Full time	1,137	1,161	1,179	1,196
Female	475	485	493	500
Male	662	676	686	696
Self-described gender	0	0	0	0
Vacant	0	0	0	0
New positions	0	0	0	0
Permanent - Part time	18	18	19	19
Female	0	0	0	0
Male	0	0	0	0
Self-described gender	0	0	0	0
Vacant	18	18	19	19
New positions	0	0	0	0
Total Office of the CEO	1,155	1,179	1,198	1,215
Regional City Strategy and Transition				
Permanent - Full time	5,070	5,177	5,253	5,334
Female	2,655	2,711	2,751	2,793
Male	1,961	2,002	2,032	2,063
Self-described gender	0	0	0	0
Vacant	454	464	470	478
New positions	0	0	0	0
Permanent - Part time	837	854	866	879
Female	632	646	655	665
Male	73	74	75	76
Self-described gender	0	0	0	0
Vacant	0	0	0	0
New positions	132	134	136	138
Casual	0	0	0	0
Total Regional City Strategy and Transition	5,907	6,031	6,119	6,213
Organisational Performance				
Permanent - Full time	7,458	7,616	7,731	7,846
Female	3,758	3,837	3,895	3,953
Male	3,505	3,579	3,633	3,687
Self-described gender	0	0	0	0
Vacant	195	200	203	206
New positions	0	0	0	0
Permanent - Part time	1,052	1,073	1,090	1,106
Female	804	820	832	845
Male	237	242	246	249
Self-described gender	0	0	0	0
Vacant	11	11	12	12
New positions	0	0	0	0
Casual	0	0	0	0
Total Organisational Performance	8,510	8,689	8,821	8,952
Regional City Planning and Assets				
Permanent - Full time	18,040	18,422	18,699	18,979
Female	3,968	4,052	4,113	4,175
Male	12,392	12,655	12,845	13,037
Self-described gender	0	0	0	0
Vacant	1,680	1,715	1,741	1,767
New positions	0	0	0	0
Permanent - Part time	92	94	96	96
Female	53	54	55	55
Male	39	40	41	41
Self-described gender	0	0	0	0
Total Regional City Planning and Assets	18,132	18,516	18,795	19,075

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	2024/25	2025/26	2026/27	2027/28
	\$'000	\$'000	\$'000	\$'000
Community Health and Wellbeing				
Permanent - Full time	14,047	14,343	14,559	14,778
Female	9,114	9,306	9,446	9,588
Male	3,217	3,285	3,335	3,385
Self-described gender	0	0	0	0
Vacant	1,716	1,752	1,778	1,805
New positions	0	0	0	0
Permanent - Part time	14,923	15,239	15,468	15,699
Female	12,541	12,806	12,998	13,193
Male	1,213	1,239	1,258	1,276
Self-described gender	0	0	0	0
Vacant	1,169	1,194	1,212	1,230
New positions	0	0	0	0
Casual	2,385	2,436	2,473	2,510
Total Community Health and Wellbeing	31,355	32,018	32,500	32,987
Other employee related expenditure	229	239	239	245
Capitalised labour costs	1,710	1,704	1,232	1,263
Total staff expenditure	66,998	68,376	68,904	69,950

	2024/25	2025/26	2026/27	2027/28
	FTE	FTE	FTE	FTE
Office of the CEO				
Permanent - Full time	6.0	6.0	6.0	6.0
Female	4.0	4.0	4.0	4.0
Male	2.0	2.0	2.0	2.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
New positions	0.0	0.0	0.0	0.0
Permanent - Part time	0.4	0.4	0.4	0.4
Female	0.0	0.0	0.0	0.0
Male	0.0	0.0	0.0	0.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.4	0.4	0.4	0.4
New positions	0.0	0.0	0.0	0.0
Total Office of the CEO	6.4	6.4	6.4	6.4

Regional City Strategy and Transition				
Permanent - Full time	40.0	40.0	40.0	40.0
Female	22.0	22.0	22.0	22.0
Male	13.8	13.8	13.8	13.8
Self-described gender	0.0	0.0	0.0	0.0
Vacant	4.2	4.2	4.2	4.2
New positions	0.0	0.0	0.0	0.0
Permanent - Part time	7.9	7.9	7.9	7.9
Female	5.8	5.8	5.8	5.8
Male	0.6	0.6	0.6	0.6
Self-described gender	0.0	0.0	0.0	0.0
Vacant	1.5	1.5	1.5	1.5
New positions	0.0	0.0	0.0	0.0
Casual	0.0	0.0	0.0	0.0
Total Regional City Strategy and Transition	47.9	47.9	47.9	47.9

2024/25 Budget Financial Statements

	2024/25	2025/26	2026/27	2027/28
	FTE	FTE	FTE	FTE
Organisational Performance				
Permanent - Full time	59.0	59.0	59.0	59.0
Female	31.8	31.8	31.8	31.8
Male	25.0	25.0	25.0	25.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	2.2	2.2	2.2	2.2
New positions	0.0	0.0	0.0	0.0
Permanent - Part time	9.3	9.3	9.3	9.3
Female	7.3	7.3	7.3	7.3
Male	2.0	2.0	2.0	2.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
New positions	0.0	0.0	0.0	0.0
Casual	0.0	0.0	0.0	0.0
Total Organisational Performance	68.3	68.3	68.3	68.3
Regional City Planning and Assets				
Permanent - Full time	164.3	164.3	164.3	164.3
Female	35.0	35.0	35.0	35.0
Male	113.0	113.0	113.0	113.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	16.3	16.3	16.3	16.3
New positions	0.0	0.0	0.0	0.0
Permanent - Part time	1.1	1.1	1.1	1.1
Female	0.6	0.6	0.6	0.6
Male	0.5	0.5	0.5	0.5
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
New positions	0.0	0.0	0.0	0.0
Total Regional City Planning and Assets	165.3	165.3	165.3	165.3
Community Health and Wellbeing				
Permanent - Full time	122.8	122.8	122.8	122.8
Female	81.3	81.3	81.3	81.3
Male	25.0	25.0	25.0	25.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	16.5	16.5	16.5	16.5
New positions	0.0	0.0	0.0	0.0
Permanent - Part time	165.5	165.5	165.5	165.5
Female	138.3	138.3	138.3	138.3
Male	14.7	14.7	14.7	14.7
Self-described gender	0.0	0.0	0.0	0.0
Vacant	12.5	12.5	12.5	12.5
New positions	0.0	0.0	0.0	0.0
Casual	17.8	17.8	17.8	17.8
Total Community Health and Wellbeing	306.1	306.1	306.1	306.1
Capitalised labour	5.5	4.5	1.0	1.0
Total staff numbers	599.6	598.6	595.1	595.1

2024/25 Budget Financial Statements

Income Allocation Statement

	Notes	Forecast	Budget
		Actual 2023/24 \$'000	2024/25 \$'000
Income			
Rates and charges		93,398	95,226
Statutory fees & fines		2,757	2,758
User fees		11,471	12,270
Grants - Operating		29,981	28,898
Grants - Capital		33,130	36,246
Contributions - Monetary		240	90
Other income		3,672	3,592
Total income		174,651	179,080
Expenses			
Employee costs		(64,681)	(65,248)
Materials and services		(45,754)	(43,313)
Utilities		(3,600)	(3,169)
Other Expenditure		(5,217)	(4,590)
Total expenses		(119,253)	(116,321)
Funds Available		55,398	62,759
Other Income / (Expenses)			
Capital Works expenditure		(74,683)	(66,488)
Landfill Construction/Rehabilitation		(4,051)	(4,825)
New Borrowings		4,500	-
Debt Servicing Principal		(3,094)	(2,887)
Borrowing Costs		(479)	(407)
Transfer from / (to) reserve		20,355	7,449
Interest Income		5,165	4,400
Total Other Income/(Expense)		(52,286)	(62,759)
Surplus / (deficit)		3,112	0

2024/25 Budget Notes to the financial statements

4. Notes to the financial statements

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

4.1 Comprehensive Income Statement

4.1.1 Rates and charges

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

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

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2024/25 the FGRS cap has been set at 2.75%. The cap applies to both general rates and municipal charges and is calculated on the basis of council's average rates and charges.

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

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate and the municipal charge will increase by 2.75% in line with the rate cap.

Waste charges are set to decrease by \$32.00 or 7.5% per standard set of 3 bins. The decrease incorporates a realignment of waste services cost recovery following the release in December 2023 of the state government's Ministerial Good Practice Guidelines for Services Rates and Charges.

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

This will raise total rates and charges for 2024/25 to \$95.2 million.

2024/25 Budget

Notes to the financial statements

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

	2023/24	2024/25 Budget	Change	%
	Forecast Actual			
	\$'000	\$'000	\$'000	
General Rates*	61,992	64,225	2,233	3.6%
Municipal Charges*	6,002	6,178	176	2.9%
Service rates and charges	15,865	14,811	(1,054)	(6.6%)
Cultural & Recreational Land Rates	79	86	7	9.2%
Payments in lieu of rates	8,893	9,230	337	3.8%
Supplementary rates & charges	567	695	128	22.6%
Total rates and charges	93,398	95,226	1,828	2.0%

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

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

Type or class of land	2023/24 cents/\$CIV	2024/25 cents/\$CIV	Change
General rate for rateable residential properties	0.00293783	0.00298911	1.7%
General rate for rateable commercial properties	0.00293783	0.00298911	1.7%
General rate for rateable industrial properties	0.00293783	0.00298911	1.7%
General rate for rateable farm properties	0.00220337	0.00224183	1.7%
General rate for rateable derelict properties	0.00881348	0.00896732	1.7%

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

Type or class of land	2023/24 \$'000	2024/25 \$'000	Change \$'000	%
General	59,023	61,127	2,104	3.6%
Farm	2,950	3,077	127	4.3%
Derelict properties	19	21	2	11.4%
Total amount to be raised by general rates	61,992	64,225	2,233	3.6%

2024/25 Budget

Notes to the financial statements

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

Type or class of land	2023/24	2024/25	Change	
	Number	Number	No.	%
General	39,514	39,616	102	0.3%
Farm	919	916	(3)	(0.3%)
Derelict properties	6	6	0	0.0%
Total number of assessments	40,439	40,538	99	0.2%

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

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

Type or class of land	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
General	20,090,791	20,449,926	359,135	1.8%
Farm	1,338,673	1,372,521	33,849	2.5%
Derelict properties	2,133	2,360	228	10.7%
Total value of land	21,431,596	21,824,807	393,211	1.8%

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

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2023/24	2024/25		
	\$	\$	\$	%
Municipal	149.00	153.00	4.00	2.7%

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

Type of Charge	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
Municipal	6,002	6,178	176	2.9%

^ The draft budget includes RID calculation based on the property valuations at the time of printing, these figures will be updated in the adopted budget once the final certified valuations are received from the Valuer-General Victoria.

2024/25 Budget

Notes to the financial statements

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

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2023/24	2024/25	\$	%
	\$	\$	\$	%
Waste Services Charge	393.00	363.00	(30.00)	(7.6%)
Waste Services Charge - Landfill levy	33.00	31.00	(2.00)	(6.1%)
Total	426.00	394.00	(32.00)	(7.5%)

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

Type of Charge	2023/24	2024/25	Change	
	\$'000	\$'000	\$'000	%
Waste Services Charge	14,648	13,658	(990)	(6.8%)
Waste Services Charge - Landfill levy	1,217	1,153	(64)	(5.3%)
Total	15,865	14,811	(1,054)	(6.6%)

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

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2023/24	2024/25	\$	%
	\$	\$	\$	%
Garbage 120L Bin.	275.00	211.00	(64.00)	(23.3%)
Garbage 240L Bin	405.00	291.00	(114.00)	(28.1%)
Garbage 240L Bin - Special	308.00	291.00	(17.00)	(5.5%)
Garbage 240L Bin - Special Medical	275.00	211.00	(64.00)	(23.3%)
Recycling	73.00	87.00	14.00	19.2%
Organics/Green Waste	45.00	65.00	20.00	44.4%

2024/25 Budget

Notes to the financial statements

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

	2023/24 \$'000	2024/25 \$'000	Change \$'000	%
General Rates	61,992	64,225	2,233	3.6%
Municipal Charges	6,002	6,178	176	2.9%
Service rates and charges	15,865	14,811	(1,054)	(6.6%)
Cultural & Recreational Land Rates	79	86	7	9.2%
Payments in lieu of rates	8,893	9,230	337	3.8%
Supplementary rates and charges	567	695	128	22.6%
Total Rates and charges	93,398	95,226	1,828	2.0%

4.1.1(l) Fair Go Rates System Compliance

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

	2023/24	2024/25
Total Base Rates & Municipal Charge	\$ 65,694,466	\$ 68,519,261
Number of rateable properties	40,439	40,538
Base Average Rate	1,624.53	1,690.25
Maximum Rate Increase (set by the State Government)	3.50%	2.75%
Capped Average Rate	\$ 1,681.39	\$ 1,736.73
Maximum General Rates and Municipal Charges Revenue	\$ 67,993,772	\$ 70,403,541
Budgeted General Rates and Municipal Charges Revenue	\$ 67,993,583	\$ 70,403,340

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

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

- The making of supplementary valuations (2024/25: estimated \$0.695 million and 2023/24:\$0.567 million)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential, commercial or industrial land becomes farm or derelict land and vice versa.

2024/25 Budget

Notes to the financial statements

4.1.1(n) Differential rates

Rates to be levied

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

- A general rate of 0.00298911 for all rateable residential, commercial and industrial properties.
- A farm rate of 0.00224183 for all rateable farm properties.
- A derelict properties rate of 0.00896732 for all rateable derelict properties.

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

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

Farm Land

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

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

that is used by a business:

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

The reasons for the use of this rate are that:

- (i) the types and classes of land to which the rate applies can be easily identified;
- (ii) it is appropriate to have a farm rate so as to fairly rate farm land;
- (iii) the level of the farm rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;

(iv) the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district; which objectives the Council considers are consistent with the economical and efficient carrying out of its functions.

2024/25 Budget Notes to the financial statements

Derelict Properties

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

Objective

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

Definition/Characteristics

Properties will be considered derelict where 1 and 2 apply –

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

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

and

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

Types and Classes of land subject to the differential rate

Any land having the relevant characteristics described above.

Geographic Location

Wherever located within the boundaries of the municipality.

Use of Land

Any use permitted or described under the relevant planning scheme.

Planning Scheme Zoning

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

2024/25 Budget Notes to the financial statements

Types of Buildings

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

"Use and Level of Differential Rate

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

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

The actual amount of the differential rate for derelict properties will be four times the amount of the lowest differential rate, which is the Farm Rate, which is 75% of the General Rate. The rate in the dollar for the derelict properties will be 0.00896732 and will generate \$21,163, which represents 0.02% of total rates and charges revenue.

Recreational Land

(C&RL).

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

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

General Rate

The general rate is the particular rate in the dollar that applies to all land which is not defined within a differential rate and includes residential, commercial and industrial properties, both vacant and improved.

The actual rating burden applying to general properties is an outcome determined by decisions to apply either higher or lower rates in the dollar to other classes of property, such as farm, commercial/ industrial or recreational land.

In the setting of differential rates, Council consciously considers their relativity to the general rate.

2024/25 Budget

Notes to the financial statements

4.1.2 Statutory fees and fines

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Infringements and costs	500	527	27	5.4%
Town planning fees	14	12	(2)	(14.3%)
Land information certificates	80	80	0	0.0%
Permits	924	936	12	1.3%
Other	182	168	(14)	(7.7%)
Health Registrations	440	425	(15)	(3.4%)
Pool / Spa Registrations	18	20	2	11.1%
Animal Registrations	599	590	(9)	(1.5%)
Total statutory fees and fines	2,757	2,758	1	0.0%

Minor variances are projected for Statutory fees and fines in the 2024/25 financial year.

4.1.3 User fees

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Leisure centre and recreation	3,118	3,199	81	2.6%
Child care/children's programs	4,558	4,621	63	1.4%
Waste management services	2,048	2,488	440	21.5%
Subdivision Supervision	379	300	(79)	(20.8%)
Creative Arts & Venues	796	1,024	228	28.6%
Other fees and charges	572	638	66	11.5%
Total user fees	11,471	12,270	799	7.0%

Increased landfill fees are projected as a result of an increase in the Landfill gate fee from \$262 per tonne to \$300 per tonne. This increase is a result of better alignment to cover landfill costs of cell construction and rehabilitation including corporate overheads and has been benchmarked to ensure it is in line with industry prices. An increase is also projected for Creative Arts mainly due to higher projected income from commercial hires of Council's major venues.

2024/25 Budget

Notes to the financial statements

4.1.4 Grants

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

	Forecast			
	Actual	Budget		
	2023/24	2024/25	Change	%
	\$'000	\$'000	\$'000	%
Grants expected to be received in respect of the following:				
Summary of grants				
Commonwealth funded grants	20,285	20,081	(204)	(1.0%)
State funded grants	42,827	45,063	2,236	5.2%
Total grants received	63,112	65,144	2,032	3.2%

(a) Operating Grants

Recurrent - Commonwealth Government	17,227	16,698	(529)	(3.1%)
Financial Assistance Grants	16,865	15,828	(1,037)	(6.1%)
Maternal and Child Health	6	6	0	0.0%
Employment Facilitation Programs	339	864	525	154.9%
Recreational, Leisure & Community Facilities	29	-	29	(100.0%)
Family & Children Programs	46	-	(46)	(100.0%)
Recurrent - State Government	12,195	11,933	(262)	(2.1%)
Aged and Disability Programs	826	3	(823)	(99.6%)
Arts Programs	155	155	0	0.0%
Community Support and Development Programs	256	243	(13)	(5.1%)
Emergency Management	-	-	0	#DIV/0!
Family & Children Programs	8,487	8,822	335	3.9%
Libraries	547	560	13	2.4%
Maternal & Child Health Program	1,642	1,747	105	6.4%
Other	37	158	121	327.0%
School Crossings	245	245	0	0.0%
Total recurrent grants	29,422	28,631	(791)	(2.7%)
Non-recurrent - Commonwealth Gov	-	-	0	0.0%
Non-recurrent - State Government	549	267	(282)	(51.4%)
Community Support and Development Programs	54	90	36	66.7%
Economic Development	122	-	(122)	(100.0%)
Emergency Management	60	60	0	0.0%
Events and International Relations	30	-	(30)	(100.0%)
Family & Children Programs	147	-	(147)	(100.0%)
Infrastructure Maintenance	-	-	0	#DIV/0!
Libraries	-	-	0	#DIV/0!
Recreational, Leisure & Community Facilities	29	-	(29)	(100.0%)
Other	107	117	10	9.3%
Total non-recurrent grants	549	267	(282)	256.0%
Total operating grants	29,971	28,898	(1,073)	(3.6%)

2023/24 Budget

Notes to the financial statements

4.1.4 Grants (contd.)

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
(b) Capital Grants				
<i>Recurrent - Commonwealth Government</i>	1,700	1,700	0	0.0%
Roads to recovery	1,700	1,700	0	0.0%
Total recurrent grants	1,700	1,700	0	0.0%
<i>Non-recurrent - Commonwealth Government</i>	1,358	1,683	325	23.9%
Buildings	275	1,100	825	300.0%
Public Lighting	416	-	(416)	(100.0%)
Recreational, Leisure & Community Facilities	242	-	(242)	(100.0%)
Roads	425	583	158	37.2%
<i>Non-recurrent - State Government</i>	30,083	32,863	2,780	9.2%
Buildings	762	4,988	4,226	554.6%
Computers & Telecommunications	289	-	(289)	(100.0%)
Drainage	774	-	(774)	(100.0%)
Plant, Machinery and Equipment	62	-	(62)	(100.0%)
Off Street Carparks	9,663	23,000	13,337	138.0%
Roads	10,876	-	(10,876)	(100.0%)
Recreational, Leisure & Community Facilities	521	-	(521)	(100.0%)
Other Infrastructure	7,136	4,875	(2,261)	(31.7%)
Total non-recurrent grants	31,441	34,546	3,105	9.9%
Total capital grants	33,141	36,246	3,105	9.4%
Total Grants	63,112	65,144	2,032	3.2%

Operating grants include all monies received from State and Federal sources for the purposes of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is expected to decrease by 3.6% (or \$1.1 million) compared to 2023/24. This decrease primarily relates to the timing of the Victoria Grants Commission Finance Assistance Grants and Council ceasing to provide Regional Assessment Services to the Commonwealth government in 2024/25. Non-recurrent grant funding is budgeted based on funding confirmed at the time of preparation of the budget.

2024/25 Budget

Notes to the financial statements

4.1.4 Grants (contd.)

Capital grants include all monies received from State and Federal governments for the purposes of funding the capital works program. Overall the level of grants and contributions is expected to increase by 9.4% (or \$3.1 million) compared to 2023/24 mainly associated with funding received from the State and Federal Governments in relation to Regional Carpark fund and for Traralgon Flood recovery i.e the Multi Use Pavilion at Traralgon Recreation Reserve \$2.6 million and Indoor Multi Sports Hall at Glenview Park Traralgon \$2.1 million. Only confirmed funding is included in the budget, however historically it can be expected that Council will receive additional capital grant funding during the year that is not projected in the budget. Section 4.5 "Capital Works Program" includes details of the capital grants expected to be received during the 2024/25 year.

4.1.5 Contributions

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Monetary	240	90	(150)	(62.5%)
Non-monetary	4,151	5,000	849	20.5%
Total contributions	4,391	5,090	699	15.9%

Monetary Contributions relate to monies paid by developers in regard to public open space, drainage and other infrastructure in accordance with planning permits issued for property development together with non government contributions towards capital works projects. The 2024/25 budget is lower compared to 2023/24 due to expected reduced capital, open space and special charge scheme contributions.

Non-Monetary Contributions relate to expected infrastructure assets passed to Council from developers of new subdivisions and occasionally may also include any other assets that are gifted to Council e.g. donated artworks. An increase is expected based on current development expectations.

4.1.6 Other income

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Interest	5,795	4,650	(1,145)	(19.8%)
Other Rent	807	753	(54)	(6.7%)
Insurance claims	74	-	(74)	(100.0%)
Sales	654	692	38	5.8%
Contributions other	692	598	(94)	(13.6%)
Other	148	152	4	2.7%
Total other income	8,170	6,845	(1,325)	(16.2%)

Overall other income is projected to decrease by 16.2% mainly due to interest on investments as a result of projected lower levels of investments resulting from expenditure from reserves and reduced interest rate assumptions.

2024/25 Budget Notes to the financial statements

4.1.7 Employee costs

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Salaries & Wages	53,950	54,923	973	1.8%
Superannuation	5,902	6,359	457	7.7%
Workcover	1,030	1,450	420	40.8%
Fringe Benefits tax	268	280	12	4.5%
Other	3,672	2,276	(1,396)	(38.0%)
Total employee costs	64,822	65,288	466	0.7%

Employee costs include all labour related expenditure such as wages and salaries and on-costs such as allowances, leave entitlements, employer superannuation, WorkCover, etc. Employee costs are forecast to increase by 0.7% or \$0.5 million compared to 2023/24 forecast. Salary and Wages have been budgeted in accordance with Council's Enterprise Bargaining Agreement and annual award increases for banded staff. Decreased reliance on contract staff is the main reason for the decrease in Other employee costs of \$1.4 million.

4.1.8 Materials and services

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Contract Payments	31,090	27,721	(3,369)	(10.8%)
Building Maintenance	303	739	436	143.9%
General Maintenance	5,194	5,134	(60)	(1.2%)
Utilities	3,600	3,169	(431)	(12.0%)
Office Administration	2,682	3,058	376	14.0%
Information Technology	3,364	3,710	346	10.3%
Insurance	1,523	1,673	150	9.8%
Consultants	3,607	1,657	(1,950)	(54.1%)
Other	962	764	(198)	(20.6%)
Total materials and services	52,325	47,625	(4,700)	(9.0%)

Materials and Services are forecast to decrease by 9.0% or \$4.7 million compared to 2023/24. This is mainly a result of higher levels of spending in 2023/24 due to funds carried forward from previous financial years and non-recurrent operating grants received.

2024/25 Budget Notes to the financial statements

4.1.9 Depreciation

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Property	6,900	7,000	100	1.4%
Plant & equipment	2,740	2,750	10	0.4%
Infrastructure	23,777	23,780	3	0.0%
Total depreciation	33,417	33,530	113	0.3%

Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for property, plant and equipment including infrastructure assets such as roads and drains and new landfill cells. A minor increase is expected in the 2024/25 financial year due to revaluations and new assets.

4.1.10 Amortisation - Intangible assets

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Landfill Rehabilitation	949	944	(5)	(0.5%)
Total amortisation - intangible assets	949	944	(5)	(0.5%)

Amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's intangible assets.

4.1.11 Depreciation - Right of assets

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Property	28	28	0	0.0%
Plant & Equipment	127	131	4	3.1%
Total depreciation - right of use assets	155	159	4	2.6%

This item attempts to allocate the value of Council's right of use an assets over their useful life e.g. leased property and vehicles.

4.1.12 Net loss on disposal of property, infrastructure, plant & equipment

	Forecast Actual Forecast Actual \$'000	Budget Budget \$'000	Change	
			\$'000	%
Property	2,500	2,500	0	0.0%
Infrastructure	2,500	2,500	0	0.0%
Total loss on disposal of property, infrastructure, plant & equipment	5,000	5,000	0	0.0%

The loss on disposal is associated with the retirement of the residual value of assets renewed as part of the capital works program. This process was not allowed for in previous budgets due to the uncertainty in identifying the values, however a loss has been forecasted and in line with historical results to make some allowance for this item.

2024/25 Budget Notes to the financial statements

4.1.13 Other expenses

	Forecast Actual 2023/24 \$'000	Budget 2024/25 \$'000	Change	
			\$'000	%
Auditors remuneration - VAGO	93	100	7	7.5%
Auditors remuneration - Internal	61	90	29	47.5%
Audit other	78	130	52	66.7%
Councillors' Allowances	380	390	10	2.6%
Operating lease rentals	156	71	(85)	(54.5%)
Grants	2,152	1,476	(676)	(31.4%)
Levies	2,040	2,150	110	5.4%
Total other expenses	4,960	4,407	(553)	(11.1%)

Other expenditure relates to a range of unclassified items including contributions to community groups, audit costs, levies, lease and rent payments and other miscellaneous expenditure items. Other expenditure is expected to decrease by \$0.6 million in 2024/25 predominantly due to the grants paid in 2023/24 from funding carried forward from previous years mainly under the Small Towns funding program and Minor Capital works grants packages.

4.2 Balance Sheet

4.2.1 Assets

Current assets (\$5.6 million decrease) - mainly due to projected reduced cash and investments as Council funds carried forward from 2023/24 are spent in the 2024/25 budget period. A more detailed analysis of this change is included in section 4.4. "Statement of Cash Flows".

Non current assets (\$63.2 million increase) - net result of the capital works program, asset revaluation movements, the depreciation of non-current assets and the disposal through sale of property, plant and equipment. Intangible assets will decrease due to the amortisation of cell 6 at the Highland Highway landfill.

4.2.2 Liabilities

Current liabilities (3.3 million increase) - the increase in current liabilities (that is, obligations council must pay within the next year) is mainly due to the scheduled repayment of an interest only loan in the 2025/26 financial year which will transition from non-current to current in the 2024/25 financial year..

Non current liabilities (\$6.0 million decrease) - the decrease in non current liabilities (that is, obligations council must pay beyond the next year) is predominantly as result of the movement from non-current to current of interest bearing liabilities (loans) with no new borrowings proposed for the 2024/25 financial year.

4.2.3 Borrowings

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

	2023/24 \$'000	2024/25 \$'000
Amount borrowed as at 30 June of the prior year	15,290	16,987
Amount proposed to be borrowed	4,500	0
Amount projected to be redeemed	(2,803)	(2,216)
Amount of borrowings as at 30 June	16,987	14,771

2024/25 Budget Notes to the financial statements

4.3 Statement of changes in Equity

4.3.1 Reserves

Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations. Asset valuations are predicted to increase by 2.0% or \$30.3 million.

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

4.3.2 Equity

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$30.0 million results directly from the surplus for the year together with the movement in statutory reserves.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

An increase in net cash flows from operating activities of \$15.6 million is mainly due to increased capital grants inflows related to major capital works projects together with decreased outflows related to expenditure incurred in 2023/24 from funds received in previous financial years.

4.4.2 Net cash flows provided by/used in investing activities

Decreased net outflows from investing activities of \$0.7 million mainly due to decreased outflows (\$5.2 million) for property, plant and equipment (capital works) as a result of reduced carry forward works, partially offset by reduced net proceeds from investments as surplus funds are expended for these projects.

4.4.3 Net cash flows provided by/used in financing activities

The movement from forecasted net inflows in 2023/24 to net outflows in 2024/25 of \$3.9 million is mainly the result of the drawdown of borrowings of \$4.5 million for the Moe Rail Precinct Revitalisation Stage 2 and Kernot Hall refurbishment projects in 2023/24.

2024/25 Budget Capital Works Program

4.5 Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2024/25 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year. More details on planned program works can also be seen at Appendix B.

