



# LATROBE CITY COUNCIL

## MINUTES FOR THE COUNCIL MEETING

HELD IN NAMBUR WARIGA MEETING ROOM  
CORPORATE HEADQUARTERS, MORWELL AND  
VIA AUDIO VISUAL LINK  
AT 6PM ON  
12 APRIL 2021

CM561

**PRESENT:**

<b>Councillors:</b>	Cr Sharon Gibson, Mayor	West Ward
	Cr Darren Howe, Deputy Mayor	East Ward
	Cr Tracie Lund	Central Ward
	Cr Graeme Middlemiss	Central Ward
	Cr Dan Clancey,	East Ward
	Cr Dale Harriman	East Ward
	Cr Kellie O'Callaghan	East Ward
	Cr Melissa Ferguson	South Ward
	Cr Brad Law	West Ward

**Officers:**

Kendrea Pope	Executive Manager Office of the CEO
Suzanne Miller	General Manager Community Health & Wellbeing
Gail Gatt	General Manager Regional City Growth & Investment
Greg Drumm	General Manager Organisational Performance
Larry Sengstock	General Manager Assets & Presentation
Hanna Steevens	Manager Governance
Kieran Stewart	Governance Officer

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## **COUNCILLOR AND PUBLIC ATTENDANCE**

### **PLEASE NOTE**

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

Pursuant to section 394 of the *Local Government Act 2020*, a Councillor may attend this Council Meeting remotely by electronic means of communication; and

Pursuant to section 395 of the *Local Government Act 2020* this Council Meeting may be closed to the attendance by members of the public by making available access to a live stream of the Meeting on the Council's internet site.

### **1. OPENING PRAYER**

The Mayor read the opening prayer.

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

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

### **3. APOLOGIES AND LEAVE OF ABSENCE**

Nil.

### **4. DECLARATION OF INTERESTS**

Nil.

### **5. ADOPTION OF MINUTES**

#### **MOTION**

**Moved:** Cr Lund

**Seconded:** Cr Howe

**That Council confirm the minutes of the Council Meeting held on 01 March 2021.**

**CARRIED UNANIMOUSLY**

### **6. ACKNOWLEDGEMENTS**

Cr Sharon Gibson acknowledged the passing of Wellington Shire Councillor Cr Malcolm Hole.

Cr Dan Clancey, Cr Dale Harriman and Cr Graeme Middlemiss also acknowledged the passing of Wellington Shire Councillor Cr Malcolm Hole.

Cr Darren Howe acknowledged the passing of Bill McMahon.

Cr Dale Harriman acknowledged the achievements of the Traralgon Amateur Basketball Association's Under 12 girls team winning the Division 1 BV Country Championships.

## **7. PUBLIC PARTICIPATION TIME**

### **Attend as an observer**

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

Therefore this Meeting was closed to physical participation by members of the public. To meet legislated obligations and in the spirit of open, accessible and transparent governance, the Council Meeting was livestreamed.

### **Public Questions on Notice**

In accordance with the *Governance Rules*, members of the public were able to lodge a question on notice before 12noon in order for the question to be answered at the meeting.

The following question was answered at the meeting.

**From:** *Dean Sutton, Regional Representative - State Government LGBTIQ+ Taskforce*

**Topic:** *IDAHOBIT Day*

**Question:** *I am just enquiring if IDAHOBIT Day will be recognised and celebrated on the 17th of May by the raising of the Rainbow Flag at HQ for instance?*

**Response:** *Latrobe City Council is pleased to inform you that Council Officers are in the process of organising a number of activities to recognise IDAHOBIT Day. These include:*

- *Displaying the Rainbow Flag at HQ and Churchill, Moe, Traralgon Service Centres for 1 week following IDAHOBIT Day on 17th May 2021. Flag to replace LCC banner.*
- *A Social Media Post on 17th May to raise awareness for IDAHOBIT.*
- *Information (flyer) distributed to Councillors, staff and displayed at Service Centres before the event to highlight what the day is about and why it is important.*

*We welcome your offer to assist LCC's engagement to develop the MPHWP and other plans to be inclusive with the LGBTIQ+ community and other diverse*

*communities. Our staff will make a time to meet with you with the proposed engagement strategy to ensure it meets these important requirements.*

**Public Speakers**

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

The following persons spoke on an item on the agenda:

<b>Item No.</b>	<b>Agenda Item</b>	<b>Name &amp;/or Company</b>
14.3	2020/259 - Use and development of land with a single dwelling and ancillary outbuilding	Chris Madsen
14.3	2020/259 - Use and development of land with a single dwelling and ancillary outbuilding	Geoffrey Prior
14.3	2020/259 - Use and development of land with a single dwelling and ancillary outbuilding	Ronald Manestar
14.3	2020/259 - Use and development of land with a single dwelling and ancillary outbuilding	Erika Algie

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

Date of Council Meeting	Item	Notes
<b>Regional City Growth and Investment</b>		
23 October 2017	<p>Development Proposal - Expression of Interest</p> <p><i>Previously declared confidential under Section 89(2) (d) (e) of the Local Government Act 1989, as it deals with contractual matters; AND proposed developments.</i></p>	<p>Councillor Briefing reports presented 26 March 2018 and 24 July 2018.</p> <p>Report will be scheduled once an update is available.</p> <p><b>30 April 2020</b></p> <p>Council report to be presented at a future meeting that outlines a proposal wasn't forthcoming. We will continue to market the Airport in line with our investment prospectus in line with the investment roadmap.</p> <p><b>1 October 2020</b></p> <p>Have tried to contact proponent on two occasions, with no response. Will prepare report for Council to finalise this matter.</p> <p><b>3 March 2021</b></p> <p>Report being prepared to finalise this matter Feb 2021.</p>
5 February 2018	Signage on Overhead Bridges on Freeway	<p><b>8 March 2018</b></p> <p>A report to Council will be prepared for a future Council meeting once a response is received from Vic Roads.</p> <p>Response from Vic Roads indicated their position is electronic signage on bridges is not permitted at this time.</p> <p>Further investigations being undertaken in 2018 and 2019.</p> <p><b>31 October 2019</b></p> <p>A future report to be presented to Council late</p>

Date of Council Meeting	Item	Notes
		<p>2020.</p> <p><b>22 April 2020</b></p> <p>A briefing is to be provided in June 2020.</p> <p><b>16 June 2020</b></p> <p>Additional information is still being gathered for the report; it is now expected a report will be made to Council later in 2020.</p> <p><b>6 August 2020</b></p> <p>A letter is being sent from the CEO to the Regional Director Eastern Victoria Regional Roads Victoria regarding this matter; additional options are being determined for the report.</p> <p><b>23 September 2020</b></p> <p>Awaiting formal reply.</p> <p><b>15 February 2021</b></p> <p>A letter was sent by the CEO to RRV seeking a response to the request. A formal reply has not been received.</p>
3 April 2018	Future Use of the Visitor Information Centre Building	<p><b>4 April 2018</b></p> <p>The resolution is noted. A report outlining options for the future use of the existing Visitor Information Centre building in Traralgon will be presented to Council closer to the transition of the service to the foyer of the new performing arts centre (Latrobe Creative Precinct).</p> <p><b>20 July 2018</b></p> <p>No further updates - Update to be provided as the opening of the LCP approaches.</p> <p><b>28 November 2019</b></p> <p>A decision on the future use of the VIC building pending relocation to the foyer of the Latrobe Creative Precinct. This is scheduled for</p>



Date of Council Meeting	Item	Notes
		<p>March/April 2021.</p> <p>New target date set at September 2020 so the process of identifying options and presenting them to Council can begin.</p> <p><b>11 June 2020</b></p> <p>A report is being prepared to present options to Councillors.</p> <p><b>24 August 2020</b></p> <p>The briefing previously scheduled for 24 August has been delayed to sometime in the next few months.</p> <p><b>23 September 2020</b></p> <p>The reports to Council have been rescheduled to early 2021 due to Council election caretaker period.</p> <p><b>15 February 2021</b></p> <p>A briefing report was presented to Councillors on 1 February 2021 which resulted in a direction to undertake an engagement process to see what the community would like done prior to returning to Council with the additional information.</p> <p>Community engagement process is being developed in consultation with the comms team for imminent roll out.</p>
2 September 2019	<p>SEA Electric: Request for Land at the Gippsland Logistics Precinct</p> <p><i>Previously declared confidential under Section 89(2) (e) of the Local Government Act 1989, as it deals with proposed</i></p>	<p><b>30 April 2020</b></p> <p>A further report to be prepared for Council consideration following work undertaken over the coming months.</p> <p><b>12 June 2020</b></p> <p>Draft lease being prepared.</p> <p><b>7 July 2020</b></p> <p>Discussions continuing with State Government in</p>

Date of Council Meeting	Item	Notes
	<i>developments.</i>	<p>relation to milestones for the lease agreement</p> <p><b>1 October 2020</b></p> <p>Lease is currently being negotiated.</p> <p><b>3 March 2021</b></p> <p>Awaiting advice from State Government as to whether support is to be provided to SEA Electric. Further action will be determined after advice.</p>
3 June 2019	Latrobe Creative Precinct - Gippsland FM Proposal to Co-locate at the Precinct	<p><b>11 February 2020</b></p> <p>The expression of interest (EOI) is being publicly released on 17/2/2020. Timelines have allowed for a briefing to Councillors on 20 April 2020, followed by a report on 4 May 2020.</p> <p><b>9 April 2020</b></p> <p>The deadline for submissions of EOI extended at the request of potential submitters due to the COVID-19 pandemic. The deadline extended to 30 April 2020; a Councillor briefing report will be scheduled after this.</p> <p><b>10 June 2020</b></p> <p>Submissions currently being assessed.</p> <p><b>4 August 2020</b></p> <p>The assessment panel decided to invite applicants to provide additional information to assess their submissions. This is currently occurring. Target date has been revised to 30 November 2020 to allow this activity.</p> <p><b>23 September 2020</b></p> <p>Report being presented to Council in October 2020 providing an update and seeking endorsement of change of direction to a creative hub environment.</p>

Date of Council Meeting	Item	Notes
		<p><b>15 February 2021</b></p> <p>Two workshops have been held with parties interested in being included in the CITC, including Gippsland FM. A proposed area for their accommodations has been identified.</p> <p>Now awaiting completion of the Gippsland Performing Arts Centre to enable the existing LPAC to be vacant and the process to continue.</p>
11 November 2019	Celebrating the 20th Anniversary of the Sister City Relationship with Taizhou - Taizhou Garden in Latrobe	<p>Present the final design for consideration at a future Council meeting.</p> <p><b>1 May 2020</b></p> <p>Survey work continues.</p> <p><b>11 June 2020</b></p> <p>The Infrastructure team provided a site survey map and photos to Taizhou on 23 March. Due to the lockdown in China, Taizhou Foreign Affairs Office returned to work in May.</p> <p>Taizhou indicated that the process may take longer than expected due to the COVID-19 pandemic. Once a draft design is received from Taizhou, a further meeting with interested parties will be arranged and an update will be provided.</p>
2 December 2019	<p>2019/17: NIEIR Report</p> <p><i>Previously declared confidential under Section 89(2) (h) of the Local Government Act 1989, as it deals with a matter which the Council or special committee considers would prejudice the Council or any</i></p>	<p><b>6 May 2020</b></p> <p>Data will be finalised following an analysis of the impact of the COVID-19 situation on information previously presented.</p>

Date of Council Meeting	Item	Notes
	<i>person.</i>	
<b>Community Health and Wellbeing</b>		
01 June 2020	Managing Camping at the Lake Narracan Foreshore Reserve	<p>A further report presenting data collected from security and maintenance patrols to inform options for future utilisation of the area to its full potential.</p> <p><b>5 August 2020</b></p> <p>Following the collection of data from the period from 10 October 2020 until 1 May 2021, a report will be presented to Councillors outlining the results of the data and potential options to manage the foreshore area</p> <p><b>21 October 2020</b></p> <p>Security patrols engaged from 01/10/2020 as per resolution to collect data to be included in upcoming report.</p> <p><b>14 December 2020</b></p> <p>Patrols via security detail continue at Lake Narracan providing data to inform reporting and bring back to Council in June 2021.</p> <p><b>23 March 2021</b></p> <p>Reports from security patrol continuing to be received up to end of contract in May.</p>
3 August 2020	2019/20 Outdoor Pool Season Review	<p><b>9 November 2020</b></p> <p>A report will be presented to Council at the June 2021 meeting providing data from the 2020/2021 outdoor pool season.</p> <p><b>14 December 2020</b></p> <p>Data continues to be collected from the 20/21 Outdoor pool season to inform a report due back to Council in June 2021.</p>

Date of Council Meeting	Item	Notes
		<p><b>11 February 2021</b></p> <p>Outdoor Pool Season ends 8 March 2021, data will be collated and report presented in June 2021.</p>
<b>Organisational Performance</b>		
<p>11 September 2017</p>	<p>Proposed Road Renaming - Ashley Avenue, Morwell</p>	<p><b>20 September 2017</b></p> <p>Pending further discussions before a report is rescheduled for decision.</p> <p><b>9 August 2018</b></p> <p>A report for Council to consider the submissions received is being prepared for the September Meeting.</p> <p><b>17 September 2018</b></p> <p>A further report will be determined after Councillor speaks with property owner.</p> <p><b>17 January 2019</b></p> <p>Report expected to council in April 2019.</p> <p><b>8 August 2019</b></p> <p>Proposed road renaming to be referred to Road Naming Committee for consideration when convened.</p> <p><b>14 April 2020</b></p> <p>Report considered at Councillor Briefing held on 23 March 2020.</p> <p><b>7 May 2020</b></p> <p>Letters sent to all property owners in Ashley Avenue advising of potential name change and inviting preliminary feedback.</p> <p><b>23 June 2020</b></p> <p>Feedback received from property owners to be</p>

Date of Council Meeting	Item	Notes
		<p>considered at future meeting of the Road &amp; Place Names Committee following which a Briefing Report will be presented to Council with recommendation as to how to proceed.</p> <p><b>13 July 2020</b></p> <p>Road &amp; Place Names Committee meeting to be held on Monday, 13th July to considered the proposed renaming of Ashley Avenue. Report to be presented to a subsequent Councillor Briefing based upon recommendation from the committee as to which road should be renamed.</p> <p><b>19 November 2020</b></p> <p>Consideration of Briefing Report deferred until 2021.</p> <p><b>24 March 2021</b></p> <p>Report to be considered at the Councillor Briefing to be held on 19 April 2021.</p>
6 July 2020	Englobo Land Valuations	<p>Requests a report at the next available Council Meeting following receipt of this information from the Valuer-General Victoria.</p> <p><b>21 July 2020</b></p> <p>A letter has been sent to The Valuer General Victoria non 13 July 2020 requesting the value of each parcel of current englobo land previously zoned farm land as if it had remained zoned as farm land. To date, no substantive response has been received.</p>
7 September 2020	2020/11: Naming of Reserves in Latrobe City	<p>That Council receives a report in relation to options to identify how information about an individual after whom a reserve in Latrobe City has been named can be recognised and recorded.</p>

Date of Council Meeting	Item	Notes
<b>Assets and Presentation</b>		
3 September 2018	2018/11 Explore alternate options available to replace the supply and use of single use water bottles	<p>Matter was researched and considered during 2018/19.</p> <p><b>14 August 2019</b></p> <p>A briefing report will be presented to Council in September 2019.</p> <p><b>16 January 2020</b></p> <p>A further Briefing Report will be presented in 2020.</p> <p><b>7 May 2020</b></p> <p>A further report will be presented to Council in July for information.</p> <p><b>19 August 2020</b></p> <p>A report will be presented to Council for discussion at Briefing Session in August 2020.</p> <p><b>4 September 2020</b></p> <p>A further report will be provided in 2021 when GRAC is open and options can be explored.</p> <p><b>16 March 2021</b></p> <p>As the official opening of GRAC is 25 March 2021, data from the sales of single use drink bottles will be collated after a six month period, with a report expected to be ready in September or October 2021.</p>
2 March 2020	2020/02 Review of Council Position 2010	<p>Presents a discussion paper to a council briefing session related to a future position on climate change and then presents a report to a future Council Meeting.</p> <p><b>18 August 2020</b></p> <p>The progression of a Discussion Paper to inform Council's future position on climate change is to</p>

Date of Council Meeting	Item	Notes
		<p>be informed by research, benchmarking and engagement activities to be completed within the 2020/2021 financial year as part of the review and renewal of Latrobe City Council's Natural Environment Sustainability Strategy 2014 - 2019.</p> <p><b>17 March 2021</b></p> <p>A report will be presented to a Briefing Session in April 2021.</p>
8 February 2021	Traralgon Recreation Reserve and Showgrounds Masterplan	<p><b>11 February 2021</b></p> <p>A further report will be presented to Council in July 2021</p>
8 February 2021	Main Street, Yinnar – Traffic Calming Options	<p><b>11 February 2021</b></p> <p>A further report will be presented to Council in June 2021.</p> <p><b>17 February 2021</b></p> <p>Engagement with the community and RRV will be undertaken as soon as practical.</p> <p>A line marking project on Main Street has been included in a submission to the Local Roads and Community Infrastructure grant program.</p>
8 February 2021	Latrobe Significant Tree Register 2021	<p><b>11 February 2021</b></p> <p>A further report will be presented to Council in March/April 2021.</p>
8 February 2021	Building Better Regions Fund Application Approval	<p><b>11 February 2021</b></p> <p>A further report will be presented to Council in June 2021.</p>

Any proposed timings of reports listed above advised up to 24 March 2021, have been included in the above table. Items are removed only once a report has been tabled at Council and advised accordingly.



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

# **NOTICES OF MOTION**

**9. NOTICES OF MOTION**

**9.1 2021/03 IMPACTS ON LATROBE CITY OF NOT PARTICIPATING IN ONE GIPPSLAND AND THE IMPLEMENTATION OF THE GIPPSLAND REGIONAL PLAN**

**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, 12 April 2021:

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Ferguson

**That Council**

- 1. Request a report be presented at the June 2021 Council meeting on the impacts on Latrobe City of not participating in;**
  - a) One Gippsland (formerly known as Gippsland Local Government Network (GLGN)) and**
  - b) The implementation of the Gippsland Regional Plan.**

**For** Crs O'Callaghan, Middlemiss, Howe, Lund, Harriman and Ferguson

**Against:** Crs Clancey and Law

**Abstained:** Cr Gibson

**CARRIED**

Signed

Cr Dale Harriman

30 March 2021

**Attachments**

Nil

## **9.2 2021/04 MONITORING SYSTEM FOR AIRBORNE LEAD LEVELS**

### **Cr Melissa Ferguson**

I, Cr Melissa Ferguson, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 12 April 2021:

That Council

1. Requests a report on the viability and options available to monitor airborne lead levels within Latrobe City with the objective of providing Latrobe City residents with relevant, real-time, local environmental information related to airborne lead.
2. The report is to include consideration of the following points:
  - a. Financial implications for Council to implement a monitoring system
  - b. Assessment of alternative systems that could be used achieve the desired objective (such as through the existing Latrobe Valley Information Network or other air monitoring networks in operation in Latrobe City)
  - c. The impact on community resilience and potential to raise awareness of conditions that may impact their daily lives.

### **MOTION**

**Moved:** Cr Howe

**Seconded:** Cr O'Callaghan

That Council defers consideration of this matter..

**CARRIED UNANIMOUSLY**

Signed

Cr Melissa Ferguson

01 April 2021

### **Attachments**

Nil

**9.3 2021/05 INDUSTRIAL INTERFACE FUNDING-CONSIDERATION AROUND ECONOMIC AND IMPROVED HEALTH OUTCOMES**

**Cr Darren Howe**

I, Cr Darren Howe, hereby give notice of my intention to move the following motion at the Council Meeting to be held on Monday, 12 April 2021:

**MOTION**

**Moved:** Cr Howe

**Seconded:** Cr Middlemiss

**That Council:**

- 1. Write to the Minister for Planning to request \$150,000 in funding to undertake an Industrial Interface Assessment which includes the following:**
  - a) Economic Analysis of Industrial Transition Areas as identified on the Industrial Framework Plan;**
  - b) Environmental Analysis on industrial locations within the municipality where industrial and sensitive use conflicts exist to understand any health impacts, including case studies where detailed studies be undertaken on noise, dust, odour and emission (where relevant).**
  - c) Detailed recommendations be provided around planning and non – planning outcomes that can provide for health outcomes for the community without having a detrimental impact on the economic viability on existing businesses.**

**CARRIED UNANIMOUSLY**

Signed  
Cr Darren Howe  
01 April 2021

**Attachments**  
Nil

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

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

Nil reports

# **CORRESPONDENCE**



**11. CORRESPONDENCE**

Nil reports

# **PRESENTATION OF PETITIONS**

**12. PRESENTATION OF PETITIONS**

Nil reports

# **CHIEF EXECUTIVE OFFICE**

### **13. CHIEF EXECUTIVE OFFICE**

**Agenda Item: 13.1**

**Agenda Item: Latrobe Regional Airport - Terms of Reference Update and Appointments**

**Sponsor: Chief Executive Office**

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

**Status: For Decision**

#### **MOTION**

**Moved: Cr Harriman**

**Seconded: Cr Howe**

**That Council:**

- 1. Adopts the proposed changes to the Latrobe Regional Airport Community Asset Committee Terms of Reference; and**
- 2. Appoints Terry Carmichael as voting committee member to the Latrobe Regional Airport Community Asset Committee from 12 April 2021 for a period of four years.**
- 3. Appoints Alan Jenkins as voting committee member to the Latrobe Regional Airport Community Asset Committee from 12 April 2021 for a period of four years.**

**CARRIED UNANIMOUSLY**

#### **Executive Summary:**

The Terms of Reference were last reviewed by Council on 07 September 2020 in response to the *Local Government Act 2020* changes and the transition of the Latrobe Regional Airport Board to a Community Asset Committee.