4.5.1 Summary

	Forecast	Budget	Change	
	Actual 2023/24 \$'000	2024/25 \$'000	\$'000	%
Property	14,000	10,220	(3,780)	(27.0%)
Plant and equipment	4,429	4,073	(356)	(8.0%)
Infrastructure	55,432	54,309	(1,123)	(2.0%)
Total	73,861	68,602	(5,259)	(7.1%)

	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Property	10,220	5,319	3,531	1,370	-	6,089	-	4,131	-
Plant and equipment	4,073	15	4,058	-	-	-	-	4,073	-
Infrastructure	54,309	31,921	16,465	5,923	-	30,158	-	24,151	-
Total	68,602	37,255	24,054	7,293	-	36,247	-	32,355	-

**2024/25 Budget
Capital Works Program**

Capital works program

For the year ending 30 June 2025

4.5.2 Current Budget

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources				
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000	
PROPERTY										
Buildings										
Building Component Renewal Program	3,304	-	3,304	-	-	-	-	3,304	-	-
Latrobe Leisure Maintenance and Upgrade Program	227	-	227	-	-	-	-	227	-	-
Total Buildings	3,531	-	3,531	-	-	-	-	3,531	-	-
TOTAL PROPERTY	3,531	-	3,531	-	-	-	-	3,531	-	-
PLANT AND EQUIPMENT										
Plant, Machinery and Equipment										
Plant Replacement Program	2,023	-	2,023	-	-	-	-	2,023	-	-
Plant Replacement - Landfill	-	-	-	-	-	-	-	-	-	-
Fleet Replacement Program	1,385	-	1,385	-	-	-	-	1,385	-	-
Latrobe Leisure Equipment Replacement Program	50	-	50	-	-	-	-	50	-	-
Total Plant, Machinery and Equipment	3,458	-	3,458	-	-	-	-	3,458	-	-
Fixtures, Fittings and Furniture										
Office Furniture & Equipment Replacement Program	-	-	-	-	-	-	-	-	-	-
Total Fixtures, Fittings and Furniture	-	-	-	-	-	-	-	-	-	-
Computers and Telecommunications										
IT Equipment Replacement Program	600	-	600	-	-	-	-	600	-	-
Total Computers and Telecommunications	600	-	600	-	-	-	-	600	-	-
Artworks										
Artwork Acquisitions	15	15	-	-	-	-	-	15	-	-
Total Artworks	15	15	-	-	-	-	-	15	-	-
TOTAL PLANT AND EQUIPMENT	4,073	15	4,058	-	-	-	-	4,073	-	-

2024/25 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
INFRASTRUCTURE									
Roads									
Gravel Road Resheet Program	905	-	905	-	-	-	-	905	-
Local Road Reseal Program	6,573	-	6,573	-	-	-	-	6,573	-
Road Rehabilitation Program	5,393	-	5,393	-	-	1,700	-	3,693	-
Minor Sealing Works Program	40	-	-	40	-	-	-	40	-
Roads New (DCP Projects)	797	797	-	-	-	-	-	797	-
Sealing of Gravel Roads - Special Charge Scheme Projects	360	-	-	360	-	-	-	360	-
Landfill Access Road renewal	200	-	200	-	-	-	-	200	-
Construction of CFA & Garbage Truck turn-arounds	40	-	-	40	-	-	-	40	-
Total Roads	14,308	797	13,071	440	-	1,700	-	12,608	-
Bridges									
Bridge and Culverts component renewal Program	150	-	150	-	-	-	-	150	-
Total Bridges	150	-	150	-	-	-	-	150	-
Footpaths and Cycleways									
Footpath Replacement Program	1,065	-	1,065	-	-	-	-	1,065	-
Footpath Linear Path Program	60	60	-	-	-	-	-	60	-
Footpath Missing Link Program	165	165	-	-	-	-	-	165	-
Gravel Path Renewal Project	40	-	40	-	-	-	-	40	-
Total Footpaths and Cycleways	1,330	225	1,105	-	-	-	-	1,330	-
Drainage									
Minor Drainage Renewal	97	-	97	-	-	-	-	97	-
Storage Structure Stabilisation & Rehabilitatio	125	-	125	-	-	-	-	125	-
Piped Systems Enhancement & Stormwater Quality Improvement	800	-	-	800	-	-	-	800	-
Stormwater Outfall Upgrade	60	-	-	60	-	-	-	60	-
Wetlands & Retention Structure Renewal Program	275	-	275	-	-	-	-	275	-
Total Drainage	1,357	-	497	860	-	-	-	1,357	-

2024/25 Budget Capital Works Program									
Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
Recreational, Leisure and Community Facilities									
Hard Court Renewal - Ronald reserve - Tennis Courts	200	-	200	-	-	-	-	200	-
Drainage and Irrigation improvements-Northern Res. Newborough Oval	150	-	150	-	-	-	-	150	-
Traralgon Tennis - Court Resurfacing	300	-	300	-	-	-	-	300	-
Total Rec, Leisure and Community Facilities	650	-	650	-	-	-	-	650	-
Waste Management									
Landfill Cell development	3,000	3,000	-	-	-	-	-	3,000	-
Leachate Pond Hyland Highway Landfill - concrete pad and bunding	75	75	-	-	-	-	-	75	-
Total Waste Management	3,075	3,075	-	-	-	-	-	3,075	-
Parks, Open Space and Streetscapes									
Play Ground Renewal - Maskrey Park, Traralgon	237	-	237	-	-	-	-	237	-
New Playground - The Range, Morwell	150	150	-	-	-	-	-	150	-
Public BBQ Shelter Renewal - Mathison Park - BBQ Shelter	80	-	80	-	-	-	-	80	-
SkatePark /BMX Pump Track - Tyers Community Park	300	300	-	-	-	-	-	300	-
Retaining Wall Renewal Program	125	-	125	-	-	-	-	125	-
Total Parks, Open Space and Streetscapes	892	450	442	-	-	-	-	892	-
Off Street Car Parks									
Reconstruction and Rehabilitation	175	-	175	-	-	-	-	175	-
Resurfacing	50	-	50	-	-	-	-	50	-
Gravel Resheet	75	-	75	-	-	-	-	75	-
Sealing Unsealed Off Street Carparks	100	-	-	100	-	-	-	100	-
Carpark upgrade	80	-	-	80	-	-	-	80	-
Total Off Street Car Parks	480	-	300	180	-	-	-	480	-
TOTAL INFRASTRUCTURE	22,242	4,547	16,215	1,480	-	1,700	-	20,542	-
TOTAL NEW CAPITAL WORKS FOR 2024/25	29,846	4,562	23,804	1,480	-	1,700	-	28,146	-

2024/25 Budget Capital Works Program									
4.5.3 Works carried forward from the 2023/24 year									
Capital Works Area	Asset expenditure type					Summary of funding sources			
	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
PROPERTY									
Buildings									
Park Lane Preschool - Refurbishment	1,370	-	-	1,370	-	1,370	-	-	-
Multi Use Pavilion Traralgon Rec Res (Flood Recovery)	3,219	3,219	-	-	-	2,619	-	600	-
Indoor Multi Sports Hall, Glenview Park Traralgon (Flood Recovery)	2,100	2,100	-	-	-	2,100	-	-	-
Total Buildings	6,689	5,319	-	1,370	-	6,089	-	600	-
TOTAL PROPERTY	6,689	5,319	-	1,370	-	6,089	-	600	-
INFRASTRUCTURE									
Parks, Open Space and Streetscapes									
Mathison Park Adventure Playground	500	-	-	500	-	500	-	-	-
Total Parks, Open Space and Streetscapes	500	-	-	500	-	500	-	-	-
Off Street Car Parks									
Regional Car Parks Fund – Main Works Package	1,000	1,000	-	-	-	1,000	-	-	-
Regional Car Parks Fund Site 7 2 Kay Street, Traralgon	14,500	14,500	-	-	-	14,500	-	-	-
Regional Car Parks Fund Site 8 Commercial Road, Morwell	7,000	7,000	-	-	-	7,000	-	-	-
Total Off Street Car Parks	22,500	22,500	-	-	-	22,500	-	-	-

2024/25 Budget Capital Works Program

4.5.3 Works carried forward from the 2023/24 year

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Roads									
Roads Upgrade Marshall's / Traralgon Maffra Road intersection (DCP Projects)	3,610	-	-	3,610	-	-	-	3,610	-
LRCI 4 Landslip Maintenance Works Lindners Road, Jeeralang Junction; Budgeree Road, Budgeree; Grand Ridge Road, Grand Ridge	150	-	150	-	-	150	-	-	-
LRCI4 Kerb Reconstruction Howitt, St Traralgon	100	-	100	-	-	100	-	-	-
LRCI4 Chicanes Wirraway Street, Moe	333	-	-	333	-	333	-	-	-
Total Roads	4,193	-	250	3,943	-	583	-	3,610	-
Other Infrastructure									
Gippsland Logistics Precinct	4,874	4,874	-	-	-	4,874	-	-	-
Total Other Infrastructure	4,874	4,874	-	-	-	4,874	-	-	-
TOTAL INFRASTRUCTURE	32,067	27,374	250	4,443	-	28,457	-	3,610	-
TOTAL CARRIED FWD WORKS FROM 2023/24	38,756	32,693	250	5,813	-	34,546	-	4,210	-
TOTAL CAPITAL WORKS	68,602	37,255	24,054	7,293	-	36,247	-	32,355	-

**2024/25 Budget
Capital Works Program**

4.6 CAPITAL WORKS (OPERATING)

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

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

4.6.1 Current Budget

PROPERTY

Buildings									
Demolition of Dilapidated Council Buildings	70	-	-	-	-	-	-	70	-
Total Buildings	70	-	-	-	-	-	-	70	-
TOTAL PROPERTY	70	-	-	-	-	-	-	70	-

INFRASTRUCTURE

Roads									
New Traffic Signs Projects	15	-	-	-	-	-	-	15	-
New Linemarking Projects	15	-	-	-	-	-	-	15	-
DDA Traffic & Pedestrian Renewal	30	-	-	-	-	-	-	30	-
Traffic Calming New Installations	45	-	-	-	-	-	-	45	-
Traffic Light Renewal	35	-	-	-	-	-	-	35	-
Traffic & Pedestrian Safety New installations	75	-	-	-	-	-	-	75	-
Total Roads	215	-	-	-	-	-	-	215	-

2024/25 Budget Capital Works Program									
Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
Public Lighting									
New Street Lights installations	50	-	-	-	-	-	-	50	-
Public Lighting & Flagpole Replacement Program	35	-	-	-	-	-	-	35	-
Total Public Lighting	85	-	-	-	-	-	-	85	-
Parks, Open Space and Streetscapes									
Unserviceable Street Furniture Replacement Program	-	-	-	-	-	-	-	-	-
Fence Renewal - Agnes Brereton (Fence and guttering)	130	-	-	-	-	-	-	130	-
Play Space Improvement Plan	21	-	-	-	-	-	-	21	-
Drinking Fountains New & Upgrade	25	-	-	-	-	-	-	25	-
Recreation Plans and Strategy Reviews - Various	-	-	-	-	-	-	-	-	-
Total Parks, Open Space and Streetscapes	176	-	-	-	-	-	-	176	-
Off Street Car Parks									
Upgrade to DDA compliance	50	-	-	-	-	-	-	50	-
Total Off Street Car Parks	50	-	-	-	-	-	-	50	-
Waste Management									
Landfill Rehabilitation	1,550	-	-	-	-	-	-	1,550	-
Total Waste Management	1,550	-	-	-	-	-	-	1,550	-
Recreational, Leisure and Community Facilities									
Pitches & Nets Renewal	30	-	-	-	-	-	-	30	-
Sports Fences Renewal	225	-	-	-	-	-	-	225	-
Synthetic Surfaces Renewal	200	-	-	-	-	-	-	200	-
Total Recreational, Leisure and Community Facilities	455	-	-	-	-	-	-	455	-
Other Infrastructure									
Fire Hydrants	10	-	-	-	-	-	-	10	-
Transfer Station Upgrades	100	-	-	-	-	-	-	100	-
Total Other	110	-	-	-	-	-	-	110	-
TOTAL INFRASTRUCTURE	2,641	-	-	-	-	-	-	2,641	-
TOTAL NEW CAPITAL WORKS (OPERATING)	2,711	-	-	-	-	-	-	2,711	-
TOTAL CAPITAL WORKS PROGRAM FOR 2024/25	71,313	37,255	24,054	7,293	-	36,247	-	35,066	-

**2024/25 Budget
Capital Works Program**

**Summary of Planned Capital Works Expenditure
For the years ended 30 June 2026, 2027 & 2028**

2025/26	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Buildings	10,272	4,000	4,322	0	1,950	10,272	2,950	0	7,322	0
Total Buildings	10,272	4,000	4,322	0	1,950	10,272	2,950	0	7,322	0
Total Property	10,272	4,000	4,322	0	1,950	10,272	2,950	0	7,322	0
Plant and Equipment										
Plant, machinery and equipment	3,740	0	3,740	0	0	3,740	0	0	3,740	0
Fixtures, fittings and furniture	11	0	11	0	0	11	0	0	11	0
Computers and telecommunications	649	0	649	0	0	649	0	0	649	0
Artworks	15	15	0	0	0	15	0	0	15	0
Total Plant and Equipment	4,415	15	4,400	0	0	4,415	0	0	4,415	0
Infrastructure										
Roads	13,869	0	13,782	0	87	13,869	1,700	0	12,169	0
Bridges	162	0	162	0	0	162	0	0	162	0
Footpaths and cycleways	1,439	243	1,196	0	0	1,439	0	0	1,439	0
Drainage	1,468	0	538	0	930	1,468	0	0	1,468	0
Recreational, leisure and community facilities	703	0	703	0	0	703	0	0	703	0
Waste management	216	0	216	0	0	216	0	0	216	0
Parks, open space and streetscapes	892	0	392	0	500	892	500	0	392	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	12,473	11,954	324	0	195	12,473	11,954	0	519	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	31,222	12,197	17,313	0	1,712	31,222	14,154	0	17,068	0
Total Capital Works Expenditure	45,909	16,212	26,035	0	3,662	45,909	17,104	0	28,805	0

**2024/25 Budget
Capital Works Program**

2026/27	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Buildings	8,396	0	3,971	0	4,425	8,396	4,425	0	3,971	0
Total Buildings	8,396	0	3,971	0	4,425	8,396	4,425	0	3,971	0
Total Property	8,396	0	3,971	0	4,425	8,396	4,425	0	3,971	0
Plant and Equipment										
Plant, machinery and equipment	3,890	0	3,890	0	0	3,890	0	0	3,890	0
Fixtures, fittings and furniture	11	0	11	0	0	11	0	0	11	0
Computers and telecommunications	675	0	675	0	0	675	0	0	675	0
Artworks	17	17	0	0	0	17	0	0	17	0
Total Plant and Equipment	4,593	17	4,576	0	0	4,593	0	0	4,593	0
Infrastructure										
Roads	14,356	0	14,266	0	90	14,356	1,700	0	12,656	0
Bridges	169	0	169	0	0	169	0	0	169	0
Footpaths and cycleways	2,268	253	2,015	0	0	2,268	0	0	2,268	0
Drainage	1,526	0	559	0	967	1,526	0	0	1,526	0
Recreational, leisure and community facilities	731	0	731	0	0	731	0	0	731	0
Waste management	562	0	562	0	0	562	0	0	562	0
Parks, open space and streetscapes	407	0	407	0	0	407	0	0	407	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	540	0	338	0	202	540	0	0	540	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	20,559	253	19,047	0	1,259	20,559	1,700	0	18,859	0
Total Capital Works Expenditure	33,548	270	27,594	0	5,684	33,548	6,125	0	27,423	0

**2024/25 Budget
Capital Works Program**

2027/28	Asset Expenditure Types					Funding Sources				
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Total \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property										
Buildings	7,461	0	4,761	0	2,700	7,461	2,700	0	4,761	0
Total Buildings	7,461	0	4,761	0	2,700	7,461	2,700	0	4,761	0
Total Property	7,461	0	4,761	0	2,700	7,461	2,700	0	4,761	0
Plant and Equipment										
Plant, machinery and equipment	4,045	0	4,045	0	0	4,045	0	0	4,045	0
Fixtures, fittings and furniture	58	0	58	0	0	58	0	0	58	0
Computers and telecommunications	702	0	702	0	0	702	0	0	702	0
Artworks	18	18	0	0	0	18	0	0	18	0
Total Plant and Equipment	4,823	18	4,805	0	0	4,823	0	0	4,823	0
Infrastructure										
Roads	14,862	0	14,769	0	93	14,862	1,700	0	13,162	0
Bridges	175	0	175	0	0	175	0	0	175	0
Footpaths and cycleways	1,556	263	1,293	0	0	1,556	0	0	1,556	0
Drainage	1,587	0	581	0	1,006	1,587	0	0	1,587	0
Recreational, leisure and community facilities	760	0	760	0	0	760	0	0	760	0
Waste management	3,510	0	3,510	0	0	3,510	0	0	3,510	0
Parks, open space and streetscapes	423	0	423	0	0	423	0	0	423	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	562	0	351	0	211	562	0	0	562	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
Total Infrastructure	23,435	263	21,862	0	1,310	23,435	1,700	0	21,735	0
Total Capital Works Expenditure	35,719	281	31,428	0	4,010	35,719	4,400	0	31,319	0

2024/25 Budget Financial Performance Indicators

5a. Targeted performance indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives. The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Targeted performance indicators - Service

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/-
Governance									
Satisfaction with community consultation and engagement	Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	53	55	56	57	58	59	+
Roads									
Sealed local roads below the intervention level	Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	99.9%	97.0%	95.0%	95.0%	95.0%	95.0%	-
Statutory Planning									
Planning applications decided within the relevant required time	Number of planning application decisions made within the relevant required time / Number of decisions made	3	88.0%	90.0%	90.0%	90.0%	90.0%	90.0%	-
Waste Management									
Kerbside collection waste diverted from landfill	Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	49.3%	50.0%	51.0%	51.5%	52.0%	52.5%	+

2024/25 Budget Financial Performance Indicators

Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/-
Liquidity									
Working Capital	Current assets / current liabilities	5	254.7%	260.3%	228.1%	229.8%	232.5%	228.1%	o
Obligations									
Asset renewal	Asset renewal and upgrade expense / asset depreciation	6	104.0%	145.0%	93.5%	86.8%	95.9%	100.6%	+
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	7	59.4%	63.3%	64.5%	64.5%	64.6%	64.7%	o
Efficiency									
Expenditure level	Total expenses / no. of property assessments	8	\$ 3,894	\$ 4,009	\$3,882	\$ 3,944	\$ 3,986	\$ 4,033	-

2024/25 Budget Financial Performance Indicators

5b. Financial performance indicators

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

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

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	+/-
Operating Position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	9	(4.0%)	(9.9%)	(6.5%)	(6.3%)	(5.5%)	(4.8%)	+
Liquidity									
Unrestricted Cash	Unrestricted cash / current liabilities	10	7.6%	(19.2%)	(20.1%)	(19.9%)	(16.8%)	(18.2%)	+
Obligations									
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue	11	17.9%	18.2%	15.5%	9.4%	6.8%	4.3%	+
Loans & Borrowings	Interest and principal repayments on interest bearing loans and borrowings / rate revenue		2.1%	3.5%	2.7%	6.2%	2.5%	2.5%	+
Indebtedness	Non-current liabilities / own source revenue		26.0%	29.5%	24.1%	22.7%	20.0%	17.6%	+
Stability									
Rates effort	Rate revenue / property values (CIV)	12	0.6%	0.4%	0.4%	0.4%	0.5%	0.5%	+
Efficiency									
Revenue level	Total General rates and Municipal charges / No. of property assessments	13	\$1,601	\$1,681	\$1,737	\$1,794	\$1,852	\$1,913	-

Key to Forecast Trend:

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

2024/25 Budget Financial Performance Indicators

Notes to indicators

5a. Targeted performance indicators

1. Satisfaction with community consultation and engagement

Latrobe City Council have implemented their new engagement tool (Engagement HQ) which has allowed a more targeted and proactive approach to engagement. Community members are able to register and encouraged to do so by offering a Latrobe City Council \$100 gift card awarded to one participant each month.

2. Sealed local roads below the intervention level

Latrobe City Council has been high performing in this area previously and is aiming to achieve 95% year on year, which is consistent with our Road Asset Modelling.

3. Planning applications decided within the relevant required time

In light of the nation-wide shortage of planners, Latrobe City Council is working to recruit and fill vacant senior roles within the team and also grow and retain existing staff.

4. Kerbside collection waste diverted from landfill

Due to new waste contracts, we now have the technology for drivers to view and report on contaminations. This leads to compliance notices being issued to residents as part of an ongoing education campaign. We expect that this will result in greater adherence and an overall increase in the waste diverted from landfill.

5. Working Capital

Working capital is targeted to remain relatively stable at about 2.3 dollars of current assets for every dollar of current liabilities projected over the four year period.

6. Asset renewal

Asset renewal and upgrade expenditure has been boosted in 2023 and 2024 due to government grants, borrowings and funding carried forward from previous years. The reduction in the ratio in future years is symbolic of the expected reduced capital grants for asset renewal, however the ratio is expected to stay high due to government funded preschool upgrades and increase to 100% in 2028 when the next Landfill cell is scheduled to be built.

7. Rates concentration

This ratio is expected to remain at around 65% over the target period. Council will continue to investigate options to increase other sources of income to try to reduce reliance on rates income.

8. Expenditure level

Expenditure per property assessment is targeted to increase by around 1.2% per annum over the forecast period. This is well below than the projected CPI of 3% p.a.

5b. Financial performance indicators

9. Adjusted underlying result

Council's underlying deficit is trending towards a return to surplus in future years. The results are forecasted to remain in deficit mainly due to restrictions on Council's ability to increase revenue and uplifts in depreciation expenses resulting from the construction over the last few years of major new infrastructure. e.g. Gippsland Regional Aquatic Facility (GRAC) and the Gippsland Performing Arts Centre (GPAC).

10. Unrestricted Cash

Unrestricted cash is expected to remain fairly stable between negative 20% and 17% over the projected period. This ratio is in negative as Council invests most of its surplus cash in financial assets and thereby maintains a relatively small cash balance compared to the size of restricted amounts such as unspent grants, trust funds and statutory reserves. These investments are timed to mature when the cash will be required.

11. Debt compared to rates

These ratios are all projected to decrease over the four year period due to no new borrowings being projected over this period, at the same time some existing loans will be fully repaid.

12. Rates effort

This ratio is expected to remain at between 0.4% and 0.5% over the forecasted period.

13. Revenue level

This ratio is expected to increase over the target period in line with expected rate cap increases of 2% pa

DRAFT
2024/25
Fees & Charges



**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Asset Protection			
Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage information			
Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage information		226.00	235.00
Asset Protection Fee for Vehicle Crossing Works			
Vehicle Crossing Works		110.00	115.00
Asset Protection Fees			
Building Site Asset Inspections - > \$15,000	Including all Reblocking, Urban Front Fencing & Demolitions	268.00	280.00
Building Site Asset Inspections - < \$15,000	Excluding all Reblocking, Urban Front Fencing & Demolitions	No Charge	No Charge
Occupation of Parking Bays	Per bay per day	53.00	55.00
Road Occupations	No traffic management required	102.00	105.00
Road Occupations	Provision of traffic management	207.00	215.00
Road Openings	No traffic management required	104.00	110.00
Road Openings	Provision of traffic management	205.00	215.00
Asset Protection Fees for Service Installations in Areas by Parties Other Than Utilities or Their Agents			
Each additional 100m of Road Length		111.00	115.00
Road Length less than 100m		207.00	215.00
Asset Protection Penalty for Infringement Notice as Specified in Section 19 of Local Law No.3			
	Set by Statute (State Government)	2.00 fee units	2.00 fee units
Charge for Restoration of Road Openings in Urban and Rural Areas			
	Actual cost, plus 10% of the actual cost, to cover administration expenses	Actual Cost + 10%	Actual Cost + 10%
Enquiries - Legal Point of Discharge or Drainage Information			
Urban Areas	Set by Statute (State Government)	9.77 fee units	9.77 fee units
Fees for Utilities and Their Agents for Applications Under Section 7 to the Road Management Act 2004			
Minor works conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	11 fee units	11 fee units
Minor works conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	11 fee units	11 fee units
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	5 fee units	5 fee units
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	5 fee units	5 fee units
Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	45 fee units	45 fee units
Works, other than minor works conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	20 fee units	20 fee units
Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	25 fee units	25 fee units
Works, other than minor works not conducted on, or on any part of the roadway, shoulder or pathway.	Set by Statute (State Government)	5 fee units	5 fee units
Parking Headworks			
Parking Headworks Charge as Defined in Clause 11 of the Vehicle Crossing Policy.		3,800.00	3,950.00

NA = Not Available
POA = Price on Application

**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Asset Protection			
Security Bonds as Specified in Local Law No.3			
Cost of Works < \$15,000 Excludes Reblocking, Residential Front Fences & Demolition Works	Rural, Residential, Industrial and Commercial Building Sites for Builders with a 12 month Satisfactory Performance Record.	No Charge	No Charge
Cost of Works < \$15,000 Excludes Reblocking, Residential Front Fences & Demolition Works	Rural, Residential, Industrial and Commercial Building Sites for Builders with an Unsatisfactory Performance Record.	510.00	530.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Rural Building Site	510.00	530.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Residential Building Site - No adjacent footpaths	510.00	530.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Residential Building Site - With adjacent footpaths	1,020.00	1,060.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Residential Building Site - Corner allotment, adjacent footpaths	1,530.00	1,590.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Residential Building Site - Multiple units, adjacent footpaths	2,040.00	2,120.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Industrial Building Site	2,550.00	2,650.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Commercial Building Site	5,355.00	5,570.00
Cost of Works > \$15,000 Includes Reblocking, Residential Front Fences & Demolition Works	Multiple Building Sites - Builders with a 12 month Satisfactory Performance Record	10,710.00	11,150.00
Security Deposit as Detailed in Clause 10 of the Vehicle Crossing Policy			
Security Deposit	.	1,560.00	1,750.00
Building Services			
Building Certificates			
Building Certificate	Per certificate - 3.19 fee units	3.19 fee units	3.19 fee units
Building File Search Fee			
Building File Search Fee	Per Request	120.00	125.00
Building Permit Lodgement Fees			
Building Permit Lodgement Fee	Per lodgement - 8.23 fee units	8.23 fee units	8.23 fee units
Building Permits			
\$10,001 to \$100,000	Each permit	750.00	780.00
\$100,001 to \$1,000,000	Each permit	1,250.00	1,300.00
Greater than \$1,000,000	Each permit	3,000.00	3,120.00
Up to \$10,000	Each permit	850.00	884.00
Permit Time Extensions and Inspections for Lapsed Permits			
Permit Time Extensions and Inspections for Lapsed Permits	Minimum	160.00	167.00
Pool Registration Fees			
Certificate of Compliance lodgement fee	1.38 fee units	1.38 fee units	1.38 fee units
Certificate of Non-Compliance lodgement fee	26 fee units	26.00 fee units	26.00 fee units
Pool History Search Fee	3.19 fee units	3.19 fee units	3.19 fee units
Registration Fee	2.15 fee units	2.15 fee units	2.15 fee units
Report and Consent			
First	19.61 fee units	19.61 fee units	19.61 fee units
Additional	50% cost of First Report and Consent	50% cost of above	50% cost of above
Demolition	5.75 fee units	5.75 fee units	5.75 fee units
POPE - Occupancy Permits	Treated as a Report and Consent (19.61 fee units)	19.61 fee units	19.61 fee units
Temporary Structure Siting Approvals	Treated as a Report and Consent (19.61 fee units)	19.61 fee units	19.61 fee units
Swimming Pool Inspection Fees			
Certificate of compliance where a non-compliance certificate has been issued	Each	100.00	104.00
Certificate of compliance where a non-compliance certificate has not been issued	Each	500.00	520.00

NA - Not Available
POA - Price on Application

**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Community Halls			
Churchill Community Hall			
Commercial - Cleaning Charge	Cost recovery plus 10%	Cost Recovery + 10%	Cost Recovery + 10%
Commercial Hire	Base Rate 4 Hours	90.00	100.00
Community - Cleaning Charge	Cost recovery	Cost Recovery	Cost Recovery
Community Hire	Base Rate 4 Hours	55.00	60.00
Kernot Hall - Commercial Hire			
Cleaning Charge	Cost recovery plus 10%	Cost Recovery + 10%	Cost Recovery + 10%
Kitchen Usage	In addition to hall booking	300.00	315.00
Meeting Room Hire	Base rate (4 hours)	-	315.00
Technicians / Front of House Supervisor	Per hour/per staff member (3 hour minimum)	75.00	78.00
Usher	Per hour/per staff member (3 hour minimum)	75.00	70.00
Café/Bar Operations	At request of hirer	NA	P.O.A
Whole Venue (excludes Kitchen)	Per Hour (Minimum 5 hours) (includes 2 staff and standard cleaning)	300.00	300.00
Kernot Hall - Community Hire			
Cleaning Charge	Cost recovery	Cost Recovery	Cost Recovery
Kitchen Usage	In addition to hall booking	150.00	160.00
Meeting Room Hire	Base rate (4 hours)	-	165.00
Technicians / Front of House Supervisor	Per hour/per staff member (3 hour minimum)	60.00	63.00
Usher	Per hour/per staff member (3 hour minimum)	60.00	55.00
Café/Bar Operations	At request of hirer	NA	P.O.A
Whole Venue (excludes Kitchen)	Per Hour (Minimum 5 hours) (includes 2 staff and standard cleaning)	150.00	150.00
Moe Town Hall			
Commercial - Cleaning Charge	Cost recovery plus 10%	Cost Recovery + 10%	Cost Recovery + 10%
Commercial Hire	Base Rate 4 Hours	90.00	750.00
Community - Cleaning Charge	Cost recovery	Cost Recovery	Cost Recovery
Community Hire - Theatrical	Base Rate 5 Hours (includes 1 staff member)	55.00	450.00
Ticketing Fee	Per complimentary ticket	-	2.10
Ticketing Fee	Per ticket	-	4.20
Newborough Hall			
Commercial - Cleaning Charge	Cost recovery plus 10%	Cost Recovery + 10%	Cost Recovery + 10%
Commercial Hire	Base Rate 4 Hours	90.00	100.00
Community - Cleaning Charge	Cost recovery	Cost Recovery	Cost Recovery
Community Hire	Base Rate 4 Hours	55.00	60.00
Sound Shell			
Commercial - Cleaning Charge	Cost recovery plus 10%	Cost Recovery + 10%	Cost Recovery + 10%
Commercial - Technical Support	Per Hour (Minimum 3 hours, Per person per hour)	75.00	78.00
Commercial Hire	Per Day	500.00	520.00
Community - Cleaning Charge	Cost recovery	Cost Recovery	Cost Recovery
Community - Technical Support	Per Hour (Minimum 3 hours, Per person per hour)	60.00	63.00
Community Hire	Per Standard Day	No Charge	No Charge
Traralgon East Community Centre			
Commercial - Cleaning Charge	Cost recovery plus 10%	Cost Recovery + 10%	Cost Recovery + 10%
Commercial Hire	Base Rate 4 Hours	90.00	100.00
Community - Cleaning Charge	Cost recovery	Cost Recovery	Cost Recovery
Community Hire	Base Rate 4 Hours	55.00	60.00
Traralgon South Hall			
Commercial - Cleaning Charge	Cost recovery plus 10%	Cost Recovery + 10%	Cost Recovery + 10%
Commercial Hire	Base Rate 4 Hours	90.00	100.00
Community - Cleaning Charge	Cost recovery	Cost Recovery	Cost Recovery
Community Hire	Base Rate 4 Hours	55.00	60.00
Traralgon Town Hall (Non Theatrical)			
Community Hire - Rehearsal	2 Hours	No Charge	No Charge

NA - Not Available
POA - Price on Application

**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Family & Children's Services			
Early Learning Centres			
After Kinder Care	Hourly	19.50	20.50
Full Day Care	Per day	120.00	125.00
Full Time Care	5 full days/child/week.	550.00	572.00
Half Day Care	Per half day	81.00	85.00
Holding Fee	100% Per place	100% Per place	100% Per place
Meeting Rooms (Moe PLACE, Churchill Hub)			
Meeting Room - Commercial	Per hour	29.00	32.80
Meeting Room - Commercial	Per Day	172.00	179.00
Meeting Room - Community Groups	Per hour	No Charge	No Charge
Moe PLACE Basketball Stadium			
Court Hire	Per Day (9am - 6pm)	236.00	246.00
Court Hire - General	Per hour	54.00	57.00
Court Hire - Schools	Per hour	44.00	46.00
Half Court Hire - General	Per hour	28.00	30.00
Half Court Hire - Schools	Per hour	23.00	24.00
Moe PLACE Community Kitchen			
Kitchen Hire	Per hour	16.00	17.00
Kitchen Hire	Per day	56.00	59.00
Moe PLACE Vacation Care			
Full Day Care	Per day	100.00	104.00
Family Health			
Nurse			
Attend Corporate Sessions	Per nurse per hour	67.50	71.50
Vaccinations Purchases			
Boostrix	Per dose.	56.10	59.00
Flu	Per dose.	26.00	27.50
Gardasil	Per dose.	181.20	189.00
Hep A	Per dose.	105.90	110.50
Hep B	Per dose.	34.60	36.00
Meningococcal C	Per dose.	121.30	126.50
Twinnix	Per dose.	117.70	123.00

NA - Not Available
POA - Price on Application

**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Gippsland Performing Arts Centre and Little Theatre			
Commercial Hire - Additional Labour			
Technicians / Front of House Supervisor	Per hour (3 hr minimum)	75.00	78.00
Usher	Per hour (3 hr minimum)	75.00	70.00
Café/Bar Operations	At request of hirer	NA	P.O.A
Commercial Hire - Functions & Events			
Conference Rooms	Base Rate 4 Hours	400.00	420.00
Meeting Room	Base Rate 4 Hours	200.00	220.00
Outdoor Event	Base Rate 5 Hours (includes 1 staff member)	1,600.00	1,125.00
Outdoor Event - Additional Hour	Per Hour	200.00	225.00
Commercial Hire - Theatrical			
Additional Equipment Hire	POA - Price on Application	POA	POA
Credit Card Fees	1.5% Credit Card and EFTPOS	1.50%	1.50%
Dark Day	Per day	500.00	600.00
GPAC - Additional Hours	Per Hour, includes 2 staff	350.00	370.00
GPAC Theatre	Base Rate 5 Hours	3,500.00	3,600.00
Little Theatre/Town Hall	Base Rate 5 Hours	1,000.00	1,000.00
Merchandise Sales	15% of gross sales	15.00%	15.00%
Ticketing Fee	Per complimentary ticket	2.00	2.10
Ticketing Fee	Per ticket	4.00	4.20
Community Hire - Additional Labour			
Technicians / Front of House Supervisor	Per hour (3 hr minimum)	60.00	63.00
Usher	Per hour (3 hr minimum)	60.00	55.00
Café/Bar Operations	At request of hirer	NA	P.O.A
Community Hire - Functions & Events			
Conference Rooms	Base Rate 4 Hours	200.00	200.00
Meeting Room	Base Rate 4 Hours	100.00	100.00
Outdoor Event	Base Rate 5 Hours (includes 2 staff)	800.00	530.00
Outdoor Event - Additional Hour	Per Hour	110.00	115.00
Community Hire - Theatrical			
Additional Equipment Hire	POA - Price on Application	POA	POA
Credit Card Fees	1.5% Credit Card and EFTPOS	1.50%	1.50%
Dark Day	Per day	500.00	550.00
GPAC Theatre	Base Rate 5 Hours (includes 2 staff)	1,250.00	1,300.00
GPAC Theatre - Additional Hours	Per hour (includes 2 staff)	250.00	260.00
Little Theatre/Town Hall	Base Rate 5 Hours (includes 1 staff member)	400.00	450.00
Ticketing Fee	Per complimentary ticket	1.00	1.10
Ticketing Fee	Per ticket	2.50	2.60
Governance			
Community Public/Products Liability Insurance			
Part A - Venue/Facility Hires	Per hire (up to 52 times per year)	17.50	19.00
Part B - Performers/Stallholders/Artists/Street Stallholders/Buskers/Tutors and Instructors	Per hire (up to 52 times per year)	39.00	41.00
Freedom of Information			
Application Fee	Per application	2.00 Fee Units	2.00 Fee Units
Photocopy Charges	Per side - A4 Black and White	0.20	0.20
Search Charge	Per hour	1.50 fee units	1.50 fee units
Supervision Charges -	Per hour	1.50 fee units	1.50 fee units