More recently it has been suggested by the Committee that it would benefit from the changing of two non-voting advisors to independent community members. To achieve this, it is required to amend the Terms of Reference to have a total overall membership number of 10 people. This has been proposed along with other

changes that have been identified to clarify of the status of the committee and also align it with the recent legislative changes to the *Local Government Act 2020* and organisational changes within council:

The following changes are proposed:

- Including as an additional function: 'advise on strategies to increase jobs and investment in the airport';
- Increasing the number of independent community member appointments from five to seven giving a total overall membership of 10 people;
- Replacing the Chief Executive Officer with the Latrobe City Council's Manager Business Development (or equivalent) as a member of the Committee;
- Changing the Chairperson of the Committee to the Latrobe City Councillor appointee;
- Strengthening and clarity of the conflict of interest provisions of the *Local Government Act 2020*; and
- Removal of the reference to General Manager Latrobe Regional Airport with Commercial & Operations Manager.
- By including the non-voting members as voting members this will assist in best practice decision making by incorporating the expertise of these members into the actions of the Board.
- Appointment of these members for four years at this time will mean their tenure will finish at a different time to existing members. This will be of benefit to the committee as all positions will not become vacant at the same time.

The updated Terms of Reference is provided at Attachment 1.

### **Background:**

The changes to the membership will ensure that the Committee is comprised of members with a range of skills and background to further add to the knowledge of the collective members. Mr Terry Carmichael and Mr Alan Jenkins currently attend Committee meetings as non-voting advisors (Mr Jenkins has done so since approximately 2012 and Mr Carmichael since 2018).

On the proviso the Terms of Reference amendments are supported, it is proposed to appoint Mr Carmichael and Mr Jenkins as members. Further detail on their skills and experience, demonstrating their suitability to be appointed, is provided in Attachments 2 and 3.

Whilst the Terms of Reference provide for an Expression of Interest process for independent community members, they also allow for Council to appoint a person as an independent member of the committee whose name has not been submitted through that process. It is considered appropriate to make a direct appointment in

this instance as Mr Carmichael and Mr Jenkins previous participated in an Expression of Interest process which led to their involvement as non-voting advisors.

**Issues:**

*Strategy Implications*

Ensuring that Council committees exist and function, that there is a demonstrated need for them and they are appropriately structured is consistent with two points within the Council Plan 2017-2021. These are:

- Open, transparent and responsible – ensuring that all committees comply with legislated requirements
- Connected community – committees provide a way in which members of the community can participate and contribute to the overall wellbeing of the community by maintaining and ensuring that community facilities are available for use.

*Communication*

Any amended Terms of Reference and membership will be communicated as appropriate.

*Financial Implications*

Nil. It is noted that these are not paid appointments.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Service Delivery Risk</b> Current members with non-voting rights become disengaged	3	Provide a meaningful opportunity for engagement.

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

*Legal and Compliance*

Nil

*Community Implications*

Inclusion of the two non-voting members as voting members will increase community membership to this committee.

*Environmental Implications*

Nil

*Consultation*

The update to the Terms of Reference were tabled at the committee meeting on 01 March 2021 for review and feedback. The changes and appointments were supported.


**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

1.  Latrobe Regional Airport Asset Committee Terms of Reference
2. Board Member Profile - Mr Terry Carmichael (Published Separately)

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

3. Board Member Profile - Alan Jenkins (Published Separately)

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

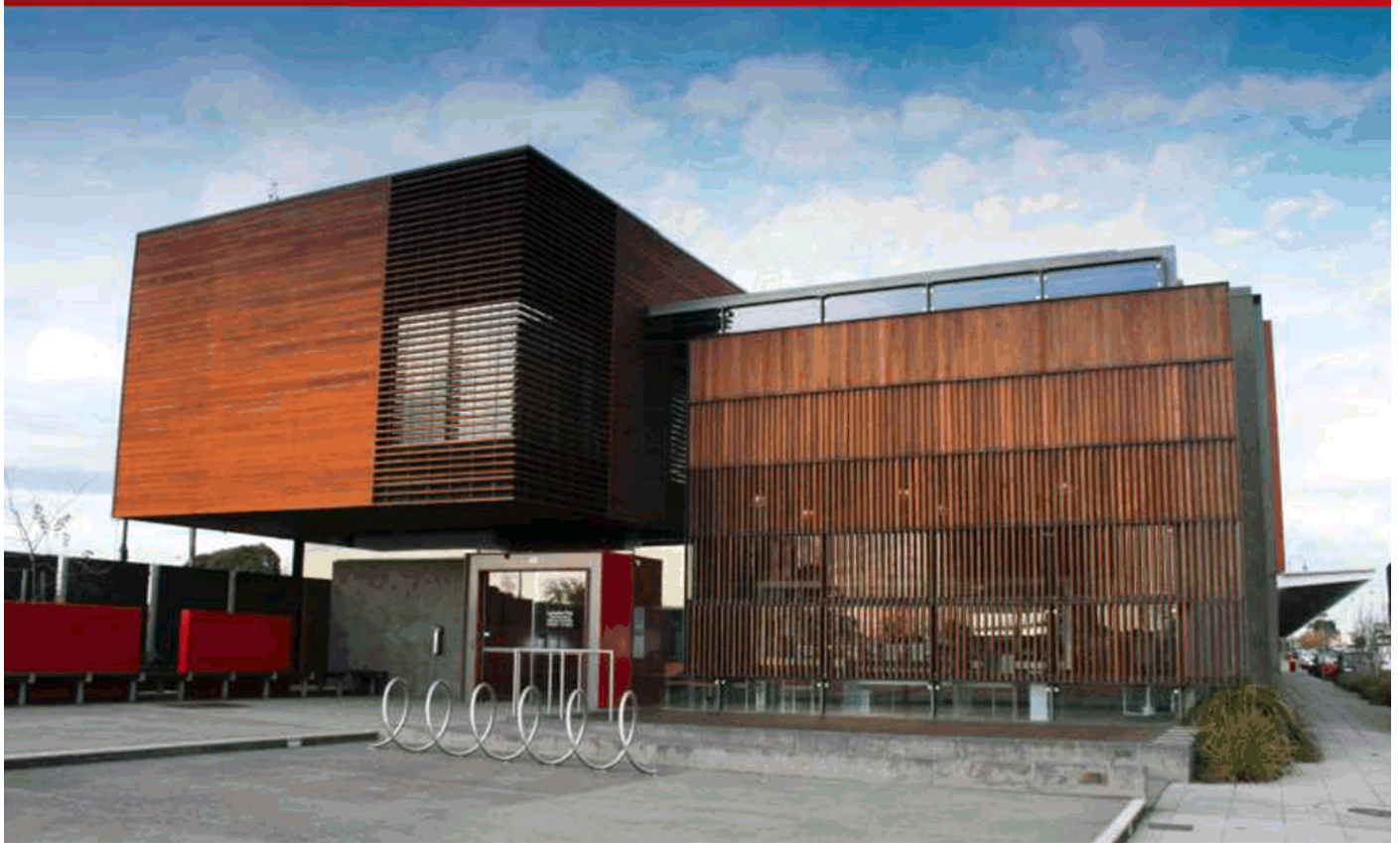


# 13.1

## **Latrobe Regional Airport - Terms of Reference Update and Appointments**

<b>1</b>	<b>Latrobe Regional Airport Asset Committee Terms of Reference .....</b>	<b>33</b>
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# Latrobe Regional Airport Community Asset Committee *Terms of Reference*





## Terms of Reference

Pursuant to the exercise of the power conferred by section 65 of the *Local Government Act 2020*, Latrobe City Council (the Council) hereby establishes Latrobe Regional Airport Community Asset Committee, with the purposes and rules set out in the Schedules attached:

1. These Terms of Reference are authorised by a resolution of Council passed on 12 April 2021.

The common seal of Latrobe City Council )  
was affixed in accordance with Local Law )  
No. 1 this      day of September 2020 in )  
the presence of:

---

*Steven Piasente, Chief Executive Officer*



## Schedule One: Role, Membership and Meeting Procedures of the Community Asset Committee

### 1. DEFINITIONS

1.1. In these terms of reference and schedules, the following words have the following meanings:

The Board	means the Latrobe Regional Airport Community Asset Committee appointed pursuant to the provisions of section 65 of the <i>Local Government Act 2020</i> .
Community Asset Committee	means a committee established by the Council under section 65 of the <i>Local Government Act 2020</i> and to which the Chief Executive Officer delegates a duty, function or power under section 47 of the <i>Local Government Act 2020</i> .
Council	means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.
Councillor	means a person who holds the office of a member of Latrobe City Council.
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Airport	means the land and facilities known as the Latrobe Regional Airport which is identified on the attached plan in Schedule 2 that is subject to these Terms of Reference.
Governance Rules	means the Governance Rules of Latrobe City Council adopted pursuant to section 60 of the <i>Local Government Act 2020</i> and as amended from time to time.
Management	includes the maintenance, hire, control, operation, conservation, promotion and/or development of property exercised subject to any limitations or restrictions in these Terms of Reference and any Instrument of Sub-Delegation to the Board by the Chief Executive Officer.



## 2. **ROLE AND FUNCTIONS OF THE BOARD**

- 2.1. The purpose and role of the Board is to act as an agent of Latrobe City Council and not as an independent entity in managing the Airport which is entrusted in the Board's care and to undertake functions and duties relating to the Airport, in particular:
- (a) carrying out the day to day management and improvement of the Airport on behalf of Council;
  - (b) ensuring that the Airport maintains its operating licence and complies with the legislation and standards applying to the operation of airports and airport safety.
  - (c) advise on strategies to increase jobs and investment in the airport

## 3. **DELEGATIONS**

- 3.1. The Board will exercise the powers, functions and duties delegated to it by the Chief Executive Officer in an instrument of sub-delegation made in accordance with section 47 of the *Local Government Act 2020*.
- 3.2. The Chief Executive Officer may, at any time, review and vary the delegations to the Board and will notify any variations to the Board by providing an updated instrument of delegation.

## 4. **COMPOSITION OF BOARD**

### 4.1. Membership

The Board will comprise of up to 10 members appointed by the Council being:

- a) 1 Latrobe City Councillor; who will also be Chairperson of the Committee  
1 Latrobe City Officer namely the Manager Economic Development or equivalent role as may exist from time to time.
- b) 1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and
- c) 7 independent members from the community.

4.2. The Board may invite a person to attend meetings of the Board in an advisory capacity and without any right to exercise a vote in relation to a matter to be determined by the Board.

4.3. The appointment of the independent members must be as described in clause



- 4.7.
- 4.4. No person may be or act as a member of the Board until endorsed by Council.
- 4.5. The Commercial & Operations Manager of the Airport will act as Secretary of the Board.
- 4.6. Expression of Interest Process – Independent Board Members
- (a) A public notice calling for expressions of interest from for Board Members must be published in a newspaper not less than 60 days prior to the expiration of the members' current term of office;
  - (b) Written nominations for a position as a Board Member must be received (including full name and address) within 14 days of the publication of the notice;
  - (c) Council reserves the right to appoint a person as an independent member of the Board whose name has not been submitted through the above process.
- 4.7. Qualifications for Board - General
- (a) Except with the prior approval of the Council, a person cannot be appointed to the Board unless such person has attained the age of eighteen (18) years and resides, or owns property, or works within the municipality;
  - (b) A person appointed as a member of the Board must possess skills and experience which will make a material contribution to the management and development of the Airport.
  - (c) All Board members must be prepared to comply with Conflict of Interest provisions in the *Local Government Act 2020* and the procedures for disclosure of a conflict of interest set out in the Governance Rules of Latrobe City Council;
  - (d) Board members must complete a *Nominee Declaration Form* to qualify to be a member of the Board.
5. **TERM OF OFFICE**
- 5.1. All members of the Board will (subject to Clause 6) hold office for a period of four (4) years from the date that their appointment is endorsed by Council.
- 5.2. A member appointed to fill a casual vacancy on the Board must retire at the end of the four (4) year term applicable to the member whose inability to



complete their term (for whatever reason) caused the vacancy.

- 5.3. A member of the Board is eligible for re-nomination at the expiration of the term of office.

## 6. VACANCIES

- 6.1. Notwithstanding anything else contained herein, the Council may at any time terminate the office of any or all of the members of the Board.
- 6.2. If any Board member misses three (3) consecutive meetings of the Board without submitting their apology prior to the meeting such person will cease to be a member of the Board upon confirmation by Council.
- 6.3. Casual Vacancies

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.

## 7. BOARD MEETINGS

### 7.1. General Provisions

- (a) Except where a contrary intention is indicated in these Terms of Reference, the Governance Rules of Latrobe City Council apply to the Board and any meetings of the Board. In the event of any inconsistency between the Governance Rules and these Terms of Reference, these Terms of Reference shall prevail.
- (b) The Board must meet at least every two (2) months on the dates the Chairperson appoints with the first meeting of the Board to be held within one (1) month of the Board's appointment.
- (c) The Secretary must distribute a notice of the meeting to all members of the Board at least seven (7) clear days prior to the meeting and advise the Council of any Board meetings.

### 7.2. Meeting Procedures

- (a) All requirements of the *Local Government Act 2020* must be complied with.
- (b) All requirements of the Governance Rules of Latrobe City Council must be adhered to unless specified otherwise in these Terms of Reference.



- (c) The Chairperson shall take the chair at all meetings at which the Chairperson is present. If the Chairperson is absent the Chairperson's nominated representative must take the chair and if that nominated representative is not present, the members present may appoint one of their numbers to chair the meeting.

#### 7.3. Quorum

- (a) A meeting of the Board must not proceed if a quorum cannot be established within 30 minutes of the commencement time contained in the notice of the meeting.
- (b) The quorum must be as defined in the Governance Rules of Latrobe City Council.

#### 7.4. Unscheduled Meetings

- (a) The Chairperson may call an unscheduled meeting and must call an unscheduled meeting if a written request is received from 3 members of the Board and must give notice of the meeting in accordance with the requirements of clause 7.
- (b) The notice of an unscheduled meeting and any request by the 3 Committee members must contain a statement of the purpose of the meeting.
- (c) The meeting will be held on such date and at such time as fixed by the Chairperson.
- (d) In cases where the Chairperson calls a meeting in response to a request from 3 Board members, the meeting must be held within 21 days of receiving the request. The Chairperson must arrange for notice of the meeting to be given to all Board members.
- (e) No other business other than that specified in the notice must be transacted at the meeting.

#### 7.5. Minutes of meetings

- (a) The Chairperson of the Board must arrange for minutes of each meeting of the Board to be kept.
- (b) The Chairperson must submit the Minutes of a Board meeting to the next meeting of the Board for confirmation. If the minutes are confirmed the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.





- (c) The minutes of a meeting of the Board must:
- contain details of the proceedings and resolutions made;
  - be clearly expressed; and
  - be self-explanatory.
- (d) Relevant reports or a summary of the relevant reports considered in the decision making process must be incorporated in relation to resolutions recorded in the minutes.
- (e) The Chairperson must ensure a copy of the minutes of each meeting of the Board is sent to Council within seven (7) days of the meeting.
- (f) The Chairperson must ensure that the form and availability of all minutes of Board meetings are otherwise in accordance with the Governance Rules of Latrobe City Council.

#### 7.6. Voting

- (a) Each member present at a meeting of the Board (other than a person appointed in an advisory capacity) will have one vote on each matter being considered by the Board.
- (b) In the event that voting on any matter is equal, the Chairperson shall have a casting vote.
- (c) A motion before a meeting of the Board is to be determined as follows:
- (i) Each member of the Board who is entitled to vote is entitled to one vote;
  - (ii) Unless otherwise prohibited by the *Local Government Act 2020*, each member of the Board present must vote;
  - (iii) Unless the procedures of the Board otherwise provide, voting must be by show of hands;
  - (iv) The Motion is determined by a majority of the vote;
  - (v) If there is an equality of votes the Chairperson has a second vote.
- (d) Any decision of the Board which does not relate to a matter delegated to the Board by the Chief Executive Officer cannot be actioned until approved by Council.
- (e) In the event of any unresolved dispute arising between Board



members, the matter shall be submitted to Council in writing and any decision made thereon by the Council shall be final.

- (f) The Board may form Sub-Committees from amongst its members for the purpose of recommending on matters pertaining to the provisions of these Terms of Reference or an Instrument of Sub-Delegation to the Board by the Chief Executive Officer, provided that no decision is made.
- (g) The Chairperson will be an ex-officio member of all Sub-Committees.
- (h) A Sub-Committee may only be established by resolution of the Board and may only carry out the functions stated in the resolution.

#### 7.7. Conflict of Interest

- (a) If a member of the Board has a Conflict of Interest in any matter in which the Board is concerned, the member must disclose the Conflict of Interest in accordance with the procedure contained in the Governance Rules of Latrobe City Council.
  - (b) The member must disclose the nature of that interest at the meeting at which the matter is to be discussed and not remain in the room in which the meeting is being held during any discussion or any vote taken on the matter.
  - (c) The Minutes must record the Conflict of Interest and the time the member left and returned to the meeting.
  - (d) a conflict of interest form is to be completed and submitted to the Governance Team a Council for registering.
8. Failure to declare any conflict of interest in accordance with the Governance Rules will be a breach of the governing documents for the Committee and Council may choose to terminate the person's position as a Committee Member.

### **GENERAL REQUIREMENTS**

#### 8.1. Communications

The Board must comply with any Council Policy applying to public relations, communications and use of social media.

#### 8.2. Disputes

- (a) If there is a dispute between the Board and any tenant, the dispute



resolution procedures as contained in the lease will apply;

- (b) If there is a dispute between the Board and any other party, the matter will be referred to the Council for resolution.

### 8.3. Indemnity

The Council will indemnify members of the Board against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Board when they are acting in accordance with these Terms of Reference and an Instrument of Sub-Delegation to the Board by the Chief Executive Officer and in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Board.

### 8.4. Changes to Terms of Reference

No alteration to these Terms of Reference or the schedules shall be effective unless first approved by Council.

## Schedule 2: GIS Imagery of managed land



**Agenda Item: 13.2**

**Agenda Item: Community Engagement Policy**

**Sponsor: Chief Executive Office**

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

**Status: For Decision**

**Proposed Resolution:**

**That Council:**

- 1. Notes the survey results received as part of the ‘Have your Say’ engagement activities for the Community Engagement Policy;**
- 2. Adopts the Community Engagement Policy with an effective date of 01 March 2021;**
- 3. Notes that with the adoption of this Policy, that any previous versions are now revoked; and**
- 4. Makes this Policy available on Council’s website and advises all persons who participated in the engagement activities of Council’s endorsement of the Policy.**

**MOTION**

**Moved: Cr O’Callaghan**

**Seconded: Cr Lund**

**That Council:**

- 1. Notes the survey results received as part of the ‘Have your Say’ engagement activities for the Community Engagement Policy;**
- 2. Adopts the updated attached Community Engagement Policy with an effective date of 12 April 2021;**
- 3. Notes that with the adoption of this Policy, that any previous versions are now revoked; and**
- 4. Makes a final formatted version of this Policy available on Council’s**

**website and advises all persons who participated in the engagement activities of Council's endorsement of the Policy.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

The Local Government Act 2020 (the Act) was passed in March 2020, with the various parts of the Act commencing over a timeline of several years.

Section 55 of the Act requires councils to adopt and maintain a Community Engagement Policy (the Policy). The act requires that the Policy is adopted by 1 March 2021 and:

- be developed in consultation with the municipal community;
- give effect to the Community Engagement Principles (set out in Supporting Information below);
- be able to be applied to local laws, budget and policy development;
- describe the type and form of community engagement proposed having regard to the significance and complexity of the matter and the level of resourcing required;
- specify a process for informing the municipal community of the outcome of the community engagement;
- include deliberative engagement practices, that can be applied development of the Community Vision, Council Plan, Financial Plan and Asset Plan; and
- include any other matters prescribed by the regulations (there are currently no regulations).

The Policy is one of a number of governing documents the Act has introduced that are intended to reflect an overarching set of governance principles contained at section 9 of the Act.

Although it was not previously a legislative requirement, Council has an existing Community Engagement Policy which was adopted in 2015 and underpinned by a Community Engagement Strategy. However due to the increased requirements of

the 2020 Act, it has been necessary for officers to draft a new Policy rather than amend the existing one. Components of the existing Policy have been incorporated where possible.

In addition to the Community Engagement Principles from the Act, the Policy is based around the Core Values and Public Participation Spectrum created by the International Association for Public Participation (IAP2), which is recognised as an international leader in the field of public participation and community engagement, together with standards outlined in Council's 2015 Strategy document.

Benchmarking has also been conducted against the policies of several councils which were put forward as best practice models by Local Government Victoria.

Public consultation was undertaken over a six-week period from 4 January to 15 February 2021, with 158 surveys completed and one written submission received from the Latrobe Valley Health Advocate. Collation of the results and feedback from the consultation has been undertaken, with amendments made to the draft policy.

The draft Policy is provided at Attachment 1.

Council Officers have begun the preparation of a Community Engagement Plan for 'Your Latrobe' activities to assist in implementation of the Policy. The Engagement Plan is to be presented to Councillors after the endorsement of the policy.

In order for Council to endorse a new Community Vision, Council Plan, Financial Plan and Municipal Public Health and Wellbeing Plan by 31 October 2021, it is proposed, following Council endorsing the Community Engagement Policy, that the first stage of a three-part community engagement process would commence mid-March.

The first stage of the engagement will assist in informing the Community Vision, with additional consultation to inform and aid in the development of the second stage of the engagement process.

The second stage of activities are proposed in order to explore the community's feedback and priorities relating to a series of themes, with the engagement to take place at the 'Consult' and 'Collaborate' levels of the IAP2 spectrum.

The final stage is proposed as a 'People's Panel', enabling and strengthening civic participation in the community. These activities will form part of Council's deliberative engagement approach, in line with the Local Government Act, to enable public participation in the development of the above plans.

**Background:**

As part of the requirements of the *Local Government Act 2020* (the Act) Council is required by 1 March 2021 to have adopted a Community Engagement Policy that gives effect to the following Community Engagement Principles (section 55 and 56):

- a) a community engagement process must have a clearly defined objective and scope;
- b) participants in community engagement must have access to objective, relevant and timely information to inform their participation;
- c) participants in community engagement must be representative of the persons and groups affected by the matter that is the subject of the community engagement;
- d) participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement;
- e) participants in community engagement are informed of the ways in which the community engagement process will influence Council decision making.

The Policy must be capable of being applied to the development of local laws, budgets, policies, the Community Vision, Council Plan, Financial Plan and Asset Plan. In relation to the Vision and Plans, the Act requires the Policy to include deliberative engagement practices that can be utilised.

Deliberative engagement is not defined in the Act. Broadly, it involves public participation in decision making towards the higher end of the IAP2 Spectrum referred to above. The Spectrum begins at Inform, and moves through Consult, Inform, Collaborate and Empower. Local Government Victoria has identified the key characteristics of deliberative engagement as:

- authentic engagement with the community;
- good representation of the community in engagement activities;
- clear demonstration of how all views have been considered;
- accessible and relevant information available to the community to ensure the decision-making process and the community's level of influence is clear in each instance and that participants are fully informed.

The Policy must also provide some detail of the type and form of community engagement that Council will facilitate, depending on the circumstances, and guidance on how Council will ensure the community is advised of the results of a completed community engagement process.

The Act notes that the Policy must comply with any matters prescribed by regulations, however there are currently none in place and LGV has indicated there is no plan to do so for the time being.

Council is required by the Act to develop the Policy in consultation with the municipal community. As part of public consultation activities, for the development of the Policy, the draft was made publicly available for comment with an online survey developed to further understand and inform community understanding and sentiment toward the Act's prescribed principles and Council's commitment to deliver these principles. The objectives of the engagement included:

- consult with community to understand their support for the draft Policy and how it defines when, why and how Council will engage with stakeholders to inform decisions.
- identify community values, preferences and current level of satisfaction with community engagement.
- understand community members' current connection to Council decision-making.
- consult to understand the accessibility of language within the draft Policy.

The engagement process was open to all members of Latrobe City. The community survey was conducted online and via telephone, with Council community engagement practitioners reaching out to stakeholders to raise their awareness of the survey.

158 surveys were completed, with one written submission received from the Latrobe Health Advocate.

Feedback has aided in informing the full Policy draft, and Council's understanding of the community's priorities for best practice engagement.

In addition to the series of identified themes, data was grouped into four categories:

- policy edit: Suggestions for specific inclusions in the Policy
- process improvement: Suggestions for how Council's engagement practice could be improved in the future
- past experience: Comments that reference previous projects or personal experiences with Council and/or Councillors
- other: Comments that relate to general feedback regarding engagement or Council that cannot be categorised within the above categories, or are not within the scope of this engagement.

The response to this categorised feedback was to ensure these expectations were included in the intentional wording in the principles and commitment statements. It is recommended that the commitment statements are expanded to create greater clarity.

Consideration should be made to adopting a sixth principle - A community engagement process must be designed to promote fairness and equality which aligns strongly with participants, request to see Council demonstrate its intention to include



diverse groups; by building capacity in the community to engage with Council; and providing enough information, including the level of influence to expect, time and choice of methods to encourage participation.

Participants also have strongly expressed their want to see Council accounting for the way the results of their participation influence Council decisions, by being transparent with the decision process and closing the loop with participants by reporting back to them, and evaluating and improving their outcomes.

The inclusion of a glossary of terms and adjustments to improve the readability of tables, including IAP2 spectrum, will assist in accessibility.

As evidenced by the feedback, many participants didn't have a clear understanding of the intention of the policy document as opposed to an engagement strategy or plan. To address this feedback, it is recommended that two separate documents are created; a policy that provides guidance needed for staff and a framework which will provide the community with a clear understanding of how Council intends to conduct community engagement which is reflective of community expectations.

**Issues:**

*Strategy Implications*

Adoption of the Policy will best ensure compliance with the Act, and achieve the following Objectives of the Council Plan:

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

Objective 6 - Ensure Council operates openly, transparently and responsibly.

*Communication*

The Act requires the Policy to be developed in consultation with the municipal community. As evidenced by the strong response, 158 surveys completed and one written submission received from the Latrobe Valley Health Advocate, the online survey was a successful means to inform the community of Council's draft Policy, that reflects the requirements of the Local Government Act 2020. A range of earned media activity was complimented by targeted stakeholder engagement to ensure a whole of community approach was achieved.

*Financial Implications*

Nil

*Risk Analysis*

To ensure compliance with the Local Government Act 2020 Council's Community Engagement Policy must be adopted by 1 March 2021. In the event that Council doesn't adopt the Policy by this deadline, consideration could be made for a Special Council Meeting to be held later in March.

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Service Delivery Risk</b></p> <p>The policy is not adopted by 1 March 2021, which will impact the commencement of deliberative engagement relating to Council Plan and other associated plans</p>	3 (Possible)	In the event the policy isn't adopted by the 1 March deadline, ongoing planning will continue to enable engagement activities to commence immediately from the time of adoption.
<p><b>Reputational Risk</b></p> <p>Managing community expectations relating to the feedback they provided.</p>	2 (Unlikely)	An engagement snap shot, one-page report, has been developed and will be distributed to those who were engaged as part of consultation activities, along with being made publicly available on the website.
<p><b>Reputational Risk</b></p> <p>Negative reaction from Local Government Victoria due to the delay in adopting policy.</p> <p>Negative community reaction due to the delay in adopting policy.</p>	3 (Possible)	In the event that Council doesn't adopt the Policy by this deadline, consideration could be made for a Special Council Meeting to be held later in March with outcome communicated to key stakeholders.
<p><b>Legal/Regulatory Risk</b></p> <p>The Policy is not ready for adoption by 1 March 2021.</p>	2 (Unlikely)	Community consultation has been undertaken with consideration of feedback. Amendments have been made to the draft Policy for Council consideration.

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

### *Legal and Compliance*

Section 55 of the Act requires Council to adopt and maintain a Community Engagement Policy and subsection 55(2)(a) requires development of the Policy to involve public consultation.

### *Community Implications*

The Policy will facilitate understanding of how Council will involve the community and stakeholders in decision making and development of the municipality, which fosters greater fairness, inclusivity, ownership and transparency in decision making, and increases community trust and confidence in the activities of Council.

### *Environmental Implications*

Nil

### *Consultation*

Public consultation was undertaken, over a six-week period from 4 January to 15 February 2021, via online survey. Council community engagement practitioners reached out via direct contact, email and telephone, to key stakeholders to raise their awareness of the survey.

The purpose of the consultation was to introduce the Engagement Principles and test Council's commitment statements with the community. Feedback was sought to further understand participants expectations of community engagement, along with inform Council's understanding of individuals current connection to Council's decision-making.

Promotion of the survey was conducted through online, print and broadcast communication channels. In total, 158 surveys were completed and one written submission received from the Latrobe Valley Health Advocate. Over half of those who participated expressed interest in helping to assist shape Latrobe City's strategic direction, with 97 participants (61.3%) submitting contact details.

### **Declaration of Interests:**

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





### **Supporting Documents:**

*Local Government Act 2020*

Community Engagement Policy 2015-2019

Community Engagement Strategy 2015-2019

### **Attachments**

1. [↓](#)  Community Engagement Policy 2020
2. [↓](#)  Your Latrobe - Engagement Policy survey Report
3. [↓](#)  Community Engagement One Pager 2021
4. [↓](#)  Community Engagement Consultation Web Stats

## **13.2**

### **Community Engagement Policy**

<b>1</b>	<b>Community Engagement Policy 2020 .....</b>	<b>53</b>
<b>2</b>	<b>Your Latrobe - Engagement Policy survey Report .....</b>	<b>71</b>
<b>3</b>	<b>Community Engagement One Pager 2021 .....</b>	<b>82</b>
<b>4</b>	<b>Community Engagement Consultation Web Stats .....</b>	<b>83</b>



# Community Engagement Policy

Version 1

Approval Date: (insert date)

Review Date: (insert date)



## Community Engagement Policy

### DOCUMENT CONTROL

Responsible GM	Steve Piasente	
Division	Office of Chief Executive Officer	
Last Updated (who & when)	(Manager Title & Name)	2020
DOCUMENT HISTORY		
Authority	Date	Description of change
Council	(day, month & year)	Adopted
Insert details		Insert details
References	Refer to Section 8 and 9 of this policy	
Next Review Date	(Month & Year)	
Published on website	Yes	
Document Reference No		

WARNING - uncontrolled when printed.

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Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Community Engagement Policy

### 1. Background

This Policy fulfils the requirement for Council to have a Community Engagement Policy under section 55 of the *Local Government Act 2020* (the Act) and gives effect to the Community Engagement Principles contained in section 56 of the Act.

### 2. Objectives

The objectives of this Policy are to:

- 2.1 Give effect to the Community Engagement Principles;
- 2.2 Outline the framework for Council's community engagement processes;
- 2.3 Facilitate understanding of how Council will involve the community and stakeholders in decision-making and development of the municipality.

The Policy is an integral part of how Council will meet the Overarching Governance Principles in section 9 of the Act.

### 3. Scope

- 3.1 This Policy applies to all Councillors and employees of Latrobe City Council, as well as all contractors acting in place of an employee of Latrobe City Council.
- 3.2 This Policy applies to all community engagement processes to be undertaken by Council, excluding matters where Victorian legislation mandates a different procedure.

### 4. Glossary – Definitions and Abbreviations

WARNING - uncontrolled when printed.

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Responsible Division	Organisational Performance	Approved Date	(day, month, Year)	Review Date	(month & year)
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## Community Engagement Policy

Term	Meaning
Communication	Communication is about providing information to build a shared understanding between Council and the community. It refers to the many ways Council keeps the community up to date with news, projects and opportunities.
Community/ municipal community	<p>'Community' is used to describe people of a municipality, or Council area/City, including individuals or groups who live, work, play, study, visit, invest in or pass through the municipality.</p> <p>The Local Government Act 2020 defines the term "municipal community" as:</p> <p>(a) people who live in the municipal district of the Council; and            (b) people and bodies who are ratepayers of the Council; and            (c) traditional owners of land in the municipal district of the Council; and            (d) people and bodies who conduct activities in the municipal district of the Council.</p>
Community consultation	This is a form of community engagement that relates to the tools and practices used by Council to enable public involvement in decisions and actions that shape the community.
Community strengthening	Community strengthening refers to a sustained effort of building cohesive and inclusive communities. This process aims to increase the connectedness, active engagement and partnership among members of the community, community groups and organisations in order to enhance social, economic and environmental wellbeing.
Deliberative practices	<p>A fair and transparent process by which we provide the relevant representative people/group with the practical information, forums and resources they need to reach a considered conclusion and provide recommendations on a defined issue.</p> <p>This may occur in combination with other formats of research or engagement.</p>

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## Community Engagement Policy

Term	Meaning
Engagement	Getting community and/or stakeholder input or feedback to inform a Council decision.  Can also be referred to as 'consultation', however engagement is the preferred term to avoid confusion with the Consult level of the IAP2 Spectrum.
Ethical	Adherence to moral principles and conduct in undertaking a process or activity.
Hardly reached stakeholders	Community members who experience barriers to participation in community engagement activities due to a range of individual, geographical and social conditions.
IAP2 and Public Participation Spectrum	"The IAP2 Public Participation Spectrum is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program. The Spectrum shows that differing levels of participation are legitimate depending on the goals, timeframes, resources and levels of concern in the decision to be made. Most importantly, the Spectrum sets out the promise being made to the public at each participation level." <sup>1</sup>
Plan	A plan outlines a detailed future course of action for Council aimed at achieving specific goals or objectives within a specific timeframe. A plan should identify roles and responsibilities along with resources that are required.
Policy	A policy sets out Council's views with respect to a particular matter. It includes a set of principles or rules that provide a definite direction for the organisation.
Publication	For projects involving public engagement, information will be published on Council's website and be available in print or other accessible formats.

<sup>1</sup> International Association for Public Participation (IAP2) Australasia,  
<https://www.iap2.org.au/resources/iap2-published-resources/>

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## Community Engagement Policy

Term	Meaning
Representative participation	For some matters, especially those with deliberative characteristics, participation may be designed or selected to align with the demographic features of the impacted community using data published by the Australian Bureau of Statistics.  The measure, relevance and emphasis on representative participation may vary between projects.
Research	The systematic collection, collation, analysis and interpretation of data relevant to policy or practice, or to understand future trends, local needs and good practice. <sup>2</sup>
Stakeholder	An individual, organisation or defined group of people who are interested, affected by or contribute to an outcome. Often these individuals or groups have a defined intent or 'stake' in the project or matter.  A stakeholder group may have a single or shared perspective on an issue or may have different views. A delegate may represent a shared view on behalf of a group.
Subscription	During engagement individuals can subscribe to receive updates by providing email or postal addresses.

### 5. Principles of Management

#### 5.1 Introduction

Latrobe City Council is committed to embracing an ongoing dialogue with our community through providing genuine, consistent, inclusive and effective community engagement processes.

Successful community engagement allows Council to benefit from the knowledge and experience of the Latrobe City community, and enables community members to influence, and see their influence on the decisions and actions that impact their daily lives and our collective future.

To reflect Latrobe City Council's community engagement values, Council is committed to contemporary and evolving approaches, including a commitment to professional development. Council's community engagement values are:

<sup>2</sup> Adapted from Local Authorities Research Intelligence Association, Creating effective research in local government, United Kingdom, 2005.

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## Community Engagement Policy

- **Respect:** consideration is shown to all members of the community. The views, concerns and experiences of community members are listened to and each person's point of view is valued;
- **Inclusiveness and accessibility:** every effort is made to provide opportunities for all members of the community to participate in both planned and unplanned community engagement activities. All members of the community are supported to actively contribute, regardless of age, gender, sexuality, income, education, cultural background, language skills or disability;
- **Integrity and honesty:** a trustworthy and honest manner is used in all levels of community engagement practices and decision-making, with processes being open and transparent. Members of the community are given a clear understanding of how their input has been considered as part of the final decision-making process.
- **Accountability and ownership:** responsibility is taken for Council's input, decisions and actions relating to community engagement activities;
- **Communication:** effective communication methods are used throughout the community engagement process when receiving and providing input, making decisions and taking action. This includes closing the loop with participants by clearly demonstrating how their input was considered in the final decision;
- **Innovation:** new ways to listen to and engage with members of the community are regularly explored, including seeking out solutions to improve discussion, decision-making and action in order to enhance the community engagement experience.

### 5.2 Latrobe City Council's Framework

There are three key documents and a toolkit that guide Community Engagement at Latrobe City Council.

The diagram below demonstrates how these documents relate to each other and deliver on Council's commitment to its community engagement practice.

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# Community Engagement Policy



## 5.3 Principles

Latrobe City Council's Community Engagement Policy is required to give effect to five Community Engagement Principles set out at section 56 of the Act. The statements below define our commitment to deliver each principle.

Principle	Council's Commitment
1. The community engagement process has a clearly defined objective and scope.	<p>When engagement is launched, we will publish an Engagement Plan Overview, including a description of the project or matter that is the subject of engagement. This will explain:</p> <ul style="list-style-type: none"> <li>• Why the project is needed;</li> <li>• What the community can influence and what they can't;</li> <li>• What information we need from the community;</li> <li>• Methods in which we will gather feedback / contribution from the community; and</li> <li>• The timeline in which the community can provide feedback and when the matter is expected to be decided.</li> </ul> <p>If the project or matter has multiple stages of engagement, we will define the objective and scope for each stage.</p> <p>We will allocate resourcing for engagement that is relative to the scope and complexity of the project or matter.</p>
2. Participants in community engagement will have access to objective, relevant and timely information to inform their participation.	<p>We will provide timely access to factual and transparent information on the project or matter, including:</p>

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## Community Engagement Policy

Principle	Council's Commitment
	<ul style="list-style-type: none"> <li>A summary of known impacts, risks and benefits including social, natural and built environment, and financial; and</li> <li>Relevant background information, technical and research reports, related policies, budget estimate and funding source.</li> </ul> <p>This information will be provided through a combination of printed, verbal, digital and audio-visual formats.</p> <p>We will provide information in accessible formats, plain language summaries and provide opportunities to ask questions and receive a response, either individually or via shared communications.</p>
3. Participants in community engagement will be representative of the persons and groups affected by the matter.	<p>We will identify members of the community that have a connection to the project or matter, and publish an assessment of the level of:</p> <ul style="list-style-type: none"> <li>Impact: what level of change will the community member experience as a result of the project/matter; and</li> <li>Interest: what level of interest has been expressed or is anticipated.</li> </ul> <p>This information is used to understand the types of tools and techniques that will be most effective for engagement and communication. Community members who are identified as likely to experience a significant impact from a change or decision, may be offered a higher level of engagement and influence on the decision than others.</p>
4. Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.	<p>We will design engagement including the methods, activities and schedule to meet the needs and requirements of identified community members. This will consider:</p> <ul style="list-style-type: none"> <li>Multiple methods to participate, including written, visual, online and verbal;</li> <li>The time participants will require to provide an informed response; and</li> <li>The resourcing available for engagement relative to the scope and scale of the project.</li> </ul> <p>For community members who may experience barriers to participation, additional resources may be considered such as:</p> <ul style="list-style-type: none"> <li>Information and feedback processes in alternative formats; and</li> <li>Support to participate, including personal care and/or support, transport and after-hours options.</li> </ul>

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## Community Engagement Policy

Principle	Council's Commitment
<p>5. Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision-making.</p>	<p>We will explain how and when the decision will be made, including:</p> <ul style="list-style-type: none"> <li>The influence community feedback will have; and</li> <li>Other information that will inform decision-making, including technical information, research, policies, legislation, Council priorities, commitments and available budget.</li> </ul> <p>Where there are multiple phases of engagement, we will describe the above for each phase.</p> <p>Methods and tools selected will relate to the type of project and level of influence relative to the IAP2 Spectrum and to the project budget. Providing feedback to participants is crucial in respecting our relationship and partnership with our community. We will:</p> <ul style="list-style-type: none"> <li>Provide updates to subscribers at key progress points, including when the item will be discussed at a meeting of Council; and</li> <li>Publish a summary of the engagement process and results within two months of the close of engagement. This will include summary of participants and process.</li> </ul>
<p>6. A community engagement process must be designed to promote fairness and equity</p>	<p>Traditional engagement activities can be biased towards the participation of those who are easy to communicate with, have a pre-existing relationship with Council, and are vocal and reasonably comfortable in a public setting.</p> <p>We will design engagement programs to encourage fairness, equity and the participation of p reached groups through:</p> <ul style="list-style-type: none"> <li>Selection of methods and tools, including one-to-one and small group discussion;</li> <li>The ability to participate in a private or closed forum and/or anonymously;</li> <li>Monitoring the participation of hardly reached groups and adapt activities to promote increased participation if required; and</li> <li>Moderation and management of public forums to enable respectful and equitable sharing of ideas.</li> </ul>

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## Community Engagement Policy

### 5.4 What is Community Engagement and Why is it Important

Community engagement is about empowering, amplifying and capturing the voice and expertise of the community. It allows community members to actively contribute to Council decisions and actions by creating an inclusive environment in which community feedback is embraced, considered and acted upon.