NA - Not Available
POA - Price on Application

**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Health Services			
Additional Inspection Fees			
Food Act - Class 1 (Full Time)	Per Inspection	260.00	271.00
Food Act - Class 2A (Full Time)	Per Inspection	210.00	220.00
Food Act - Class 2B (Part Time)	Per Inspection	195.00	203.00
Food Act - Class 3A (Full Time)	Per Inspection	190.00	200.00
Food Act - Class 3B (Part Time)	Per Inspection	135.00	141.00
Public Health & Wellbeing Act - Additional Inspections	Per Inspection	160.00	170.00
Caravan Parks and Movable Homes			
Residential Tenancies	1-25 sites (17 fee units)	17.00 fee units	17.00 fee units
Residential Tenancies	26-50 sites (34 fee units)	34.00 fee units	34.00 fee units
Residential Tenancies	51-100 sites (68 fee units)	68.00 fee units	68.00 fee units
Residential Tenancies	101-150 sites (68 fee units)	68.00 fee units	68.00 fee units
Commercial Accommodation			
Annual Renewal	Includes motels and hostels	595.00	620.00
New Registration	Includes motels and hostels	680.00	710.00
Commercial Food Premises			
Class 1 (Full Time) - New	e.g. Hospitals, Nursing Homes, Childcare Centres	825.00	860.00
Class 1 (Full Time) - Renewal	e.g. Hospitals, Nursing Homes, Childcare Centres	755.00	786.00
Class 2A (Full Time) - New	e.g. Restaurants, Fast Food, Deli's	770.00	801.00
Class 2A (Full Time) - Renewal	e.g. Supermarkets, Large Manufacturers	1,520.00	1,581.00
Class 2A (Full Time) - Renewal	e.g. Restaurants, Fast Food, Deli's	715.00	745.00
Class 2A (Full Time) - Renewal	e.g. Supermarkets, Large Manufacturers	1,410.00	1,467.00
Class 2B (Part Time) - New	Minimal unpacked potential hazardous foods	520.00	541.00
Class 2B (Part Time) - Renewal	Minimal unpacked potential hazardous foods	470.00	490.00
Class 3A (Full Time) - New	Water Carters	200.00	210.00
Class 3A (Full Time) - New	Minimal unpacked potential hazardous foods	460.00	480.00
Class 3A (Full Time) - Renewal	Water Carters	170.00	180.00
Class 3A (Full Time) - Renewal	Minimal unpacked potential hazardous foods	400.00	416.00
Class 3A Supermarket - New	Large scale supermarket selling packaged potentially hazardous foods	1,250.00	1,300.00
Class 3B (Part Time) - Renewal	Large scale supermarket selling packaged potentially hazardous foods	1,150.00	1,196.00
Class 3B (Part Time) - New	Food is secondary activity (e.g. B&B)	300.00	312.00
Class 3B (Part Time) - Renewal	Food is secondary activity (e.g. B&B)	275.00	286.00
Class 3C (Full Time) - New	Food is secondary activity (e.g. B&B)	225.00	235.00
Class 3C (Full Time) - Renewal	Food is secondary activity (e.g. B&B)	200.00	210.00
Class 4 Low Risk Packaged	e.g. Liquor Outlets, Video Stores, Newsagents, Pharmacies etc.	Exempt	Exempt
Once off Short Term	Temporary food stall - major events	280.00	292.00
Food & Water Sample Administration Fee			
Private water supply sample	Per sample + Analyst Fee	225.00	235.00
Sample administration fee	2nd non compliant follow up	230.00	240.00
Health Premises			
New Premises Registration	Part Time (less than 3 days) - Hairdressing & Low Risk Beauty (eyelash tinting, spray tans, makeup)	270.00	281.00
New Premises Registration	Ear-Piercing Single Use - Medium Risk	330.00	345.00
New Premises Registration	Part Time (less than 3 days) - Beauty Treatments (eye lash extensions, waxing, facials)	395.00	411.00
New Premises Registration	Fulltime Hairdressing & Low Risk Beauty (eyelash tinting, spray tans, makeup)	585.00	610.00
New Premises Registration	Fulltime Beauty Treatments - (eye lash extensions, waxing, facials)	585.00	610.00
New Premises Registration	Fulltime Skin Penetration/Colonic - High Risk	585.00	610.00
Renewal Premises Registration	Ear-Piercing Single Use - Medium Risk	220.00	230.00
Renewal Premises Registration	Beauty Treatments - Part-time (3 days or less) - (eye lash extensions, waxing, facials)	335.00	350.00
Renewal Premises Registration	Beauty Treatments - Fulltime - (eye lash extensions, waxing, facials)	500.00	520.00
Renewal Premises Registration	Comm Skin Penetration/Colonic - High Risk	585.00	610.00
Renting chair in another premises - New Registration	Part Time (less than 3 days per venue) - Hairdressing & Low Risk Beauty (eyelash tinting, spray tans, makeup)	270.00	281.00
Renting chair in another premises - New Registration	Skin Penetration (incl tattooing, waxing body, body piercing) 1-2 days per venue	365.00	380.00
Renting chair in another premises - New Registration	Fulltime Hairdressing & Low Risk Beauty (eyelash tinting, spray tans, makeup)	585.00	610.00
Renting chair in another premises - Renewal	Skin Penetration (incl tattooing, waxing body, body piercing) 1-2 days per venue	335.00	350.00

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**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Health Services			
Plan Approval/Establishment of New Business			
Food Act Premises	Per premise	480.00	500.00
Public Health and Wellbeing Act Premises	Pre premise	260.00	271.00
Septic Tanks - New Installations			
Additional Fixtures - Minor Alteration Regulation 16(1)(a), (3)	37.25 fee units	37.25 fee units	37.25 fee units
Conveyancing Enquiry	-	310.00	325.00
Extension to Septic Tank Application - Amend a Permit Regulation 198	More than two years old	165.00	172.00
Inspections	In excess of two - per inspection	160.00	170.00
Regulation 196(1)(a), (2) Alteration - Minor	37.25 fee units	37.25 fee units	37.25 fee units
Regulation 196(1)(b), (2) All System Types	48.88 fee units - first two inspections included	48.88 fee units	48.88 fee units
Regulation 196(1)(b), (2) Alteration - Major	48.88 fee units	48.88 fee units	48.88 fee units
Regulation 197	Transfer a permit - 9.93 fee units	9.93 fee units	9.93 fee units
Regulation 200	Renew a permit - 8.31 fee units	8.31 fee units	8.31 fee units
Search Fee	-	80.00	85.00
Septic Tank Report & Consent	Each	310.00	325.00
Transfer or Registration			
Food Act	Pre-purchase fee for existing business	210.00	220.00
Public Health and Wellbeing Act	Per transfer or registration	210.00	220.00
Residential Tenancies Act	Per transfer or registration - (5 fee units)	5.00 fee units	5.00 fee units
Latrobe City Traffic School			
Educational Group			
Hire of Traffic School	Per hour	46.00	48.00
Hire of Hand Cranked Tricycles			
With responsibility for repair or replacement of damaged unit	Per bike/day	3.00	3.50
Mobile Bike Education Trailer			
Hire of bike trailer (Deposit \$200)	Per day	39.00	41.00
Private Groups			
Hire of Traffic School	Per hour	72.00	75.00
Latrobe Regional Airport			
Airport Annual Licence Fees			
Commercial	Per annum	1,695.00	1,770.00
Light Commercial	Per annum	817.00	880.00
Recreational	Per annum	166.00	180.00
AVDATA Movement Charges			
AVDATA movement charges	Per tonne / per movement	12.50	13.00
Movement Charges			
Grass Parking Fee's	Per tonne / per day	-	2.00
Hardstand Parking Fee's	Per tonne / per day	-	5.00
Public Liability Insurance Contribution			
Public Liability Insurance Contribution	Per recreational / no trading tenancy	385.00	401.00

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**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Latrobe Regional Gallery			
Function and Event Hire			
	Quoted based on staffing and catering requirements	POA	POA
LRG - Meeting Room 1			
Commercial Rental	Evenings/Weekends Base rate 4 hours	260.00	270.00
Commercial Rental	Full Day (10am - 4pm)	364.00	380.00
Community Rental	Half Days (4 hours)	No Charge	No Charge
Community Rental	Full Day (10am - 4pm)	No Charge	No Charge
Community Rental	Evening (After 5pm) Base rate 2 hours	156.00	165.00
LRG - Meeting Room 2			
Commercial Rental	Evenings/Weekends (Base rate 4 hours)	260.00	270.00
Commercial Rental	Full Day (10am - 4pm)	364.00	380.00
Community Rental	Half Days (4 hours)	No Charge	No Charge
Community Rental	Full Day (10am - 4pm)	No Charge	No Charge
Community Rental	Evening (After 5pm) (Base rate 2 hours)	156.00	165.00
LRG - Studio Workshop - Commercial			
Rental	Weekday - Full Day (10am - 4pm)	364.00	380.00
Rental	Evening (After 5pm) Base rate 4 hours	416.00	440.00
Rental	Weekend - Full Day (10am - 4pm)	416.00	440.00
LRG - Studio Workshop - Community			
Rental	Weekday - Full Day (10am - 4pm)	No Charge	No Charge
Rental	Weekend - Full Day (10am - 4pm)	No Charge	No Charge
Rental	Evening (After 5pm) (Base rate 2 hours)	156.00	165.00
GRAC			
Birthday Parties			
BYO Food - includes host, slides & games	Minimum 10 people, additional person \$20 pp	200.00	210.00
Catered - includes hosts, slides, games & catering options	Minimum 10 people - Price on Application	POA	POA
Facility Hire			
Dedicated Water Slide Hire	2 hours minimum / per hour	104.00	108.20
Group Fitness Class	Per group / per hour	135.00	140.40
Group Fitness Class - Additional Instructor	Per hour	62.50	65.00
Meeting Room Hire	1 hour minimum / per hour	31.50	32.80
Whole Day Carnival	9am to 5pm (including 50m pool, 25m outdoor pool, AOE/competition room meeting room)	1,560.00	1,622.40
Spa, Sauna, Steam Room			
Adult	16 years and over	13.20	13.80
Concession	Pension, Seniors & Health Care	10.00	10.40
Waterslides - Weekdays			
Adult	Per session	10.10	10.50
Child	Per session	7.10	7.40
Concession	Per session	7.50	7.80
Waterslides - Weekends			
Adult	Per session	12.70	13.30
Child	Per session	9.20	10.00
Concession	Per session	9.60	10.00
WIBIT (Inflatable)			
Assisting Adult	*special conditions	4.20	4.40
Participant	*special conditions	8.30	8.70

NA - Not Available
POA - Price on Application

**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Leisure Facilities			
Athletic and Cycling Track			
Club Hire.	Per hour.	50.40	52.50
Cycling / Athletic Club Hire of Bike/ Aths Track.	Per annum / seasonal agreement	1,075.00	1,118.00
Other/Athletic Carnival.	Full day 9am – 3pm.	612.50	637.00
School.	Per student	3.60	3.70
Bronze Membership			
Concession	Fortnightly via direct debit	18.30	19.10
Non Concession	Fortnightly via direct debit	24.50	25.50
Off-Peak (Mon-Fri 11am -3pm & Weekends - excl Pub Hols)	Fortnightly via direct debit	14.60	15.20
Silver Membership			
Concession (Aged Pension, Seniors Card or DSP recipients)	Fortnightly via direct debit	22.50	23.40
Non Concession	Fortnightly via direct debit	29.80	31.00
Off-Peak (Mon-Fri 11am -3pm & Weekends - excl Pub Hols)	Fortnightly via direct debit	17.80	18.50
Gold Membership			
Concession	Fortnightly via direct debit	26.90	28.00
Non Concession	Fortnightly via direct debit	35.90	37.40
Corporate Membership			
20+ People	Discounts off term memberships only	0.20	0.20
Fitness Program			
Casual Concession Gym	Pension, Seniors & Health Care Card	13.00	13.60
Casual Gym	Per person	17.30	18.00
Concession	Pension, Seniors & Health Care Card	10.70	11.20
Group Fitness	Per class	14.30	14.90
Life Fit	.	7.20	7.50
Personal Training	Additional person per 1/2 hour	20.00	21.00
Personal Training	Additional person per 1 hour	34.40	36.00
Personal Training	1/2 Hour	40.30	42.00
Personal Training	1 Hour	70.20	73.00
Youth Fit	Class for specific ages	9.60	10.00
Fitness Room Hire			
Hire.	Per hour.	53.00	55.00
Gippeland Regional Cricket Centre (GRCC)			
Ball Machine Hire - includes lane, machine and balls	Per Hour - includes Lane Hire	51.90	54.00
Facility Hire	Full Facility per Day (8 hours)	1,587.30	1,650.80
GRCC outdoor net hire	Per net / per hour	41.00	42.70
Lane Hire	Per hour (up to 4 players)	42.30	44.00
Meeting Room	Per Hour	31.50	32.80
Parties	Per Party - 2 hrs (up to 10 people)	216.00	224.70
School Clinic	Per Clinic (3 hours)	162.00	168.50
Gippeland Regional Indoor Sports Stadium (GRISS)			
GRISS Function room hire (includes kitchen)	Per hour	50.00	52.00
Café/Bar Operations	At request of hirer	NA	P.O.A
GRISS show court hire (Courts 2,3 & 4)	Per hour	253.00	264.00
GRISS show court hire (Courts 7 & 8)	Per hour	-	152.40
GRISS show court hire (Courts 7 & 8)	Per hour	-	152.40

NA = Not Available
POA = Price on Application

**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Leisure Facilities			
Indoor Pool - Swim Sauna (Churchill Only)			
Adult	Each Visit	10.30	10.70
After Entry/class	Each Visit	4.90	5.10
Concession	Each Visit	7.70	8.00
Indoor Pool – Swim Sauna Spa			
Adult	Each Visit	11.80	12.30
Adult	Visits x 10	106.10	110.70
After Entry/Class	Each Visit	6.00	6.30
Concession	Each Visit	8.90	9.30
Concession	Visits x 10	79.20	83.70
Indoor Pool – Swims			
Adult	16 years and over.	7.20	7.50
Child	Child 5–15 yrs & High School Student	5.10	5.40
Children	4 years and under with adult swim.	No Charge	No Charge
Concession	Pension, Seniors & Health Care Card	5.30	5.60
Family*	*As listed on Medicare Card	19.00	19.80
Schools	Per child	4.40	4.60
Membership Administration Fee			
Upon Joining		75.00	78.00
Other - Indoor Pools			
Carnival Hire	Per Day 9am - 5pm	1,053.00	1,096.00
Carnival Hire - incl 1 Lifeguard plus 1 Duty Manager	Per hour	220.00	230.00
Lane Hire	Per Hour	52.00	55.00
School Carnival Hire	Per Day 9am - 3pm	988.00	1,028.00
Wet Out of Hours - incl 1 Lifeguard plus 1 Duty Manager	Per hour plus entry fee	100.00	115.00
Other Charges			
Event Cleaning	Per hour (minimum 2 hours)	45.00	54.00
First Aid Officer	Per hour (minimum 2 hours)	60.00	63.00
Squash Courts			
Casual Visit	Per person / per 1/2 hour. Not valid for bookings	-	5.20
Hire	Per hour.	16.00	16.70
Stadium			
Adult Competition	Per player per game	7.00	7.30
Adult Training	Per player per session #	4.90	5.10
Concession Competition	High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card	5.20	5.40
Concession Training	High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card	4.10	4.30
Court Hire - General	Per court per hour	54.00	57.00
Court Hire - Schools	Per court per hour	44.00	46.00
Dry Out of Hours Fee	Per hour (plus entry fee)	65.20	67.80
Junior Competition (during junior competition times only)	Per player per game	5.10	5.30
Junior Training (0 - 17 years)	Per player per session #	4.00	4.20
Meeting Room Hire	Per hour	31.00	32.80
Netball Team Sheet	Per game, per Team	-	74.00
Schools	Per student	3.50	3.70
Stadium Programs	Per person / per program	-	5.20
Tournament Fee	Per court per day (9am - 5pm)	236.00	250.00
Tournament/Venue Hire Fee	Price on Application	-	POA

NA = Not Available
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**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Leisure Facilities			
Swim Lesson - Private			
Swim Lesson - Private 1:1	Per half hour class, per person	42.40	44.10
Swim Lesson - Private 1:2	Per half hour class, per person	31.90	33.20
Swim Lesson - Private 1:3	Per half hour class, per person	25.90	27.00
Swim Lesson - Private - Concession			
Swim Lesson - Private 1:1 - Concession	Per half hour class, per person	31.80	33.10
Swim Lesson - Private 1:2 - Concession	Per half hour class, per person	24.00	25.00
Swim Lesson - Private 1:3 - Concession	Per half hour class, per person	19.50	20.30
Swim Lessons - Group			
Adult	Per Class	16.00	16.80
Infants	Per Class - Supervision 1:8	14.50	15.10
Preschools	Per Class - Supervision 1:5	15.30	15.90
School Age	Per Class	16.00	16.80
Swim Instructor	Per Instructor, Per Hour	63.70	66.30
Transition/Lap It Up	Per Class	9.80	10.20
Swim Lessons - Group - Concession			
Health Care / Pension Card - Infants	Per Class - Supervision 1:8	11.00	11.35
Health Care / Pension Card - Preschool	Per Class - Supervision 1:5	11.50	11.95
Health Care Card / Pension - School Age	Per Class	12.10	12.60
Health Care, Pension & Senior Card - Adult	Per Class	12.10	12.60
Visit Pass - Indoor pools			
Adult	Visits x 10	64.60	67.50
Child	Visits x 10	45.90	48.80
Concession	Visits x 10	47.80	50.40
Family	Visits x 10	170.40	178.20
Visit Pass - Group Fitness			
1/2 hr Personal Training	Visits x 10	380.30	378.00
1hr Personal Training	Visits x 10	631.80	657.00
Adult	Visits x 10	127.70	134.10
Concession	Visits x 10	96.40	100.80
Youth Fit 13-15	Visits x 10	85.90	90.00
Visit Pass - Gym			
Adult	Visits x 10	155.40	162.00
Concession	Visits x 10	116.30	121.00
Visit Pass - Stadium			
Adult Stadium Competition	Visits x 10	63.00	65.70
Adult Stadium Competition	Visits x 20	120.00	124.10
Concession Competition	Visits x 10	46.80	48.60
Concession Competition	Visits x 20	88.40	91.80
Junior Competition	Visits x 10	45.90	47.70
Junior Competition	Visits x 20	86.70	90.10
Junior Training	Visits x 10	35.60	37.80
Junior Training	Visits x 20	67.20	71.40
Stadium Programs	Visit x 10	-	46.80
Stadium Programs	Visit x 20	-	88.40

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**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Outdoor Pools			
Competitions - School Swim Carnival Hire			
Extra Supervision Required - ratio 1:100 ratio	Per hour	62.40	64.90
Other Carnival Full Day (9am - 3pm)	Weekends or Public Holidays	863.50	898.10
School Carnival Full Day (9am - 3pm)	Includes 1 Duty Manager	508.40	528.80
School Carnival Half Day (9am -12pm / 12pm - 3pm)	Mon - Fri	354.10	368.30
Entry Fees			
Adult	16 years & over	5.40	5.60
Children	4 years and under with adult swim.	No Charge	No Charge
Children/Student	Child 5 - 15 yrs & High School Student	4.30	4.50
Concession	Pension, Seniors & Health Care Card	4.50	4.70
Family	As listed on Medicare Card	15.80	16.50
Schools	Per child	4.30	4.50
Out of Advertised Operating Hours Hire			
Includes 1 Life Guard plus 1 Duty Manager	Per hour + entry fee per person	91.00	94.70
Season Passes (Multi-Venue)			
Children/Student	Child 5 - 15 yrs & High School Student	82.30	85.60
Concession	Pension, Seniors & Health Care Card	85.10	88.50
Family	As listed on Medicare Card	264.50	275.50
Single Adult Pass	16 years & over	109.00	113.50

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**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Local Laws			
Animal Sales			
Cat Sale (including desexing fee)	Per animal	230.00	240.00
Dog or Cat Sale (already desexed)	Per animal	183.00	191.00
Dog Sale (including desexing fee)	Per animal	408.00	425.00
Dog & Cat Infringements			
In accordance with Domestic Animal Act 1994	Penalties will be applied as per the Domestic Animal Act	as per Act	as per Act
Dog & Cat Registration Fees			
Dangerous, Menacing or Renewals only for Restricted Dog Breeds	Full registration per animal	224.00	233.00
Domestic Animal Business	Per Annum	270.00	281.00
Domestic Animal Business - Animal	Per Animal	27.00	29.00
Full Registration	Per Animal	49.00	51.00
Non-Desexed Dog Full Registration	Per Animal	137.00	143.00
Non-Desexed Dog Pensioner Concession	Per Animal	69.00	71.50
Pensioner Registration	Per Animal	24.50	25.50
Registration as Foster Carer (81/1994 Part 5B)	Per Animal	63.50	66.00
Registration fee for rostered animal	Per Animal	8.50	9.00
Livestock			
Food and keep fees	Per animal per day	30.00	32.00
Livestock attendance for VicRoads	Per attendance	667.00	695.00
Livestock Infringements	Penalties will be applied as per the Livestock Act	as per Act	as per Act
Pound Release Large (horse, cow, bull, etc)	Per animal	192.50	201.00
Pound Release Poultry and Miscellaneous small animals	Per animal	11.00	12.00
Pound Release Small (sheep, pig, goat, etc)	Per animal	104.00	110.00
Other Fees/Infringements			
Administration Fee	Reconciliation and generation of an invoice to a property owner which has had force clear works completed by Council	90.00	94.00
Caravan as Temporary Accommodation permit	Clause 142 - Local Law No 2 - incorporates 6mth permit application for Health permit to reside in a caravan	65.00	68.00
Daily Storage Fee	Per vehicle per day	17.00	18.00
Fire Hazard Infringement	Set by State Government- fee set after July 1 each year	TBA	TBA
Impound General (e.g. political signage, tents, or general items on Council Land	Per item	108.00	113.00
Litter Infringement	Set by State Government- fee set after July 1 each year	TBA	TBA
Local Laws Permit	All Clauses otherwise specified	64.00	67.00
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act - Immediate Tow Release Fee	Per vehicle, plus tow fee per vehicle if applicable	730.00	760.00
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act - Standard Tow Release Fee	Per vehicle, plus standard tow if applicable	386.00	405.00
Roadside Trading Permit	Clause 82 - Local Law No 2	473.00	492.00
School Crossing Flags	Per set	98.00	102.00
Shopping Trolley Release Fee	Per trolley	193.00	201.00
Standard Towing Fee	Per vehicle per tow	220.00	230.00
Temporary outdoor eating facilities	Per annum fee (inclusive of permit application fee) Consisting of up to 4 tables and a maximum of 12 chairs	162.00	169.00
Temporary outdoor eating facilities over four tables and/or over 12 chairs	Per annum fee (inclusive of permit application fee) Consisting of over 4 tables and/or over 12 chairs	330.00	344.00
Parking Infringements			
Parking Infringement	Infringement will be applied at maximum value, in accordance with the Road Safety Act	as per Act	as per Act

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**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Local Laws			
Pound Release Fees - Domestic Animals			
Dog or cat microchipping	Per animal	67.00	74.00
Dog or cat release (where owner is identifiable by Council)	Per animal plus other applicable charges	38.00	40.00
Dog or cat release (where owner is unidentifiable by Council)	Per animal plus other applicable charges	124.00	129.00
Female cat desexing	Per animal	238.00	262.00
Female dog desexing	Per animal	375.00	413.00
Food and keep fees	Per animal per day	19.00	20.00
Male cat desexing	Per animal	130.00	143.00
Male dog desexing	Per animal	221.00	243.00
Miscellaneous Small Animal (Rabbit, Rodent, etc)	Per animal plus other applicable charges	10.50	11.00
Subsequent Release	Per animal plus other applicable charges	132.00	138.00
Vaccination fee	Per animal	90.50	100.00
Vet Check fee	Per animal	65.00	72.00
Vet Report	Per animal	127.00	140.00
Property and Legal			
Off Street Car Parks			
Multi Story Car Park Permit - After Hours Call Out Fee	Per callout	Cost recovery	Cost recovery
Multi Story Car Park Permit - Car park space leases	Per space per annum	1,385.00	1,560.00
Off-Street Car Park Permit - Car park space leases	Per space per annum	940.00	1,040.00
Property and Legal			
Road Discontinuance/Closure & Sale of Land Application Fee	Per application	500.00	550.00
Replacement Permit Stickers			
Replacement Permit Sticker	First replacement in the financial year	No Charge	No Charge
Replacement Permit Sticker	Subsequent replacements in the same financial year	25.00	26.00
Property and Rates			
Property and Rates			
Dishonour Fee	Per dishonour occasion	9.00	10.00
Re-issue of prior years Rates Notice (up to 7 years only)	Per copy	21.00	22.00
Public Libraries			
Calico Library Bags			
New Member	Per bag	No Charge	No Charge
Damaged or Lost Items			
Beyond Repair - Magazine	Replacement cost plus processing fee	4.40	4.60
Replacement Cost	Minimum Charge	8.60	9.00
Talking Books	Replacement cost per CD	18.30	19.10
Events			
Adult Workshops Non Library Member	Full Day	34.00	35.40
Adult Workshops Library Member	Per Half Day	12.00	12.50
Adult Workshops Library Member	Full Day	28.00	29.20
Adult Workshops Non Library Member	Per Half Day	18.00	18.80
Author Talk (Special, Literary Festival, high profile) - Member	Per Event	27.00	28.10
Author Talk (Special, Literary Festival, high profile) - Non Member	Per Event	32.00	33.30
Author Talk (standard)	Per Event	5.00	-
Fees			
Inter Library Loan	Other Victorian Public Libraries;	Cost Recovery	Cost Recovery
Inter Library Loan	All Academic Institutions;	Cost Recovery	Cost Recovery
Inter Library Loan	Interstate / International Loans.	Cost Recovery	Cost Recovery
Replacement Cards.	Each	No Charge	No Charge

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**Appendix A
Fees and Charges Schedule**

Fee Name		Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Public Libraries				
Laminating				
A3	Per sheet.		4.00	4.20
A4	Per sheet.		3.00	3.20
Library Meeting Room				
Commercial.	Per hour		33.50	35.00
Commercial.	Full day – 10am-6pm.		162.00	169.00
Community Group.	Per hour		No Charge	No Charge
Moe Library Community Kitchen				
Commercial	Per hour		-	35.00
Commercial	Full day - 10am-6pm.		-	169.00
Community Group	Per hour		-	No Charge
Photocopying				
Black & White A3	Per side		0.50	0.40
Black & White A4	Per side		0.20	0.20
Colour Printing A3	Per side		1.20	1.50
Colour Printing A4	Per side		0.80	0.75
Research Fee				
Commercial/Community Group Request.	Per half hour (charged in 30min blocks)		32.00	33.30
Public Request.	Per half hour (charged in 30min blocks)		16.00	16.70

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**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Sports Stadiums, Ground & Reserves			
Community Room Hire (Traralgon West Sports Complex Upstairs Pavilion , Traralgon Railway Reservoir Conservation Reserve Community Room, Latrobe City Synthetic Sports Field Upstairs Pavilion , Morwell Recreation Reserve East Pavilion, Ted Summerton Reserve Upstairs Pavilion, Morwell Centenary Rose Garden Wing, Lake Naracan Hovercraft Club Pavilion)			
Additional Costs	Additional bins, cleaning & utility costs - Cost recovery	Cost Recovery	Cost Recovery
Commercial Groups	Per hour	34.00	38.00
User Groups	Per hour	No Charge	No Charge
Gippsland Sport and Entertainment Park			
Commercial Rate - Commission Charges	10% Percent of Gross Ticket Sales	-	-
Commercial Rate - Commission Charges	10% Percent of gross merchandise sales	-	-
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Additional costs - Cost Recovery	Cost Recovery	Cost Recovery
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Hourly Hire (8am - 5pm) per hour	216.00	237.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Hourly Hire (5pm - midnight) per hour	433.00	474.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Day Hire (8am - 5pm)	674.00	737.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Night Hire (5pm - midnight)	1,342.00	1,467.00
Commercial Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	All Day (8am - midnight)	2,016.00	2,204.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Additional costs - Cost Recovery	Cost Recovery	Cost Recovery
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Hourly Hire (8am - 5pm) per hour	333.00	364.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Hourly Hire (5pm - midnight) per hour	669.00	732.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Day Hire (8am - 5pm)	1,348.00	1,474.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Night Hire (5pm - midnight)	2,691.00	2,942.00
Commercial Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	All Day (8am - midnight)	4,032.00	4,407.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Additional costs - Cost Recovery	Cost Recovery	Cost Recovery
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Hourly Hire (8am - 5pm) per hour	105.00	105.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Hourly Hire (5pm - midnight) per hour	211.00	211.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Day Hire (8am - 5pm)	335.00	335.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	Night Hire (5pm - midnight)	659.00	659.00
Community Rate - Event Hire - Off Peak (Mon-Thurs excl Public Holidays)	All Day (8am - midnight)	988.00	988.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Additional costs - Cost Recovery	Cost Recovery	Cost Recovery
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Hourly Hire (8am - 5pm) per hour	167.00	167.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Hourly Hire (5pm - midnight) per hour	335.00	335.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Day Hire (8am - 5pm)	659.00	659.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	Night Hire (5pm - midnight)	1,311.00	1,311.00
Community Rate - Event Hire - Peak (Fri-Sun & Public Holidays)	All Day (8am - midnight)	1,962.00	1,962.00
Sporting Use - Day - Latrobe City Clubs & Groups	Per day session	136.00	142.00
Sporting Use - Day - Non Latrobe City Clubs & Groups	Per day session	199.00	218.00
Sporting Use - Day - Schools	Per day session	68.00	71.00
Sporting Use - Night - Latrobe City Clubs & Groups	Per night session	265.00	276.00
Sporting Use - Night - Non Latrobe City Clubs & Groups	Per night session	398.00	435.00
Sporting Use - Night - Schools	Per night session	135.00	141.00
Sundry Charges - Bar Hire - Commercial	Per bar / per session	398.00	414.00
Sundry Charges - Bar Hire - Community	Per bar / per session	199.00	207.00
Sundry Charges - External Public Address System Hire - Commercial	Per session	136.00	142.00
Sundry Charges - External Public Address System Hire - Community	Per session	67.00	70.00
Sundry Charges - Kiosk Hire - Commercial	Per Kiosk / per session	198.00	206.00
Sundry Charges - Kiosk Hire - Community	Per Kiosk / per session	99.00	103.00