Community engagement can be both proactive and responsive. It occurs in planned moments - such as the range of ways Council seeks and uses community input when making a decision - and also occurs in the way Council undertakes day to day services and activities, and consistently builds and maintains relationships with community members and stakeholders.

The ability for people to be involved and heard on issues that are important to them and decisions that impact them fosters greater fairness, inclusivity, ownership and transparency in decision-making, and increases community trust and confidence in the activities of Council.

Community engagement is a vital part of Council's operations, as it provides the opportunity for Council to learn about the variety of views, insights and issues in our region. It enables and ensures the responsiveness of the Council, as well as facilitating and enhancing the quality and effectiveness of major projects, infrastructure works, policy development, service planning, community-led developments and other initiatives.

### 5.5 Who We Engage With

Latrobe City is a diverse community with a broad range of views and interests.

While decision-making activities are of interest to all community members and stakeholders, it would not be efficient or sustainable for Latrobe City Council to engage with the entire community on every issue. Some decisions also affect certain community members or stakeholders more than others.

In implementing community engagement processes, Council considers community to include anyone affected by or with an interest in a decision, and will endeavour to ensure participation of those most affected or with the most interest. People affected will be determined by understanding the potential social, economic and geographic impacts of a project, plan or proposal, and could include individuals, members of community groups and town associations, and neighbours.

### 5.6 When We Will Engage

Embedding strong community engagement into Latrobe City Council's practices is a key Council priority.

The Act sets out a number of matters where community engagement is compulsory. These are:

- Community Vision;

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## Community Engagement Policy

- Council Plan;
- Financial Plan;
- Asset Plan;
- Budget (or any revised Budget);
- Adopting Local Laws;
- Governance Rules;
- Acquiring or disposing of land;
- Leasing of Council land (in some circumstances).

In addition to the matters listed above, where appropriate Latrobe City Council will engage the community under a range of other scenarios, such as:

- Other Policy, Strategy and Plan development;
- Service planning, including development, amendment or improvement of a service provided by Council;
- Area improvement, for example major projects and infrastructure, and upgrades to recreational areas, community assets and Council buildings and facilities;
- Site specific, being any changes to an area, and including matters affecting an individual property;
- Additional legislative requirements under this Act including related regulations, or as required by any other Act, for example:
  - *Road Management Act 2004*;
  - *Planning and Environment Act 2007*;
  - *Public Health and Wellbeing Act 2008*;
- Issues affecting the:
  - Cultural and social liveability of the community;
  - Local economy and labour market; or
  - Natural environment.

Community engagement will occur in the earlier stages of a project/initiative, providing an opportunity for the public to influence the development process. Depending on the circumstances, community engagement may be undertaken in more than one stage.

Council will conduct community engagement within timeframes that allow a practical opportunity for community members and stakeholders to participate. There are some instances where the timeframe for consultation is predetermined by legislation.

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## Community Engagement Policy

Not all decisions of Latrobe City Council will provide an opportunity for broad community consultation or active participation. In some instances, a prior decision of Council or a legislative imperative may limit or preclude further discussion or consideration of an issue. A decision may be part of Latrobe City Council's broad strategic agenda which has already been endorsed and adopted. In other instances, where there are highly complex issues, Council may legitimately seek to only gather the input of stakeholders or experts in a specific field.

Some areas where community engagement activities may not occur include:

- where a situation poses an immediate threat or risk to the health, safety or wellbeing of the community to which Council is required to respond quickly, including emergency events;
- a consultation process involving Council that is being conducted by another level of government;
- if the matter involves confidential information;
- where set out in legislation.

### 5.7 How We Will Engage

Council is committed to understanding the needs and views of the Latrobe City community.

The community plays an important role in shaping our future direction.

The skills and experiences of those in the community should be sought. Council aims to strengthen its partnership with the community by supporting and valuing the community's contribution.

#### Level of engagement model

The following table represents our Level of Engagement model that supports a consistent approach to community engagement.

The model provides:

- our role in the engagement
- our commitment to the community
- examples of the methods we will use.

All levels of engagement can be supported by methods from the previous level.

The engagement level selected will be influenced by the project's scope, impact and available resources. Council will also evaluate the complexity and likely impact of a decision against the significance of the outcome when developing community engagement activities. The activity categories below guide this evaluation.

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# Community Engagement Policy

## Spectrum of Engagement

IAP2 Spectrum of Public Participation

Activity category	Levels of community participation				
	Inform	Consult	Involve	Collaborate	Empower
Our role	Provide the community with balanced and objective information to assist them to understand the problems, alternatives, opportunities, and/or solutions.	Obtain community feedback on analysis, alternatives, and/or decisions.	Work directly with the community to ensure that their concerns and aspirations are consistently understood and considered.	Partner with the community in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the community.
Our commitment	We promise to keep you informed.	We promise to: <ul style="list-style-type: none"> <li>keep you informed</li> <li>listen to and acknowledge concerns and aspirations</li> <li>provide feedback on how public input influenced the decision.</li> </ul>	We promise to: <ul style="list-style-type: none"> <li>work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed</li> <li>provide feedback on how public input influenced the decision.</li> </ul>	We promise to: <ul style="list-style-type: none"> <li>work together with you to formulate solutions</li> <li>incorporate your advice and recommendations into the decisions to the maximum extent possible.</li> </ul>	We promise to implement your decision.
Examples of tools and techniques	Website Social media Newsletters and other mail outs Media releases Letters Fliers and posters Signage	Submissions Public comments Surveys Public meetings Polls Drop-in/ pop-up Listening posts	Workshops Stakeholder networks Focus/working groups Interviews Site visit Focus groups	Advisory committees Working group Participant led workshops Co-design Deliberative poll	Delegated committees and community asset committees Citizen juries Democratic voting Practical skills workshops Training events

### 5.8 Deliberative Engagement

The Act requires that the development of Council's Community Vision, Council Plan, Financial Plan and Asset Plan involve deliberative engagement practices. Deliberative engagement is an important approach that will also be used in other non-legislated situations as it is required.

What do we mean by 'deliberative engagement'?

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## Community Engagement Policy

Deliberative engagement is a form of community engagement that places people closer to the decision-making of a democratic society, without taking away from the decision-making powers of the elected Council. It is informed, representative and supported.

Deliberative engagement occurs when a representative sample of the community is provided with the opportunity, information and time to reach a joint position or preferred solution. Time, complexity, impact and available resources influence the methods of deliberative engagement.

Local Government Victoria has identified the key characteristics of deliberative engagement as:

- authentic engagement with the community;
- good representation of the community in engagement activities;
- clear demonstration of how all views have been considered; and
- accessible and relevant information available to the community to ensure the decision-making process and the community's level of influence is clear in each instance and that participants are fully informed.

### 5.9 Latrobe City Council's Approach

For every community engagement activity, a community engagement plan will be developed by Council officers in a timely, effective and innovative manner. Plans will include assessment of the target audience and develop the most suitable tools and methods of communication to encourage a high level and quality of participation that is appropriate to the matter.

Relevant approvals will be obtained, through line management and committee structures and where applicable, Council resolutions, prior to commencing activities.

To ensure effective community engagement, Council implements the following eight steps to design, deliver and complete community engagement.

1. Clearly define the purpose and scope of the community engagement
2. Understand stakeholder and community interests
3. Design an appropriate community engagement process
4. Deliver genuine and respectful engagement
5. Review and interpret the engagement data
6. Apply the outcomes of the engagement to inform the decision-making process

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## Community Engagement Policy

7. Evaluate the community engagement process for improvement
8. Close the loop on the community engagement - advise the community of the final outcome and how their feedback was considered in the final decision.

### 5.10 Feedback and Engagement Evaluation

The provision of feedback will be delivered to industry-best practice standard. It will recognise and respect the contributions of community members and stakeholders, and the time that they take to participate.

Reporting of outcomes and updates will always be available online through Council's Have Your Say platform, and other mediums that are requested by the community. It will also be provided directly to those who asked to be kept informed and have provided contact details.

### 5.11 Privacy

Transparency and openness are core components of community engagement. When a person participates at workshops or events or in forums, contributions and identity are considered public. The same applies for submissions unless anonymity is requested. Responses to surveys, questionnaires and feedback forms may be published but identities, if known, will remain anonymous.

Contact information will be kept secure and separate from any other data provided. Council will only collect what personal information it requires in order to carry out its statutory and legal responsibilities and to deliver its services. Council complies with the requirements of the *Privacy and Data Protection Act 2014* in carrying out these responsibilities.

## 6. Accountability and Responsibility

Accountability and responsibility for this policy is outlined below.

### 6.1. Council

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

### 6.2. Chief Executive Officer

Overall responsibility for:

- compliance with this Policy;

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## Community Engagement Policy

- enforcing accountability;
- providing resources;
- performance monitoring.

### 6.3. General Manager

Responsibility for:

- compliance with this Policy;
- enforcing accountability;
- providing resources;
- performance monitoring.

### 6.4. 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.

### 6.5. Employees, Contractors and Volunteers

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

## 7. Evaluation and Review

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

## 8. Definitions

Act: *Local Government Act 2020*

Council: Latrobe City Council

Community: Includes people who live, work, learn, visit or otherwise use the services and facilities in Latrobe City, as well as community organisations and interest groups.

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## Community Engagement Policy

- Stakeholder:** An individual or group of people with a particular interest in or who will be affected by the outcome of a decision or action under consideration.
- Community Engagement:** Interactions between Council, the Latrobe City community and other stakeholders with the purpose of facilitating community/stakeholder involvement and guidance in Council decision-making and actions.

### 9. Related Documents/Legislation

Citizen Confidentiality and Privacy Policy  
 Public Relations and Communications Policy  
 Public Transparency Policy  
 Social Media Policy  
 Latrobe City Cultural Diversity Action Plan  
 Latrobe City Disability Action Plan  
 Latrobe City Municipal Emergency Action Plan  
 Latrobe City Reconciliation Action Plan  
*Charter of Human Rights and Responsibilities Act 2006*  
*Equal Opportunity Act 2010*  
*Local Government Act 2020*  
*Planning and Environment Act 2007*  
*Privacy and Data Protection Act 2014*  
*Public Health and Wellbeing Act 2008*  
*Road Management Act 2004*

### 10. Reference Resources

*Local Government Act 2020*  
 IAP2 Quality Assurance Standards - Core Values, Practitioners code of ethics and the IAP2 Spectrum of engagement (International Association for Public Participation)  
 Local Government Act 2020 – Principles: Community Engagement (Local Government Victoria)

### 11. Appendices

Nil

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# Community Engagement Report

## Community Engagement Policy

### Background

The overall purpose of the community engagement was to consult with community representatives on a draft *Community Engagement Policy* that reflects the requirements of the Local Government Act 2020. The scope of community engagement was limited to the principles and types and levels of engagement applicable to the matters named in the Act.

Changes to the Local Government Act 2020 require each council to adopt and maintain a Community Engagement Policy by 1 March 2021. Councils must, at a minimum, apply this policy in the development of the following:

- Community Vision
- Council Plan
- Financial Plan
- Asset Plan
- Revenue and rating planning
- Planning and financial management

The intent of the draft policy is to improve practice, accountability and demonstration of compliance, and ensure community viewpoints are included when making significant decisions. New requirements under the Act, which must be included, relate to principle statements and deliberative engagement for the development of the Community Vision, Council Plan, Financial Plan and Asset Plan.

### Stages and level of influence

<b>Stage 1</b> Community survey Draft policy available for review January – February 2021	<b>Stage 2</b> Consultation with members of advisory committees to review updated draft policy February 2021
<b>IAP2 Public Participation Spectrum</b> <b>Engagement level - Consult</b>	<b>IAP2 Public Participation Spectrum</b> <b>Engagement level - Involve</b>

Engagement methods needed to take into consideration COVID-19 Normal restrictions with online tools (websites, digital surveys), telephone surveys and the availability of a printed survey the most appropriate options.

### Objectives

- Consult with community to understand their support for the draft Policy and how it defines when, why and how Council will engage with stakeholders to inform decisions.
- Identify community values, preferences and current level of satisfaction with community engagement.
- Understand community members' current connection to Council decision-making.
- Consult to understand the accessibility of language within the draft Policy.



## Scope

To ensure that the community and stakeholders understood the extent in which they could influence the Policy, and how feedback and ideas received would be considered, the scope was published as part of community consultation:

### What can I influence?

- Commitment statements that clarify how Local Government Act 2020 engagement principles will be interpreted and delivered.
- Identification of barriers to participation and how to address these.
- Priorities for improvement in engagement practice and capability.

### What can't I influence?

- The legislative requirement to have a Community Engagement Policy 2021-24 that contains principles and deliberative engagement features.
- Previous community engagement consultations, processes, plans and outcomes. These can be referenced as examples, but consultation will not be reopened.
- The International Association of Public Participation (IAP2) spectrum.
- The engagement and influence levels that are assigned to past, current or future projects and engagement plans.
- Latrobe City Council's standard Policy template.

## Who we consulted

Community engagement practitioners across Council consulted with representative members of the community as identified through an extensive stakeholder engagement list. Groups represented included, however were not limited to:

- Council's advisory committees
- Government agencies
- Business associations
- Small town committees
- Youth
- Members of Council services, such as Libraries, Leisure, Performing Arts and Latrobe Regional Gallery
- Committees of management
- Community clubs and associations
- Sporting clubs and associations

The engagement process was open to all members of Latrobe City.

## Engagement

The community survey was conducted online and via telephone, with Council community engagement practitioners reaching out to stakeholders to raise their awareness of the survey and encourage them to complete it.

The purpose of the consultation was to introduce the Engagement Principles and test Council's commitment statements with the community. Feedback was sought to further understand participants expectations of community engagement, along with inform Council's understanding of individuals current connection to Council's decision-making.

Feedback will inform the full Policy draft, and Council's understanding of the community's priorities for best practice engagement.

## What we heard

The Community Engagement Draft Policy survey questions were completed by 158 people. In addition, one written submission was provided by the Latrobe Health Advocate, Jane Anderson.

We heard the community wants...

- Engagement to be inclusive of all of the community
- Meaningful consultation
- Early engagement with the community to create inclusion
- An understanding of what can be influenced through engagement
- An alternative to online engagement – face-to-face and visual information at community venues and at times that suit the community
- A commitment to show compliance and performance, and how this will be measured and reported.

A series of themes were identified via the principle and commitment comments, along with the overarching additional feedback question. These themes were consistent across all five principles and included:

- Barriers
- Decision-making
- General policy
- Information
- Influence
- Participants
- Project budget
- Stakeholders
- Timeline
- Tools
- Trust

At a high level, the community provided an average rating of 3.9 for all principles combined, a neutral towards positive score.



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### **The community engagement process has a clearly defined objective and scope.**

For Principle 1, 156 survey respondents (98.7%) provided a star rating and 110 (70.5%) also provided a comment.

#### **Themes:**

- **Information** – Council was urged to use various communication mediums, such as electronic and print, to allow the community to contribute to engagement opportunities. It was important for individuals to understand where and how the project or engagement opportunity would be publicised. Many commented that simply updating Council's website with information was less than ideal, with many noting they don't check there.  
Council was asked to explain how feedback will be used. It was noted public trust would be gained by making feedback public.
- **Decision-making** – How does the proposed project/activity align with the Council vision and plan? Council should detail how the community will benefit from the proposed matter or project, noting who initiated the project and how it may affect stakeholders.
- **Influence** – People wish to understand the level of government involvement - local, state and federal - and receive a clear outline of what can and can't be influenced and why. Is there a legislative reason?
- **Trust** - Value and respect community voice and input. Honesty between all parties. Engagement will seek to form a community partnership on the project to ensure authenticity and ownership. A vision to be transparent.
- **Stakeholders** – Ensure that key stakeholders in the project are made aware of the project directly.
- **Participants** – More inclusive engagement with assistance for CALD communities to access interpreters.
- **Barriers** - Allocate Council officers to provide personal support to those who want to participate but encounter barriers i.e. language, technical understanding, technology.
- **Tools** - Increased meaningful community consultation, onsite with community groups and at local venues. Address inequities for those who don't have access to technology and become disenfranchised in the process.



**Participants in community engagement will have access to objective, relevant and timely information to inform their participation.**

For Principle 2, 158 survey respondents (100%) provided a star rating and 97 (61.3%) also provided a comment.

### Themes:

- **Timelines** – Council is urged to advertise widely in a timely manner. Council needs to provide timely information and appropriate timeframes for community input. It was felt there was often not enough time which resulted in engagement being seen as token.
- **Accessibility** – Consider community diversity and multiculturalism. Provide aids to assist those from CALD backgrounds in addition to supporting those with learning, language and cognitive barriers. Supporting those who don't have the skills or understanding of how to present matters to Council. Ensure information is provided in accessible formats.
- **Information** – Development of 'Frequently Asked Questions' to assist in building community knowledge and addressing community concerns. Explore increased opportunity for online engagement in the age of COVID. Present technical data and research report findings in a manner that the lay person can understand. Ensure information is simplified. Council's use of social media is often very informative with links directing the public to projects. Providing information to communities through existing community networks.
- **Stakeholders** – Understanding of how engagement activities and feedback have been considered, and timely and clear lines of feedback to community questions. Direct engagement with stakeholders who may be impacted by a proposed project/activity.
- **Trust** – It is hypocritical for Council to promote objectivity when it clearly has not taken such an approach itself previously. It is important that the public is presented with unbiased and evidence-based research data and findings. How does the community know if all the relevant information is made available and not just that which is advantageous to the argument? More transparency is needed.
- **Participants** – Minority and very vocal community groups or individuals should not be allowed to hijack the democratic consultation process. Where appropriate, consult with multicultural communities through appropriate languages.
- **Barriers** - Ensure engagement of minority and socially isolated communities and groups.

### 3 Participants in community engagement will be representative of the persons and groups affected by the matter.

For Principle 3, 156 survey respondents (98.7%) provided a star rating and 107 (68.5%) also provided a comment.

#### Themes:

- **Stakeholders** - How will Council consider who is affected by the decision/issue at hand? Council needs to ensure many people from many groups are consulted, not just town associations. Ensure the people directly affected by a decision are consulted.
- **Information** - Council should consider more avenues of contact with the community other than Facebook and the Latrobe Valley Express.
- **Influence** - Ensure the community feels as though their opinions have been considered by Council.
- **Trust** – Give anyone wishing to engage the opportunity to do so, not just those immediately affected.
- **Participants** – Consider that groups are not always representative of everyone in the community who may be affected by the matter at hand. Eg, one LGBT+ person's views maybe different to another LGBT+ person's opinions. Ensuring people who may not usually have their voices heard are consulted.
- **Barriers** – People may not feel comfortable taking part in engagement out of concern for backlash or for raising a controversial opinion.

### 4 Participants in community engagement are entitled to reasonable support to enable meaningful and informed engagement.

For Principle 4, 156 survey respondents (98.7%) provided a star rating and 84 (53.8%) also provided a comment.

#### Themes:

- **Information** - Council needs to be clear on the definition of language and terms used.
- **Timeline** - Council needs to ensure that communication is accessible for the entire community, including the time of meetings and who is invited to attend.
- **Participants** - Council should consider co-design engagement, taking in to account appropriate timelines and the skill levels of participants. It is important to consider how technology may be used throughout the engagement process. In order to participate in engagement activities that involve technology, participants need to first have access to hardware and data. Identifying and addressing these barriers to participation will be an important aspect of achieving this engagement principle.

## 5

### Participants in community engagement are informed of the ways in which the community engagement process will influence Council decision-making.