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**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Sports Stadiums, Ground & Reserves			
Outdoor Netball Centres and Tennis Centres Courts			
Seasonal allocation - netball and tennis courts	Per court, per annum	115.00	120.00
Personal Trainers/Boot Camps/Sport Coaches			
All trainers/boot camp/coaches	Per month	60.00	63.00
Recreation Reserves and Pavilions			
Casual Use - Additional Costs	Additional bins, cleaning & utility costs - Cost recovery	Cost Recovery	Cost Recovery
Casual Use - For Profit Groups Businesses and Sporting Groups	Per day	555.00	607.00
Casual Use - Latrobe City Schools	Per day	No Charge	No Charge
Casual Use - Latrobe City Sporting Clubs and Recreation/Community Groups	Per day	42.00	42.00
Casual Use - Non Latrobe City Sporting Clubs and Recreation/Community Groups	Per day	149.00	163.00
Pre-Season Facility Charge - Junior - Category A	Per month	141.00	147.00
Pre-Season Facility Charge - Junior - Category B	Per month	44.00	46.00
Pre-Season Facility Charge - Junior - Category C	Per month	33.00	35.00
Pre-Season Facility Charge - Junior - Category Premier	Per month	141.00	147.00
Pre-Season Facility Charge - Senior - Category A	Per month	282.00	294.00
Pre-Season Facility Charge - Senior - Category B	Per month	87.00	91.00
Pre-Season Facility Charge - Senior - Category C	Per month	65.00	68.00
Pre-Season Facility Charge - Senior - Category Premier	Per month	282.00	294.00
Season Facility Charge - Junior - Category A	Per six month allocation	1,723.00	1,792.00
Season Facility Charge - Junior - Category B	Per six month allocation	831.00	865.00
Season Facility Charge - Junior - Category C	Per six month allocation	223.00	232.00
Season Facility Charge - Junior - Category Premier	Per six month allocation	1,723.00	1,792.00
Season Facility Charge - Senior - Category A (Summer)	Per six month allocation	3,473.00	3,612.00
Season Facility Charge - Senior - Category A (Winter)	Per six month allocation	3,473.00	4,923.00
Season Facility Charge - Senior - Category B	Per six month allocation	1,375.00	1,430.00
Season Facility Charge - Senior - Category C	Per six month allocation	367.00	382.00
Season Facility Charge - Senior - Category Premier (Summer)	Per six month allocation	3,473.00	3,612.00
Season Facility Charge - Senior - Category Premier (Winter)	Per six month allocation	3,473.00	4,923.00
Synthetic Field / Pitch Hire			
Additional costs	Additional bins, cleaning & utility costs - Cost recovery	Cost Recovery	Cost Recovery
Half Field - Casual Users	Per hour	34.00	36.00
Half Field - Lights	Per hour	24.00	25.00
Half Field - Tournaments	Per day	169.00	176.00
Whole Field - Association / Club	Per season	-	-
Whole Field - Casual Use - Latrobe City Schools	per day	-	-
Whole Field - Casual Users	Per hour	72.00	75.00
Whole Field - Lights	Per hour	31.00	33.00
Whole Field - Tournaments	Per day	338.00	352.00

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**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Statutory Planning			
Administrative Charges			
Certificate of Compliance under Section 97N	Per Application	22.00 fee units	364.00
Endorsed Plans: Plans to be endorsed under planning permit conditions	Per Application	22.00 fee units	364.00
Extend the expiry of a permit	Per Application	22.00 fee units	364.00
Extension of time (expiry) second application	Per application	-	470.00
Extension of time (expiry) third and subsequent applications	Per application	-	648.00
For an agreement to proposal to amend or end an agreement under Section 173 of the Act	Per Application	44.50 fee units	708.00
Planning review of a draft S173 Agreement	Per review	-	415.00
Pre-application meeting (complex - with written planning advice)	Per application	-	228.00
Pre-application meeting (simple - with written planning advice)	Per application	-	130.00
Retrospective permit application - additional fee	Per application	-	300.00
Search for and provide a copy of a permit	Per application	164.00	171.00
Secondary Consent	Per permit	340.00	502.00
Where the planning scheme specifies that a matter must be done to the satisfaction of the responsible authority or municipality	Per Application	22.00 fee units	364.00
Written consent	Per application	-	364.00
Written Planning Advice Requests - Major Application	Per response	155.00	228.00
Written Planning Advice Requests - Minor Application	Per response	95.00	150.00
All Other Development			
\$1,000,001 to \$5,000,000 - Fee for permit application	230.5 fee units	230.50 fee units	230.50 fee units
\$1,000,001 to \$5,000,000 - Fee to amend permit	230.5 fee units	230.50 fee units	230.50 fee units
\$100,001 to \$1,000,000 - Fee for permit application	104.5 fee units	104.50 fee units	104.50 fee units
\$100,001 to \$1,000,000 - Fee to amend permit	104.5 fee units	104.50 fee units	104.50 fee units
\$15,000,001 to \$50,000,000 - Fee for permit application	1732.5 fee units	1732.50 fee units	1732.50 fee units
\$15,000,001 to \$50,000,000 - Fee to amend permit	230.5 fee units	230.50 fee units	230.50 fee units
\$5,000,001 to \$15,000,000 - Fee for permit application	587.5 fee units	587.50 fee units	587.50 fee units
\$5,000,001 to \$15,000,000 - Fee to amend permit	230.5 fee units	230.50 fee units	230.50 fee units
More than \$50,000,000 - Fee for permit application	3894 fee units	3894.00 fee units	3894.00 fee units
More than \$50,000,000 - Fee to amend permit	230.5 fee units	230.50 fee units	230.50 fee units
Up to \$100,000 - Fee to amend permit	77.5 fee units	77.50 fee units	77.50 fee units
Up to \$100,000 - Fee for permit application	77.5 fee units	77.50 fee units	77.50 fee units
Fees Under Regulation			
Alteration of a plan under section 10(2) of the Act	7.5 fee units	7.50 fee units	7.50 fee units
Amendment/re-certification of a certified plan under section 11(1) of the Act	9.5 fee units	9.50 fee units	9.50 fee units
For certification of a plan of subdivision	11.8 fee units	11.80 fee units	11.80 fee units
Other			
A permit not otherwise provided for by - Fee for permit application	89 fee units	89.00 fee units	89.00 fee units
A permit not otherwise provided for by - Fee to amend permit	89 fee units	89.00 fee units	89.00 fee units
Single dwelling			
\$100,001 to \$500,000 - Fee for permit	87 fee units	87.00 fee units	87.00 fee units
\$100,001 to \$500,000 - Fee to amend permit	87 fee units	87.00 fee units	87.00 fee units
\$10,001 to \$100,000 - Fee for permit	42.5 fee units	42.50 fee units	42.50 fee units
\$10,001 to \$100,000 - Fee to amend permit	42.5 fee units	42.50 fee units	42.50 fee units
\$1M to \$2M - Fee for permit	101 fee units	101.00 fee units	101.00 fee units
\$1M to \$2M - Fee to amend permit	94 fee units	94.00 fee units	94.00 fee units
\$500,001 to \$1,000,000 - Fee for permit	94 fee units	94.00 fee units	94.00 fee units
\$500,001 to \$1,000,000 - Fee to amend permit	94 fee units	94.00 fee units	94.00 fee units
Up to \$10,000 - Fee for permit	13.5 fee units	13.50 fee units	13.50 fee units
Up to \$10,000 - Fee to amend permit	13.5 fee units	13.50 fee units	13.50 fee units

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**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Statutory Planning			
Subdivision			
Realignment of a common boundary between 2 lots or to consolidate 2 lots or more	89 fee units	89.00 fee units	89.00 fee units
Realignment of a common boundary between 2 lots or to consolidate 2 lots or more	89 fee units	89.00 fee units	89.00 fee units
Subdivide an Existing Building - Fee for permit application	89 fee units	89.00 fee units	89.00 fee units
Subdivide an Existing Building - Fee to amend permit	89 fee units	89.00 fee units	89.00 fee units
Subdivide land into 2 lots - Fee for permit application	89 fee units	89.00 fee units	89.00 fee units
Subdivide land into 2 lots - Fee to amend permit	89 fee units	89.00 fee units	89.00 fee units
To create, vary or remove a restriction within the meaning of the Subdivision Act 1998; or To create or remove a right of way; or To create, vary or remove an easement other than a right of way; or To vary or remove a condition in the nature of an easement other than a right of way in a Crown grant	89 fee units	89.00 fee units	89.00 fee units
To create, vary or remove a restriction within the meaning of the Subdivision Act 1998; or To create or remove a right of way; or To create, vary or remove an easement other than a right of way; or To vary or remove a condition in the nature of an easement other than a right of way in a Crown grant	89 fee units	89.00 fee units	89.00 fee units
To subdivide land - Fee for permit application	89 fee units per 100 lots	89.00 fee units per 100 lots	89.00 fee units per 100 lots
To subdivide land - Fee to amend permit	89 fee units per 100 lots created	89.00 fee units per 100 lots created	89.00 fee units per 100 lots created
Use - To propose a new use of land or to change the use of land			
Fee for Permit Application	89 fee units	89.00 fee units	89.00 fee units
Fee to Amend Permit	89 fee units	89.00 fee units	89.00 fee units
VicSmart			
More than \$10,000 - Fee for permit application	29 fee units	29.00 fee units	29.00 fee units
More than \$10,000 - Fee to amend permit	29 fee units	29.00 fee units	29.00 fee units
Subdivide or Consolidate land - Fee for permit application	13.5 fee units	13.50 fee units	13.50 fee units
Subdivide or Consolidate land - Fee to amend permit	13.5 fee units	13.50 fee units	13.50 fee units
Up to \$10,000 - Fee for permit application	13.5 fee units	13.50 fee units	13.50 fee units
Up to \$10,000 - Fee to amend permit	13.5 fee units	13.50 fee units	13.50 fee units
Strategic Planning			
20(4) Amendment			
For requesting the Minister to prepare an amendment to a planning scheme exempted from the requirements referred to in section 20(4) of the Act.	270 fee units	270.00 fee units	270.00 fee units
20(A) Amendment			
For requesting the Minister to prepare an amendment to a planning scheme exempted from certain requirements prescribed under section 20A of the Act.	65 fee units	65.00 fee units	65.00 fee units
96(A) Amendment			
Under section 96A(4)(a) of the Act: The sum of the highest of the fees which would have applied if separate applications were made and 50% of each of the other fees which would have applied if separate applications were made. This relates to Stage 1 fees and planning permit application fees.	Statutory State Government Fees	-	-
Administration Charges			
Costs and expenses for a Planning Panel to be appointed, hear and consider submissions, and prepare a report under Part 8 of the Planning and Environment Act 1987.	Full fee recovery of government charges	Cost Recovery	Cost Recovery
General written advice of planning scheme amendment histories.	Per hour - additional charges maybe payable depending on enquiry	95.00	150.00

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**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Strategic Planning			
Stage One			
Considering a request to amend the planning scheme; and Taking action required by Division 1 of Party 3 of the Planning and Environment Act of 1987; and Considering any submissions which do not seek a change to the amendment; and if applicable, abandoning the amendment in accordance with Section 28.	206 fee units	206.00 fee units	206.00 fee units
Stage Two			
Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b), and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	1-10 Submissions (1021 fee units)	1021.00 fee units	1021.00 fee units
Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b), and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	11-20 Submissions (2040 fee units)	2040.00 fee units	2040.00 fee units
Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b), and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	21+ Submissions (2727 fee units)	2727.00 Fee Units	2727.00 Fee Units
Stage Three			
Adopting the amendment or part of the amendment in accordance with Section 29; and Submitting the amendment for approval in accordance with Section 31.	32.5 fee units	32.50 fee units	32.50 fee units
Stage Four			
Considering a request to approve an amendment in accordance with Section 35; and Giving notice of approval of an amendment in accordance with Section 36.	32.5 fee units	32.50 fee units	32.50 fee units
Strategic Planning / Urban Growth			
Planning & Environment (Fees) Regulations 2016 Section 18			
Assessment of Development Plans (incl. amendments of Development Plans)	Per assessment	-	22.00 fee units
Traffic Management Permit			
Memorandum of Authorisation (MoA) permit applications			
MOA Permit Application - lane closure	Per permit application	-	30.00 fee units
MOA Permit Application - lane closure	Per permit application	-	10.00 fee units
MOA Permit Application - no lane closure	Per permit application	-	4.00 fee units
Waste Management - Landfill			
Clean Fill			
Clean Fill - Only if required at Landfill (Test certificate required that soil meets EPA cleanfill criteria)	Per tonne - including landfill levy	126.00	136.00
Hazardous Waste			
Asbestos - Domestic - Latrobe City Residents	Per m3	63.00	66.00
Asbestos - Domestic - Non Latrobe City Residents (must be removed and deposited by the resident, otherwise prescribed waste rate)	Per 20kg package (Maximum of 6 x 20kg packages correctly wrapped per customer)	26.00	30.00
Category C contaminated soil (waste code N121)	Per tonne	281.00	293.00
Category D contaminated soil (waste code ###)	Per tonne	281.00	293.00
Industrial Waste			
Synthetic Mineral Fibre Wrapped - Domestic	Per cubic metre (m3)	37.00	40.00
Putrescible Waste & Inert Waste			
-	Per tonne (excluding contractual arrangements) minimum charge 1 tonne	262.00	300.00

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**Appendix A
Fees and Charges Schedule**

Fee Name	Unit of Measure	2023/24 Fee (GST inclusive if applicable)	2024/25 Fee (GST inclusive if applicable)
Waste Management - Transfer Stations			
E-Waste (Electrical Items)			
All E-Waste including Computers, monitors, TVs and peripherals	Endorsed in scope (per item)	6.50	No Charge
E-Waste - Out of scope - large item	Per item	8.50	9.00
E-Waste - Out of scope - small item	Per item	6.50	7.00
General (Standard Non-Heavy) Waste			
.	Per cubic metre (m3)	-	54.00
General Heavy Waste			
Building, Demolition or Renovation Waste (Plaster, Cement Sheeting, Tiles on Backings)	Per Tonne	130.00	300.00
Large Items			
3 Seat Sofa.	.	27.00	31.00
Large Cupboards.	HDL – 2.5m x 0.7m x 1.6m.	29.00	31.00
Mattress or Base			
Double/Queen/King	Per item	29.00	47.00
Single	Per item	24.00	31.00
Medium Items			
2 Seat Sofa.	.	16.50	18.00
Lounge Chairs.	Up to two	16.50	18.00
Small Cupboards.	HDL – 1.3m x 0.6m x 1.2m.	16.50	18.00
Motor Oil Containers			
Price per litre	Per litre	1.00	2.00
Other Waste Management			
Domestic Waste Card	Per annum	225.00	235.00
Synthetic Mineral Fibre (SMF) Plastic Bags	Each	4.90	5.00
Recyclable Goods - Free of Charge			
Recyclable Goods	Per item	No Charge	No Charge
Small Items			
Kitchen / Dining Chairs.	Up to three.	8.00	9.00
Mobile Garbage Bin (wheelie bin).	Per item	7.50	12.00
Stools.	Up to three.	8.00	9.00
Tyres			
Car or Motor Cycle	Per tyre	7.50	11.00
Four wheel drive	Per tyre	15.50	22.00
Tyres on Rims			
Car or Motor Cycle	Per rim	14.00	18.00
Four wheel drive	Per rim	25.00	36.00

NA = Not Available
POA = Price on Application

Appendix B - Detailed 2024/25 Capital Works Program - Current Budget

This Appendix provides a more detailed list of the activities planned for the program works outlined in Section 4.5 Capital Works Program. These list are indicative of planned works at the time of developing the budget but Council's ability to deliver these projects may be impacted depending on actual costs being over budget and or other high priority issues that may arise.

Program Category / Description	Location
Bridges & Culverts	
Bridges Major Maintenance	
Bridge & Major Culverts - Detail pending condition assessment	Various
Buildings & Improvements	
Building Demolition Program	
Demolition - Public Toilet - Glendonald Park Toilet Block	Churchill
Public Toilet Demolition - Morwell Recreation Reserve Toilet Block	Morwell
Building Renewal Program	
Floor renewal - Churchill Town Hall	Churchill
Floor renewal - Murray Road Preschool And Maternal And Child Health Centre	Newborough
Floor renewal - Cumberland Park Preschool	Traralgon
Floor renewal - Park Lane Preschool	Traralgon
Floor repair /possible renewal - Latrobe Regional Gallery	Morwell
Bathroom Renewal - Moe Heights Maternal And Child Health	Moe
Extension/ Bathroom Renewal - Murray Road Preschool And Maternal And Child Health Centre	Newborough
Renew bathrooms and install new accessible toilet - Traralgon East Senior Citizens Centre	Tyers
Bathroom renewal - Baillie Reserve Changerooms	Traralgon
Bathroom Renewal - New Partitions - Tyers Preschool	Tyers
Full bathroom and changerroom renewal / Female friendly - Design - Crinigan South Reserve Soccer Pavilion	Morwell
Changeroom renewal - Park Lane Preschool	Traralgon
Changeroom renewal - Ronald Reserve Oval 2 Changerooms	Morwell
Bathroom renewal - Maryvale Reserve Pavilion	Morwell
Full Interior Paint - Murray Road Preschool And Maternal And Child Health Centre	Newborough
Toilet - New Partitions - Cumberland Park Preschool	Traralgon
Renew external toilets - W.H. Burrage Reserve Pavilion	Newborough
New Window - west side - Tyers Preschool	Tyers
Roof renewal - Morwell Civic Gardens Kernot Hall	Morwell
Roof renewal - Latrobe Regional Gallery	Morwell
Shed fascia and paint - Tyers Preschool	Tyers
Full external re paint - Yallourn North Preschool And Maternal And Child Health	Yallourn
Full external re paint - Crinigan South Reserve Soccer Pavilion Toilet Block	Morwell
Structural assessment of North walls - Traralgon Civic Centre Library And Service Centre	Traralgon
Public Toilet Renewal - Traralgon Jacees Community Park Tyers Toilets	Tyers
As per Condition Assessment defects - Facility Toilets/Laundry Renewal	Various
As per Condition Assessment defects - Roof Structures	Various
Bathroom Renewal - floor re paint &external - Crinigan Road South Reserve Cricket Pavilion	Morwell
As per Condition Assessment defects - External Cladding & Painting	Various
Leisure Facilities Renewal & Upgrade Program	
Plant Room Pump - Latrobe Leisure Moe Newborough Leisure Centre	Newborough
Reseal Court 3 - Latrobe Leisure Moe Newborough Basketball Courts	Newborough
Controller - Latrobe Leisure Morwell Indoor Pool	Morwell
Filter renewal - Latrobe Leisure Morwell Indoor Pool	Morwell
Heat exchange - Latrobe Leisure Morwell Indoor Pool	Morwell
Remove excess lockers, tile where removed, paint - Latrobe Leisure Morwell Indoor Pool	Morwell
Controller - Latrobe Leisure Churchill	Churchill
Heat exchange - Latrobe Leisure Churchill	Churchill
Reseal Courts 1-3 - Latrobe Leisure Churchill Basketball Stadium	Churchill
Add Saltos x 5 - Gippsland Regional Indoor Sports Stadium 1	Traralgon
Court 6 score bench seat (renewal) - Gippsland Regional Indoor Sports Stadium 1	Traralgon
Reseal Courts 6-8 - Gippsland Regional Indoor Sports Stadium 1	Traralgon
Stairs to gym sand and reseal - Gippsland Regional Aquatic Centre	Traralgon
Controller renewal x 2 - Latrobe Leisure Yallourn North Outdoor Pool Pump Shed	Yallourn North
Pump - Latrobe Leisure Yallourn North Outdoor Pool Pump Shed	Yallourn North
Hypo Tank - Latrobe Leisure Yallourn North Outdoor Pool Pump Shed	Yallourn North
Controller renewal x 3 - Latrobe Leisure Olympic Park Plant Room	Moe
Pump - Latrobe Leisure Olympic Park Plant Room	Moe
Hypo Tank - Latrobe Leisure Olympic Park Plant Room	Moe

Appendix B - Detailed 2024/25 Capital Works Program - Current Budget

This Appendix provides a more detailed list of the activities planned for the program works outlined in Section 4.5 Capital Works Program. These list are indicative of planned works at the time of developing the budget but Council's ability to deliver these projects may be impacted depending on actual costs being over budget and or other high priority issues that may arise.

Program Category / Description	Location
Drainage	
Minor Drainage System Renewal	
Minor Drainage System Renewal -as identified from issues raised	Various
Piped Systems Enhancement & Stormwater Quality Improvement	
Cross's Road, Grammar Drive, Stuart Street - Traralgon Flood Mitigation Works	Traralgon
Various - Glengarry Flood Mitigation Works	Glengarry
Piped Stormwater enhancement - Cohen Street & Victoria Street	Toongabbie
Stormwater Outfall Upgrade	
Upgrade existing road reserve drain to mitigate water flow issues - Ryland Way	Moe South
Wetlands and Retention Structure Renewal	
Reset 1 -2 cells in swale, disposal of waste, landscaping to rectify works - Rose Avenue Vegetated Swale	Traralgon
Wetlands & Detention Structure Renewal - Contingency & design for future projects	Various
Sediment ponds resetting (2 ponds to be reset), disposal of waste, landscaping to rectify works, safety fencing to be installed - Heritage Wetland	Morwell
Structures & Open Drains	
Storage Structure Stabilisation & Rehabilitation - Australian National Committee on Large Dams - design piece for Lake Hyland	Churchill
Footpaths & Cycleway	
Footpath & Cycleways Renewal	
Path Grinding Program - Identified during Road Management Plan inspections	Various
Footpath Bay Renewal - Identified during Road Management Plan inspections	Various
Footpath Linear Path Program	
New Reserve Paths - Linear Paths Projects - Yinnar Centenary Park - Path to Playspace	Yinnar
New Reserve Paths - Linear Paths Projects - Elliot Street to Dimitri Drive - Green belt link to new development	Traralgon
New Reserve Paths - Linear Paths Projects - Switchback Road - Jubilee Parade to Wetland	Churchill
Footpath Missing Links Program	
New Street Paths - Missing Links Projects - Howitt Street - Short Unsealed Section over culvert	Traralgon
New Street Paths - Missing Links Projects - Park Lane - Missing link to pram crossing near roundabout	Traralgon
New Street Paths - Missing Links Projects - Main Road Tyers South Side - Design for exact location	Tyers
New Street Paths - Missing Links Projects - Gwalia Street - Mason to Liddiard link to bus stop	Traralgon
New Street Paths - Missing Links Projects - Clark Street - West side Grey Street to Kay Street	Traralgon
New Street Paths - Missing Links Projects - Saviges Road - Bell Street to Albert Street	Moe
New Street Paths - Missing Links Projects - Karri Court - Link through Green belt	Traralgon
New Street Paths - Missing Links Projects - Ellinbank Street - Path link to Monash Views	Newborough
Gravel Paths	
Gravel Path Surface Renewal - Resheeting - Detail to be provided by City Presentation	Various
Off-street Car parks	
Off Street Carparks	
Carpark upgrade to Disability Discrimination Act Compliance - As identified from Safety issues raised	Various
Disability Discrimination Act - Add Pram Crossing in front of bay - 209 Princes Drive	Morwell
Reconstruction - Deakin Street Carpark	Traralgon
Resurfacing - Driffield Road Facility Carpark - Morwell Works Depot	Morwell
Gravel Resheet - Toners Lane Reserve - Dog Obedience and Baseball carpark	Morwell
Sealing of Unsealed Carparks - Franklin Street - Bert Thompson Reserve	Traralgon
Upgrade of Reserve Carparks - Edward Hunter Reserve	Moe South
Other Infrastructure	
Fire Hydrants	
Fire hydrant Replacement - as identified from issues raised	Various
Transfer Station Upgrades	
Victorian Circular Economy Policy - infrastructure changes	Various

Appendix B - Detailed 2024/25 Capital Works Program - Current Budget

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Program Category / Description	Location
Parks / Open Spaces / Streetscapes	
Playgrounds	
Play Ground Renewal - Maskrey Park Playground	Traralgon
New Playground - The Range	Morwell
Play Ground Renewal - Play Space Improvement Plan	Various
Retaining Walls	
Retaining Wall Renewal - Detail pending condition assessment	Various
Public BBQ Shelter / Drinking Fountains Renewal	
Public BBQ Shelter Renewal - Mathison Park	Churchill
Drinking Fountains New & Upgrade - Installation of Gippsland Water donated drinking fountains	Various
Fence Renewal	
Open Space Fence Renewal - Agnes Brereton Fence and associated Guttering	Traralgon
SkatePark /BMX Pump Track	
SkatePark / BMX Pump Track - Tyers Community Park	Tyers
Plant / Furniture / Equipment	
Artworks (new)	
Gallery Collection New & Upgrade - Gallery Collection	-
Fleet	
Fleet Renewal - Vehicle Replacement	-
IT Equipment	
IT Equipment - Desktops/Laptops, Printers, Copiers, Network, Systems, Mobility	Various
Leisure Centre Equipment Replacement	
Leisure Equipment - Leisure Equipment	Various
Plant	
Plant & Equipment Renewal - Plant Replacement	-
Public Lighting	
Public Lighting	
Light Pole & Flag Pole Renewal - As identified from issues raised	Various
Street Lights New & Upgrade	
Alamein Street	Morwell
Buckley Street	Morwell
Charles Street	Moe
Collins Street	Morwell
Elgin Street	Morwell
Janette Street	Traralgon
McLean Street	Morwell
Moore Street	Traralgon
Recreation	
Hard Court Renewal	
Hard Court Renewal - Ronald reserve - Tennis Courts - Resurface 8 Tennis Courts	Morwell
Traralgon Tennis - Court Resurfacing	Traralgon
Ovals Renewal	
Drainage and Irrigation improvements - Northern Reserve Newborough - Oval	Newborough
Pitches & Nets Renewal	
Cricket Pitch - Renewal - Monash Reserve	Newborough
Sports Fences Renewal	
Replace existing oval surround fencing - Morwell Recreation Reserve	Morwell
Exclusion Fences - Renewal - Traralgon Recreation Reserve - Howitt Street Perimeter Fence	Traralgon
Synthetic Surfaces Renewal	
Synthetic Surfaces Renewal - Federation University Hockey Field - Allocation to Future Renewal Reserve	Churchill

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Program Category / Description	Location
Roads	
Gravel Road Resheets Program	
Hopkins Court	Hazelwood Nth
Powers Road	Callignee
Gilbert	Toongabbie
Wellington Glengarry	Glengarry
South Shore	Newborough
Somerville	Moe
Venice	Newborough
Old Coalville	Moe
May Road	Hernes Oak
Scrubby Forrest	Yinnar
Hirsts Road	Boolarra
Fishers Road	Boolarra
Grand Ridge Road	Mirboo
Silcocks Road	Churchill
Nadenbouschs	Churchill
Sergeants Drive	Churchill
Evans Road	Churchill
Outlook Drive	Churchill
McFarlane Road	Yinnar
Sayers Road	Hernes Oak
Clarkes Road	H/Wood Nth
Clarkes Road	Yallourn Nth
Guyatts Road East	Toongabbie
Guyatts Road West	Toongabbie
Barbor Road	Yallourn Nth
Hunter Road	Yallourn Nth
Andersons Road	Yallourn Nth
Fauna Road	Yinnar
Kenyons Lane	Flynn
Jeeralang North Rd	Jeeralang
Minor Sealing Works Program	
Maintenance Abatement - Resurface - Bellmouths onto VicRoads Roads	Various
Road Pavement Rehabilitation	
Bell Street	Moe
Kent Street	Moe
Prince Street	Moe
Breed Street	Traralgon
Loch Park Road	Traralgon
Old Melbourne Road	Traralgon
Princes Highway Service Road (North)	Traralgon East
Kirk Street	Moe
Atherley close	Traralgon
Straton Drive	Traralgon
Church Street	Traralgon
Road Reconstruction Design - Banks Street	Traralgon

Appendix B - Detailed 2024/25 Capital Works Program - Current Budget

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Program Category / Description	Location
Road Reseal Program	
Amaroo Drive	Churchill
Canterbury Way	Churchill
Coolabah Drive	Churchill
Philip Parade	Churchill
Walker Parade	Churchill
Bell Street	Moe
George Street	Moe
Bridle Road	Morwell
Chapel Street	Morwell
Cynthia Street	Morwell
Denise Street	Morwell
Elgin Street	Morwell
Gillie Crescent	Morwell
Hourigan Road	Morwell
Tobruk Street	Morwell
Vary Street	Morwell
Vincent Road	Morwell
Wallace Street	Morwell
Albert Street	Traralgon
Bradman Boulevard	Traralgon
Church Street	Traralgon
Clarke Street	Traralgon
Farmer Crescent	Traralgon
Franklin Street	Traralgon
Henry Street	Traralgon
Paul Street	Traralgon
Princes Street	Traralgon
Seymour Street	Traralgon
Reserve Street	Yallourn North
Catterick Crescent	Traralgon
Tucker Court	Traralgon
Stoddart Avenue	Traralgon
Vary Court	Traralgon
Barker Crescent	Traralgon
Kerb Reconstruction - Firmin Road	Churchill
Kerb Reconstruction - Maude Street	Morwell
Kerb Reconstruction - Russell Street	Morwell
Kerb Reconstruction - Switchback Road	Churchill
Kerb Reconstruction - Bond Court	Churchill
Kerb Reconstruction - Elizabeth Street	Moe
Kerb Reconstruction - O'Hara Court	Churchill
Kerb Reconstruction - Bardon Street	Morwell
Kerb Reconstruction - McDonald Way	Churchill
Kerb Reconstruction - Watmor Avenue	Morwell
Kerb Reconstruction - Allen Crescent	Traralgon
Kerb Reconstruction - Birch Drive	Churchill
Kerb Reconstruction - Blair Athol Drive	Traralgon
Kerb Reconstruction - Bookoola Place	Churchill
Kerb Reconstruction - Campbell Street	Traralgon
Roads New & Upgrade (DCP Projects)	
Gordon St & English St Intersection (Morwell NW)	Morwell
Gordon St & English St Drainage Channel (Morwell NW)	Morwell
Construction of CFA & Garbage Truck Turn-Arounds	
Kandrah Drive (CFA Turnaround)	Moe
Shekiniah Drive (Design)	Tyers

Appendix B - Detailed 2024/25 Capital Works Program - Current Budget

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Program Category / Description	Location
Traffic & Pedestrian Safety Program	
New Line marking - Traffic Engineer as identified Projects	Various
New Traffic Signs - Traffic Engineer as identified Projects	Various
Disability Discrimination Act Traffic & Pedestrian Renewal - As identified from Safety issues raised	Various
Traffic Control & Disability Discrimination Act Linemark & Tactile Ground Surface Indicators Renewal - As identified from Safety issues raised	Various
Traffic Calming New Installations - As identified from Safety issues raised	Various
Topping - Centre medians - Princes Dr McDonalds St to Church St	Morwell
Concrete narrow area - Centre median - Princes Dr/McDonald St	Morwell
Concrete small area x3 - Traffic island - Vary St/Hourigan Rd	Morwell
New kerb and concrete traffic island - Traffic island - Cnr Service Rd/Bridle Rd	Morwell
Concrete eastern traffic island only - Traffic islands into units - Princes Dr/Midvalley Rd	Morwell
Churchill Leisure Centre- Install Speed humps	Churchill
Traffic Light Renewal - Council Traffic Lights	Various
Sealing of Gravel Roads - Special Charge Scheme Projects	
Pindari Road & Kandrah Drive (Design)	Moe
Pindari Road & Kandrah Drive (Construction)	Moe
Landfill Construction and Rehabilitation	
Landfill Cell Construction	
Highland Highway Cell 7 - Construction	Traralgon South
Roads	
Landfill access road renewal	Traralgon South
Leachate Pond	
Install concrete pad and bunding	Traralgon South
Landfill Rehabilitation	
Hyland Highway	Traralgon South
Moe	Moe
Morwell	Morwell

LATROBE REGIONAL AIRPORT COMMUNITY ASSET COMMITTEE VACANCY

PURPOSE

To provide Councillors with a proposed nomination to fill the current vacancy on the Latrobe Regional Airport Community Asset Committee (LRACAC).

EXECUTIVE SUMMARY

- The Latrobe Regional Airport Community Asset Committee, formerly the Latrobe Regional Airport Board, was established under the Local Government Act 2020 for the purpose of managing a community asset in the municipal district, the Latrobe Regional Airport.
- The four year term of the Committee is due to expire in September 2024.
- There is currently a vacancy on the LRACAC due to the resignation of one of the members.
- Item 4.6 of the Terms of Reference state that “*Council reserves the right to appoint a person as an independent member of the Board whose name has not been submitted through the EOI process*”
- Item 6.3 of the LRACAC Terms of Reference state that “*where a vacancy on the committee occurs through retirement, resignation, death, incapacity or loss of qualification, the committee will within one month of this occurring, advise the Council and nominate a suitable person to Council for appointment to the vacancy for the period remaining of the original tenure*”
- Council Officers approached a local businessperson, Mr Alan Wilson, to nominate for the vacant position on the Committee. Mr Wilson has significant local business history, commitment to the local community and an interest in seeing the Latrobe Regional Airport develop.