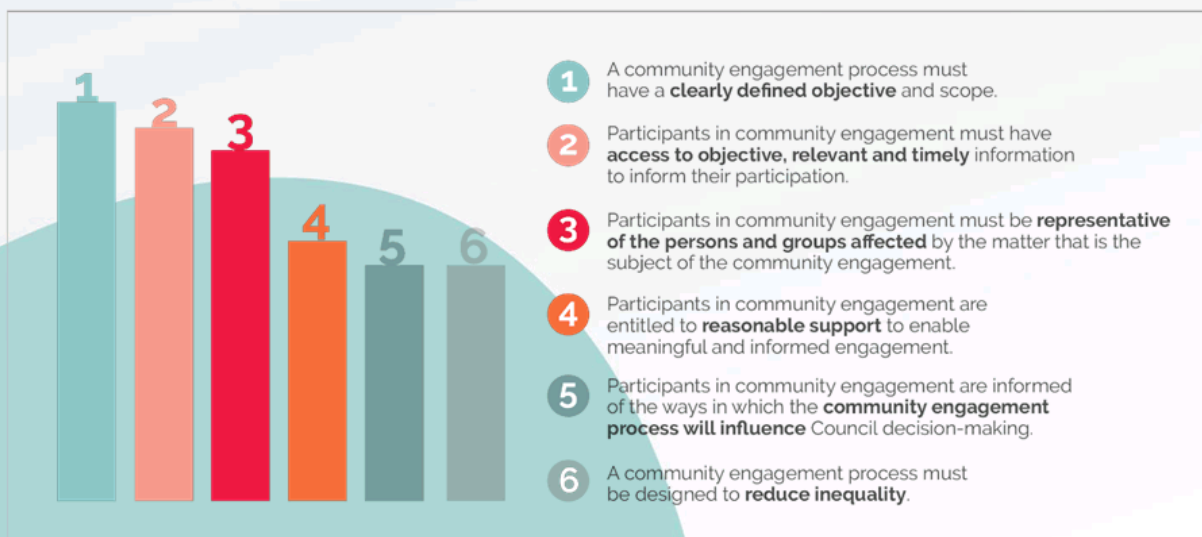
For Principle 5, 158 survey respondents (100%) provided a star rating and 89 (56.3%) also provided a comment.

#### Themes:

- **Trust** - Support given for Council's Commitment Statement.
- **Influence** - Ensure that respondents know what they can and cannot influence. Don't over-engage to the detriment of projects not eventuating or being overly delayed, which damages Council's reputation in the community. Involve the community in the evaluation stage of the engagement process.
- **Decision making** - Council should show the community how their feedback has influenced the final decision made. How will Council do this? Council should take a community vote/make a compendium of community views on an issue. Remember that Council officers have the expertise and experience to make decisions in the community's best interests, regardless of how much engagement is done. Council will be unable to please everyone so should consider the extent of engagement necessary – or whether it is indeed necessary – before starting to engage.
- **Information** – Inform the community about why a decision has been made and how their views were considered in making that decision. Close the loop.
- **Barriers** – Some people do not have access to technology or knowledge of using it, so Council should create opportunities for face-to-face meetings or other ways of disseminating information.

We acknowledge that our community shares different priorities: what may be important to one person may not be to another. It is for this reason that we asked participants to rank in order of importance the principles.

#### Rank the principles in order of importance to you *(most important is first)*



Community Engagement Report | Page 8

Following the questions on the Engagement Principles, print and online survey participants were asked if they would like to make any further comments on the principles or the Policy, with 86 responses received (43%) from participants.

Less than (29.2%) of participants provided further detail as to whether the policy language was easy to understand.

By asking participants to describe their connection to Council’s decision-making, we were able to establish further context as to their involvement in community engagement activities that either impact them directly or their broader interest in community matters.

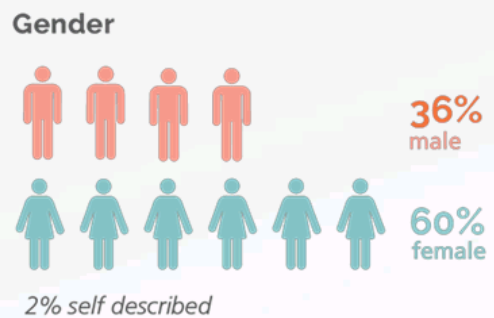
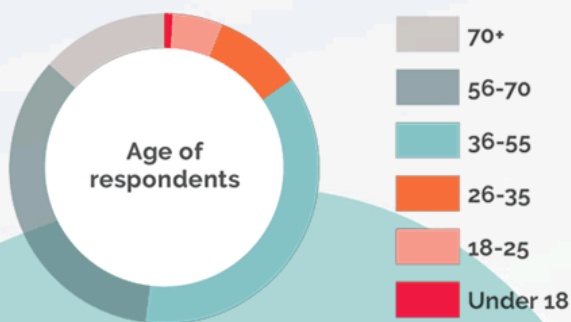
**Which statement best describes your connection to Council decision-making?**



Over half of those who participated expressed interest in helping to assist shape Latrobe City’s strategic direction, with 97 participants (61.3%) submitting contact details.

As part of our engagement activity, a competition was run with participants able to enter to win one of five \$200 Latrobe City Gift Cards, by agreeing to leave their contact details at the end of the survey. In total 110 participants (69.6%) entered. A random draw has taken place with the five winners contacted.

**Who we heard from**



## Our response

A series of themes were identified in the collation of the data. These themes were consistent across all five principles and commitment statements. In addition to these themes, data was grouped into four categories:

- **Policy edit:** Suggestions for specific inclusions in the Policy
- **Process improvement:** Suggestions for how Council's engagement practice could be improved in the future
- **Past experience:** Comments that reference previous projects or personal experiences with Council and/or Councillors
- **Other:** Comments that relate to general feedback regarding engagement or Council that cannot be categorised within the above categories, or are not within the scope of this engagement.

The response to this categorised feedback was to ensure these expectations were included in the intentional wording in the principles and commitment statements. It is recommended that the commitment statements are expanded to create greater clarity.

Consideration should be made to adopting a sixth principle - *A community engagement process must be designed to promote fairness and equality* which aligns strongly with participants, request to see Council demonstrate its intention to include diverse groups; by building capacity in the community to engage with Council; and providing enough information, including the level of influence to expect, time and choice of methods to encourage participation.

Participants also have strongly expressed their want to see Council accounting for the way the results of their participation influence Council decisions, by being transparent with the decision process and closing the loop with participants by reporting back to them, and evaluating and improving their outcomes.

The inclusion of a glossary of terms and adjustments to improve the readability of tables, including IAP2 spectrum, will assist in accessibility.

As evidenced by the feedback, many participants didn't have a clear understanding of the intention of the policy document as opposed to an engagement strategy or plan. To address this feedback, it is recommended that two separate documents are created; a policy that provides guidance needed for staff and a framework which will provide the community with a clear understanding of how Council intends to conduct community engagement which is reflective of community expectations.

## Evaluation

### Appropriateness

#### How appropriate was the engagement process for the community?

As evidenced by the strong response, the online survey was a successful means to inform the community of Council's draft Policy, that reflects the requirements of the Local Government Act 2020.

#### How closely did we meet the objectives?

The objective 'Consult' to understand community sentiment to Council's commitment to the principles, as outlined in the Local Government Act, was achieved. The draft Policy and additional free text questions allowed participants to provide further commentary and highlighted process improvement opportunities and reflection on past engagement experiences with Council.



## Implementation

### Was the engagement project delivered on time and within budget?

Stage 1 of the project was completed within proposed timeframes. Participants were afforded a six-week period to complete the survey.

No budget was allocated to this activity. Promotion was successfully undertaken through current communication channels.

## Reach

### How many people participated in the community engagement?

The stage 1 survey resulted in 158 participants, with one written submission received.

### What communication tools did you use to reach stakeholders?

Engagement was promoted via the following communication channels:

Communication channel	Distribution	
Website <sup>1</sup>	Page views	<b>736</b>
<i>Have Your Say   Be Part of the Conversations that Influence Decisions page</i>	Unique page views	<b>597</b>
<i>Banner appeared on front page of corporate page</i>	Average time on page	<b>00:06:12</b>
Newspaper	Latrobe Valley Express, Council Noticeboard 14 and 21 January, and 11 February	
Social media (organic)  <i>Engagement banner featured on corporate page along with pinned post</i>	Posts	<b>7</b>
	Reach <sup>2</sup>	<b>122,000</b>
	Post clicks <sup>3</sup>	<b>221</b>
	Reactions <sup>4</sup>	<b>64</b>
Radio adverts	Commercial AM and FM frequency 21 January – 15 February 2021 Potential audience of 79,400 aged 10+ on a weekly basis	
Direct mail	Bulk emails were sent to Leisure members, LPA members, childcare and community groups	
Telephone	50 phone calls were made to key stakeholders	

<sup>1</sup> Refer to Appendix 1 – Website analytics

<sup>2</sup> Reach is the total number of people who see your content

<sup>3</sup> Clicks are a form of engagement measured by the number of instances followers click on your post

<sup>4</sup> Social media reaction is when an audience responds to an action, brand message or observation

## Effectiveness

### Which communities were represented and how did this engagement help to build relationships with these communities?

The development of a stakeholder list assisted in targeted engagement to ensure a whole of community approach was achieved.

Council community engagement practitioners reached out to stakeholders, including members of Council's advisory and ambassador groups, to raise awareness of the draft policy and survey.

### How do these participants know their views have been listened to?

An *engagement snap shot*<sup>5</sup>, one-page report, has been developed and will be distributed to those who wish to remain engaged in this process. A copy will be made available on the 'Have your Say' section of the website, social media and a feature in Council's Noticeboard will be used to direct interested parties to the results. The *engagement snap shot* will be shared internally, and be with distributed to Council's advisory and ambassador groups.

### Did we obtain all the data we needed to inform this report?

There was sufficient quantitative data from the survey to indicate willingness to participate and preferred methods. There was a large amount of qualitative data recorded within the comments of the survey that informed the policy and framework.

### What are the learnings for future engagement?

Online engagement worked well on the most part, with Council community engagement practitioners telephoning those from outlying smaller towns, with limited internet connection, affording them the opportunity to participate. Hard copies were distributed to these communities via the Small-Town Committees.

Face-to-face engagement was limited, with a small sample of surveys completed at Council Library facilities and then entered online by a Council officer.

While many participants expressed a strong desire to participate in more face-to-face engagement, consideration needs to be made as to how engagement can be successfully and safely conducted in a 'COVID Normal'. Engagement plans will need to balance community wishes along with health advice, with a range of hybrid face-to-face and online engagement seen as optimal.

Due to recent contentious issues, many in the community took the opportunity to express their thoughts that didn't specifically relate to the draft Policy, the principles or commitment statements. This data remains valuable and will be used to assist in shaping future engagement plans and activities.

<sup>5</sup> Appendix 2 - Engagement snap shot, one pager



# Community Engagement Feedback

Over a six-week period in January and February 2021, we asked you for input on Council's draft **Community Engagement Policy 2021-24**.

The survey, which focused on five community engagement principles set by the **Local Government Act 2020**, provided the opportunity to contribute feedback on Council's commitment statements which clarify how we could deliver these engagement principles.

158 community members took the opportunity to be part of the conversation. Here is what you told us....

## Your thoughts and ideas

**1** The community engagement process has a **clearly defined objective and scope**.

Your feedback **3.87/5** ★★★★★☆

THEMES:  
**Information** – Council was urged to use various communication mediums, such as electronic and print, to allow the community to contribute to engagement opportunities. Council was asked to explain how feedback will be used. It was noted public trust would be gained by making feedback public.  
**Decision-making** – How does the proposed project/activity align with the Council vision and plan? Council should detail how the community will benefit from the proposed matter or project, noting who initiated the project and how it may affect stakeholders.  
**Influence** – People wish to understand the level of government involvement - local, state and federal - and receive a clear outline of what can and can't be influenced and why. Is there a legislative reason?

**2** Participants in community engagement will have **access to objective, relevant and timely information to inform their participation**.

Your feedback **4/5** ★★★★★☆

THEMES:  
**Timelines** – Council is urged to advertise widely in a timely manner. Council needs to provide timely information and appropriate timeframes for community input. It was felt there was often not enough time which resulted in engagement seen as token.  
**Accessibility** – Consider community diversity, engagement being seen and multiculturalism. Aids to assist those from culturally and linguistically diverse backgrounds in addition to supporting those with learning, language and cognitive barriers.  
**Information** – Development of 'Frequently asked questions' to assist in building community knowledge and addressing community concerns. Explore increased opportunity for online engagement in the age of COVID.  
**Stakeholders** – Understanding of how engagement activities and feedback have been considered, and timely and clear lines of feedback to community questions.

**3** Participants in community engagement will be **representative of the persons and groups affected by the matter**.

Your feedback **3.76/5** ★★★★★☆

THEMES:  
**Information** – Council should consider more avenues of contact with the community other than Facebook and the Latrobe Valley Express.  
**Stakeholders** – How will Council consider who is affected by the decision/issue at hand? Council needs to ensure many people from many groups are consulted, not just town associations. Ensure the people directly affected by a decision are consulted.  
**Influence** – Ensure the community feels as though their opinions have been considered by Council.

**4** Participants in community engagement are entitled to **reasonable support to enable meaningful and informed engagement**.

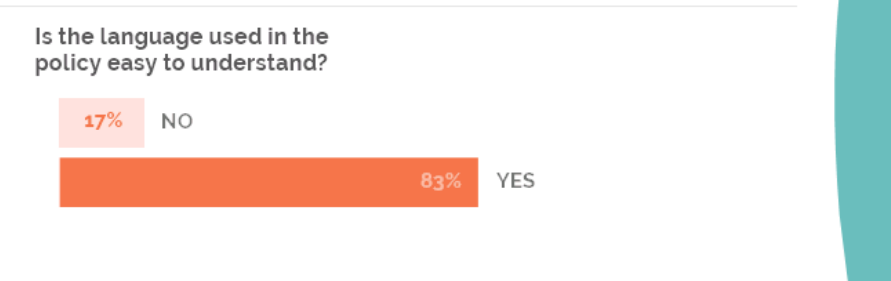
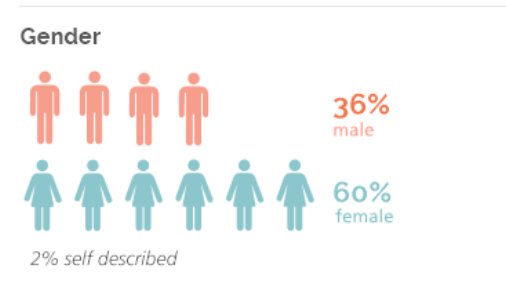
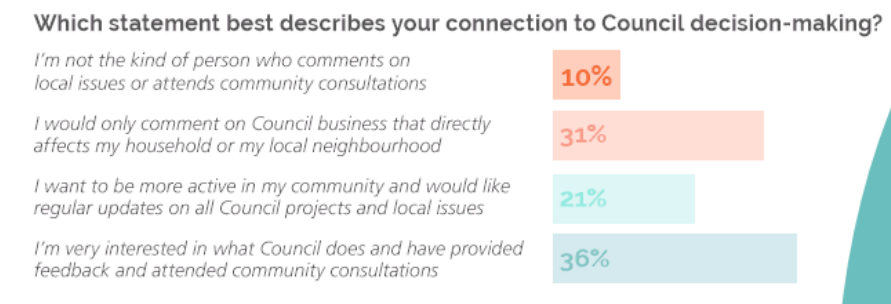
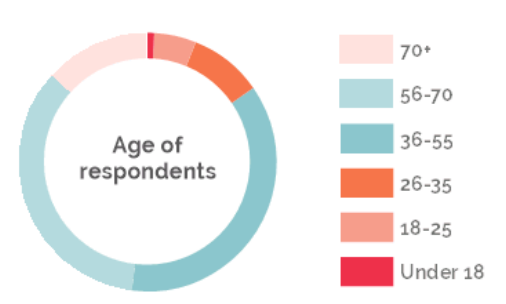
Your feedback **3.94/5** ★★★★★☆

THEMES:  
**Information** – Council needs to be clear on the definition of language and terms used.  
**Timeline** – Council needs to ensure that communication is accessible for the entire community, including the time of meetings and who is invited to attend.  
**Participants** – Council should consider co-design engagement, taking in to account appropriate timelines and skill levels of participants.

**5** Participants in community engagement are informed of the ways in which the community engagement process will **influence Council decision-making**.

Your feedback **3.94/5** ★★★★★☆

THEMES:  
**Trust** – Support given for Council's Commitment Statement.  
**Influence** – Ensure that respondents know what they can and cannot influence.  
**Decision-making** – Council should show the community how their feedback has influenced the final decision made. How will Council do this? Council should take a community vote/make a compendium of community views on an issue to consider in decision-making.



### You want.....

- Engagement to be inclusive of all of the community
- Meaningful consultation
- Early engagement with the community to create inclusion
- An understanding of what can be influenced through engagement
- An alternative to online engagement – face-to-face and visual information at community venues and at times that suit the community
- A commitment to show compliance and performance, and how this will be measured and reported.

### What's next?

Feedback has been considered and collated, with updates made to the draft policy.

Targeted engagement on the final draft policy will be undertaken ahead of Council's endorsement of the policy in March 2021.

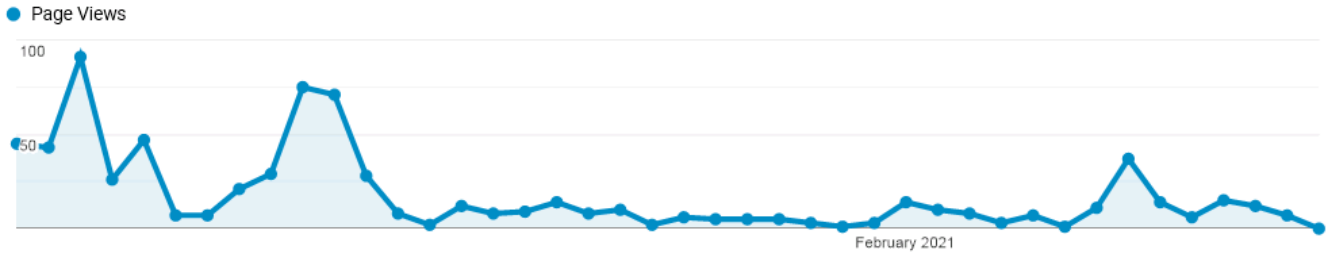
**Content Drilldown**

ALL » PAGE PATH LEVEL 1: /HaveYourSay/ » PAGE: /HaveYourSay/Be\_Part\_of\_the\_Conversations\_that\_Influence\_Decisions

4 Jan 2021 - 14 Feb 2021

All Users  
0.36% Page Views

**Explorer**



Page	Page Views	Unique Page Views	Avg. Time on Page	Bounce Rate	% Exit
	<b>736</b> % of Total: 0.36% (201,680)	<b>597</b> % of Total: 0.38% (155,564)	<b>00:06:12</b> Avg for View: 00:01:31 (307.97%)	<b>32.26%</b> Avg for View: 45.39% (-28.93%)	<b>75.95%</b> Avg for View: 40.44% (87.80%)
1. /HaveYourSay/Be_Part_of_the_Conversations_that_Influence_Decisions	<b>736</b> (100.00%)	<b>597</b> (100.00%)	<b>00:06:12</b>	<b>32.26%</b>	<b>75.95%</b>

Rows 1 - 1 of 1

**Agenda Item: 13.3**

**Agenda Item: Potential Sale of Railway Reserve - Off Minchington Road / Rear Swan Road Morwell**

**Sponsor: Chief Executive Office**

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

**Status: For Decision**

**MOTION**

**Moved:** Cr Middlemiss

**Seconded:** Cr Ferguson

**That Council:**

- 1. Authorises the Chief Executive Officer to commence the statutory process required under sections 189 and 223 of *the Local Government Act 1989* and publishes a notice inviting written submissions concerning the potential sale of Reserve 1 on Plan LP120121 being Certificate of Title Volume 11866 Folio 366 (the Land);**
- 2. If submissions are received, delegates to the Chief Executive Officer the authority:**
  - a) to fix the date of the Council Meeting to consider submissions in accordance with Section 223 of the *Local Government Act 1989*; and**
  - b) notify all submitters of the time and place of the Council Meeting that Council will consider the submissions and invite them to speak in support of their submission; or**
- 3. If no submissions are received, Council forms the opinion that the Land is surplus to Council and community requirements and delegates to the Chief Executive Officers authority to:**
  - a) Negotiate the terms and conditions for the direct sale of the respective sections of the Land to Hydro Australia Pty Ltd and Rosita Barbara Nominees Pty Ltd, (the sale will be in accordance with Sale of Council Owned Property Policy 11-POL-4); and**
  - b) Arrange for signing and sealing of all documentation associated with the sale and transfer of respective sections of the Land; and**

**4. Notifies both Hydro Australia Pty Ltd and Rosita Barbara Nominees Pty Ltd of Council's decision.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- Council has received two expressions of interest (EOI) relating to the potential purchase of the Council owned land described as Reserve 1 on Plan LP120121 (the Land). The land is shown in green at Attachment 1.
- The EOI's are from Hydro Australia Pty Ltd and Rosita Barbara Nominees Pty Ltd (Dyers Transport).
- Attachment 2 identifies the land that each party is interested in:
  - Hydro Australia Pty Ltd is interested in purchasing part of the Reserve coloured black on the attachment; and
  - Rosita Barbara Nominees Pty Ltd (Dyers Transport) is interested in purchasing the remaining section coloured red on the Attachment.
- This report seeks Council's endorsement to commence the policy and statutory procedures to determine if the Land is surplus to both Council and the community's requirements.
- In accordance with the provision of Sections 189 and 223 of *the Local Government Act 1989*, before a Council can exchange or sell land, the Council is required to:
  - undertake community consultation by giving public notice of its intention to consider the potential sale of a property and invite written submissions;
  - obtained a current property valuation from a licenced valuer; and
  - consider any written submissions received to determine whether the property is surplus to Council and community requirements.