OFFICER'S RECOMMENDATION

That Council appoint Mr Alan Wilson as a member of the Latrobe Regional Airport Community Asset Committee until September 2024 or until such time as the new committee is appointed.

BACKGROUND

Community Asset Committees (“CACs”) are an important arm of Council’s function and the inclusion of community members on these committees is vital to inspiring and empowering community participation. Officers recognise the important role played by committees in supporting the delivery of the Council Plan.

The presence of CAC’s enables the leveraging of local knowledge and expertise to benefit in the management of facilities, as well as alleviating the maintenance obligation to Council associated with the management of these facilities, through the invaluable work carried out by the volunteers associated with these committees.

A vacancy exists on the Committee due a resignation of a committee member and, as a result, Officers have approached Mr Alan Wilson to nominate for the vacant position on the Committee.

Item 4.6 of the Terms of Reference states that

Council reserves the right to appoint a person as an independent member of the Board whose name has not been submitted through the EOI process.

Item 6.3 of the Terms of Reference of the Committee states that:

Where a vacancy on the Board occurs through retirement, resignation, death, incapacity or loss of qualification, the Board will within one month of this occurring, advise the Council and nominate a suitable person to Council for appointment to the vacancy for the period remaining of the original tenure.

Mr Wilson is highly regarded in the business and local community. He has dedicated more than 50 years to guiding the insurance industry and remains an active member of the community, having served on the below listed committees.

- Member, Regional Executive Forum, Champions of the Bush, since 2010.
- Founder and Director, Andrew Wilson Foundation, since 2011.
- Board Member, Grace Bruce and JL Macmillan Homes Inc., 2003-2013.
- Sponsor, various local sporting teams including the Traralgon Amateur Basketball Association.
- Founder and Managing Director, AWIB, since 1984.
- Board Member, Regional Insurance Brokers of Victoria, 1999-2002.
- Victorian Committee Member, National Insurance Brokers Association of Australia, 1988-1996.
- Committee Member and Office Bearer, Gippsland Branch, Insurance Institute of Victoria, 1973-1977

Mr Wilson is a supporter of the Latrobe Regional Airport and is keen to see the airport continue to develop. It is believed that his background and experience will be of benefit to the committee.

ANALYSIS

Appointments to the Latrobe Regional Airport Community Asset Committee are managed in accordance with the Committee's Terms of Reference as endorsed by Council at their meeting held on Monday, 07 September 2020.

The current four year term of the Committee is due to expire in September 2024 and it is intended that an Expression of Interest process to fill the committee positions will be undertaken prior to September.

In the interim, it is believed that the appointment of Mr Wilson to the current vacancy will offer a valuable addition to the operation of the Committee until this process is finalised and a new committee appointed.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Not authorising a replacement community representative contravenes the requirements of the Terms of Reference.	Low <i>Rare x Insignificant</i>	Endorse the replacement community representative nominated by Officers.
SERVICE DELIVERY Inability of CAC to operate effectively due to lack of members.	Low <i>Rare x Minor</i>	Endorse the replacement community representative nominated by Officers.
STRATEGIC Existing community representatives may feel as though Council do not value their activities and contribution.	Low Unlikely x Minor	Endorse the replacement community representative nominated by Officers.

CONSULTATION

Discussions have been held with Mr Wilson regarding his potential appointment to the CAC.

COMMUNICATION

Not applicable.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

The inclusion of community members as representatives of Council CAC's promotes strategies identified in Council 2021-2025 Council Plan and encourages social interaction and engagement amongst community members.

Cultural

Not applicable

Health

Not applicable

Environmental

Not applicable

Economic

The Latrobe Regional Airport is continuing to promote research and business development within Latrobe City through attracting organisations from outside of the City, increasing economic activity from non-residents of the Latrobe City Council area.

Financial

Not applicable.

Attachments

Nil

CLOSE OFF OF THE PROJECT REFERENCE GROUP FOR THE MOE RAIL PROJECT (STAGE 2).

PURPOSE

To seek the formal dissolution of the Moe Rail Project (Stage 2) Project Reference Group (PRG) following the completion of the objectives of the PRG as set out in the Moe Revitalisation Stage 2 PRG Terms of Reference.

EXECUTIVE SUMMARY

- Latrobe City Council implemented a PRG for the design and construction of the Moe Rail Project (Stage 2). The key objective of this PRG was to report back to Council and provide appropriate advice, information and feedback relating to the development of the project.
- This project has now been completed and the objectives for the PRG as defined in the Moe Rail Project (Stage 2) PRG Terms of Reference (TOR) have been fulfilled.
- This PRG was set up by a resolution of Council. As a result, formal dissolution of the PRG by a decision of Council is required.
- A letter of thanks will be sent to each of the community members and organisational representatives for the PRG acknowledging and recognising their significant contribution to the successful outcome of the project.

OFFICER'S RECOMMENDATION

That Council:

- 1. Dissolve the Project Reference Group for the Moe Rail Project (Stage 2); and**
- 2. Send a letter to each of the community members for this Project Reference Group to acknowledge and recognise their contribution to the success of the project.**

BACKGROUND

The Moe Rail Project (Stage 2) PRG TOR were adopted by Council on the 1 March 2021. Following this, an Expression of Interest process was undertaken to seek nominations from interested community members to be part of the PRG.

At the Council Meeting held on Monday, 5 July 2021, Council endorsed the appointment of the community representatives.

The PRG met regularly from August 2021 to October 2023 to progress the design, construction and official opening of the project.

ANALYSIS

Under Section 5 (Review of PRG and Duration of PRG), the TOR states '*The PRG will cease to exist by resolution of the Council, or once the objectives in item two (2) of the TOR are demonstrated to have been met, which occurs first.*'

Item 2 of the TOR identifies the objectives of the PRG. (Attachment 1. Moe Rail Project (Stage 2) Project Reference Group Terms of Reference).

The Moe Rail Project (Stage 2) PRG first met on 5 August 2021 and initially met each fortnight to progress the design of the precinct. Meetings moved to a monthly schedule when the design for the precinct, including the youth precinct were endorsed by the PRG.

All objectives of the PRG Terms of Reference have now been met and finalised. The Youth Precinct was officially opened on Thursday, 28 September 2023 and a final PRG meeting was held on Thursday, 5 October 2023 to wrap the project up.

By dissolving the PRG officially by resolution of Council, this formally closes of the engagement and consultation process, providing clear indication to the community that the objectives of the PRG have now been met. Future opportunities of community input in relation to the operation of the facility will be available through events and activation opportunities to be held at the facility.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
STRATEGIC PRG members may seek to provide further input into any future works	Low <i>Rare x Insignificant</i>	The project has been completed as per the agreed funding guidelines, therefore under the TOR, the PRG can be dissolved. A letter will be sent to the community representatives of the PRG to formally acknowledge their contribution to the success of the project.

CONSULTATION

Consultation was undertaken with the community representatives as part of the fortnightly or monthly PRG meetings. The PRG were informed that the PRG would be officially finalised as the project has been completed and no further meetings would be occurring.

COMMUNICATION

Once the Moe Rail Project PRG has been officially dissolved by resolution of Council, representatives of the PRG will be advised of Council's decision. A letter of thanks for their considerable contribution to the successful delivery of the project will be sent to each member of the PRG.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable

Cultural

Not applicable

Health

Not applicable

Environmental

Not applicable

Economic

Not applicable

Financial

Not applicable

Attachments

1. Moe Rail (Stage 2) Project Reference Group - Terms of Reference

8.6

Close off of the Project Reference Group for the Moe Rail Project (Stage 2).

1	Moe Rail (Stage 2) Project Reference Group - Terms of Reference	440
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Moe Rail Project (Stage 2) Project Reference Group *Terms of Reference*



March 2021





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



1. Establishment of the Project Reference Group (PRG)

- 1.1. The Moe Rail Project (Stage 2) Project Reference Group (hereinafter referred to as the “PRG”), is a formally appointed Advisory PRG of Latrobe City Council for the purposes of providing advice to Council.
- 1.2. The membership of this PRG and these Terms of Reference will be adopted by resolution of Latrobe City Council at a Council Meeting.

2. Objectives

- 2.1. The PRG’s role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The PRG is an advisory group only and has no delegated decision making authority.
- 2.3. The PRG is established to:
 - 2.3.1. Provide an interface between Council, the Project Assurance Group (PAG) and the wide community.
 - 2.3.2. Provide specific feedback to the Project Assurance Group about elements of the project where members of the Moe Rail Project (Stage 2) PRG have specialist expertise.
 - 2.3.3. Provide advice to Council on issues relating to the development of the Moe Rail Precinct.
 - 2.3.4. Provide feedback and support for community engagement strategies with the wider community and stakeholders.
 - 2.3.5. Act as advocates for the project with the wider community.
- 2.4. The PRG will carry out the following in order to achieve the objectives set:
 - 2.4.1. Review progress of the Moe Rail Project (Stage 2) project relating to the development of design components.
 - 2.4.1.1. Schedule meetings as required to receive updates on the development of the Moe Rail Precinct.
 - 2.4.1.2. Contribute to the development of media and communication strategies.



2.4.1.3. Assist with the appointment of co-opted members, as deemed appropriate by the PRG, to contribute at particular stages of the project.

2.4.2. Policy and Strategy Development

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

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

3. Membership

Composition of the PRG

3.1. The PRG shall comprise of the following members, being:

3.1.1. Up to two Councillors, one of whom shall be nominated as Chair

3.1.2. One representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC choses to nominate a representative

3.1.3. Two representatives from the Moe Community

3.1.4. Three Youth representatives from Moe

3.1.5. One Latrobe City Council Youth Council representative

3.1.6. LCC Officers

3.1.6.1. One LCC Project Owner

3.1.6.2. One LCC City Assets Manager

3.1.6.3. One LCC Coordinator Major Projects

3.1.6.4. One LCC Project Manager

Length of appointment

3.2. Whilst a PRG shall remain in place for a period determined by item 5.1, during that period the appointment of members shall be for a term as deemed appropriate by Council.

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



Selection of members and filling of vacancies

- 3.4. Latrobe City Council shall determine the original membership of a PRG based on expressions of interest received from members of the community and nominations received from the nominated organisations listed in item 3.1.
- 3.5. The PRG may fill any vacancies that occur within the determined year period of appointment, subject to the approval of the General Manager of the relevant division and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

Co-option of members

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

Attendance at meetings

- 3.7. All PRG members are expected to attend each meeting.
- 3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.
- 3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

Resignations

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

4. Proceedings

Chair

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the PRG to chair the meeting.

Meeting schedule

- 4.4. The PRG will determine its meeting schedule and times for each of the meetings. The duration of each PRG meeting should generally not exceed two hours.



- 4.5. Meetings of the PRG will be held monthly initially or as may be deemed necessary by Latrobe City Council or the PRG to fulfil the objectives of the PRG. Additional meetings may be held on an as-needs basis.

Meeting procedures

- 4.6. Meetings will follow standard meeting procedures as established in any guidance material and outlined in these terms of reference for Advisory PRGs provided (see appendix one for the agenda template).
- 4.7. PRG meetings and records are considered confidential and all requirements of the *Local Government Act 2020* in relation to confidentiality must be complied with.
- 4.8. All recommendations, proposals and advice must be directed through the Chair.

Quorum

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

Voting

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

Minutes of the Meeting

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

Reports to Council

- 4.17. With the approval of the Chair, a report to Council may be tabled on the PRG's progress towards the objectives included in this Terms of Reference.



- 4.18. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.
- 4.19. Reports to Council will be co-ordinated through the General Manager of the relevant division that the PRG falls under.

5. Review of PRG and Duration of the PRG

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

6. Authority and Compliance Requirements

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



Appendix 1: Agenda Template



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



Appendix 2: Minutes Template



[Name] Advisory Committee Minutes

Meeting Day, XX Month Year
 Time Commenced: 00:00am/pm Finish Time: 00:00am/pm
 Location: (include specific meeting room and address)

Meeting Chair: < Name >

No.	Item	Responsible Person	Timeframe
1.	Present		
2.	Apologies		
3.	Interest Disclosures		
	<p><i>Members of the Committee declare any Conflicts of interest or Interests in matters discussed at the meeting.</i></p> <p>The following members of the Committee declared a Conflict of Interest at the meeting and left the meeting whilst the matter was being discussed:</p> <p><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm</p> <p><Name> ,Time left 00:00am/pm, Time returned 00:00am/pm</p>		



<p>[Name] Advisory Committee Minutes</p> <p>Meeting Day, XX Month Year Time Commenced: 00:00am/pm Finish Time: 00:00am/pm Location: (include specific meeting room and address)</p> <p>Meeting Chair: < Name ></p>			
No.	Item	Responsible Person	Timeframe
4.	Confirmation of Minutes		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
5.	Matters arising from previous meeting		
	<p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s):</p> <ul style="list-style-type: none"> • • <p>2. Item Heading Action(s):</p> <ul style="list-style-type: none"> • • 		
6.	Items for Consideration		
	<p><i>List the item and action agreed as per agenda and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s):</p> <ul style="list-style-type: none"> • • <p>2. Item Heading Action(s):</p> <ul style="list-style-type: none"> • • <p>3. Item Heading Action(s):</p> <ul style="list-style-type: none"> • • 		



<p>[Name] Advisory Committee Minutes</p> <p>Meeting Day, XX Month Year Time Commenced: 00:00am/pm Finish Time: 00:00am/pm Location: (include specific meeting room and address)</p> <p>Meeting Chair: < Name ></p>			
No.	Item	Responsible Person	Timeframe
7.	<p>General Business</p> <p><i>List the item and action agreed and assign any follow up actions and expected timeframes</i></p> <p>1. Item Heading Action(s):</p> <ul style="list-style-type: none"> • • <p>2. Item Heading Action(s):</p> <ul style="list-style-type: none"> • • 		
<p>Next Meeting: <Provide details of the next meeting date, time and location></p>			

DRAFT RISK MANAGEMENT POLICY AND FRAUD AND CORRUPTION CONTROL POLICY

PURPOSE

To seek Council's adoption of the *Risk Management Policy* and *Fraud and Corruption Control Policy*.

EXECUTIVE SUMMARY

- The *Risk Management Policy* and *Fraud and Corruption Control Policy* have been reviewed and updated as they were due to review, having last been adopted in August 2021 and February 2022 respectively.
- Review of these policies identified the need for mainly minor administrative updates, such as alignment with current organisational structure. Changes of notes are:
 - *Risk Management Policy* - removal of the detailed risk appetite statement, replaced with a more high-level statement, to enable appetite to be considered as part of Council's annual risk profile review.
 - *Fraud and Corruption Control Policy* - addition of reference to *Corporate Compliance Operational Policy* and *Internal Control Environment (ICE) Plan*, and additional examples of corruption.

OFFICER'S RECOMMENDATION

That Council:

1. **Adopt the Risk Management Policy with an effective date of 08 April 2024;**
2. **Adopt the Fraud and Corruption Control Policy with an effective date of 08 April 2024; and**
3. **Make these policies available on Council's website.**

BACKGROUND

The *Risk Management Policy* was adopted in August 2021 and was due for review in September 2023. Review of the policy followed the detailed review of the effectiveness of the Risk Management Framework, and this work caused some delay in presenting the policy for consideration.

The *Fraud and Corruption Control Policy* was adopted in February 2022 and was due for review in February 2024.

ANALYSIS

Risk Management Policy

Review of the *Risk Management Policy* followed a detailed review of the effectiveness of the Risk Management Framework, which is comprised of the *Risk Management Policy*, *Operational Policy* and *Plan*. That review found that, whilst risk management activities and improvements have continued over the past two years, some elements and actions of the Risk Management Framework have not been fully implemented or continued. As there has been no significant changes to risk management theory, standards, guidance, or to the organisational risk approach or requirements, previous elements and actions identified and committed to in the previous framework remain relevant and of benefit to the organisation. As a result, the review identified largely administrative updates to align with current team/organisational structure.

One key change to the *Risk Management Policy* was removal of the detailed risk appetite statement (ie the amount and type of risk that Council is prepared to pursue, retain or take), replaced with a more high-level statement, to enable appetite to be considered as part of Council's annual risk profile review. The detailed risk appetite statement will instead be presented with the Strategic Risk Register.

Fraud and Corruption Control Policy

The *Fraud and Corruption Control Policy* underwent significant review and update in late 2021 to align with the updated Australian Standard (AS8001:2021), following a detailed self-assessment against the new Standard. As a result, the current review identified the need for largely minor administrative updates. Changes of note include the addition of reference to new documents, the *Corporate Compliance Operational Policy* and *Internal Control Environment (ICE) Plan*, and additional examples of corruption.

A final copy of each policy is attached to this report.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY/ FINANCIAL/REPUTATION Lack of current risk and fraud management policies and approach leading to failure to appropriately identify and manage risk, including fraud, preventing council from achieving its objectives.	<p style="text-align: center;">Medium <i>Possible x Moderate</i></p>	Maintain, socialise and implement current risk management policy and processes

CONSULTATION

Review and update of the policies involved input from relevant areas. The Executive Risk Management Committee and Audit and Risk Committee were consulted and endorsed the policies for presentation to Council for adoption. As there were no significant changes identified, wider internal consultation was not undertaken. No external engagement is proposed for these draft policies.

COMMUNICATION

When adopted, the *Risk Management Policy* and *Fraud and Corruption Control Policy* will be communicated internally to Councillors and staff and will be made publicly available on the Latrobe City Council website.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Appropriate management of risk, including fraud and corruption, assist in sound governance, integrity, service delivery and financial management, which contribute to the social wellbeing of our City.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

Implementation of these policies involves operating costs within existing budgets. Financial implications may arise from the poor management of risk, including fraud and corruption.

Attachments

1. Draft Risk Management Policy
2. Draft Fraud and Corruption Control Policy

8.7

Draft Risk Management Policy and Fraud and Corruption Control Policy

1	Draft Risk Management Policy	456
2	Draft Fraud and Corruption Control Policy	461



Risk Management Policy

Version 10

Approval Date: 8 April 2024



Risk Management

Document Control

Responsible GM	Tim Ellis	
Division	Regional City Strategy & Transition	
Last Updated (who & when)	Senior Compliance Officer	2023
DOCUMENT HISTORY		
Authority	Date	Description of change
CEO	30 June 2016	Policy rewrite
CEO	1 October 2018	Policy review and update to reflect revised Standard AS/NZS 31000:2018 Risk management - Guidelines Inclusion of risk response table and appetite statement Inclusion of high-level overview of risk assessment process
CEO	13 August 2019	Inclusion of updated Risk Appetite Statement
CEO	July 2021	Policy review and update to reflect revised Department of Treasury and Finance Risk Management Framework 2020 and LGA 2020
CEO	September 2023	Minor administrative update. Update to risk appetite section.
References	Refer to page 8 of this policy	
Next Review Date	April 2028	
Published on website	Yes	
Document Reference	No	

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Risk Management

RISK MANAGEMENT POLICY

Background

Latrobe City Council ('Council') recognises that risk exists in all aspects of its business. Risk management is an integral part of Council's strategic management and planning process and Council is committed to managing risk in order to achieve its vision, mission and services.

Objective

To embed risk management into the way we do business and the conduct of all of our operations to achieve our operational and strategic objectives.

Scope

This policy applies to the exercise, performance and discharge of all duties, functions and powers of Latrobe City Council.

Policy Principles

- Risk management contributes to value creation and protection
- Risk management is critical to the effective delivery of services and in achieving Council's operational and strategic objectives
- Council is committed to managing risk in accordance with the process set out in AS/NZS ISO 31000:2018); Risk management - Guidelines (the Standard)
- Council will integrate risk management into the organisation, and consider risk in decision making and business planning;
- Every employee, Councillor and other workplace participants are accountable and responsible for managing risk
- Senior management ensure that risk management is integrated into all organisational activities and demonstrate leadership and commitment

Policy Statement

Latrobe City Council is committed to effectively identifying and managing its organisational risk and will:

- maintain a risk management methodology that is consistent with the Standard, contributes to sound risk identification and management practices, and increases community confidence in Council's overall performance;
- ensure that the consistent and systematic application of risk management results in maximising community outcomes, managing uncertainty, minimising the impact of adverse events and effectively leveraging the benefit of opportunities;
- consistently reinforce risk identification and management as an integral factor to achieving strategic and operational objectives, build and maintain a positive risk culture, protect people and assets, and safeguard financial sustainability into the future;
- understand its risk profile and make informed decisions on setting risk tolerance levels; and

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Risk Management

- maintain a structured risk management framework that guides employees through the risk management process to enable the effective identification, analysis, evaluation, treatment, reporting, monitoring and communication of risk throughout the Council.

Risk assessment process

The Risk Management Operational policy sets out Council's approach to risk management through a common framework to support the principles of this policy. It sets out the process for risk assessment, including regular review of strategic and operational risk registers as well as an annual review incorporated into the business planning process, and details how risks will be assessed and rated. The Operational Policy identifies responsibilities in relation to risk identification, assessment, control, monitoring, and reporting on risks and risk controls. Generally, strategic risks are assigned to the Chief Executive Officer (CEO) or relevant General Manager, while operational risks are assigned to the relevant manager/s. The Audit and Risk Committee oversees risk management for the organisation.

Risk Appetite

Risk appetite is the amount and type of risk that Council is prepared to pursue, retain or take. It is expressed in the form of a statement which covers a number of critical risk categories. Risk appetite is reviewed and reported on as part of the review of the annual risk profile.

Council is not averse to accepting risk if a thorough risk assessment has been undertaken and risk mitigation strategies to manage or reduce the risk have been developed.

Further to this, Council recognises that in order to achieve its objectives and capitalise on opportunities, it will accept some level of well managed risk inherent in the following activities:

- Improvements to services;
- Improved efficiency of Council operations;
- When short term resistance may be experienced but long term gains are proven.
- Activities that enable Latrobe City's economic transition.

Council has a very low appetite for risk that may:

- Compromise the safety and wellbeing of staff, children, volunteers, third party agents and members of the community. Council will seek to mitigate these risk as far as reasonably practicable;
- Constitute a breach of Regulation and Legislation. While minor breaches may occur due to human error and/or the complexity of our organisation, acts of fraud, corruption, collusion or theft will not be tolerated.
- Damage Council's reputation or ability to meet our community's expectations.

Evaluation and Review

This policy will be reviewed on request of Council or in the event of significant change in the Executive Team, significant changes to legislation applicable to the subject matter of the

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Risk Management

policy, on the recommendation of Council's Audit and Risk Committee or at least every four years.

Related Documents

- *Risk Management Plan*
- *Risk Management Operational Policy*
- *Fraud and Corruption Control Policy*
- *Business Continuity Plan*
- *OHS Policy*

Reference Resources

- *AS/NZS ISO 31000:2018 Risk management - Guidelines.*
- *Local Government Act 2020*
- *Occupational Health and Safety Act 2004*
- *Victorian Government Risk Management Framework 2020*

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Fraud and Corruption Control Policy

Approval Date: 8 April 2024

Review Date: April 2026



Fraud and Corruption Control Policy

DOCUMENT CONTROL

Responsible GM	General Manager Regional City Strategy and Transition	
Division	Regional City Strategy and Transition	
Last Updated (who & when)	Senior Compliance Officer	2024
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	02 December 2019	Revised and updated
Council	February 2022	Revised and updated to reflect updates to AS8001:2021 and org structure
Council	April 2024	Minor administrative update
References	Refer to Section 8 and 9 of this policy	
Next Review Date	April 2026	
Published on website	Yes	
Document Reference No	2292390	

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Fraud and Corruption Control Policy

1. Background

Council has a “zero tolerance” approach to fraud and corruption. Latrobe City Council is committed to the elimination of all forms of fraud and corruption and to creating an ethical environment and culture that discourages and prevents fraud and corruption.

2. Objectives

The objective of this Policy is to minimise or eliminate risks arising from fraudulent and corrupt behaviour and to protect the organisation from the consequences of fraudulent and corrupt activity.

3. Scope

The Policy will apply to all Councillors, Council employees, contractors, suppliers and volunteers.

4. Principles of Management

Fraudulent and corrupt behaviour can cause damage to Council on a number of levels, including financial, reputational, staff morale and service delivery. Council’s “zero tolerance” approach to fraud and corruption demonstrates its commitment to protecting its revenue, expenditure and assets from any attempt by Councillors or its own employees, contractors, agents, intermediaries, volunteers, or members of the public, to gain financial or other benefits by deceit, bias or dishonest conduct.

Council’s commitment to fraud and corruption control will consider Australian Standard AS 8001-2021 (Fraud and Corruption Control) and be managed by preventing, detecting and responding to fraud and corruption, to ensure that:

- fraudulent or corrupt activity is prevented;
- conflicts of interest are avoided where possible, or declared and managed, to ensure open and transparent decision making;
- risks associated with fraud and corruption is managed as a priority activity within Council’s risk management program; and
- auditing systems are in place to deter and/or identify corrupt activities.

In accepting its responsibility for good governance of the municipality, Council will set the example for transparency and integrity in the provision of services to the community and the management of Council.

All reports received will be fully investigated and appropriate action taken where required.

Councillors and employees must be aware of the Council’s intention to report internal and/or external fraudulent or corrupt activity to Police, IBAC and any other relevant body, and suspend or dismiss employees found to be involved in fraudulent and/or

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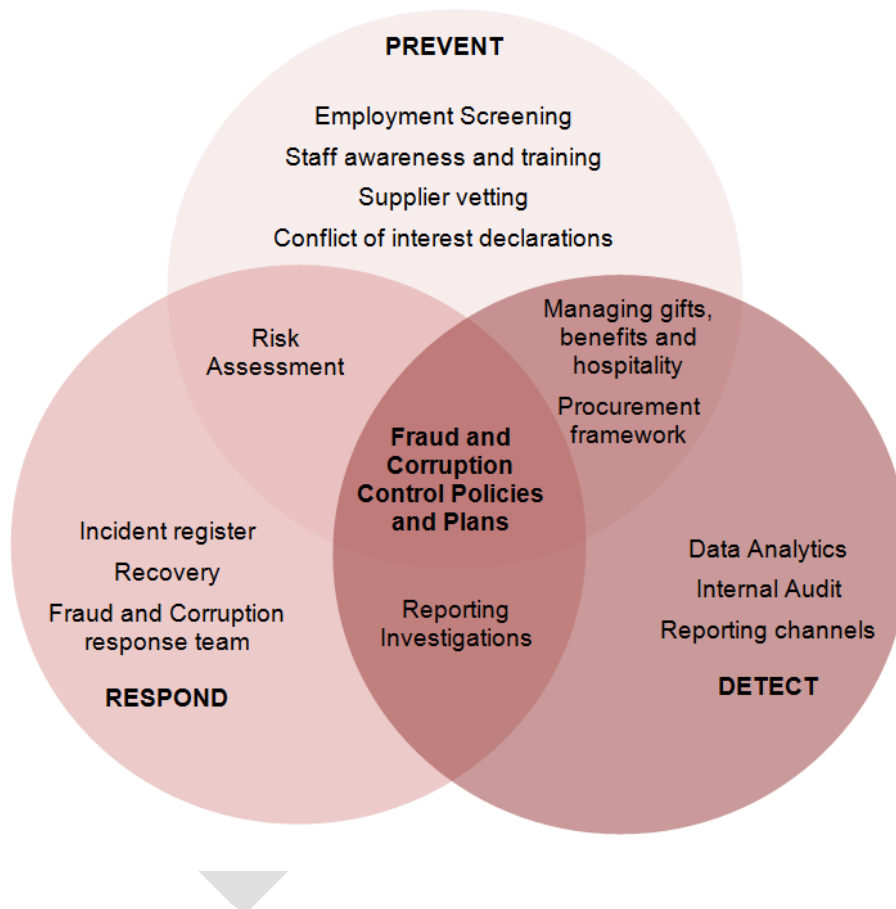
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Fraud and Corruption Control Policy

corrupt behaviour. Council may pursue recovery of any financial loss through civil proceedings.

This policy forms part of the fraud and corruption control framework. The diagram below shows the key elements and initiatives of the framework, and the relationship between them.



5. Accountability and Responsibility

All Councillors and Council staff have a responsibility for preventing fraud and corruption as far as practicable.

Councillors, as elected representatives and the decision-making body for the municipality, set the tone and expected standards of behaviour for the organisation. They are ultimately responsible for ensuring that obligations under the *Local*

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Fraud and Corruption Control Policy

Government Act 2020 are met and that they comply with specific obligations in the Councillor Code of Conduct.

Management is responsible for the prevention and detection of fraud and corruption and other irregularities that arise and reporting such occurrences. Each member of the management team will familiarise themselves with the types of improprieties that might occur within their area of responsibility and be alert for any indication of irregularity. Any irregularity that is detected or suspected will be reported to Governance to be acted upon immediately.

Latrobe City Council requires all staff at all times to act honestly and with integrity, safeguard Council's resources for which they are responsible and comply with the staff Code of Conduct.

All staff are required to understand and discharge their responsibilities in relation to fraud and corruption.

Other accountabilities and responsibilities are set out in the Fraud and Corruption Control Plan.

Accountability and responsibility for this policy is outlined below.

5.1. Council

- Comply with the requirements of the Policy and any frameworks and procedures developed to achieve compliance with this policy
- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other related Latrobe City Council policies
- Responsibility for the decision to approve this Policy by Council Resolution

5.2. Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources
- Overall responsibility for performance monitoring
- Refer cases of suspected fraud or corruption to the Independent Broad-based Anti-corruption Commission (IBAC), the police and other authorities as required.
- Reporting incidents and outcomes of fraud and corruption events to the Audit & Risk Committee

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Fraud and Corruption Control Policy

5.3. General Manager

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

5.4. Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures
- Refer all reports of suspected fraud and corruption to Manager Governance (unless relates to Manager Governance, then refer to CEO)

5.5. Governance

- Manage and maintain the Policy
- Investigate fraud and corruption reports and incidents and provide report to CEO (unless Public Interest Disclosure or report relates to CEO, PID requirements then apply)
- Maintain central fraud and corruption incident register
- Provide fraud and corruption training and awareness, monitoring and reporting
- Coordinate the internal audit program

5.6. Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.
- Report all suspected incidents of fraud and corruption

6. Evaluation and Review

This Policy will be reviewed on request of Council or in the event of significant change in the Executive Team, significant changes to legislation applying to fraud

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Fraud and Corruption Control Policy

and corruption control or on the recommendation of Council's Audit and Risk Committee or, in any other case, every two years.

7. Definitions

AS 8001 Fraud and corruption control provides the following definitions:

Fraud – 'Dishonest activity causing actual or potential gain or loss to any person or organisation including theft or moneys or other property by persons internal and /or external to the organisation and/or where deception is used at the time, immediately before or immediately following the activity.'

Fraud against Latrobe City Council may include (but is not limited to):

- theft;
- accounting fraud (false invoices, misappropriation etc);
- unlawful use of or obtaining property, equipment, material or services;
- causing a loss or avoiding and/or creating a liability;
- providing false or misleading information to Latrobe City Council or failing to provide it when there is an obligation to do so;
- misuse of Latrobe City Council's assets, equipment or facilities;
- making or using false, forged or falsified documents and wrongfully using Latrobe City Council's information or intellectual property;
- accepting or seeking anything of material value from contractors, vendors, licensees or persons providing services/materials to Latrobe City Council without appropriate compliance with the Gifts, Benefits and Hospitality Policy.

Corruption: 'Dishonest activity in which a person associated with an organisation (eg director, executive, manager, employee or contractor) acts contrary to the interests of the organisation and abuses their position of trust in order to achieve personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by the organisation, or a person purporting to act on behalf of and in the interests of the organisation, in order to secure some form of improper advantage for the organisation either directly or indirectly.'

Examples of corruption include:

- payment or receipt of bribes;
- a severe conflict of interest that is not managed and may influence a decision;

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Fraud and Corruption Control Policy

- nepotism, where a person is appointed to a role because of their existing relationships, rather than merit;
- manipulation of procurement processes to favour one tenderer over others.

Independent Broad-based Anti-Corruption Commission (IBAC) – Victoria's agency responsible for preventing and exposing public sector corruption.

Local Government Inspectorate: An independent agency that ensures Victorian councils follow the *Local Government Act 2020*.