**Background:**

Council is the registered owner of Reserve 1 on Plan LP120121 (the Land). This reserve was a railway spur line off the main Gippsland - Melbourne rail line and stopped at Kirwin Road Morwell (refer Attachment 2).

The spur line has not been used for at least 27 or more years (pre-Council amalgamations) and until recently was overgrown with limited access until the land was partially cleaned up and sprayed for weeds to reduce a potential fire hazard.

In 2017 Council sold 897 square metres of the Land at the Kirwin Road end for \$41,750. The balance of the land retained by Council is approximately 3,400 square metres.

The two proposals currently before Council are:

Hydro Australia Pty Ltd (HA)

HA is looking to expand its premises at 8 Minchington Road. HA has been in discussions with a company looking to purchase products for a defence contract. These discussions have reached an advanced stage and HA are endeavouring to become a preferred supplier and anticipate finalising an agreement in coming months.

If HA are successful in securing the contract agreement, HA will require additional land to increase the size of their existing industrial building to increase manufacturing capability for the new products.

The area of the reserve abutting HA's land is approximately 2,500 square metres subject to survey. This is shown coloured black at Attachment 2.

Rosita Barbara Nominees Pty Ltd (Dyers)

Dyers are interesting in purchasing that part of the Land directly behind 23 Swan Road for the purpose of providing additional onsite staff car parking, improved truck movements and storage.

The area Dyers wish to purchase is approximately 900 square metres. This is shown coloured red at Attachment 2.

**Issues:**

*Strategy Implications*

2017/2021 Council Plan:

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

*Communication*

Officers have had independent discussions with representatives from both HA and Dyers regarding their proposals.

Community consultation is proposed in accordance statutory requirements detailed in this report.

*Financial Implications*

Initial costs associated with the potential sale of the of Land would include:

- giving public notice and inviting public comment on the potential sale of Land and, if Council resolve to sell the land after considering any submissions received; and

- obtaining a market valuation of the land.

These costs would be funded as part of the BAU budget.

The Councils *Sale of Council Owned Property Policy* requires that the purchaser pay all legal and survey costs associated with the transfer, subdivision and consolidation of the land.

The sale price will be based on an independent valuation obtained in accordance with Section 189 of the *Local Government Act 1989* and as allowed in the *Sale of Council Owned Property Policy*.

#### *Risk Analysis*

Identified risk	Risk likelihood*	Controls to manage risk
<b>Legal/Regulatory Risk</b>  Non-compliance with the statutory requirements of the <i>Local Government Act 1989</i>	1 - Rare	This is a standard administrative process that Officers have performed regularly.

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

#### *Legal and Compliance*

There are three Legal and Compliance components:

##### Local Government Act 1989:

Section 189 of the *Act* gives Council the power to sell land however, prior to doing so, it must:

- ensure that public notice of the intention to do so is given at least four weeks prior to selling the land; and
- Obtain from a person who holds qualifications or experience specified under section 13DA(2) of the *Valuation of Land Act 1960* a valuation of the land which is made not more than 6 months prior to the sale or exchange.

This power is subject to Section 223 of the *Local Government Act 1989*, which requires Council to:

- Publish a public notice inviting written submissions in respect of the proposal;
- Considered any written submissions received;
- Allow submitters to speak in support of their submission.

##### Policy – Sale of Council Owned Property Policy 11 POL-4

The principal aim of this policy is to define the circumstances and factors that will be assessed by Council in respect to the sale of Council owned property. The purpose of this policy is to serve as an accountability mechanism to the community.



It is Council's preference that the sale of Council owned property would be via public auction unless circumstances exist that justify an alternative method of sale.

In this instance Officers have formed the opinion that a direct sale, as opposed to a public auction is preferred. The Land is a long and narrow with limited development opportunity a stand-alone lot. Given the Land is no longer used in accordance with its Reservation, the best use for the land is to be incorporated into adjoining properties.

By giving public notice of Council's intention to sell this property, it may attract interest from other parties in the property. If this is the case, Council can then reassess the method of sale.

*Local Government Best Practice Guidelines for the Sale and Exchange of Land*

The sale or exchange of Council owned property must be consistent with the Local Government Best Practice Guidelines for the Sale and Exchange of Land prepared by the Department of Planning and Community Development.

*Community Implications*

As the railway reserve has not been used for its intended purpose for many years, it is considered that there are no community implications identified at present. The statutory public process recommended will inform this.

*Environmental Implications*

The Land has a number of self-seeded Radiata Pine trees and other forms of vegetation including noxious weeds such as blackberries and pampas grass both invasive species.

Subject to the time of the year, the area is also a potential fire hazard in close proximity to a number of industrial buildings, which Council, as the land owner would need to maintain if retained.

*Consultation*

Subject to Council adopting the report recommendations, Community engagement will commence by giving public notice and inviting written submissions by the following methods:

- Public notice published in the Latrobe Valley Express
- Notices displayed at Council's Corporate Headquarters, the various Services Centres and Libraries.
- Details placed on the Latrobe City Council website.
- Letters to adjoining and nearby property owners.

Any written submissions received will be considered by Council at a future Council Meeting as detailed above.

*Other*

Nil.





**Declaration of Interests:**

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

**Supporting Documents:**

Nil

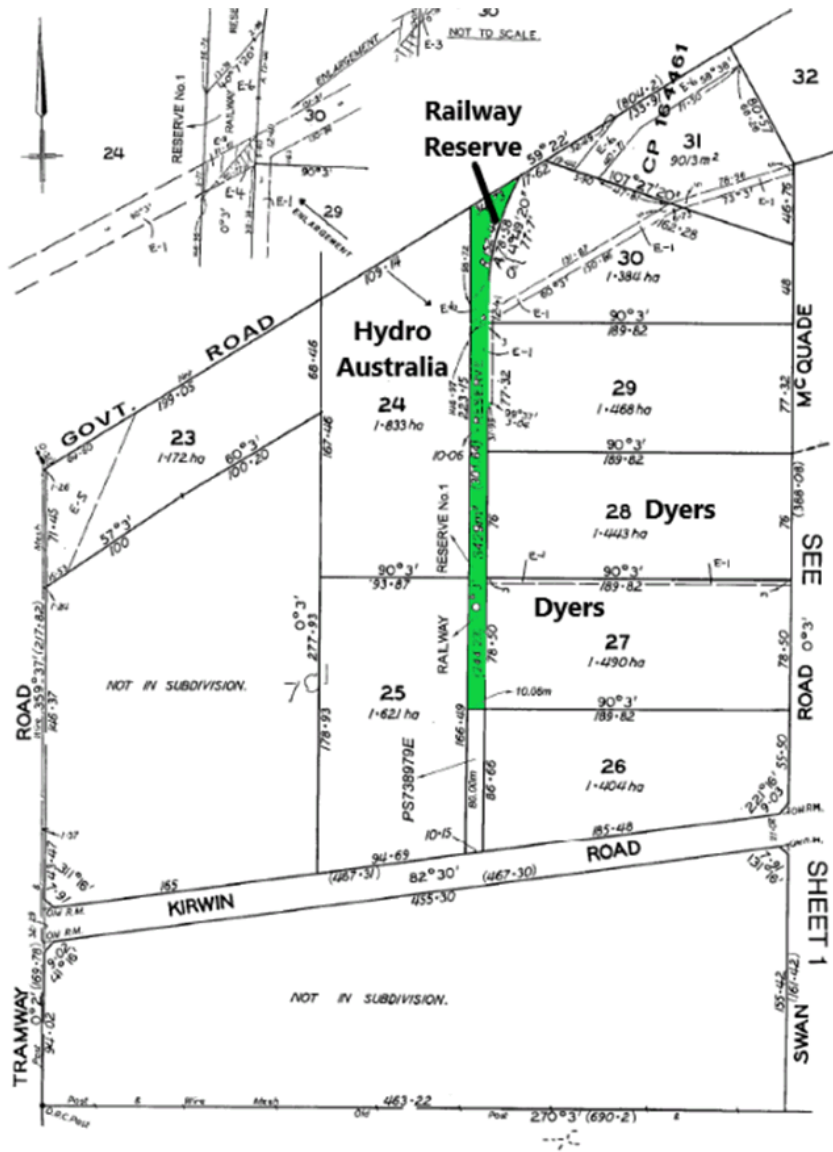
**Attachments**

1.   Reserve 1 on Plan LP120121
2.   Aerial Image & Location Plan

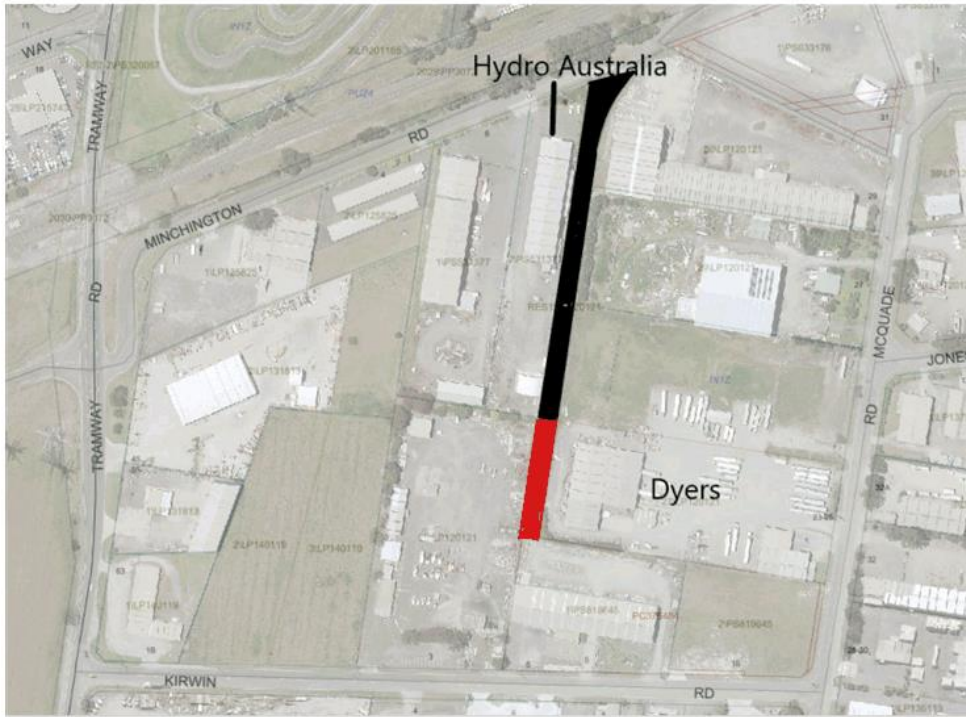
## **13.3**

### **Potential Sale of Railway Reserve - Off Minchington Road / Rear Swan Road Morwell**

<b>1</b>	<b>Reserve 1 on Plan LP120121 .....</b>	<b>91</b>
<b>2</b>	<b>Aerial Image &amp; Location Plan .....</b>	<b>92</b>



Aerial Image of Reserve 1 on Plan LP120121



Location



# **REGIONAL CITY GROWTH AND INVESTMENT**

**14. REGIONAL CITY GROWTH AND INVESTMENT**

**Agenda Item: 14.1**

**Agenda Item: Economic Development Membership Grants**

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

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

**Status: For Decision**

**MOTION**

**Moved: Cr Howe**

**Seconded: Cr Middlemiss**

**That Council:**

- 1. Renews the Economic Development memberships for the 2021/2022 financial year to the following organisations:**
  - a. South East Australian Transport Strategy (\$6,618.00 + GST)**
  - b. Rail Freight Alliance (\$5,255 + GST)**
  - c. Timber Towns Victoria (\$2,500 + GST)**
  - d. National Timber Council Australia (\$2,500 + GST)**
  - e. Australia China Business Council (\$935 + GST)**
  - f. Victorian Chamber of Commerce and Industry (\$6,600 + GST)**
  - g. Food and Fibre Gippsland (\$10,000 + GST)**
- 2. Agrees to the one-off payment of membership to the Gippsland Regional Hydrogen Cluster (\$10,000 + GST)**
- 3. That the shortfall of \$18,808 be funded from the 2020/2021 surplus.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

At the Ordinary Council meeting 6 June 2020, Council adopted changes to how sponsorship is provided to economic development initiatives including the Economic Development Fund and Council's membership to advocacy/industry specific organisations.

Latrobe City Council has been long-standing members and participated in a number of advocacy/industry specific organisations for many years. To ensure greater transparency and broader understanding of these organisations and why Council are members, this report has been prepared for Councillors consideration in deciding upon membership renewals.

Latrobe City Council has been a long-standing member of the following organisations:

- South East Australian Transport Strategy
- Rail Freight Alliance
- Timber Towns Victoria
- National Timber Council Australia
- Australia China Business Council
- Victorian Chamber of Commerce and Industry

Latrobe City Council is also currently a financial member of Food and Fibre Gippsland, formerly Agribusiness Gippsland.

Consideration for the newly established Gippsland Regional Hydrogen Cluster has also been included in this report.

This is an opportunity for Council to review the organisations, to then decide upon membership renewals for the 2021/2022 financial year. Subject to budgetary restraints, Council can decide to renew memberships for each organisation listed or introduce membership for other organisations which also align with the Council's economic development objectives.

**Background:**

Listed below are all of the organisations which Latrobe City Council have previously been supporting annually for a number of years, as they align with the Council's economic development objectives. Detailed below are their membership costs and information regarding their organisational objectives. Council officers contacted representatives of each organisation to gather supporting information for this report.

Details in relation to proposed membership of the newly established Gippsland Regional Hydrogen Cluster is also included.



**South East Australian Transport Strategy:**

Membership period runs from September to August	Annual Membership is \$6,600 plus GST
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South East Transport Strategy (SEATS) has developed the South East Transport Strategy which collectively identifies a number of Priority Projects that go beyond the boundaries of individual local councils and benefit the entire region and beyond.

The goal is to advocate for an effective integrated transport network that stimulates economic growth that is sustainable and sensitive to the environment and enhances communities. The attraction of investment in these transport and infrastructure projects through strong advocacy will significantly improve the efficiency of the transport network across the region, support sustainable growth, boost the economic competitiveness, improve employment prospects and enhance communities through improved, safer access to vital health, education, sport and recreational, government agencies and business services.

The benefits for Latrobe City Council to continue membership with is the ongoing advocacy for the Gippsland Intermodal Project as well as the Melbourne Port Strategy linking with Morwell. By participating in SEATS, Latrobe City Council is working in partnership for a collective approach to transport planning for the South East Australian corridor.

Cr Middlemiss is Councils current representative on the SEATS committee and currently serves as Treasurer. Cr Law is the alternative.

The SEATS Strategic Plan is available in the supporting documents.

**Rail Freight Alliance:**

Membership period runs from July to June	Annual Membership is \$5,360 plus GST
--	---------------------------------------

The Rail Freight Alliance (RFA) has been operating for over the last 20 years, in 2014 the Alliance made a strategic decision to move from secretariat support to appointing an Executive Officer to position the organisation as the voice for Rail Freight in Victoria. RFA aims to be at the forefront of emerging rail freight issues and works with both sides of government and industry. The Alliance represents 26 Victorian municipalities and holds an executive position on the Melbourne to Brisbane Inland Rail Alliance.

The RFA advocates on behalf of member Councils, with the approach of sound research and consultation with members and industry to not only identify the issues, but to put solutions before government. The Alliance is regularly contacted by Federal and State Government, Opposition, Minor Parties, and Independents to gain information, insight and seek advice on priorities for Victoria. The Alliance has contributed to resolving issues and achieving a number of recent funding announcements.

The benefits for Latrobe City Council to continue membership with RFA is the ongoing advocacy for the Caulfield to Dandenong rail corridor, and for continued rail freight services for Gippsland, including regional intermodal terminals. By participating in RFA, Latrobe City Council is working in partnership for a collective approach to Rail Freight advocacy and planning for Victoria.

Cr Middlemiss & Cr Law are Councils current representatives on the RFA.

**Timber Towns Victoria:**

Membership period runs from July to June	Annual Membership is \$2,500 plus GST
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Timber Towns Victoria (TTV) was founded approximately 30 years ago, the relationship between the association and its members has seen many advances in forestry, together with the demand on key infrastructure such as roads and bridges.

Since the State Government legislative changes to logging in native forest in November 2019, TTV has been proactively engaging with key stakeholders on behalf of member councils.

The benefit for Latrobe City Council to continue membership, is that TTV has recently engaged the services of Premier Strategy who will be working alongside TTV over the next two years, leading into the next State Government election primarily to secure jobs within the native timber sector within the whole Gippsland region. Latrobe City Council is located at the centre of the largest Australian based pulp and paper mill the advocacy work that TTV has been undertaking and will be providing through Premier Strategy is intended to have significant benefits for Latrobe City.

Cr Gibson and Cr Harriman are Councils current representatives with TTV.

The Timber Towns Victoria Strategic Plan is available in the supporting documents.

**National Timber Councils Association:**

Membership period runs from July to June	Annual Membership is \$2,500 plus GST
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The National Timber Councils Association (NTCA) has advised that they aim to promote vibrant, resilient communities, maintain regional investment, employment opportunities and responsible environmental practices.

The NTCA advocates at the Federal and State Government levels on forestry and plantation issues on behalf of member councils throughout Australia. Providing Local Government with access to information regarding forest policy development, implementation and developments at Federal and State Government levels.

The NTCA provide a means for reviewing and contributing to forest-related planning and regulatory frameworks with both Commonwealth and State Governments. NTCA formulate and promote forest policies with the intention to not adversely impact on

councils and support local communities. NTCA provide regular opportunities for networking and knowledge exchange between councils across Australia.

Regional Forestry Hubs are working with industry, state and local governments, and other key stakeholders to undertake strategic planning, technical assessments and analyses to support growth in the forest industries in their region. NTCA have representation on the Gippsland Forestry Hub.

The benefit for Latrobe City Council continuing membership with NTCA is to strengthen the advocacy on behalf of Local Governments for issues pertaining to forestry and plantation.

Cr Harriman is Councils current representative on the NTCA Committee. Cr Gibson is Councils current alternative representative.

The National Timber Council overview is available in the supporting documents.

**Australia China Business Council**

Membership period runs from July to June	Annual Membership is \$935 plus GST
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The Australia China Business Council (ACBC) is the premier organisation dedicated to the Australia-China bilateral business and trade relationship.

The ACBC is a national not-for-profit membership organisation with branches in every State and Territory. With a network of over 20,000 organisations and a membership of over 700 focused on furthering Australia-China trade and investment.

ACBC actively promotes two-way trade and investment, economic cooperation and understanding between the business communities of Australia and China. ACBC also works closely with state and federal governments on commercial relations with China.

ACBC is the largest, most active and diverse business council in Australia. Hosting regular delegations from China for business to business matching opportunities and provide a range of business-focussed activities and events for our members.

By supporting ACBC membership, officers have access to information and insights into trade and investments between Australia and China. ACBC partners with Council to deliver local events.

The ACBC overview is available in the supporting documents.

Council has no formal representation, Council Officers work with the organisation.

**Victorian Chamber of Commerce and Industry:**

Membership period runs from July to June	Annual Membership is \$6,600 plus GST
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The Victorian Chamber of Commerce and Industry (VCCI) is the largest business organisation in Victoria, informing and servicing more than 47,000 members, customers and clients across the state. Founded in 1851 with the aim to make Melbourne one of the world's great free ports, today the organisation continues to lead business into the future through advocacy, leadership and services focused on innovation and growth.

Policy and advocacy activities ensure the political, regulatory and business environment in Victoria is conducive to attracting investment and establishing, operating and growing a business.

The VCCI supports individual businesses daily through a range of services across workplace relations, health, safety and environment, training and apprenticeships, career development and exporting services.

The mission of VCCI is to remain Victoria's most influential business organisation, to provide relevant and contemporary business services and to be a dynamic and modern chamber of commerce.

The benefit for Latrobe City Council to renew membership is for the participation in VCCI's regional business council and the ongoing support for Victoria's largest business representative organisation.

Council has no formal representation, Council Officers work with the organisation.

**Food and Fibre Gippsland:**

Membership period runs from July to June	Annual Membership is \$10,000 plus GST (2021/2022 pricing)
--	--

Food and Fibre Gippsland are formulating the future partnering and contribution elements currently and is subject to discussion with the One Gippsland Board representatives (Food and Fibre is also a Board member to that).

The food and fibre sector in Gippsland is estimated to be worth approximately \$7Billion of the region's \$15Billion Gross Regional Product. Food & Fibre Gippsland was formed in March 2019, a result of the amalgamation of Agribusiness Gippsland and the East Gippsland Food Cluster which created a united, collaborative powerhouse. The mission is to lead capacity building, innovation and knowledge sharing for the greater good of the sector across the whole of Gippsland.

Food and Fibre Gippsland deliver a number of initiatives that support businesses operating in the food & fibre sector. Latrobe City Council is seeking to establish a Food Manufacturing Precinct in the municipality, support and connections with this organisation mean Latrobe City Council is well placed to leverage off the knowledge and expertise of the group and generate support for projects that result in job creation for the municipality.

Council has no formal representation, Council Officers work with the organisation.

### **Gippsland Regional Hydrogen Cluster**

Once only membership contribution. Membership period is to June 2022	Gold Membership is \$10,000 plus GST
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The Gippsland Regional Hydrogen Cluster (GRHC) is one of the thirteen hydrogen clusters supported by National Energy Resources Australia (Federal Government) across Australia. The GRHC has been auspiced by the Committee for Gippsland and there are sixty four private and public sector organisations that have indicated support for the cluster.

The GRHC purpose is to build a competitive clean hydrogen industry in Gippsland that will create jobs, secure investment, generate export income and help lower emissions.

Council has been invited to become a member of the GRHC. There are three levels of membership:

- Gold \$10,000
- Silver \$5,000
- Bronze \$2,000

Gold Membership will entitle Council to be a part of the Gippsland Hydrogen Advisory Committee. This Committee will oversee the development of a strategic plan and implementation of actions.

This is a once only contribution. The funding support from the Federal Government is to June 2022 and the GRHC will undertake a review prior to June to determine future funding models.

Council Officers will be represented on the advisory committee if Gold membership is selected.

### ***Communication***

Council Officers have contacted all groups listed in this report to advise them of the new policy for the assessment of membership renewal.

### ***Financial Implications***

In the current BAU budget for 2021/2022 there is a total allocation of \$26,100 for Economic Development Memberships.

If Council renews all of the listed memberships, and joins the Gippsland Hydrogen cluster, the financial commitment will be \$44,908.18 plus GST for 2021/2022. A difference of \$18,808 over the allocated budget.

This is based on the assumption that prices will remain the same.

Council could decide to allocate a further \$18,808 from the 2020/2021 surplus to fund this shortfall or alternatively decide not to renew some of the memberships.

In summary current membership costs per organisation are as follows:

Organisation	2020 / 2021	2021 / 2022
South East Australian Transport Strategy	\$6,618.18 + GST	\$6,618.18 + GST
Rail Freight Alliance	\$5,255 + GST	\$5,255 + GST
Timber Towns Victoria	\$2,500 + GST	\$2,500 + GST
National Timber Council Association	\$2,500 + GST	\$2,500 + GST
Australia China Business Council	\$935 + GST	\$935 + GST
Victorian Chamber of Commerce and Industry	\$6,600 + GST	\$6,600 + GST
Food and Fibre Gippsland	\$3,000 + GST (only 6 months membership)	\$10,000 + GST
Gippsland Regional Hydrogen Cluster	Nil	\$10,000 + GST (Gold Membership)
<b>Total</b>	<b>\$27,408.18 + GST</b>	<b>\$44,908.18 + GST</b>

Should Council relinquish some/all of the above listed memberships or include additional organisations, further financial implications will be applicable.

### **Risk Analysis**

Identified risk	Risk likelihood*	Controls to manage risk
<b>Financial Risk</b> Latrobe City Council is not receiving value for money from membership	3	Annual review into memberships. Greater participation with member organisations to ensure value for money.
<b>Reputational Risk</b> Should Council determine	3	This could be managed by having detailed correspondence with this

not to continue membership this may have adverse impacts.

groups, with clear transparency as to why the decision not to renew memberships was made.

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

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

There are no known legal and compliance implications for this report

### ***Community Implications***

The removal of memberships may have a negative impact on the membership stakeholder groups.

### ***Environmental Implications***

There are no known environmental implications for this report.

### ***Consultation***

Consultation with representatives of member organisations took place prior to this report being drafted.

### ***Declaration of Interests:***

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

### ***Supporting Documents:***

SEATS Strategic Plan

Timber Towns Victoria Strategic Plan

National Timber Council Australia Overview

Australia China Business Council Overview

Gippsland Regional Hydrogen Cluster Prospectus

### ***Attachments***

Nil

**Agenda Item: 14.2**

**Agenda Item: Update of the Residential Component of the Latrobe City Urban Design Guidelines**

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

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

**Status: For Decision**

**MOTION**

**Moved:** Cr Law

**Seconded:** Cr Middlemiss

**That Council adopts the updated Latrobe City Urban Design Guidelines August 2020 (Attachment 1) to form part of a future Planning Scheme Amendment in the 2021/2022 financial year.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- The Latrobe City Council Urban Design Guidelines were created and identified as a reference document in the Latrobe Planning Scheme as a result of Amendment C105 Live Work Latrobe.
- The Urban Design Guidelines is a guidance document that identifies key design considerations such as spacing of dwellings, presentation to the street and addresses the desire to continue looking like regional suburbs, as opposed to Melbourne suburbs. The guidance in the Urban Design Guidelines was informed by Councillor and community feedback.
- At the insistence of the Department of Environment, Land Water and Planning (DELWP) post exhibition changes to the residential schedules within the Latrobe Planning Scheme were made to comply with Planning Practice Note 91 *Using the Residential Zones*.
- This updating of residential schedules resulted in some minor conflicts between zones and what was sought to be achieved by the Urban Design Guidelines. As a result, updates to the residential component of the Urban Design Guidelines were identified as necessary future work. These changes



have no impact on the original intent of the Live Work Latrobe work.

- A previous version of updates to the guidelines that incorporated the changes mentioned above was considered at a Councillor briefing on 15 February 2021. As a result of the feedback received, from Councillors at that briefing, the guidelines have been reviewed again and more emphasis has been placed on the positive health and wellbeing impacts of the guidelines.
- DELWP provided Latrobe City Council with funding through the Planning in the Economic Growth Zone (PEGZ) project. A total of \$11,000 of this funding was utilised for this Urban Design Guidelines update.
- The commercial, industrial and streetscape components of the Urban Design Guidelines do not yet require review and will remain unchanged at this point in time.
- These updated guidelines will form part of a future Planning Scheme Amendment that is scheduled to commence in the 2021/2022 financial year. A further report with the remaining details of the future Planning Scheme Amendment will be prepared seeking Council's approval to request authorisation from the Minister for Planning to exhibit the proposed amendment documents to the Latrobe Planning Scheme.
- Though a Planning Scheme Amendment process is not sought to be progressed at this point in time, we require the adoption of the document by Council so it may be considered in the assessment of a planning permit application pursuant to Section 60 of the *Planning and Environment Act 1987*. Furthermore, adoption of the updated guidelines will allow the finalisation of an acquittal report to be provided to DELWP to close off their PEGZ funding in relation to this matter.

### **Background:**

The Latrobe City Urban Design Guidelines were incorporated into the Latrobe Planning Scheme as a reference document in November 2019 as a result of Amendment C105 Live Work Latrobe.

The Urban Design Guidelines provide clear design direction for new residential, commercial and industrial development and subdivision and was informed by Councillor and community feedback. The guidelines provide guidance to Council and applicants by establishing a transparent and clear decision making framework and performance criteria when preparing and assessing planning permit applications.

Post exhibition of Amendment C105, 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.

In order to further inform updates to the guidelines, a workshop was conducted with seven key stakeholders on 22 May 2020. The key stakeholder group consisted of consultants and developers that regularly submit planning permit applications in the residential zones. Their feedback included clarification of some requirements and the creation of a guideline for single dwellings on lots under 500 square metres. This feedback was further discussed with Council's Statutory Planning Team and the guidelines were updated accordingly. The proposed updates (only the residential component of the guidelines) can be found at Attachment 1.

Changes that have been made include:

- Minor edits to ensure consistency with the schedules to Council's residential zones;
- Inclusion of a single dwelling housing typology and associated urban design guidelines;
- Corrections of errors in maps and replacement of example pictures with better images;
- Inclusion of information in regards to how the guidelines positively contribute to the health and wellbeing of the community; and
- Minor formatting updates so as to ensure the document presents properly on Council's website.

A table of changes made is included in Attachment 2.

It is noted that photographic examples were taken within the Latrobe City area where possible, however, best examples have occasionally been drawn from other municipalities for this aspirational document.

The Latrobe Planning Scheme will require a minor amendment to update the reference to the background report. Furthermore, as part of Amendment C122 (Planning Policy Framework Translation) the urban design section at Clause 15.01-1L has seen a three year timeframe be afforded to Council to complete a Planning Scheme Amendment to finalise an appropriate Planning Scheme update. It is proposed that work will commence on this Planning Scheme Amendment in the 2021/2022 financial year.

A further report will be provided to Council in future to seek Council's approval to request authorisation from the Minister for Planning to exhibit the proposed amendment documents to the Latrobe Planning Scheme.

Though a Planning Scheme Amendment process is not sought to be progressed at this point in time, we require the adoption of the document by Council so it may be considered in the assessment of a planning permit application pursuant to Section 60 of the *Planning and Environment Act 1987*. Furthermore, adoption of the updated guidelines will allow the finalisation of an acquittal report to be provided to DELWP to close off their PEGZ funding in relation to this matter.

**Issues:**

*Strategy Implications*

*Objective 3 – Improve liveability and connectedness of Latrobe City*

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, with positive flow-on health and wellbeing impacts.

*Communication*

The Urban Design Guidelines have been updated in consultation with seven key stakeholders and Council's Statutory Planning Team. Feedback was provided by consultants and developers at a workshop conducted on 22 May 2020. Subsequently, a review and feedback was provided by Council's Statutory Planning Team.

Once the updated guidelines are adopted, the community will be notified via Council's website. Direct notification will also be provided to frequent customers, including the seven key stakeholders that participated in the workshop. This document will then be able to be considered in the planning permit application process pursuant to Section 60 of the *Planning and Environment Act 1987* prior to the finalisation of the proposed future Planning Scheme Amendment.

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

An engagement plan will be developed to ensure appropriate engagement activities are undertaken for this Planning Scheme Amendment. This engagement plan will address the prescribed requirements for exhibiting proposed Planning Scheme Amendments and will include:

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

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

*Financial Implications*

Council has not financially contributed to this project as DELWP provided Latrobe City Council with funding to undertake a review of the residential component of the Urban Design Guidelines. A total of \$11,000 of DELWP's funding was utilised for this Urban Design Guidelines update.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Confusion from permit applicants due to inconsistencies between zone schedules and the current Urban Design Guidelines.</p>	5 (Almost Certain)	Update the residential component of the current Urban Design Guidelines as per Attachment 1 and progress an associated Planning Scheme Amendment in the 2021/2022 financial year.
<p><b>Legal/Regulatory Risk</b></p> <p>Appeals to VCAT lodged based on decisions made using inconsistent documents.</p>	3 (Possible)	<p>Update the residential component of the current Urban Design Guidelines as per Attachment 1 and progress an associated Planning Scheme Amendment in the 2021/2022 financial year.</p> <p>Section 60 of the <i>Planning and Environment Act 1987</i> is to be relied upon after the updated guidelines are adopted, prior to the finalisation of the associated Planning Scheme Amendment.</p>

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

### *Legal and Compliance*

No legal implications are relevant for this matter at this stage in the process. Further consideration around this matter will be provided when the further report is prepared that seeks Council's consent to request authorisation from the Minister for Planning to exhibit the proposed amendment documents to the Latrobe Planning Scheme.

### *Community Implications*

The proposed updates ensure a clear and consistent message is sent to the development community in regards to Council's expectations when it comes to the development of residential land. It also protects the valued characteristics of our residential communities for the benefit of all residents.

### *Environmental Implications*

There are no relevant environmental implications.

### *Health Implications*

It is acknowledged that the health and wellbeing of the community is a high priority of Council. The updated Urban Design Guidelines highlight positive health and wellbeing impacts. In the purpose of the document, it is mentioned that we should ensure new development positively contributes to the physical environment and foster pride of place in order to improve the public health and wellbeing of Latrobe. An additional section has also been added clarifying the guidelines' links to the health and wellbeing of the Latrobe community. Further additions have also been incorporated into the banner at the top of each housing typology, explaining how those particular guidelines contribute to the health and wellbeing of the community.

### *Consultation*

There has been specific engagement undertaken with six key stakeholders. This stakeholder group consisted of six consultants and developers that regularly submit planning permit applications in the residential areas. Further to this, feedback and advice was sought from Council's Statutory Planning Team as the most regular user of the guidelines. The feedback obtained was shared with the consultant and the guidelines were updated accordingly. Many of the suggestions from both the consultants/developers and the Statutory Planning Team were incorporated into the update.

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

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

- Exhibition of the Amendment for 1 calendar month;
- Documents available on Latrobe City Council website;

- Have Your Say page created;
- Letters / emails notifying key stakeholders (including within Council and interest groups), agencies, authorities and prescribed ministers;
- Notices in the Latrobe Valley Express;
- Notice in the Government Gazette; and
- Drop in sessions during the 1 month exhibition period, offering 1:1 meetings with a planning officer for all interested landowners (as appropriate with COVID-19 restrictions. Councillors will be updated if this component of the engagement plan cannot be fulfilled as per usual practice due to any COVID-19 restrictions in place during the exhibition period).



**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

1.  Updated Residential Urban Design Guidelines
2.  Table of changes made to Urban Design Guidelines

## **14.2**

### **Update of the Residential Component of the Latrobe City Urban Design Guidelines**

- 1 Updated Residential Urban Design Guidelines..... 111**
- 2 Table of changes made to Urban Design Guidelines ..... 135**



LATROBE CITY COUNCIL  
**URBAN DESIGN  
GUIDELINES**

March 2021





Version	Preliminary	A	B	C	D	E	F	G
Issue Date	14.09.2016	26.10.2016	24.07.2017	11.08.2017	31.11.2017	24.06.2020	26.08.2020	04.03.2021



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## LATROBE CITY URBAN DESIGN GUIDELINES

## INTRODUCTION

The Urban Design Guidelines apply to Latrobe's residential, industrial and commercial areas. The guidelines specify requirements for new development and streetscapes within both established and greenfield areas.

This work forms part of the Live Work Latrobe project, which is a key initiative of Council, aiming to provide a long-term plan for Latrobe City through strategic directions which support future growth as Gippsland's Major Regional City, protecting significant municipal assets; and responding to changing housing, rural land use, industry and employment opportunities. Stage 1 of the Live Work Latrobe project identified a clear need for urban design guidelines to be established.

### Purpose of the Guidelines

The purpose of the Urban Design Guidelines are:

- To respond to the needs of the Latrobe community and provide design direction for new development of varying scales and activity.
- To establish clear expectations of what is considered appropriate built form and to encourage a high standard of development to meet the growing demand for quality housing and a diverse economy in Latrobe.
- To ensure new development does not cause adverse amenity impacts on existing land use and strives to achieve design excellence in order to improve Latrobe's building stock and streetscapes.
- To 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.
- To 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.

### Links to the health and wellbeing of the Latrobe community

Good urban design can positively contribute to a number of areas of focus for health and wellbeing in Latrobe, including:

- Social and community connectedness (ensuring access to services via walking, the road network and public transport)
- Active living (provision of walking and shared paths and public open space)
- Safe at home (achieving design outcomes that promote visibility of dwelling accessways from the public realm)
- Safe in the community (achieving design outcomes that promote passive surveillance of public places and reduced vehicle crossovers)

### How will the Guidelines be implemented?

The Urban Design Guidelines will be read alongside the Live Work Latrobe project. The aim for these guidelines is to have as much 'weight' as possible to improve transparency of planning processes for applicants, Council and the community.

The residential guidelines will provide further guidance alongside the implementation of Council's new Residential Zone Schedules, which were established through the identification of 'Change Areas' based on the preferred future character of neighbourhoods.

The guidelines will be implemented through various mechanisms, which will be determined at the conclusion of the Live Work Latrobe Project. The key intention for the guidelines is for their adoption by Council and subsequent implementation into the Planning Scheme as a reference document.

The guidelines will form part of a consolidated amendment with the Live Work Latrobe project along with the relevant Framework Plans.



## Components of the Guidelines

The guidelines are separated into 4 components which include;

### Part A: Residential Guidelines

The residential guidelines are typology based, determined by the most common and emerging planning applications within the municipality. The typologies specified in this document include:

- Small Lots (<500m<sup>2</sup>);
- Second dwelling (to the rear of an existing dwelling);
- Dual occupancy (mid-block);
- Dual occupancy (corner);
- Townhouses;
- Units; and
- Apartments.

These guidelines apply to land zoned General Residential Zone, Neighbourhood Residential Zone and Residential Growth Zone. These guidelines may also apply to medium-density developments within the Commercial 1 Zone and Mixed Use Zone.

The guidelines illustrate requirements for a series of site planning based themes including; Site coverage, Street setback and presentation, side and rear setback, Walls on boundaries, Private open space and Landscape. A design detail section specifies further requirements with regard to architectural style, material selection, fencing, landscape, environmentally sustainable design, ancillary and storage.

### Part B: Commercial Guidelines

The Commercial Guidelines apply to new development within Latrobe's town centres and specifically land zoned Commercial 1 Zone and Mixed Use Zone. The guidelines specify requirements for Building height, heritage, building design, street presentation, upper levels and vehicle access.

A design detail section specifies further requirements with regard to signage, landscape, weather protection, material selection, environmental sustainability and the location of services.

### Part C: Industrial Guidelines

The industrial guidelines apply to new development within Latrobe's industrial areas. These guidelines hold particular weight for those sites determined to be 'Prominent', which are defined as those adjacent to Road Zone Category 1 and 2. The guidelines illustrate requirements for a series of site planning based themes including street setback, side and rear setbacks, access and parking, landscape and fencing.

A design detail section specifies further requirements with regard to building form, material selection, maintenance and storage, security, signage and environmentally sustainable design.

### Part D: Streetscape Guidelines

The streetscape guidelines seek to provide directions for streetscape design in accordance with land use and built form typology. The guidelines are separated into four categories, including; new residential streets, existing residential streets, industrial streets and rural living streets. The aim for the guidelines is to advocate for improved walkability, pedestrian amenity and cycle networks, while maintaining effective and safe movement of vehicles.





LATROBE CITY COUNCIL  
**URBAN DESIGN GUIDELINES**  
FOR RESIDENTIAL DEVELOPMENT



## Latrobe City Housing Framework Plans

The Residential Urban Design Guidelines are to be read in conjunction with the relevant Residential Zone Schedules under the Planning Scheme, guided by the Latrobe City Housing Framework Plan.

The Latrobe City Housing Framework Plans provide direction regarding the type of housing growth and change to be encouraged in different residential settings by categorising residential land into four broad categories as described below.

The Housing Framework Plans are included within the Latrobe Planning Scheme for large and small townships and are complemented by these Urban Design Guidelines which provide direction regarding the design of future housing types.

### Substantial Change - RGZ1, RGZ3 & RGZ4

- Allow for housing growth and diversity at increased densities to maximise access to existing services, transport and infrastructure. Future housing in Substantial Change Areas will generally be in the form of low scale apartments, shop-top housing, townhouse and unit developments.



### Incremental with Access Areas - GRZ1, GRZ2 & GRZ4

- Encourage moderate housing growth and change in a manner which responds to the surrounding character. Incremental Change Areas will encounter modest housing growth in the form of townhouse, unit and dual occupancy development as well as detached houses.