8. Related Documents

The current version of the following documents apply to this Policy:

- Fraud and Corruption Control Plan
- Internal Fraud and Corruption Investigation Procedure
- Public Interest Disclosures Procedure
- Risk Management Policy
- Risk Management Operational Policy
- Councillor Code of Conduct
- Latrobe City Council's Employee Code of Conduct
- Gifts, Benefits and Hospitality Policy
- Conflict of Interest Operational Policy
- Managing Misconduct and Serious Misconduct Procedure
- Corporate Compliance Operational Policy
- Internal Control Environment (ICE) Plan

9. Reference Resources

- Australian Standard AS 8001-2021 Fraud and Corruption Control
- *Local Government Act 2020*
- Commonwealth Fraud Control Framework 2017
- State government integrity frameworks review, June 2019 IBAC

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Responsible Division	Regional City Strategy and Transition	Approved Date	8 April 2024	Review Date	April 2026
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AUTHORISATION OF COUNCIL OFFICERS UNDER THE PLANNING & ENVIRONMENT ACT 1987

PURPOSE

To seek authorisation of Danelle Van Vliet, Graduate Planner, under section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020*.

EXECUTIVE SUMMARY

- Through Instruments of Appointment and Authorisation, Council appoints specific officers to be authorised officers for the administration and enforcement of legislation under applicable Acts.
- By authorising Danelle Van Vliet, the officer will be able to perform their duties with respect to the planning powers and functions of the Council.

OFFICER'S RECOMMENDATION

That Council, in the exercise of the powers conferred by section 147(4) of the Planning and Environment Act 1987, resolves that:

- 1. Danelle Van Vliet be appointed and authorised as set out in the Instrument of Appointment and Authorisation attached to this report;**
- 2. The Instrument of Appointment and Authorisation come into force immediately after the common seal of Council is affixed and remain in force until Council determines to vary or revoke it; and**
- 3. The Instrument of Appointment and Authorisation be sealed.**

BACKGROUND

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

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

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

Section 313 of the *Local Government Act 2020* provides for the following:

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

ANALYSIS

Section 147(4) of the *Planning and Environment Act 1987* and section 313 of the *Local Government Act 2020* specifically require that the appointment of an authorised officer must come from Council.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Officers not authorised by Council; officers will be unable to adequately perform their duties	Medium <i>Possible x Minor</i>	Authorisation of Planning Officer

RISK	RISK RATING	TREATMENT
SERVICE DELIVERY Delays in processing decisions on planning applications.	Medium <i>Possible x Minor</i>	Authorisation of Planning Officer
FINANCIAL Cost of lost economic benefit within team's budget	Medium <i>Possible x Minor</i>	Authorisation of Planning Officer
STRATEGIC Risk that developers will become frustrated with delays and appeal to the Victorian Civil and Administrative Tribunal.	Medium <i>Likely x Moderate</i>	Authorisation of Planning Officer

CONSULTATION

Not applicable.

COMMUNICATION

Not applicable.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

The authorisation of officers allows Council to enable infrastructure supporting private and public investment.

Financial

The authorisation of the officer ensures that the officer is able to perform duties that they are required to undertake as part of their role.

Attachments

1. S11A Instrument of Appointment & Authorisation - Danelle Van Vliet

8.8

Authorisation of Council Officers under the Planning & Environment Act 1987

1	S11A Instrument of Appointment & Authorisation - Danelle Van Vliet.....	474
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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)**

April 2024

Danelle Van Vliet

Graduate Planner



Maddocks

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

In this instrument "officer" means -

Danelle Van Vliet

By this instrument of appointment and authorisation Latrobe City Council -

1. under s 147(4) of the *Planning and Environment Act 1987* - appoints the officer to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act; and
2. under s 313 of the *Local Government Act 2020* authorises the officer either generally or in a particular case to institute proceedings for offences against the Acts and regulations described in this instrument.

It is declared that this instrument -

- comes into force immediately upon its execution;
- remains in force until varied or revoked.

This instrument is authorised by a resolution of Council on the 08 April 2024

The Common Seal of LATROBE CITY COUNCIL

was affixed in accordance with Local Law No. 1

this day of 2024 in the presence of:

Steven Piasente – Chief Executive Officer

ROAD, FACILITY AND PLACE NAMING

PURPOSE

To seek approval for the next steps required to build and implement a Naming Register for Latrobe City Council, including a public campaign to contribute names for inclusion in the register.

EXECUTIVE SUMMARY

- Council, as a naming authority, has a significant role in the naming, and renaming, of roads, facilities, features and localities within the municipality.
- This role is subject to the requirements of the *Geographic Place Names Act 1998* and the Naming Rules for Places in Victoria, as administered by Geographic Names Victoria.
- Currently, there are two separate processes in place for naming requests received by Officers with Council having no involvement in naming places in new subdivisions.
- Councillors have raised concerns about the lack of direction and oversight by Council of names used in new developments and requested that Officers provide alternative options.
- On 6 November 2023, Council was asked to consider a report containing a proposed draft Road, Facility and Place Name Policy and draft Terms of Reference for the Road and Place Name Advisory Committee to formalise the structure and objectives of the existing committee.
- Council deferred consideration *until the Council Meeting to be held in March 2024 to allow a progress report on operation of the naming scheme and progress with the compilation of a database of suitable names.*
- Council considered a further report at the Council Meeting held on Monday, 04 March 2024 and resolved to again defer consideration of this matter pending consultation with the Latrobe Combined Historical Society Group.
- Officers have subsequently met with representatives of the Latrobe Combined Historical Society Group to have a preliminary discussion about the naming project and how they might be involved moving forward.
- This report proposes the establishment of the Latrobe City Naming Register (“the Register”) for use when naming places (including roads and facilities) in the Latrobe City municipality. The Register would be public and include relevant background information to ensure local history, heritage and achievements are more accessible to and remembered by the community.

- The Register is proposed to be grouped around categories of names which incorporates some of the feedback provided by community members.
- Officers suggest that undertaking a community engagement process via the Have Your Say website seeking suggestions from the community as to potential names of local significance or value that should be recognised, may provide a useful mechanism to assist in progressing the Register further.
- Officers have considered options for Council’s role in approving names for inclusion in the Register and naming in new subdivisions, as well as Councillor and community feedback on the previous November Council Report in making their recommendations.
- To enable this work to proceed, this report seeks Council approval of:
 - the Register for use within Latrobe City Council containing specific categories.
 - a consultation campaign encouraging the public to submit names to be included in the Register.
 - a strengthened role for Council in approving and naming new community roads, features and facilities.
 - a future Council report that provides an update on community consultation and Register development and recommends the mechanisms for operationalising the role for Council in the naming of subdivisions.

OFFICER’S RECOMMENDATION

That Council:

- 1. Approve the development of a Naming Register for use in Latrobe City Council including, but not limited to, the following categories:**
 - a) Names of individuals from the Latrobe City area who have served Australia in conflicts.**
 - b) Names of historical significance including significant events or moments in Latrobe City, Victorian and Australian history**
 - c) Names of indigenous flora and fauna and geological features with a focus on those present in the municipality.**
 - d) Names of families who have a long association with, and have made a positive contribution to, the municipality.**
 - e) Names of Latrobe City community members who have given considerable service to the community.**
 - f) Names of councillors of former municipalities now part of Latrobe City and former Councillors of Latrobe City.**
 - g) Other notable or eminent persons within the Latrobe City community, such as those assisting the development of cultural or sporting life of Latrobe City.**

- h) Traditional Owner language / names that are relevant to the area and of significance to the indigenous community of Latrobe City**
- 2. Approve a community consultation campaign encouraging the public to submit names to be included in the Naming Register.**
- 3. Authorise Officers to develop a new operational and governance process for naming roads, facilities and places in subdivisions that strengthens Council's role such that:**
 - a) Council or Committee approves names to be added to the Naming Register.**
 - b) Council or Committee approves names to be used in roads and subdivisions.**
 - c) Delays to planning approval are avoided or minimised.**
- 4. Approve that a report will be brought to a future Council Meeting that:**
 - a) Provides a further update on the Naming Register development and community engagement; and**
 - b) presents updated versions of the Road, Facility and Place Name Policy and Road, Facility and Place Name Committee Terms of Reference that include the revised operational and governance process for place naming in subdivisions.**

BACKGROUND

Council, as a naming authority, is responsible for the naming of roads, features, facilities and localities within the municipality. This role is subject to the requirements of the *Geographic Place Names Act 1998* and the Naming Rules for Places in Victoria (“the Naming Rules”) prepared and administered by Geographic Names Victoria (GNV).

To assist Council in undertaking its role as a naming authority, the Road and Place Name Advisory Committee (“the Committee”) was established in 2020 and is comprised of the Mayor and up to three Councillors. This Committee is convened on an ad hoc basis as and when naming matters require consideration, except for those related to new subdivisions.

In November, Council was asked to consider a report containing:

- a proposed draft Road, Facility and Place Name Policy
- draft Terms of Reference for the Road and Place Name Advisory Committee.

The objective was to provide a consistent approach to naming within Latrobe City and to formalise the structure and objectives of the existing committee.

Council deferred consideration *until the Council Meeting to be held in March 2024 to allow a progress report on operation of the naming scheme and progress with the compilation of a database of suitable names.*

In line with Council’s November resolution, this report provides an update on the progress-to-date on building a database of names, opportunities for community engagement and options for Council to have a stronger role in naming of all roads and features, not only those currently coming to Council for consideration, and recommended next steps.

ANALYSIS

Current process

Any member of the community can propose a new name for road, feature or locality for future use or propose renaming an existing name. Council’s role is to assess these requests to ensure their suitability, undertake community consultation and, by Council resolution or delegation, make an application to GNV to have the name registered in the Register of Geographic Names (VICNAMES).

There are currently two separate processes in place for naming requests received by Officers:

- The naming of roads in new subdivisions is generally the responsibility of the developer and planning permit conditions require that plans of subdivision show approved road names, with any new road names submitted with supporting information for approval. Names must still be in accordance with the Naming Rules and are subject to final approval of GNV. Delegated Officers undertake an assessment in relation to factors such as clarity for emergency services, duplication, spelling and comprehension prior to providing approval of the names and submitting to GNV. Community consultation is not specifically required and is not usually undertaken with respect to new subdivisions. Under the current process, these names are not brought to a Council Meeting.
- All other naming requests are assessed by Officers against the Naming Rules, including consultation with family members or first nations people if relevant, following which they are referred to the Committee for review before being presented to Council for formal consideration. Community consultation is required in line with the Naming Rules prior to submission to GNV. These naming proposals are generally initiated by members of the community seeking recognition of a family member or by Officers where there is an issue identified, such as the duplication of a name.

Adoption of a name by Council does not make it official until the Registrar of Geographic Names advises that it has been approved, gazetted and added to VICNAMES. The Registrar will review the process undertaken by Council and may undertake a compliance audit in accordance with the Naming Rules as part of its approval process. The Registrar has the authority to reject or seek an amendment of any proposal if it does not satisfy the requirements of the Naming Rules.

Councillors have raised concerns about the lack of direction and oversight by Council of names used in new developments and requested that Officers provide alternative options.

Proposed Naming Register

Council could have a more proactive role in setting the names available for use in the municipality. In line with Councillor feedback, Officers have reviewed other council processes and have identified that many municipalities make a register of approved names available to assist developers choosing names for a subdivision. However, in all councils reviewed, the use of their register is not compulsory, and developers may still put forward alternative names for consideration as part of the planning process.

It is recommended that Latrobe City Council create a register of pre-approved names to be used in the naming of subdivisions.

Naming Categories

It is hoped that defining the naming categories to be included in the Register will assist with both engaging with relevant experts and interest groups and, in the future, provide 'themes' for developers naming subdivisions.

Officers recommend the following categories for use in the Register:

- Names of individuals from the Latrobe City area who have served Australia in conflicts.
- Names of historical significance including significant events or moments in Latrobe City, Victorian and Australian history.
- Names of indigenous flora and fauna, and geological features with a focus on those present in the municipality.
- Names of families who have a long association with, and have made a positive contribution to, the municipality.
- Names of Latrobe City community members who have given considerable service to the community.
- Names of councillors of former municipalities now part of Latrobe City and former councillors of Latrobe City.
- Other notable or eminent persons within the Latrobe City community ,such as those assisting the development of cultural or sporting life of Latrobe City.
- Traditional Owner names that are relevant to the area and of significance to the indigenous community of Latrobe City.

It is also suggested that there be an emphasis on recording female and Traditional Owner names both of which are a current focus of GNV.

It should be noted that the above list is not prescriptive and any additional themes that may be identified as a result of undertaking community engagement could be incorporated into the Register.

Collecting potential names – Community campaign

Council does not currently have a sufficient database of potential names that could be used in subdivision naming, either in quantity or variety. However, as a result of the commemorative naming project promoted by GNV between 2014 and 2018, Officers undertook research about locals who had served through local memorials and online records from the Australian War Memorial. This information would be put forward for inclusion in the Register.

Given Council's interest in establishing a register and the time, resources and expertise required to source names, Officers have made attempts to engage a third party to assist with undertaking the research into potential names, including the related background information.

As part of any community engagement process, contact would once again be made with local historical societies in an attempt to obtain their assistance with identifying additional names, and their background, for inclusion on the naming database.

Officers also intend to make contact with the Gunaikurnai Land and Waters Aboriginal Corporation to seek feedback on how relevant Traditional Owner names can be identified for inclusion.

To fast-track population of the Register, some funds have been set aside to procure research on the preferred name categories. Officers recommend that this effort be augmented by a time-limited campaign on the “Have Your Say” website to also encourage community members to make suggestions before the deadline.

Community members would be able to continue to put forward names, with information provided on the Council website. For example, Baw Baw Shire provides a form on their website for members of the public to suggest any names that could be used in naming parks, reserves, streets, localities and other public features with a current focus on female names.

It is also intended that the Register would be public, ensuring that local history, heritage and community achievements are more accessible to and remembered by the community.

Vetting names

Any name that was put forward would require preliminary assessment to ensure that it is consistent with the following principles contained in the Naming Rules:

Principle B – Recognising the Public Interest	Principle G – Gender equality
Principle C – Linking the name to place.	Principle H – Dual names
Principle D – Ensuring names are not duplicated.	Principle I – Using commemorative names.
Principle E – Recognition and use of Traditional Owner languages	Principle J – Using commercial and business names.
Principle F – Names must not discriminate or be offensive.	Principle K – Language

Of the above principles, one of the key considerations is ensuring that any name that is utilised retains an established link to the place in which it used. While many of the names that may be added to the database may be able to be applied anywhere across the municipality, it will also be necessary for many names, such as those of former Councillors for example, to be utilised in a particular area based on their association with a particular place.

Furthermore, in using commemorative names it is necessary to consider whether the person should be, or has been, held in strong regard by the community taking into account their achievements, history and association to the area and the significance of the family or person to the area.

Under the Naming Rules, the names of people that are still alive must be avoided and commemorative names of a deceased person should be applied no less than two years posthumously, unless an exemption is obtained from GNV with each case considered on its own merits.

A commemorative name applied to a locality or road may use the first or last name of a person although it is preferred that only the last name be used, if applied to a feature it is preferred that only one name be used.

Wherever possible, background information will need to be compiled as to the origin of the name for registration by GNV.

Approval process

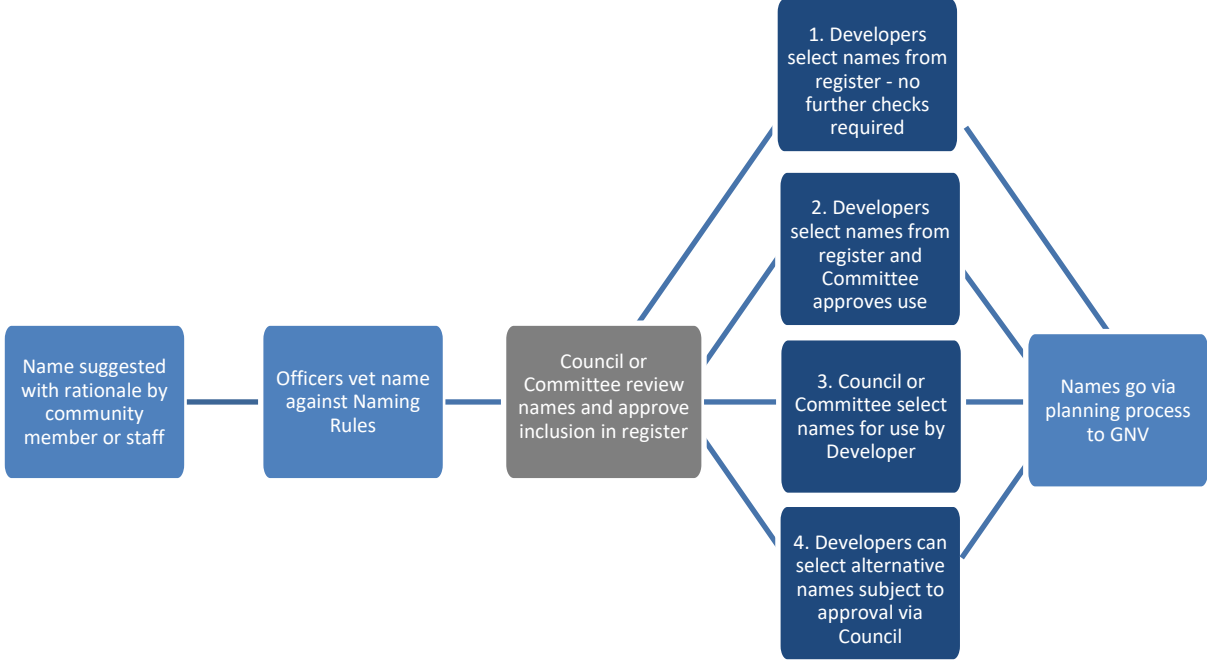
It is proposed that the role for Council be strengthened in both collecting, vetting and authorising the names themselves and where they should be used, in relation to the naming of roads and places in new subdivisions.

All 4 options considered below assume a new role for the Council in approving names on the Register either at a Council Meeting or by a Committee with appropriate decision-making authority.

Relevant to option 4 is that the Naming Rules state developers and the relevant road naming authority (Council) should work collaboratively on developing compliant names for subdivisions and, as part of this consultation, the road naming authority might suggest suitable themes for the developer to consider.

Relevant to options 2 and 3 is that additional steps requiring Council approval could potentially delay certification of subdivisions – for example if Council needed to approve the specific road and its name. Any change in the naming process for subdivisions would also necessitate more frequent meetings of the Committee to avoid delaying approvals.

Figure 1. Options for approval of names for subdivisions



Following review of Councillor feedback and the need to consider closely the planning steps for subdivisions, Officers recommend that Council authorise Officers to develop a new operational and governance process for naming roads, facilities and places in subdivisions that strengthens Council’s role in line with option 3 above.

Further work is required to ensure that operational processes avoid or minimise delays that could be of concern to developers and impact on Council’s post-permit compliance process. A process will be brought to a future Council Meeting and build on Option 3 above such that:

- Council or Committee approves names to be added to the Register.
- Council or Committee approves names to be used in roads and subdivisions.
- Delays to planning approval are avoided or minimised.

Consideration will also be given to delegating Council decision-making authority to the Committee to approve names for use in subdivisions.

Note that this streamlined process would only apply to subdivisions, as for most other circumstances, such as renaming of a road or place, the process would remain the same and community consultation is required by the Naming Rules.

Further Community Engagement and Consultation

In addition to Councillor feedback, community engagement on the draft policy may be a way of gaining support for and building pride in local communities via naming. For example, Baw Baw Shire has recently undertaken community consultation on their Place and Feature Naming Policy which was adopted in March. The City of Melbourne has also recently closed community consultation on their Place and Road Naming Policy. This could be considered further in a future report.

Baw Baw Shire has a permanent page on their website that is dedicated to naming, and this is also an option that could be explored as an ongoing source of community suggestions and feedback moving forward.

Latrobe Combined Historical Society Group

In accordance with the most recent Council resolution in March, Officers met with representatives of the Latrobe Combined Historical Society Group on Friday, 07 March 2024 to provide an overview of the naming project and seek their initial feedback on how the various historical societies could assist in identifying names given their valuable knowledge of the history of the local area.

During this meeting, these representatives indicated that there is strong support for what Council is trying to achieve through this process and any future consultation, or assistance with verifying the background of any names, should be directed to each historical society rather than the broader group depending on the area to which the name may relate.

Next steps

Until the Register has adequate variety of both name type and location, it will not be feasible to implement the full model. As such, Officers recommend that the community campaign be prioritised, while Officers work through the operational requirements and governance options for naming places in subdivisions.

In the interim, the naming of roads in subdivisions will continue to be approved via the current delegated process and any naming or renaming requests for roads, places or features will continue to be brought to Council for approval prior to undertaking the necessary community consultation.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Failure to comply with the requirements of the Naming Rules in dealing with naming proposals.	Medium <i>Possible x Minor</i>	Ensure that all naming proposals are assessed in accordance the Naming Rules.
SERVICE DELIVERY Difficulties in meeting the expectations of the community in considering and progressing naming proposals.	Medium <i>Possible x Minor</i>	Ensure that a process is in place and naming proposals are assessed and actioned consistently.

RISK	RISK RATING	TREATMENT
STRATEGIC Inconsistent naming of roads, features and facilities across the municipality.	Medium <i>Possible x Minor</i>	Ensure that all naming proposals are consistent with the Naming Rules and are reviewed by the Committee prior to proceeding to Council for consideration.

CONSULTATION

Consultation has been undertaken with internal stakeholders and the members of the Road and Place Name Committee to obtain feedback on both the draft Policy and Terms of Reference.

The Naming Rules prescribe varying levels of consultation dependent on the nature of the naming process that is being undertaken and the potential impact it may have on the community.

As a means to build a viable Register, Officers propose that community engagement be undertaken seeking suggestions of potential names of significance in Latrobe City that could be used.

COMMUNICATION

Not applicable.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Place names can assist the community in identifying important historic and cultural locations and features, thereby commemorating and acknowledging our past, while preserving cultural identity through strong links to place.

Any naming proposals relating to Traditional Owner naming will be referred to the Gunaikurnai Land and Waters Aboriginal Corporation (GLAWAC) for review and approval in accordance with the Policy and the Naming Rules.

Following a review of the Naming Rules last year, Geographic Names Victoria will be developing initiatives to support and increase gender equality in naming while continuing to encourage the use of indigenous naming wherever possible.

Health

The registration of unique names, and application of addressing, assists emergency services in being able to readily identify and locate a place in the event of an emergency.

Environmental

Not applicable.

Economic

Not applicable.

Financial

- The costs associated with undertaking a naming process are minimal and can be accommodated in existing budgets.
- There will be costs associated with the installation of appropriate signage, consistent with the requirements of the Naming Rules, for a name that has been formally registered.
- If an external resource is engaged to assist with compiling names for the inclusion on any naming database, there will be additional costs incurred which, depending on the scope of the project, may need to be accommodated in future budgets.

Attachments

Nil

OPENING ITEM FOR COUNCIL MEETING AGENDA

PURPOSE

To present options for an opening agenda item at Council Meetings, in response to a resolution adopted at the Council Meeting held on Monday, 4 March 2024.

EXECUTIVE SUMMARY

- The practice of reading of the Lord's Prayer at the start of Latrobe City Council Meetings was ceased on legal advice and will not be recommenced.
- Latrobe City Council (Council) is established under Victorian legislation. The *Local Government Act 2020* both sets and limits Council's functions and powers. Council does not have the power to include the Lord's Prayer (or other religious practices) in Council Meetings, whether as a matter of informal practice or by formal inclusion in the Governance Rules.
- At the Council Meeting held on Monday, 3 July 2023, a resolution was adopted:
That Council receives a report at a future Council meeting presenting information and options for the potential inclusion of a Councillor statement of commitment or a time of silent reflection in Council meetings.
- A report was brought to the meeting held on Monday, 4 March 2024 and a further resolution was adopted:
That Council defer consideration of this matter to a future Council meeting to enable the inclusion of additional options as detailed in the original notice of motion that was endorsed by Council at July 2023 Council Meeting as follows.
That Council receives a report at a future Council meeting presenting information and options for the potential inclusion of a Councillor statement of commitment or a time of silent reflection in Council meetings.
The deferred report should present a proposal to undertake further community consultation on the options presented to Council.
- This report provides options for the potential inclusion of a Councillor statement of commitment. The options include:
 - that each Councillor read their own statement of commitment
 - that the Mayor read a statement of commitment on behalf of the Council
 - different text options for any statement of commitment
- This report provides the option of a time of silent reflection in Council meetings.

- This report also presents a proposal to undertake further community consultation on the options presented to Council.

OFFICER'S RECOMMENDATION

That Council notes and receives the information in this report.

BACKGROUND

Following a detailed review early last year of Council's use of the Lord's Prayer in the opening of Council Meetings, this practice has been discontinued.

Unlike the Victorian and Australian Parliament, the Latrobe City Council (Council) is established under legislation. This means that Council's powers and functions are both set and limited by the *Local Government Act 2020*. Specifically, Council's role is 'to provide good governance in its municipal district for the benefit and wellbeing of the community' and its powers are connected to this role.

This role does not extend to using the Lord's Prayer in Council Meetings, whether as a matter of informal practice or by formal inclusion in the Governance Rules. This principle applies to the use of any other religious prayer or practice in Council Meetings. Similarly, other legislation, including the *Equal Opportunity Act 2010*, limits what Council can and cannot do. As such, the inclusion of a Lord's or other religious prayer is not an option that can be considered as part of this report.

The detailed review commenced with seeking legal advice which was the basis for the decision to discontinue the inclusion of the Lord's Prayer in the Council Meeting agenda. This detailed review included benchmarking of the practices of other Victorian councils which were presented to a Councillor Briefing in March 2023. The briefing report noted a variety of actions, including continued use of a prayer in some format, a Councillor declaration/affirmation or statement of commitment, a diversity statement and a time of reflection.

After reviewing potential options and conducting benchmarking, Officers presented a report at the Councillor Briefing held on Monday 21 August 2023, discussing various meeting opening methods with examples of existing openings used by other Victorian councils. It contained a more detailed analysis of three options, namely a statement of commitment, time of silent reflection and no opening at all.

Councillors expressed an interest in including a statement of commitment at the opening of Council Meetings, with a focus on leadership and governance, diversity and a link to Council priorities including the Community Vision.

ANALYSIS

Options

As a result of the information gathered over the last year, the following options are presented for the consideration of Councillors that the formal agenda include an item at which:

1. each Councillor has the opportunity to make statement of commitment or prayer, noting the additional time that this would add to the meeting's duration and that Council cannot direct any individual Councillor to do or say something.
2. the Mayor on behalf of all Councillors reads a statement of commitment with the text to be agreed by Council resolution.
3. Councillors undertake a time of silent reflection.

There is also the option to have no item.

Statement of commitment

Councillors may wish to adopt a Statement of Commitment as an opportunity for Council to reiterate the importance of good governance and that their focus is on decision-making in the best interests of the community they serve.

Given that any Statement of Commitment needs to be meaningful to Councillors, Officers present the above options for consideration but note that there are infinite possible statements which would achieve a similar purpose. The examples below draw on the role of a Council as set out in section 8(1) of the *Local Government Act*, community diversity and the Council Vision.

Options for the text of a statement of commitment on behalf of the Council with different options for focus and tone, as follows:

1. As Councillors we are committed to working towards a shared vision that supports the aspirations of the Latrobe City community. We pledge to uphold the principles of good governance in making informed decisions that serve the best interests of our community.
2. Latrobe City Council takes pride in its diverse and inclusive community. As Councillors, we are committed to working towards a shared vision of inclusivity and equitable diversification that supports a connected and resilient community. We pledge to uphold the principles of good governance in making informed decisions that serve the best interests of our community.
3. Latrobe City Council takes pride in its diverse community. As Councillors, we are committed to working towards a shared vision that supports inclusivity and community aspirations. We pledge to uphold the principles of good governance in making informed decisions that serve the best interests of our community.
4. At Latrobe City Council, we celebrate the richness of our diverse community. As Councillors, our commitment is one of realising a shared vision that champions inclusivity and embraces the aspirations of our vibrant community. We pledge to uphold the principles of good governance, ensuring that the decisions we make are made with informed judgment and are dedicated to advancing the best interests of our community.
5. At Latrobe City Council, our strength lies in our diverse and inclusive community. As Councillors, we commit ourselves to realising a shared vision of inclusivity and equitable diversification, fostering a connected and resilient community. We stand united in our pledge to uphold the principles of good governance, ensuring that decisions are well-informed and guided by the best interests of our community.

Proposal for community consultation

Consultation with the community could be undertaken through the “Have Your Say” website over a four week period. In order to focus community feedback, all options would be presented to allow the community to provide feedback on the various options presented in this report – i.e. no agenda item, silent reflection, and the proposed opening statement options. An option to vote on preferred option (e.g. simple voting button) could also be used to collect quantitative data.

Consistent with the legal advice, the Lord’s Prayer is not an option that can be presented to the community as part of the consultation.

It is Officer’s view that an opening agenda item is the opportunity for Councillors to demonstrate their commitment to the community and it is the responsibility of Councillors to decide what best reflects their collective commitment to the community through an opening statement and therefore Officers do not recommend any community consultation.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
STRATEGIC Concern from the community regarding content of any new meeting opening.	Low <i>Possible x Insignificant</i>	Ensuring that the decision is transparent and clearly explained in reports and in Council meeting.

CONSULTATION

Reports were presented to Councillor Briefings in March and August 2023, and January and March 2024 for Councillors to consider and provide feedback on available options.

The Governance and Engagement and Customer Focus teams have liaised as to appropriate suggested phrasing for the statement of commitment.

Community consultation is not required to implement one of the options above. It could be undertaken at Council’s direction, noting that the Lord’s Prayer will not be an option presented for consultation.

COMMUNICATION

No communication has been undertaken in relation to this report other than as part of the consultation referred to above.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

An opening item could be used to make a positive statement to the community regarding Council's resolve to maintain good governance or focus Council on the community they serve.

Cultural

An opening item could be used to make a positive statement to the community regarding Council's resolve to maintain good governance or focus Council on the community they serve.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

Not applicable.

Attachments

Nil

URGENT BUSINESS

9. URGENT BUSINESS

Business may be admitted to the meeting as urgent business in accordance with clause 17 of the Governance Rules, by resolution of the Council and only then if it:

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

REPORTS FOR NOTING

10. REPORTS FOR NOTING

Item Number 10.1 08 April 2024

Organisational Performance

LEASE UPDATE - OLD METHODIST CHURCH, 39 PRINCES STREET, TRARALGON

PURPOSE

To provide Council with an update on lease discussions with VicTrack to request a new community lease for the parcel of land containing the Old Methodist Church located at 39 Princes Street, Traralgon.

EXECUTIVE SUMMARY

- The site of the Old Methodist Church in Traralgon is located at 39 Princes Street, Traralgon, and is situated on VicTrack land known as Lot 84 Traralgon.
- In November 2023, Council resolved to *Request VicTrack enter a new lease for Lot 84 Traralgon as a precondition to further considerations regarding the future of the Old Methodist Church and the site.*
- Officers met with VicTrack representatives in December 2023, and submitted a community lease request to VicTrack on 4 January 2024 to enter into a community lease for the renewal of the existing agreement for the site.
- The Property Operations team received notification on 12 March 2024 that the initial review of this application had been completed and the land may be available for lease renewal.
- The next step in the process is a further review of the application by VicTrack against the future transport needs for the site as well as VicTrack stakeholder engagement, this process may take several months to complete.
- Officers will continue to work with VicTrack to help progress the application and will prepare a future report when an outcome of the detailed assessment has been provided.

OFFICER'S RECOMMENDATION

That Council:

- 1. Continue to engage with VicTrack towards entering into a community lease for Lot 84 Traralgon; and**
- 2. Receive a further report when VicTrack provides an update after conclusion of VicTrack's stakeholder engagement.**

BACKGROUND

At the Council Meeting held on Monday, 6 November 2023, Council resolved to:

1. *Note the outcomes of the community consultation relating to the future use of the Old Methodist Church and thanks community members who made submissions.*
2. *Request VicTrack enter a new lease for Lot 84 Traralgon as a precondition to further considerations regarding the future of the Old Methodist Church and the site.*
3. *Note a further report will be presented to Council in the first quarter of 2024 regarding the outcome of item 2 (above) and options for next steps.*

Officers have engaged with VicTrack to explore the options for entering a community lease for the renewal of the previous agreement for the site of the Old Methodist Church in Traralgon.

After initial discussions with VicTrack representatives in December 2023, Officers submitted an application to enter into a community lease agreement for the site on 4 January 2024, where it was expected to take four weeks for an assessment to be completed.

Officers received an update from VicTrack on 12 March, indicating the application satisfied an initial review process and the land may be available for lease renewal.

The next step in the process is a further review of the application against the future transport needs of the location as well as VicTrack stakeholder engagement. This stage may take several months to complete.

ANALYSIS

Council Officers are awaiting the outcome of the further review of the community lease application. Supporting information will be provided to VicTrack when requested.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE <i>Adherence to leasing provisions in the Local Government Act</i>	<p style="text-align: center;">Low</p> <p style="text-align: center;"><i>Unlikely vs Minor</i></p>	Ensure that all lease agreement conditions are compliant with the LGA
SERVICE DELIVERY <i>Inability to deliver the lease negotiations</i>	<p style="text-align: center;">Low</p> <p style="text-align: center;"><i>Unlikely vs Minor</i></p>	This matter is currently being managed by the Property team in-house.

RISK	RISK RATING	TREATMENT
FINANCIAL <i>Financial burden of a long-term Lease</i>	<p style="text-align: center;">Low <i>Unlikely vs Minor</i></p>	Entering a community lease would be a low financial contribution, additional financial considerations would need to be made on the future of the site should the lease be available.

CONSULTATION

Community consultation was previously completed for this project and presented as part of the November 2023 Council report.

COMMUNICATION

There has been no communication of this process to date.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

Currently there are no financial impacts and should the option for a community lease be available, the financial impact will be assessed at this stage.

Attachments

Nil

PRESENTATION OF THE AUDIT AND RISK COMMITTEE MINUTES - 7 MARCH 2024

PURPOSE

To present the Audit and Risk Committee Meeting minutes for the meeting held on Thursday, 7 March 2024 as required under the *Audit and Risk Committee Charter*.

EXECUTIVE SUMMARY

- The Audit and Risk Committee (“the Committee”) is a statutory committee of the Council. The Committee held its last meeting on Thursday, 7 March 2024.
- A number of recommendations were made at the meeting, as summarised in this report and set out in full in the attached minutes.

OFFICER’S RECOMMENDATION

That Council receive and note the attached Audit and Risk Committee Meeting Minutes for the Thursday, 7 March 2024 meeting.

BACKGROUND

At the meeting held on Thursday, 7 March 2024, the Committee resolved the following:

Item	Resolution
Confirmation of Minutes	That the minutes of the Audit and Risk Committee meeting held on 23 November 2023 be confirmed and ratified as true and correct.
Agenda & Minutes of Executive Risk Management Committee Meeting - 1 February 2024	That the Audit and Risk Committee receives and notes the Agenda and Minutes from the ERMC Meeting held on 1 February 2024.
Status of Actions Arising - March 2024	That the Audit and Risk Committee receives and notes the Status of Actions Arising Report.
External audit - VAGO - 2023/24 Draft Audit Strategy	That the Audit and Risk Committee receives and notes the draft 2023-2024 Audit Strategy. Action Manager Financial Support to present a Shell Account report to the next Audit & Risk Committee meeting.
Update on Information Technology Actions	That the Audit and Risk Committee: Notes the report and associated updates on all actions.
Endorsed Three Year Strategic Internal Audit Program (2023/24 focus)	That the Audit and Risk Committee receive and note this report.
Presentation of Audit: Review of Compliance with Child Safe Standards	That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of the Compliance with Child Safe Standards. 1. General Manager Organisational Performance to bring an update on the implementation of the Child Safe Standards audit recommendations to the October 2024 Audit & Risk Committee Meeting. 2. Question on notice for General Manager Organisational Performance – what is the policy for managing expired Working with Children Checks?

Item	Resolution
Presentation of Internal Audit Scopes/Plans for Endorsement	That the Audit and Risk Committee endorse the following scopes/plans as presented: <ul style="list-style-type: none"> • Review of Tendering Thresholds & Processes • Review of Debtor Management (excluding rates) • Review of Statutory Planning
Internal Audit Status and Local Government Sector - Recent Reports and Publications Reports	That the Audit and Risk Committee receive and note the: <ol style="list-style-type: none"> 1. Internal Audit Status Report; and 2. Recent Reports and Publications (Local Government – February 2024)
Strategic Risk Register Presentation	That the Audit and Risk Committee notes and receives the current Strategic Risk Register.
Quarterly Risk Management Report - March 2024	That the Audit and Risk Committee notes and receives the Quarterly Risk Management Report.
Inscon Insurance Program Review Report	The Audit and Risk Committee members note the insurance program review report prepared by Inscon.
Insurance Renewal 2024-25	That the Audit and Risk Committee notes and receives the report.
Draft Fraud and Corruption Internal Investigation Procedure	That the Audit and Risk Committee endorse the updated Fraud and Corruption Internal Investigation Procedure for adoption by the Executive Team.
Draft updated Risk Management Framework	That the Audit and Risk Committee endorse the updated Risk Management Policy for adoption by Council, and Risk Management Operational Policy and Risk Management Plan for adoption by the Executive Team.
Response to Municipal Monitor appointed to Strathbogie Shire Council – Report to the Minister for Local Government	That the Audit and Risk Committee note the report.
Reporting on Internal Control Environment	That the Audit and Risk Committee receives and notes the updates on the delivery of the Internal Control Environment – Rolling Four Year Plan.

Item	Resolution
VAGO, Ombudsman, Inspectorate and IBAC Reports	That the Audit and Risk Committee receives and notes this report on VAGO, Victorian Ombudsman, IBAC, Victorian Inspectorate and other reports.
Fraud and Corruption Reporting	That the Audit and Risk Committee receives and notes this report.
Audit Compliance Report - March 2024	That the Audit and Risk Committee: <ol style="list-style-type: none"> 1. Receives and notes this report. 2. Provide feedback on the specific information deemed essential by the Committee for inclusion in future reports, based on the dashboard demonstration. 3. Approves the extension to the audit action due dates as proposed in Attachment 2.
Gifts, Benefits and Hospitality Compliance Reporting July to December 2023	That the Audit and Risk Committee receives and notes this report into the Gift Register Review for the period of 1 July 2023 to 31 December 2023.
Conflict of Interest - Compliance	That the Audit and Risk Committee receives and notes this report on the conflicts of interest for the 2023 calendar year.
Major Initiatives Performance Summary Report - Q2 2023/24	That the Audit and Risk Committee note the Major Initiatives Performance Summary Report for Q2 2023/24.
Quarter 2 2023/24 People and Workcover Reports	That the Audit and Risk Committee note the Quarterly People Report, Workcover Report and Lost Time Injuries Report for Q2 of the 2023/24 financial year.
Quarterly Budget Report - December 2023	That the Audit and Risk Committee receives and notes the Quarterly Budget Report for the period ended 31 December 2023, prepared in accordance with the requirements of the Local Government Act 2020.
Audit and Risk Committee Biannual Report to Council	That the Audit and Risk Committee endorse the attached report for presentation to the Chief Executive Officer for tabling at the next available Council Meeting.
Update from Manager Governance	The Manager Governance updated the Committee on plans to review and streamline reports and will engage with the Committee for input on new reporting procedures.
Update from General Manager Organisational Performance	The General Manager of Organisational Performance provided the Committee with an update on the ongoing budget workshops with Councillors and the plan to present the budget for public consultation at the April 2024 Council meeting.

ANALYSIS

All motions made at the meeting and their corresponding actions arising can be found in the full minutes attached to this report.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE Latrobe City Council practices are not compliant with legislation.	Low <i>Unlikely x Minor</i>	Ensure that the Audit and Risk Committee Minutes are tabled at the next possible Council Meeting.

CONSULTATION

The draft minutes were provided to the Committee Chairperson for feedback.

COMMUNICATION

The provision and circulation of the minutes to Council provides reassurance and awareness as a communication loop back to Council as part of good governance practices.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

The Audit and Risk Committee is managed through existing budget provisions. Recommendations and actions arising from the meeting are considered by management within the constraints of budget requirements.

Attachments

1. Audit and Risk Committee Minutes - 7 March 2024

10.2

Presentation of the Audit and Risk Committee Minutes - 7 March 2024

1	Audit and Risk Committee Minutes - 7 March 2024.....	508
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Audit and Risk Committee Meeting Minutes - 7 March 2024

I hereby designate that all matters in this agenda and any discussion about or arising from any such matters will remain confidential until:

- Council passes a resolution that the information is not confidential; or,
- a report on the matter has been released in a subsequent meeting agenda, minute's paper or is approved in writing by the Chief Executive Officer.

Steven Piasente, Chief Executive Officer

Date 7 March 2024

**Nambur Wariga Meeting Room, Council Headquarters,
141 Commercial Road, Morwell**

Meeting commenced at 10.04 AM

Attendance

Members:

- David Kortum (Chairperson), John Purcell, Jane Watson
Cr Brad Law (Left at 10.56 AM), Cr Graeme Middlemiss

In Attendance:

- Steven Piasente (CEO)
- James Rouse (Executive Manager – Sports Legacy and Activation)
- Nathan Kearsley (General Manager Organisational Performance)
- Georgia Hills (General Manager Community Health and Wellbeing)
- Jody Riordan (General Manager Regional City Assets and Planning)
- Tim Ellis (General Manager Regional City Strategy and Transition)
- Travis Derricott (VAGO)



Audit and Risk Committee Meeting Minutes - 7 March 2024

- Kapil Kukreja (HLB Mann Judd)
- Meldra Cifersone (HLB Mann Judd)
- Zoe Speck (Manager Governance)
- Paul Howard (Coordinator Audit, Risk and Compliance)
- Louise Van Der Velden (Senior Compliance Officer)
- Cassy Siddle (Compliance Officer)
- William MacPherson (Manager Business Improvement – presentation of IT Actions) (between 10.15 AM – 10.45 AM)
- Ace Wilhelm (Coordinator Information & Technology – presentation of IT Actions) (between 10.15 AM – 10.45 AM)

Teleconference: David Kortum, John Purcell, Jane Watson, Cr Brad Law, Nathan Kearsley, Tim Ellis, Kapil Kukreja, Meldra Cifersone, Travis Derricott.

1. OPENING AND WELCOME

The Chairperson opened the meeting and welcomed all present.

2. APOLOGIES

Matthew Rogers (Manager Financial Performance) and Cr Darren Howe (Mayor).

3. DECLARATIONS OF INTEREST

Nil.

4. PROBITY QUESTIONS

The Audit and Risk Committee Chair asked if the CEO was aware of any legislative non-compliance issues, any fraud incidents that have occurred or if there were any strategic risks been triggered since the last Audit and Risk Committee meeting.

The CEO responded **no**.



Audit and Risk Committee Meeting Minutes - 7 March 2024

The Audit and Risk Committee Chair asked the Councillors:

- a. If there was any matter arising from the Council meetings that needed to be brought to the attention of the Committee
- b. If there was any feedback or direction required from Council relating to the Audit Committee members.

The Councillors responded **no**.

The Audit and Risk Committee Chair then asked the auditor representatives if they were satisfied that their work had not been impeded.

The auditor representatives both responded **yes**.

5. CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of the Audit and Risk Committee meeting held on 23 November 2023 be confirmed and ratified as true and correct.

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

6. ITEMS REFERRED BY THE COMMITTEE TO THIS MEETING FOR CONSIDERATION

6.1 Agenda & Minutes of Executive Risk Management Committee Meeting - 1 February 2024

RECOMMENDATION

That the Audit and Risk Committee receives and notes the Agenda and Minutes from the ERM Meeting held on 1 February 2024.

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.



Audit and Risk Committee Meeting Minutes - 7 March 2024

7. STATUS OF ACTIONS ARISING

7.1 Status of Actions Arising - March 2024

RECOMMENDATION
That the Audit and Risk Committee receives and notes the Status of Actions Arising Report.
OUTCOME/ACTIONS ARISING:
1. Recommendation agreed.

8. EXTERNAL AUDIT

8.1 VAGO - 2023/24 Draft Audit Strategy

RECOMMENDATION
That the Audit and Risk Committee receives and notes the draft 2023-2024 Audit Strategy.
OUTCOME/ACTIONS ARISING:
1. Recommendation agreed.
2. Manager Financial Support to present a Shell Account report to the next Audit & Risk Committee meeting.

9. INTERNAL AUDIT

9.1 Update on Information Technology Actions

RECOMMENDATION
That the Audit and Risk Committee:



Audit and Risk Committee Meeting Minutes - 7 March 2024

Notes the report and associated updates on all actions.
OUTCOME/ACTIONS ARISING:
1. Recommendation agreed.

9.2 Endorsed Three Year Strategic Internal Audit Program (2023/24 focus)

RECOMMENDATION
That the Audit and Risk Committee receive and note this report.
OUTCOME/ACTIONS ARISING:
1. Recommendation agreed.

9.3 Presentation of Audit: Review of Compliance with Child Safe Standards

RECOMMENDATION
That the Audit and Risk Committee receives and notes the findings and management responses contained in the Review of the Compliance with Child Safe Standards.
OUTCOME/ACTIONS ARISING:
1. General Manager Organisational Performance to bring an update on the implementation of the Child Safe Standards audit recommendations to the October 2024 Audit & Risk Committee Meeting.
2. Question on notice for General Manager Organisational Performance – what is the policy for managing expired Working with Children Checks?



Audit and Risk Committee Meeting Minutes - 7 March 2024

9.4 Presentation of Internal Audit Scopes/Plans for Endorsement

RECOMMENDATION

That the Audit and Risk Committee endorse the following scopes/plans as presented:

- Review of Tendering Thresholds & Processes
- Review of Debtor Management (excluding rates)
- Review of Statutory Planning

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

9.5 Internal Audit Status and Local Government Sector - Recent Reports and Publications Reports

RECOMMENDATION

That the Audit and Risk Committee receive and note the:

1. Internal Audit Status Report; and
2. Recent Reports and Publications (Local Government – February 2024)

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

NOTE: Internal Auditor recommended that the Compliance Team take note of the information listed on page one of the February 2024 Recent Reports and Publications attachment.



Audit and Risk Committee Meeting Minutes - 7 March 2024

10. RISK

10.1 Strategic Risk Register Presentation

RECOMMENDATION

That the Audit and Risk Committee notes and receives the current Strategic Risk Register.

OUTCOME/ACTIONS ARISING:

- | |
|---------------------------|
| 1. Recommendation agreed. |
|---------------------------|

10.2 Quarterly Risk Management Report - March 2024

RECOMMENDATION

That the Audit and Risk Committee notes and receives the Quarterly Risk Management Report.
--

OUTCOME/ACTIONS ARISING:

- | |
|---------------------------|
| 1. Recommendation agreed. |
|---------------------------|

10.3 Inscon Insurance Program Review Report

RECOMMENDATION

The Audit and Risk Committee members note the insurance program review report prepared by Inscon.

OUTCOME/ACTIONS ARISING:

- | |
|---------------------------|
| 1. Recommendation agreed. |
|---------------------------|

10.4 Insurance Renewal 2024-25

RECOMMENDATION



Audit and Risk Committee Meeting Minutes - 7 March 2024

That the Audit and Risk Committee notes and receives the report.
OUTCOME/ACTIONS ARISING:
1. Recommendation agreed.

10.5 Draft Fraud and Corruption Internal Investigation Procedure

RECOMMENDATION
That the Audit and Risk Committee endorse the updated <i>Fraud and Corruption Internal Investigation Procedure</i> for adoption by the Executive Team.
OUTCOME/ACTIONS ARISING:
1. Recommendation agreed.

10.6 Draft updated Risk Management Framework

RECOMMENDATION
That the Audit and Risk Committee endorse the updated <i>Risk Management Policy</i> for adoption by Council, and <i>Risk Management Operational Policy</i> and <i>Risk Management Plan</i> for adoption by the Executive Team.
OUTCOME/ACTIONS ARISING:
1. Recommendation agreed.

11. MONITORING

11.1 Response to Municipal Monitor appointed to Strathbogie Shire Council – Report to the Minister for Local Government

RECOMMENDATION
That the Audit and Risk Committee note the report.



Audit and Risk Committee Meeting Minutes - 7 March 2024

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

11.2 Reporting on Internal Control Environment

RECOMMENDATION

That the ARC receives and notes the updates on the delivery of the Internal Control Environment – Rolling Four Year Plan.

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

11.3 VAGO, Ombudsman, Inspectorate and IBAC Reports

RECOMMENDATION

That the Audit and Risk Committee receives and notes this report on VAGO, Victorian Ombudsman, IBAC, Victorian Inspectorate and other reports.

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

NOTE: The Senior Compliance Officer proposed a change in the process of creating this report for future meetings. The suggestion was for the Compliance Team to review the 'Recent Reports and Publications' report from HLB Mann Judd and indicate to the Committee which reports they intend to respond to at the subsequent meeting. The Committee accepted this proposal.

11.4 Fraud and Corruption Reporting

RECOMMENDATION

1. That the Audit and Risk Committee receives and notes this report.
2. That the Audit and Risk Committee endorse the proposed amendment to the



Audit and Risk Committee Meeting Minutes - 7 March 2024

finance related fraud KPI, and update of the DRAFT *Fraud and Corruption Control Plan* accordingly.

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.
2. Senior Compliance Officer to present scope of proposed in person Fraud and Corruption Training to the next Audit & Risk Committee meeting.

11.5 Audit Compliance Report - March 2024

RECOMMENDATION

That the Audit and Risk Committee:

1. Receives and notes this report.
2. Provide feedback on the specific information deemed essential by the Committee for inclusion in future reports, based on the dashboard demonstration.
3. Approves the extension to the audit action due dates as proposed in Attachment 2.

OUTCOME/ACTIONS ARISING:

1. Recommendations agreed.

NOTE: For future overdue high-risk action extension requests, the Committee suggested a phased approach, receiving regular progress updates on risk mitigation efforts at each meeting instead of approving extensions longer than three months in advance.



Audit and Risk Committee Meeting Minutes - 7 March 2024

11.6 Gifts, Benefits and Hospitality Compliance Reporting July to December 2023

RECOMMENDATION

That the Audit and Risk Committee receives and notes this report into the Gift Register Review for the period of 1 July 2023 to 31 December 2023.

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

11.7 Conflict of Interest - Compliance

RECOMMENDATION

That the Audit and Risk Committee receives and notes this report on the conflicts of interest for the 2023 calendar year.

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

12. PERFORMANCE REPORTING

12.1 Major Initiatives Performance Summary Report - Q2 2023/24

RECOMMENDATION

That the Audit and Risk Committee note the Major Initiatives Performance Summary Report for Q2 2023/24.

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.



Audit and Risk Committee Meeting Minutes - 7 March 2024

12.2 Quarter 2 2023/24 People and Workcover Reports

RECOMMENDATION

That the Audit and Risk Committee note the Quarterly People Report, Workcover Report and Lost Time Injuries Report for Q2 of the 2023/24 financial year.

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

13. FINANCE

13.1 Quarterly Budget Report - December 2023

RECOMMENDATION

That the Audit and Risk Committee receives and notes the Quarterly Budget Report for the period ended 31 December 2023, prepared in accordance with the requirements of the *Local Government Act 2020*.

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

Note: The General Manager of Organisational Performance updated the Committee on the ongoing work in response to the Good Practice Guidelines for Local Government Service Rates and Charges.

14. REPORTING REQUIREMENTS

There are no Reporting Requirements reports tabled for this meeting.



Audit and Risk Committee Meeting Minutes - 7 March 2024

15. GENERAL BUSINESS

15.1 Audit and Risk Committee Biannual Report to Council

RECOMMENDATION

That the Audit and Risk Committee endorse the attached report for presentation to the Chief Executive Officer for tabling at the next available Council Meeting.

OUTCOME/ACTIONS ARISING:

1. Recommendation agreed.

15.2 Update from Manager Governance

The Manager Governance updated the Committee on plans to review and streamline reports, and will engage with the Committee for input on new reporting procedures.

15.3 Update from General Manager Organisational Performance

The General Manager of Organisational Performance provided the Committee with an update on the ongoing budget workshops with Councillors and the plan to present the budget for public consultation at the April 2024 Council meeting.

Next Meeting Date

The next Audit and Risk Committee meeting is to be held on Thursday 6 June 2024.

Meeting Closed at 12.06 PM.

11. QUESTIONS ON NOTICE

Nil reports

NOTICES OF MOTION

12. NOTICES OF MOTION

Item Number 12.1 08 April 2024

Chief Executive Office

NOTICE OF MOTION 2024/02 - SPONSORSHIP OF GIPPSLANDIA MAGAZINE

Cr Dale Harriman

I, Cr Dale Harriman, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 08 April 2024:

That the Mayor, on behalf of Council, write to OneGippsland to advocate for each Gippsland Council to provide annual sponsorship of \$5,000 to support the ongoing publication of Gippslandia magazine.

Signed

Cr Dale Harriman

Thursday, 28 March 2024

COUNCILLOR STATEMENT

Gippslandia magazine is a publication that promotes and celebrates the diverse communities and stories across Gippsland, including Latrobe City.

Due to financial challenges, Gippslandia faces the possibility that it may not be able to continue publication, which would be a lost for the area given the unique exposure it provides both inside and outside Gippsland.

This could be prevented if each of the Councils in Gippsland were to provide ongoing financial support to Gippslandia in recognition of the unique voice that it provides for the area.

OFFICER COMMENT

Gippslandia is an independent, not for profit free quarterly magazine that aims to promote and celebrate the diverse stories and communities across Gippsland, including Latrobe City.

The publication is unique in its objectives and is not seen as a traditional news outlet, where community and rate payers would seek information about Council services and activities.

Gippslandia describes the publication as connecting Gippsland through positive storytelling with a focus on tales of regional, national and global issues, in a local context.

22.5.1 whether the Notice of Motion, if passed, will have budget implications and, if so, what

If passed, this Notice of Motion could have an annual financial implication of \$5,000. By providing financial support, in the form of ongoing funding, to one publication concerns could be raised about equity and lead to other media outlets within Latrobe City seeking funding to support their ongoing operations. All media outlets have suffered the impacts of reduced advertising revenue during and post COVID and are now feeling the impacts of the current economic conditions.

22.5.2 whether the Notice of Motion, if passed, will impact on internal resources and, if so, how

There will be no resourcing issues as a result of the Notion of Motion.

22.5.3 how the Notice of Motion relates to the Council Plan and any relevant Council policies

The Notice of Motion does not have any direct link to the five themes of the Council Plan or any relevant Council policies.

The Council Plan however also identifies key capabilities important to delivery of the Council Plan and these are outlined under the headings of people, systems, governance and communications.

The Notice of Motion proposal has a connection to the communications key capability. If the Notice of Motion is supported it could assist to deliver effective promotion and marketing of Latrobe City.

22.5.4 how the Notice of Motion relates to work that has already been undertaken by Officers or Committees.

The Notice of Motion does not directly relate to work that has been undertaken by Officers or Committees, however, over the past two years, Council's Creative Venues Team has purchased paid advertising within Gippslandia to increase promotion of the Gippsland Performing Arts Centre programming schedule to reach broader target audiences across Gippsland.

DECLARATION OF INTERESTS

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

Attachments

Nil

ITEMS FOR TABLING

13. ITEMS FOR TABLING

Item Number 13.1 08 April 2024

Regional City Strategy & Transition

TABLING OF AUDIT & RISK COMMITTEE BI-ANNUAL REPORT AND ANNUAL SELF-ASSESSMENT

PURPOSE

To fulfil the legislated requirement to table the Audit and Risk Committee (ARC) Bi-Annual Report and Annual Self-Assessment against the ARC Charter.

EXECUTIVE SUMMARY

- The *Local Government Act 2020* set outs that an ARC must:
 - undertake an annual assessment of its performance against the ARC Charter
 - prepare a Bi-Annual Audit and Risk report that describes the activities of the ARC and includes its findings and recommendations.
 - provide a copy of these to the Chief Executive Officer for tabling at the next Council meeting.
- The biannual report has been prepared by the ARC Chairperson, advising:
 - the independent view of the ARC is that the governance and risk culture and commitment to continuous improvement of Council remains strong.
 - there is ongoing support for a risk-based approach and ensuring controls adopted and implemented are effective in mitigating and reducing the Council's exposure to risk.
- The annual self-assessment of ARC's performance showed:
 - an overall uplift in scores and positive feedback from respondents.
 - areas for further improvement include internal audit appointment and planning, and Business Continuity and IT Disaster Recovery. Work is underway to make improvements in these areas.
- A copy of each report is provided as Attachments 1 and 2.

OFFICER'S RECOMMENDATION

That Council receive and note the following reports prepared by the Audit and Risk Committee:

- 1. Bi-Annual Report; and**
- 2. Annual Self-Assessment.**

BACKGROUND

The ARC is formally established under Section 53 of the *Local Government Act 2020*.

The ARC's purpose is to support Council in discharging its oversight responsibilities related to:

- financial and performance reporting;
- risk management;
- fraud prevention systems and control;
- maintenance of a sound internal control environment;
- assurance activities including internal and external audit; and
- Council's performance with regard to compliance with its policies and legislative and regulatory requirements.

It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters.

ANALYSIS

The attached ARC Bi-Annual Report and Annual Assessment meet the requirements of the *Local Government Act 2020* and the ARC Charter.

Biannual Report

The Bi-Annual Report provides a summary of the work performed by the ARC Committee for the period 1 July 2023 to 31 December 2023. The Bi-Annual Report found that it is the independent view of the Committee that the governance and risk culture, and commitment to continuous improvement of Council, remains strong. The Chair noted that there have been no substantial issues raised by Internal Audit or External Audit that were not known to the Executive or would give rise to undue concern. Moreover, as opportunities to improve have been identified, Council has been open to the suggestions. The Chair thanked the management team for their support in running the Committee, and the independent members and Councillors for their contribution.

Self-Assessment

The results of the Self-Assessment Survey are attached to the Annual Self-Assessment Report. Eight participants completed the survey, split evenly between Committee members and Executive team members.

The results generally show an overall uplift in the scores, with the weighted average higher across the board, with the exception of two (refer below).

High scores were received in response to questions around standards of governance, accounting policies, compliance with laws/regulations, external audit function, risk management processes, early warning signs around financial well-being, anti-fraud strategies, fostering an ethical environment, and provision of support and information to the Committee.

The comments provided by respondents recognised the efforts of the officers in preparing reports, responding to queries and maintaining good governance.

Lower scores and respondent comments identified improvement opportunities in relation to internal audit and Business Continuity and Disaster Recovery planning.

- Internal audit scored lower in regard to review of performance, reviewing and approving the internal audit plan annually, and internal audit appointment. This was likely related to delays and difficulties in developing and adopting the new three year strategic audit plan, following the retendering of the internal audit function and reappointment of the existing provider, and scaling back of audit program to deliver a more streamlined and focused audit plan.
- The level of effectiveness of appropriate Business Continuity and Disaster Recovery Planning scored higher than previous years, but still shows room for improvement at 3.75/5, with one score of 'less than adequate'. This is recognised by officers and work is in progress to undertake a significant review of the Business Continuity Framework and IT Disaster Recovery Plan.

RISK ASSESSMENT

RISK	RISK RATING	TREATMENT
COMPLIANCE That Council does not fulfil its legislative obligations.	Low <i>Unlikely x Minor</i>	Continue to support the ARC to fulfil its obligations, and ensure required reports are tabled at the next possible Council meeting and/or briefing in order to meet legislative requirements.

CONSULTATION

The draft Bi-Annual Report and self-assessment results were provided to ARC members for discussion and endorsement.

COMMUNICATION

No particular communication is proposed.

DECLARATIONS OF INTEREST

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

APPENDIX 1 IMPACT ASSESSMENT

Social

Not applicable.

Cultural

Not applicable.

Health

Not applicable.

Environmental

Not applicable.

Economic

Not applicable.

Financial

The ARC is managed through existing budget provisions. Recommendations and actions arising from the meeting are considered by management within the constraints of budget requirements.

Attachments

1. ARC Biannual Report July - December 2023
2. Audit & Risk Committee Annual Self Assessment 2023

13.1

Tabling of Audit & Risk Committee Bi-Annual Report and Annual Self-Assessment

- 1 ARC Biannual Report July - December 2023..... 532
- 2 Audit & Risk Committee Annual Self Assessment 2023 540



Audit and Risk Committee Biannual Report

2023 Year (July to December)



Audit & Risk Committee Biannual Report (Jul – Dec 2023) | Page 2

Dear Councillors,

As part of the Audit and Risk Committee Charter, I am pleased to present to you the Biannual Report of the Audit and Risk Committee for the period July to December 2023.

The report contains details of:

1. Purpose of the Audit and Risk Committee
2. Committee Membership
3. A Summary of Work Performed by the Audit and Risk Committee
4. Overall Conduct of the Audit and Risk Committee

Mr. David Kortum

Chair, Audit and Risk Committee

2 February 2024

Audit & Risk Committee Biannual Report (Jul – Dec 2023) | Page 3

Purpose of the Audit and Risk Committee

The Audit and Risk Committee is formally established under Section 53 of the Local Government Act 2020.

The Audit and Risk Committee's purpose is to support Council in discharging its oversight responsibilities related to financial and performance reporting, risk management, fraud prevention systems and control, maintenance of a sound internal control environment, assurance activities including internal and external audit and Council's performance with regard to compliance with its policies and legislative and regulatory requirements. It acts in this capacity by monitoring, reviewing, endorsing and advising on the above matters.

Audit and Risk Committee Membership

The Latrobe City Council Audit and Risk Committee consists of two Councillors and one Councillor alternate member, and three independent external members. To fulfill obligations under Section 53 of the Local Government Act 2020 and to be effective in our role, we require a broad representation of skills and experience.

I am pleased to Chair Audit and Risk Committee, which in my opinion, has broad skill set, expertise and awareness of the local government operating environment. I am grateful for the contribution from the councillors, who further assist the Audit and Risk Committee fulfill our obligations and provide local context which is critical in managing risk.

As mentioned in our previous Audit and Risk Committee Report, in May 2023, Ms. Beverley Excell concluded her term as the Chair of the Audit and Risk Committee after nine years with Latrobe City Council.

In her term with Latrobe City Council, Ms. Beverley Excell helped mature the capability of the Audit and Risk Committee, provided subject matter expertise and broader awareness of how other similar entities were managing risks. Ms. Beverley Excell helped Council address outstanding audit items in a timely manner and assisted in maturing the effectiveness of risk controls. I would like to acknowledge the commitment, expertise, detail and diligence Ms. Beverley Excell provided to Latrobe City Council.

As a result of the completion of Ms. Beverley Excell terms, Latrobe City Council undertook a detailed recruitment process for the vacant Audit and Risk Committee Independent Member position and the appointment of a new Chair of the Audit and Risk Committee.

In July 2023, Latrobe City Council were pleased to appoint Ms. Jane Watson to the Audit and Risk Committee. Ms. Jane Watson has deep expertise in the local government sector, having previously served as the Chief Financial Officer at Baw Baw Shire Council and currently serving as an Independent Member of the Audit and Risk Committee at the Rural City of Wangaratta and Mansfield Shire Councils. In her time with

Audit & Risk Committee Biannual Report (Jul – Dec 2023) | Page 4

Latrobe City Council, Ms. Jane Watson has already demonstrated her deep expertise, knowledge of the local government sector, the role of Audit and Risk Committees and will be an excellent contributor in her term with Latrobe City Council.

We are also fortunate to have Mr. John Purcell as an Independent Member. Mr. John Purcell joined the Audit and Risk Committee in June 2022. Mr. John Purcell has extensive knowledge of business administration, fraud investigations, economics, risk and accounting. Mr. John Purcell has deep knowledge in the education sector, this expertise will be extremely valuable to the Audit and Risk Committee as we discuss how the Latrobe City Council adheres to the Child Safe Standards in early 2024.

We are also joined by Cr. Darren Howe who was appointed as a Council representative in April 2023 and Cr. Brad Law. Both Cr. Darren Howe and Cr. Brad Law provide valuable insights from a local and councillors perspective. I am very appreciative of their attendance, insights and questions at our Audit and Risk Committee meetings.

I am grateful for the opportunity to serve at the Chair of the Audit and Risk Committee until August 2026.

A Summary of Work Performed by the Audit and Risk Committee

Risk Management

The Committee continued to monitor Council's risk management performance and the effectiveness of the risk management framework. The Committee has continued to focus on and prioritised risks associated with internal audit reviews and external audit reports and to consider new and emerging risks.

In the last six months, a common theme developing in Audit and Risk Committees is the encouragement of Council adopting a risk-based approach and ensuring controls adopted and implemented are effective in mitigating and reducing the Council's exposure to risk.

In the last quarter, the Audit and Risk Committee were presented with a report from JLT on Public Sector Risk. These benchmarking reports are another form of assurance to ensure the Latrobe City Council have identified a broad-spectrum of risks to the organisation. As the Chair of the Audit and Risk Committee, I am pleased that the Latrobe City Council Risk Registers have broad coverage across Health and Safety, Legislative Compliance, Service Delivery, ICT Systems, Financial, Reputation, Fraud and Corruption and Emergency Management risks, which aligned well with the Top 10 Risks outlined by JLT.

We are pleased to note, that Council have embarked on a targeted and ambitious cyber security program of work. This program of work has been based on audit findings and aligns with international standards, government guidelines and included a phishing campaign. We acknowledge the cyber security threat

Audit & Risk Committee Biannual Report (Jul – Dec 2023) | Page 5

landscape is evolving and privacy issues are of concern to the Australian community, and are grateful for the targeted cyber security program of work and commitment to continuous improvement from management.

We are also pleased to report the Council have recently agreed to conduct an Insurance Portfolio Review. The purpose of this review is to determine whether the current program is fit for purpose, expenditure appropriate, provider service standards measurable and opportunities for improvement identified. The Audit and Risk Committee supports this program of work and the follow up actions, which will ultimately help Latrobe City Council have comfort, assurance and a targeted insurance program.

In October, Latrobe City Council completed a review of the effectiveness of the Risk Management Framework in line with the Audit and Risk Committee workplan. The review identified good practices, some improvement areas and a number of recommendations that will be implemented throughout 2023-215. We acknowledge and appreciate the efforts of Management to regular assess the design and operating effectiveness of the Risk Management Framework and its associated components.

In October, Latrobe City Council reviewed and updated the Fraud and Corruption Policy and Plan. This activity was timely as the cost of living issues in the current environment can increase the risk of fraud, as outlined in the fraud triangle (pressure, opportunity and rationalisation). This review was in addition to a more significant review in 2021 which aligned with the updated Australian Standard (AS8001:2021) Fraud and Corruption Control.

Latrobe City Council also completed a detailed review and assessment into the IBAC Operation Sandon Special Report (alleged corrupt conduct at the City of Casey) and have reviewed the reports into Moira Shire Council.

Financial Statements

In alignment with the Audit and Risk Committee Work Plan, in September we held a Special Meeting (standard procedure within the local government sector) to discuss the Financial Statements. We were pleased with the assessments made by VAGO regarding the fair representation of financial and performance statements.

We would like to extend our appreciation to Management for the timely and accurate completion of the year end 30 June 2023 Financial Report and Performance Statement.

Audit & Risk Committee Biannual Report (Jul – Dec 2023) | Page 6

Internal Audit Tender

As previously mentioned, following the expiration of the internal audit contract with HLB Mann Judd, a tender process was undertaken for a new three-year contract with two one-year extensions. Following the evaluation process HLB Mann Judd were reappointed with the recommendation presented to the March 2023 council meeting.

As part of this new contract, a new three-year Audit Plan will be developed.

Internal Audit

Throughout the year the Committee reviewed regular status reports from the Internal Auditor on their work and continued a practice of endorsing audit scopes in advance of commencement.

The following Internal Audits will be tabled at Audit and Risk Committee meetings throughout 2023-2024:

- Child Safe Standards;
- Tendering Thresholds and Processes;
- Debtor Management; and
- Statutory Planning.

A key focus for the Committee remains reviewing the organisation's audit action compliance through regular reporting to the committee. The Committee recognises Management's focus on the review and close out of aging and overdue audit actions, to ensure risks have been mitigated.

Other Audits and Information Presented

In addition, the Audit and Risk Committee have had information presented on the following audits, investigations, and internal projects, including some that have been conducted by other agencies:

- Council's quarterly Performance and Budget Reports;
- Gifts, Benefits and Hospitality Compliance Reporting;
- VAGO, Ombudsman, Inspectorate and IBAC Reports;
- Fraud and Corruption Reporting;
- Conflict of Interest – Compliance;
- People and Workcover Reports;
- Review of Business Continuity Framework and testing regime;
- Update on compliance and internal control activities; and
- Asset accounting update.

Audit & Risk Committee Biannual Report (Jul – Dec 2023) | Page 7

The Committee advises it continues to get value from the review of integrity agency reports and these are produced to a high quality.

Overall Conduct of the Audit and Risk Committee

The Committee discharged its duties during the following meetings:

- 24 August 2023
- 21 September 2023 (Special Meeting – Financials)
- 23 November 2023

Attendance

Attendance at the meetings for each independent and Councillor members is in the following table.

Committee Member	August 2023	September 2023	November 2023
David Kortum	✓	✓	✓
John Purcell	✓	✓	✓
Jane Watson	✓	✓	✓
Cr Law	✓	✓	✓
Cr Howe	✓	✓	✓
Cr Middlemiss (alternate)	N/A	N/A	N/A

* All councillors are invited to attend meetings but do not have an entitlement to vote.

Conclusion

The Committee is of the view that the governance / risk culture and commitment to continuous improvement of Council remains strong. There have been no substantial issues raised by Internal Audit or External Audit that were a great surprise to the Executive or would give rise to undue concern. Moreover, as opportunities to improve have been identified, Council has been open to the suggestions.

The Committee appreciates that council does understand the important role the Committee plays as an independent committee of Council, through the diverse experience and knowledge of its members. It helps council to fulfil its responsibilities via many key functions including external financial and performance reporting, maintenance of strong and effective governance and control frameworks, management of key

Audit & Risk Committee Biannual Report (Jul – Dec 2023) | Page 8

risks and Council's compliance with legislation and regulation.

I would like to thank the management team for their support in running the Committee and thank my colleagues, both the independent members and the Councillors, for their contribution to a strong Committee.

David Kortum

External Chair

Audit & Risk Committee, Latrobe City Council

2 February 2024

ARC annual self assessment survey results 2023

Question	weighted average			Trend	Comment
	2021	2022	2023		
Q1 Are you ARC or LCC management rep?	3 + 1	4 + 3	4 + 4		Increased responses in 2022 due to strong encouragement by ARC Chair for all to participant
Q2 If management, have you attended more than 3 meetings this year?	1 yes, 1 no	2 yes, 2 no	4 yes, 2 no		
Q3 The Audit and Risk Committee has monitored the systems and activities of Council in ensuring reliable financial reporting and management information					"There is suitable commitment and engagement from the Councillors and Officers. Big commitment from the team preparing the audit papers - sterling effort."
High standards of corporate governance	3.7	3.86	4.5		"Please note that i wasn't able to confidently answer some questions and so I have saidadequate in these sections."
Appropriate application of accounting policies	4.2	3.86	4.38		
Compliance with applicable laws and regulations	3.5	3.86	4.5		
Effective and efficient internal audit functions	4	4	4.13		
Effective and efficient external audit functions	4	3.71	4.5		
The identification, assessment and response to risk that is in accordance with Council's risk appetite	3.7	3.71	4.25		
Effective and efficient risk management processes	3.5	3.71	4.25		
Measures to provide early warning of any issues affecting the organisation's financial well-being	3.7	3.86	4.5		
Effective anti-fraud strategies and programs	3.5	3.71	4.5		
The level and effectiveness of appropriate Business Continuity and Disaster Recovery Planning	3.7	3.57	3.75		One score of 'less than adequate'
Maintenance and fostering an ethical environment	3.5	3.71	4.5		"I think the officers are genuinely committed to good governance for the LCC."
Q4 The Audit and Risk Committee has: Received whatever information, presentations, or explanations it considers necessary to fulfil its responsibilities	3.75	3.57	4.62		"Please note that i wasn't able to confidently answer some questions and so I have said adequate in these sections."
Q5 The Audit and Risk Committee has: Worked with management and internal audit to develop a framework for monitoring the multi dimensional elements of corporate governance	3.75	3.86	4		"Audit Program is commensurate with risk, appetite and resources."
Q6 The Audit and Risk Committee has:					
Gained a level of assurance that systems are in place within Council to identify material business risks	3.5	3.71	4.37		
Scheduled audit reviews in accordance with risk assessments	4	3.85	4.12		
Reviewed the accountability of Council's corporate governance arrangements	3.75	3.71	4.37		
Reviewed the effectiveness of internal control systems in place	3.75	3.71	4.37		
Made recommendations to address control deficiencies	3.75	3.85	4.37		
Considered the adequacy of actions taken to ensure that material risks are dealt with in a timely manner to mitigate exposures	4	3.85	4.37		
Gained a level of assurance that material business risks are appropriately reflected in the risk profile	3.5	3.71	4.37		
Q7 The Audit and Risk Committee has: Reviewed the effectiveness of management information including financial controls and reporting	4	3.57	4.43		
Q8 The Audit and Risk Committee has:					"The review of the reports of other agencies (IBAC, Ombudsman etc) is very comprehensive."
Developments and changes in the various rules, regulations and laws which relate generally to Council's business operations	3	3.71	4.5		
Measures to ensure Council's compliance with legislation.	3	3.57	4.38		
Q9 The Audit and Risk Committee has:					
Reviewed the performance of internal audit	4.5	3.71	4		One score of 'less than adquate'.

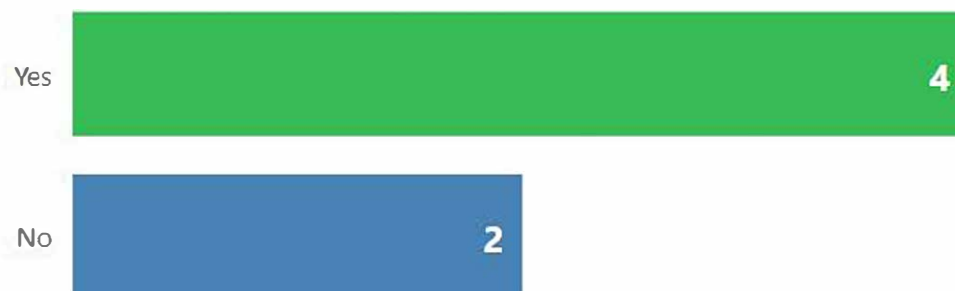
Reviewed the effectiveness of the annual external audit	4.5	3.71	4.5	✓	
Recommended internal audit appointments to Council	3.75	3.6	3.33	✓	Once score of 'less than adequate'. "I have not answered the question in relation to appointments to the audit committee as from a governance perspective it is a responsibility of the Council to appointment independent members and nominate Councillor members."
Provided a structured reporting line for internal and external audit	4	4.14	4.25	✓	
Annually approved the Internal Audit Program and rolling three year plan	4.5	4.14	4.14	✓	One score of 'less than adequate'.
Reviewed and approved the Audit and Risk Committee Annual Plan	4	4	4.43	✓	
Q10 The Audit and Risk Committee has:					
Committee members have attended meetings on a regular basis	5	3.86	4.38	✓	
Meetings have been conducted in accordance with the agenda issued	5	4.43	4.63	✓	
Meeting agendas and supporting papers have been well structured and well written	3.75	4.29	4.63	✓	
Meetings have been conducted to allow for full participation by all members	5	4.29	4.5	✓	
Meetings have allowed Committee members to raise any issue they believe relevant	5	4.29	4.63	✓	
Meetings have been conducted to allow for open, frank and robust discussion of all matters raised.	4.75	4.43	4.63	✓	
Are there any other matters you believe should be raised as part of this assessment of the performance of the Audit & Risk Committee for this year?	100% no	100% no	87.5% no		One yes response, suggesting agenda be split into discussion items and information only. To be discussed.
Q11					

Q1: Member Type

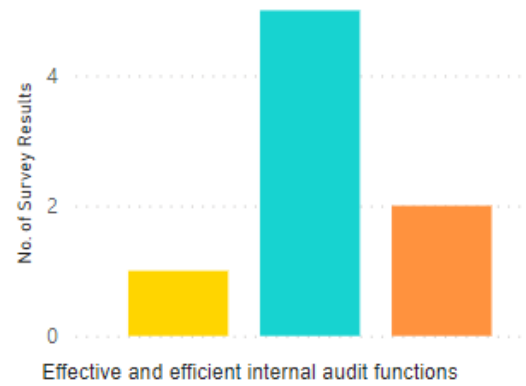
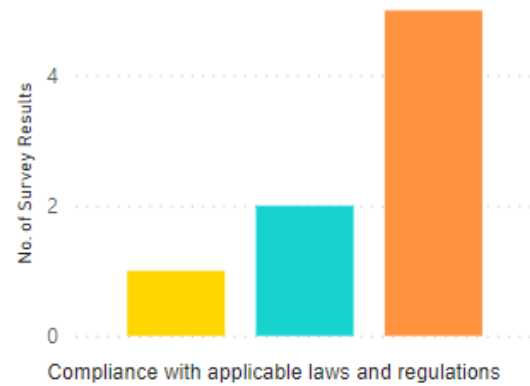
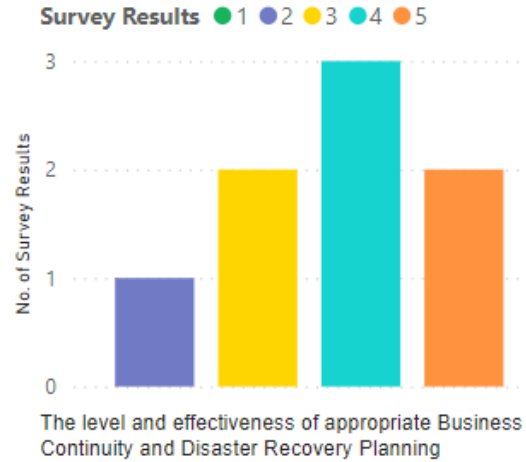


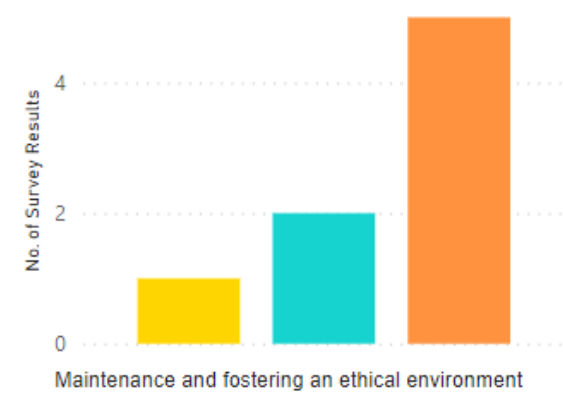
Q2: If you are a management representative, have you attended more than three meetings in this year?

*as the number of responses exceed the four management responses provided, we can assume a number of members also responded, though we are unable to provide correct data as this is anonymous



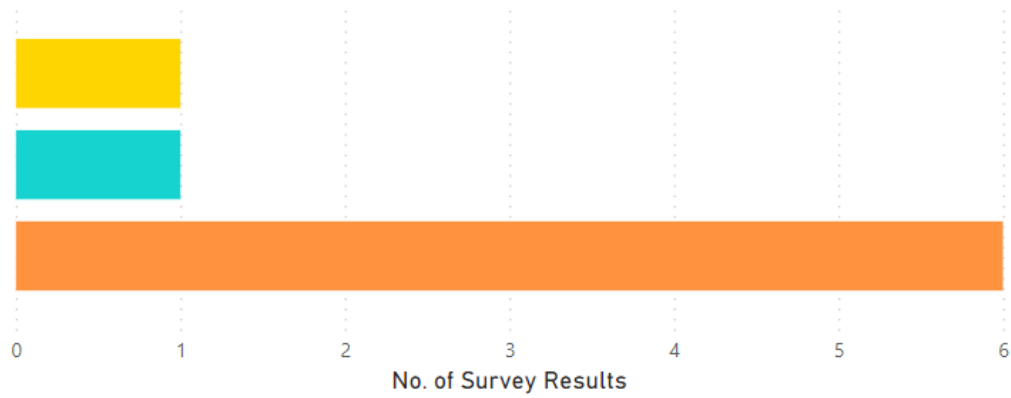
Q3 The Audit and Risk Committee has monitored the systems and activities of Council in ensuring reliable financial reporting and management information





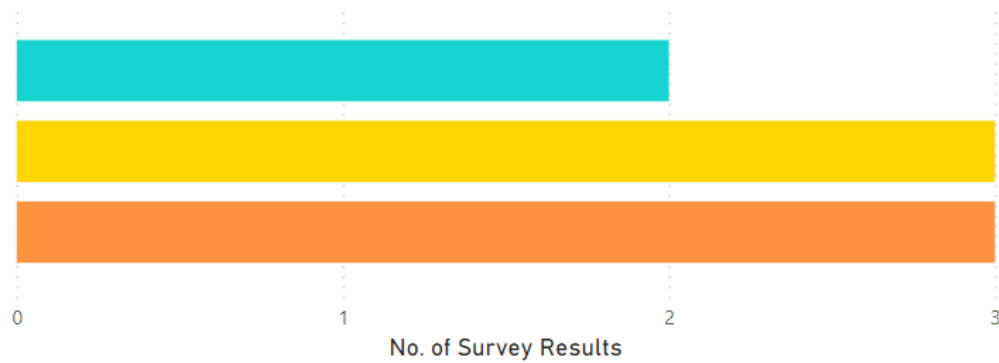
Q4: The Audit and Risk Committee has received information, presentations, and/or explanations necessary to fulfill its responsibilities

Survey Scores ● 3 ● 4 ● 5



Q5: The Audit and Risk Committee has worked with management and internal audit to develop a framework for monitoring the multi-dimensional elements of corporate governance

Survey Scores ● 3 ● 4 ● 5

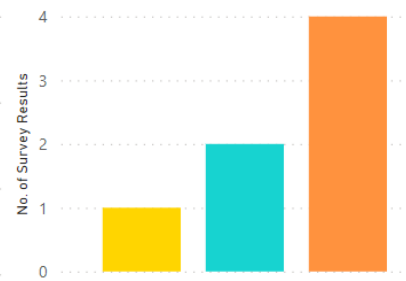


Q6 The Audit and Risk Committee has:

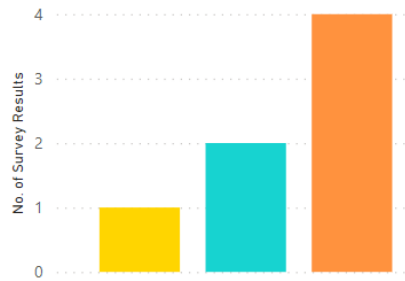
Survey Results ● 1 ● 2 ● 3 ● 4 ● 5



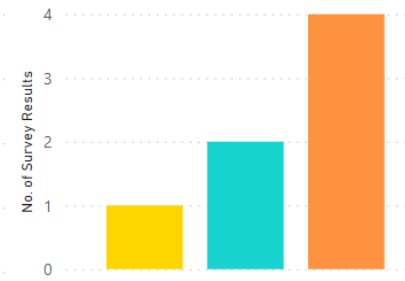
Considered the adequacy of actions taken to ensure that material risks are dealt with in a timely manner to mitigate exposures



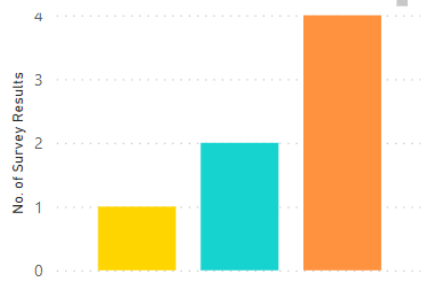
Gained a level of assurance that systems are in place within Council to identify material business risks



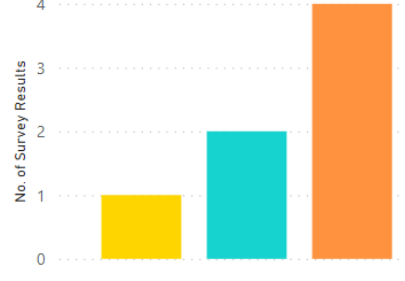
Scheduled audit reviews in accordance with risk assessments



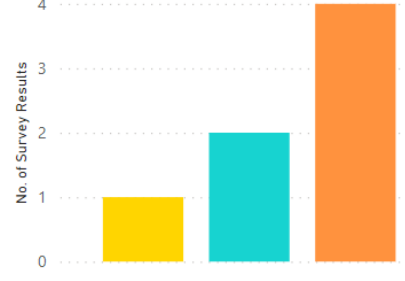
Reviewed the accountability of Council's corporate governance arrangements



Reviewed the effectiveness of internal control systems in place



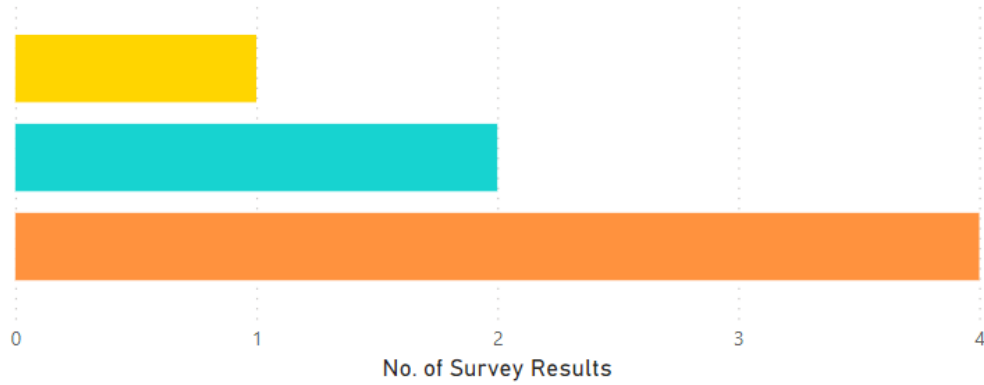
Made recommendations to address control deficiencies



Gained a level of assurance that material business risks are appropriately reflected in the risk profile

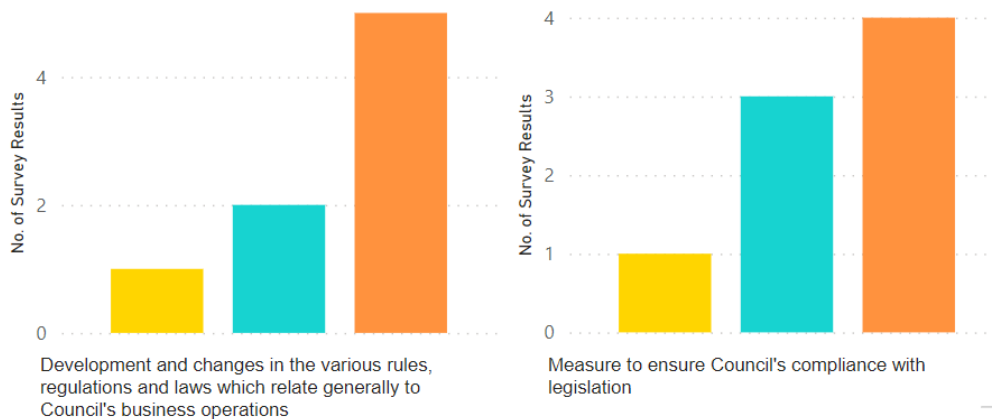
Q7: The Audit and Risk Committee has reviewed the effectiveness of management information including financial controls and reporting

Survey Scores ● 3 ● 4 ● 5



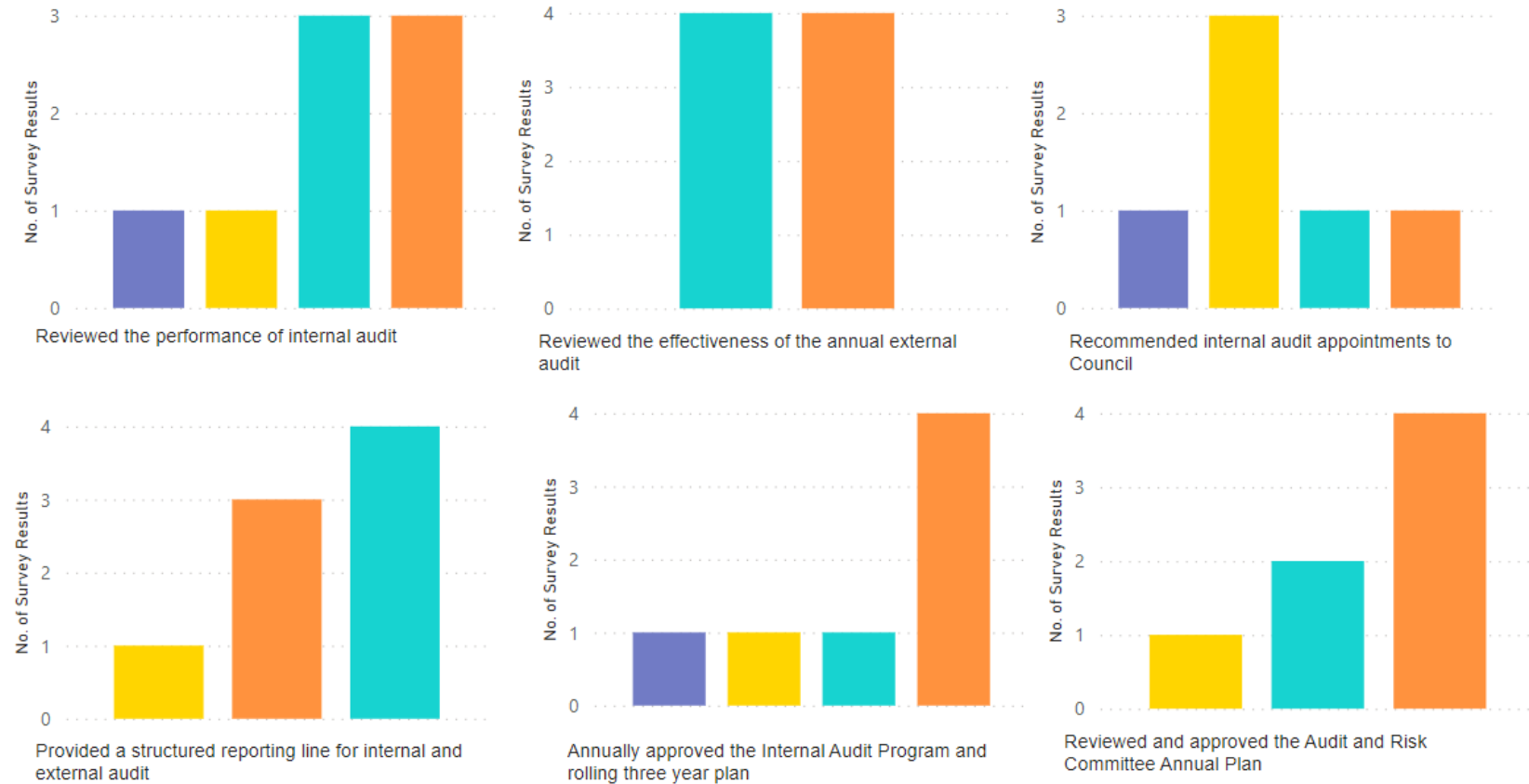
Q8: The Audit and Risk Committee has:

Survey Scores ● 3 ● 4 ● 5



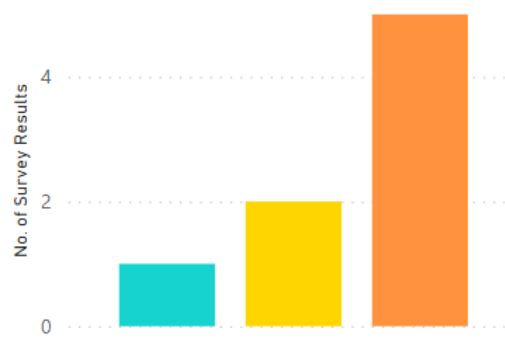
Q9 The Audit and Risk Committee has:

Survey Results ● 1 ● 2 ● 3 ● 4 ● 5

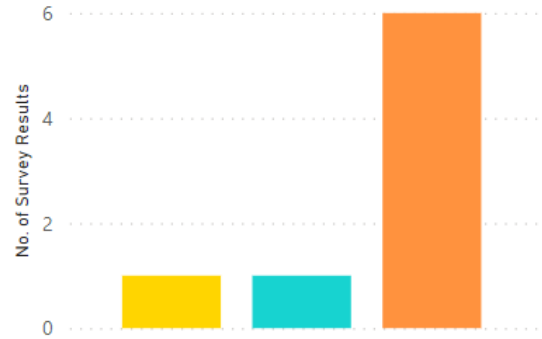


Q10 The Audit and Risk Committee has:

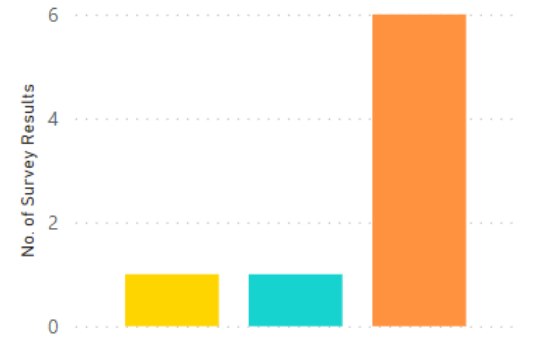
Survey Results ● 1 ● 2 ● 3 ● 4 ● 5



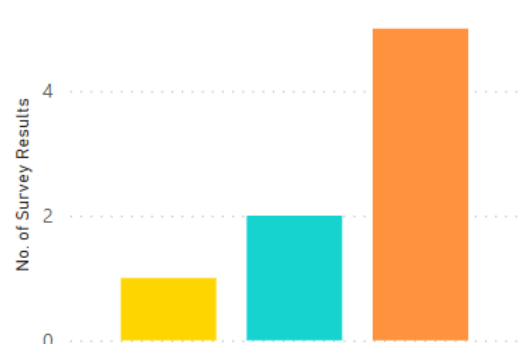
Committee members have attended meetings on a regular basis



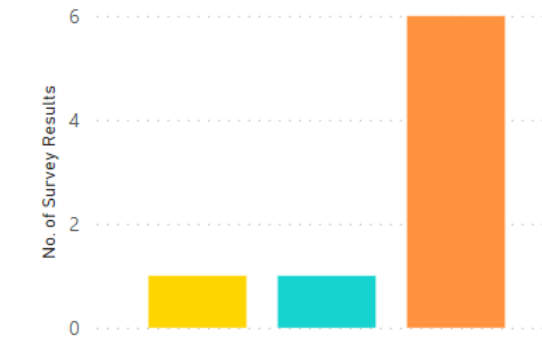
Meetings have been conducted in accordance with the agenda issued



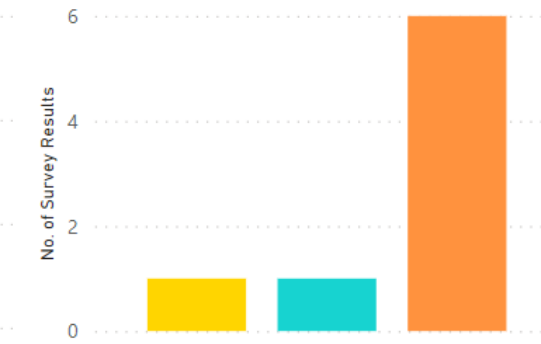
Meeting agendas and supporting papers have been well structured and well written



Meetings have been conducted to allow for full participation by all members



Meetings have allowed Committee members to raise any issue they believe relevant



Meetings have been conducted to allow for open, frank and robust discussion of all matters raised.

Q11: Are there any other matters you believe should be raised as part of this assessment of the performance of the Audit and Risk Committee for this year?



14. ACKNOWLEDGEMENTS

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

**MEETING CLOSED TO
THE PUBLIC TO
CONSIDER
CONFIDENTIAL
INFORMATION**

15. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION

Section 66 of the *Local Government Act 2020* enables Council to close the meeting to the public to consider *confidential information* as defined in that Act.

Proposed Resolution:

That Council pursuant to section 66(1) and 66(2)(a) of the *Local Government Act 2020* (the Act) close the Council Meeting to the public to consider the following items containing confidential information as defined in section 3(1) of the Act:

15.1 Update on Funding Agreements

This item is confidential as it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)). This ground applies because The funding agreements are currently embargoed by the State Government and therefore have been provided on the understanding that they remain confidential.

15.2 Endorsement of Memorandum of Understanding

This item is confidential as it contains Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released (section 3(1)(a)). This ground applies because The MoU is currently embargoed by the State Government and therefore have been provided on the understanding that it remains confidential.