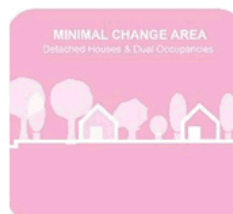
### Limited Change Areas - GRZ3, NRZ4

- Provide for a limited degree of housing growth and change in established residential areas. These locations are generally beyond reasonable walking distances of public transport and services. Limited Change Areas will encounter some housing change in the form of townhouse, unit and dual occupancy in locations with good access to an identified Local or Neighbourhood Activity Centre. New development in the wider Limited Change Area will comprise dual occupancies and detached houses.



### Minimal Change Areas - NRZ2 & NRZ3

- Allow for minimal housing change due to the environmental, heritage and neighbourhood character of the area, or other significant development constraints. Future housing will predominantly comprise detached houses and opportunities for dual occupancies, of one to two storeys.



LATROBE CITY URBAN DESIGN GUIDELINES



**SMALL LOTS**  
( < 500m<sup>2</sup> )

New dwellings on a lot less than 500m<sup>2</sup> in size

Urban design outcomes are sought that encourage passive surveillance of the streetscape and appropriate siting of private open space. This contributes to Latrobe City's focus on feeling and being safe in the community.

Applicable to all Change Areas, but encouraged in GRZ3 & NRZ1-4

**Characteristics**



- New dwelling to be designed and sited on a newly created small lot.
- Typically utilises a single driveway with integrated garage sited to side of dwelling.
- New dwelling can be double storey.

**Typical site conditions**



Example of a new small lot development

**Issues & threats**

The following undesirable characteristics are typical of small lot developments and should be mitigated or avoided:

- High site coverage and impermeability;
- Dominant garages to street frontages;
- Poor orientation and dimensions of private open space;
- Amenity impacts to side residential abuttal; and
- Reliance on high front fences to provide privacy to private open space positioned within the front setback.

**Precedent development**



Example of small lot development

**GUIDELINES**

**1 Site coverage & permeability**

*Purpose*

To minimise visual impact of continuous built form presentation to the street.

*Requirement*

- Refer to relevant Zone Schedule.
- One vehicle crossover no wider than 3m.
- Minimum permeability within front setback of 50% to encourage landscape and permeable paving.

**2 Street setback & presentation**

*Purpose*

To ensure new dwellings complement the prevailing residential pattern and improves outlook to the street.

*Requirement*

- Refer to relevant Zone Schedule for minimum front setback distance.
- Ensure the new dwelling complements the scale of the existing dwellings when viewed from the street.
- The front door of any garage or carport, that is accessed from the front street, must be setback no less than 5.5m from the front street alignment.



Section illustrating preferred front setback and fence conditions



Example of site planning and front setback arrangement in a limited or minimal change area



## SMALL LOTS ( < 500m<sup>2</sup> )

New dwellings on a lot less than 500m<sup>2</sup> in size

Urban design outcomes are sought that encourage passive surveillance of the streetscape and appropriate siting of private open space. This contributes to Latrobe City's focus on feeling and being safe in the community.

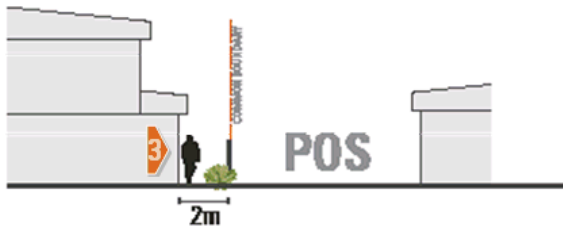
### 3 Side & rear setbacks

#### Purpose

To ensure adequate space between dwellings on abutting allotments which contributes to the spacious character of residential areas. Setbacks also ensure functional site plans, allowing for service areas, open space and a green outlook from habitable rooms and paved areas.

#### Requirement

- Refer to relevant Zone Schedule for side setback dimension.
- Ensure a minimum 1m side setback for single storey presentation and a minimum 2m setback for double storey presentation.
- Ensure side setbacks comprise low-maintenance landscape and accessible footpath.
- A minimum 5m rear setback should be encouraged to ensure adequate space for private open space and landscape.



Section illustrating common boundary setback

### 4 Walls on boundaries

#### Purpose

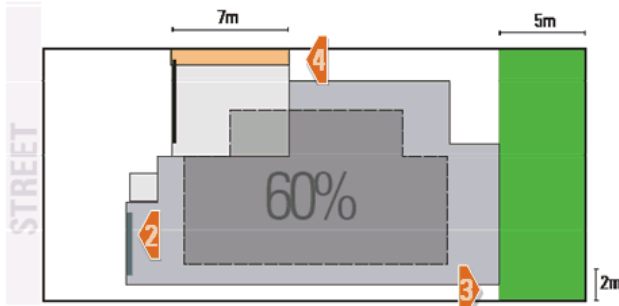
To minimise the length of walls on boundaries and limit adverse off-site amenity impacts (i.e. overshadowing of private open space or visual bulk).

#### Requirement

- ResCode Standard A11.
- The maximum height of a building on and within 1m of a side or rear boundary, or a carport on or within 1m of a side or rear boundary, must not exceed an average of 3.2m with no part higher than 3.6m.
- Where an abutting allotment presents a wall on boundary, the proposed development should seek to replicate, ensuring a complementary streetscape rhythm and more equitable development outcomes.

#### Upper level requirement

- An upper level should be no greater than 60% of the ground floor area.



Example of setback arrangements to rear and walls on boundaries to side

### 5 Private open space & garden area

#### Purpose

To ensure private open space is of a functional dimension with the ability to accommodate both paved and landscape areas.

#### Requirement

- Refer to ResCode Standard A17 for private open space requirements.
- Refer to relevant Zone for garden area requirements.
- Refer to Small Lot Housing Code.
- Ground floor open space with the provision of weather protection extending from dwellings is highly encouraged.

### 6 Landscape

#### Purpose

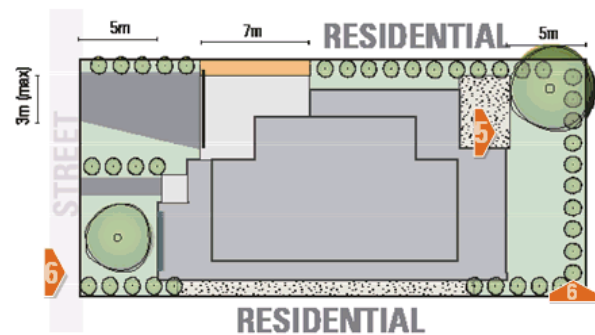
To ensure new developments provide generous landscape responses to enhance the streetscape and maintain the landscape character of Latrobe.

#### Requirement

- ResCode Standard A8: Development should provide for the retention or planting of trees.
- 1 large canopy tree (50m<sup>2</sup> soil) is to be accommodated for each dwelling within the front setback.
- Applications must comprise a landscape plan specifying hardscape and softscape finishes (i.e. paved areas, trees, garden beds etc.).
- Vegetation should be drought tolerant and reflective of the local landscape character.



Examples of vegetation to be incorporated into landscape plan



Example of landscape and open space allocation within a limited or minimal change area



LATROBE CITY URBAN DESIGN GUIDELINES



**SECOND DWELLING (FRONT-BACK)**

retaining existing dwelling on site with the inclusion of a new dwelling to rear

Urban design outcomes are sought that encourage passive surveillance of the streetscape, visibility of dwelling entrances from the streetscape, increased pedestrian safety and appropriate siting of private open space and driveways. This contributes to Latrobe City's focus on feeling and being safe in the community and safe at home.

Applicable to Limited & Minimal Change Areas GRZ3 & NRZ1-4

**Characteristics**



- Existing dwelling sited to street frontage with new dwelling to rear.
- Typically utilises one common driveway with garages sited behind existing dwelling.
- New dwelling can be double storey.

**Typical site conditions**



Example of an existing dwelling plus one new dwelling to the rear

**Issues & threats**

The following undesirable characteristics are typical of dual occupancy developments and should be mitigated or avoided:

- Dominant new dwelling which does not complement existing;
- High site coverage and impermeability;
- Garages sited together along driveway;
- Two crossovers;
- Informal car parking and storage within front setback;
- Private open space exposed within front setback;
- Poor orientation and dimensions of private open space; and
- Amenity impacts to rear residential abuttal.

**Precedent development**



Example of dual occupancy development retaining front dwelling

**GUIDELINES**

**1 Site coverage & permeability**

*Purpose*

To minimise the impact of vehicle access and maximise landscape planting.

*Requirement*

- Refer to relevant Zone Schedule.
- One vehicle crossover no wider than 3m.
- Minimum permeability within front setback of 50% to encourage landscape and permeable paving.

**2 Street setback & presentation**

*Purpose*

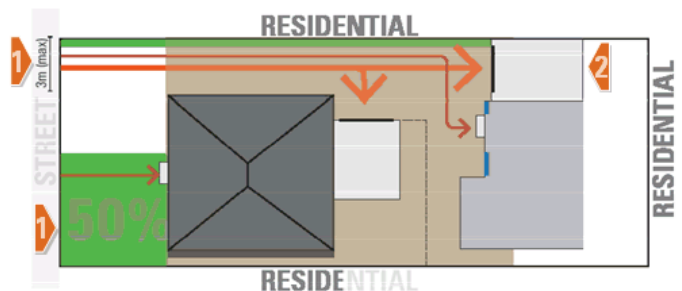
To ensure new dwellings complement the existing residential pattern and improve the outlook to the street.

*Requirement*

- Refer to relevant Zone Schedule for minimum front setback distance.
- Ensure any new car port or garage structures are set back behind the frontage of the existing dwelling.
- Locate garages to the rear of the existing dwelling to ensure only 1 garage is visible from the street.
- Ensure the new dwelling complements the scale of the existing dwelling when viewed from the street.
- Windows to the common driveway are encouraged to maintain passive surveillance.



Section illustrating preferred front setback and fence conditions



Example of site planning and front setback arrangement in a limited or minimal change area



## SECOND DWELLING (FRONT-BACK)

retaining existing dwelling on site with the inclusion of a new dwelling to rear

Urban design outcomes are sought that encourage passive surveillance of the streetscape, visibility of dwelling entrances from the streetscape, increased pedestrian safety and appropriate siting of private open space and driveways. This contributes to Latrobe City's focus on feeling and being safe in the community and safe at home.

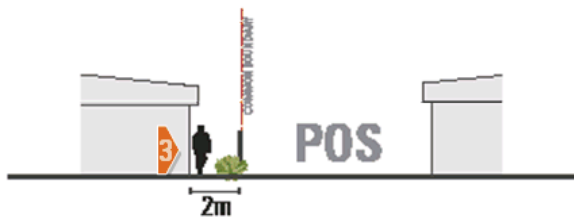
### 3 Side & rear setbacks

#### Purpose

To ensure adequate space between dwellings on abutting allotments which contributes to the spacious character of residential areas. Setbacks also ensure functional site plans, allowing for service areas, open space and a green outlook from habitable rooms and paved areas.

#### Requirement

- Refer to relevant Zone Schedule for side setback dimension.
- Ensure side setbacks comprise low-maintenance landscape and accessible footpath.
- A minimum 5m rear setback should be encouraged to ensure adequate space for private open space and landscape.
- Ensure the rear dwelling is sited 2m from the common boundary to allow landscape and footpath in front of the facade.



Section illustrating common boundary setback

### 4 Walls on boundaries

#### Purpose

To minimise the length of walls on boundaries and limit adverse off-site amenity impacts (i.e. overshadowing of private open space or visual bulk).

#### Requirement

- ResCode Standard B18.
- Where an abutting allotment presents a wall on boundary, the proposed development should seek to replicate, ensuring a complementary streetscape rhythm and more equitable development outcomes.

### 5 Private open space & garden area

#### Purpose

To ensure private open space is of a functional dimension with the ability to accommodate both paved and landscape areas.

#### Requirement

- Refer to ResCode Standard B28 for private open space requirements.
- Refer to relevant Zone for garden area requirements.
- Ground floor open space with the provision of weather protection extending from dwellings is highly encouraged.

### 6 Landscape

#### Purpose

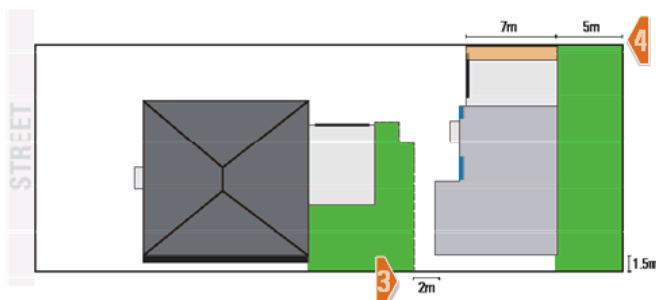
To ensure new developments provide generous landscape responses to enhance the streetscape and maintain the landscape character of Latrobe.

#### Requirement

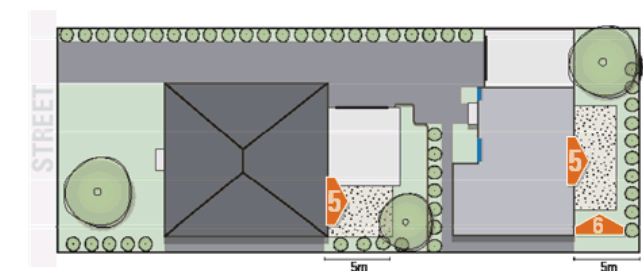
- ResCode Standard B13: Development should provide for the retention or planting of trees.
- 1 large canopy tree (50m<sup>2</sup> soil) to be accommodated within the front setback.
- Applications must comprise a landscape plan specifying hardscape and softscape finishes (i.e. paved areas, trees, garden beds etc.).
- Vegetation should be drought tolerant and reflective of the local landscape character.



Examples of vegetation to be incorporated into landscape plan



Example of setback arrangements to rear and walls on boundaries to side



Example of landscape and open space allocation within a limited or minimal change area

LATROBE CITY URBAN DESIGN GUIDELINES



**DUAL OCCUPANCY**  
(FRONT - BACK)

two dwellings on a lot with 1 dwelling to the street and a common driveway

Urban design outcomes are sought that encourage passive surveillance of the streetscape, visibility of dwelling entrances from the streetscape, increased pedestrian safety and appropriate siting of private open space and driveways. This contributes to Latrobe City's focus on feeling and being safe in the community and safe at home.

● ● Applicable to Limited & Minimal Change Areas  
GRZ3 & NRZ1-4

**Characteristics**



- Two new dwellings on a lot comprising a dwelling to the street and a second dwelling to the rear.
- Similar design and material palette (not necessarily identical).
- Can incorporate a common driveway.

**Typical site conditions**



Example of typical dual occupancy developments in Traralgon

**Issues & threats**

The following undesirable characteristics are typical of dual occupancy developments and should be mitigated or avoided:

- High site coverage and impermeability;
- Garages sited together along driveway;
- Lack of legibility of front door or windows from street frontage;
- Two crossovers;
- Informal car parking and storage within front setback;
- Private open space exposed within front setback;
- Poor orientation and dimensions of private open space; and
- Amenity impacts to rear residential abuttal.

**Precedent development**



Example of a dual occupancy development comprising two dwellings

**GUIDELINES**

**1 Site coverage & permeability**

*Purpose*

To minimise the impact of driveways and garages and maximise landscape planting.

*Requirement*

- Refer to relevant Zone Schedule.
- Seek to utilise a single crossover for both dwellings accommodating a shared driveway with garages to the rear.
- Driveway maximum width 3m.
- Minimum permeability within front setback of 50% to encourage landscape and permeable paving.

**2 Street setback & presentation**

*Purpose*

To ensure new dwellings complement the existing residential pattern and improve the outlook to the street.

*Requirement*

- Refer to relevant Zone Schedule for minimum front setback distance.
- Ensure windows and the entry for front dwelling are oriented to the street frontage. A minimum 2 windows are required to the street frontage.
- Ensure garages are setback a minimum 0.5m behind the respective dwelling frontage and the driveway length can accommodate 1 parked car (without encroaching onto footpath).



Section illustrating preferred front setback and fence conditions



Example of site planning and front setback arrangement in a limited or minimal change area



## DUAL OCCUPANCY (FRONT - BACK)

two dwellings on a lot with 1 dwelling to the street and a common driveway

Urban design outcomes are sought that encourage passive surveillance of the streetscape, visibility of dwelling entrances from the streetscape, increased pedestrian safety and appropriate siting of private open space and driveways. This contributes to Latrobe City's focus on feeling and being safe in the community and safe at home.

### 3 Side & rear setbacks

#### Purpose

To ensure adequate space between dwellings on abutting allotments which contributes to the spacious character of residential areas. Setbacks also ensure functional site plans, allowing for service areas, open space and a green outlook from habitable rooms and paved areas.

#### Requirement

- Refer to relevant Zone Schedule for side setback dimension.
- Ensure side setbacks comprise low-maintenance landscape and accessible footpath.
- A minimum 5m rear setback is encouraged to ensure adequate space for private open space and landscape, which contributes to the amenity of the dwelling as well as providing a rear landscape belt visible from the streetscape.

### 4 Walls on boundaries

#### Purpose

To minimise lengths of walls on boundaries and limit adverse off-site amenity impacts (i.e. overshadowing of private open space or visual bulk).

#### Requirement

- ResCode Standard B18.
- Where an abutting allotment presents a wall on boundary, the proposed development should seek to replicate, ensuring a complementary streetscape rhythm and more equitable development outcomes.

#### Upper level requirement:

- An upper level should be no greater than 60% of the ground floor area.



Section illustrating side setback comprising path and landscape belt

### 5 Private open space & garden area

#### Purpose

To ensure private open space is of a functional dimension with the ability to accommodate both paved and landscape areas.

#### Requirement

- Refer to ResCode Standard B28 for private open space requirements.
- Refer to relevant Zone for garden area requirements.
- Ground floor open space with the provision of weather protection extending from dwellings is highly encouraged.

### 6 Landscape

#### Purpose

To ensure new developments provide generous landscape responses to enhance the streetscape and maintain the landscape character of Latrobe.

#### Requirement

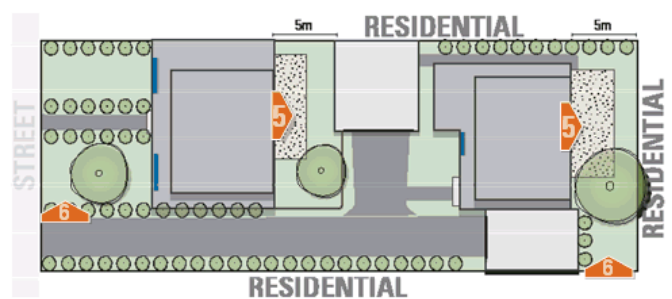
- ResCode Standard B13: Development should provide for the retention and planting of trees.
- 1 large canopy tree (50m<sup>2</sup> soil) to be accommodated within the front setback.
- Applications must comprise a landscape plan specifying hardscape and softscape finishes (i.e. paved areas, trees, garden beds etc.).
- Vegetation should be drought tolerant and reflective of the local landscape character.



Examples of vegetation to be incorporated into landscape plan



Example of setback arrangements to rear and walls on boundaries to side



Example of landscape and open space allocation within a limited or minimal change area

LATROBE CITY URBAN DESIGN GUIDELINES



**DUAL OCCUPANCY (CORNER)**

two dwellings on a lot, both with primary frontages to each street

Urban design outcomes are sought that will encourage passive surveillance of the public realm, visibility of dwelling entrances from the streetscape and appropriate siting of private open space and driveways. This contributes to Latrobe City's focus on feeling and being safe in the community and safe at home.

Applicable to Limited & Minimal Change Areas  
GRZ3 & NRZ1-4

**Characteristics**



- Two new dwellings on a corner lot comprising 1 dwelling to the primary street frontage and a second dwelling to the secondary street frontage.
- Similar design and material palette (not necessarily identical).
- Often comprises 1 crossover for each dwelling from respective street frontage.

**Typical site conditions**



Example of typical corner dual occupancy developments in Traralgon

**Issues & threats**

The following undesirable characteristics are typical of dual occupancy developments and should be mitigated or avoided:

- High site coverage and impermeability;
- Narrow setbacks to secondary frontage eroding consistent street setback condition;
- Dominant garages to street frontages;
- High fences to secondary street;
- Private open space exposed within front setback;
- Poor orientation and dimensions of private open space; and
- Amenity impacts to residential abutments.

**Precedent development**



Example of a good quality corner dual occupancy development

**GUIDELINES**

**1 Site coverage & permeability**

*Purpose*

To minimise the visual impact of driveways and garages and maximise opportunities for landscape planting.

*Requirement*

- Refer to relevant Zone Schedule.
- Seek to utilise a single crossover to each dwelling from each street interface with a maximum driveway width of 3m.
- Minimum permeability within front setback of 50% to encourage landscape and permeable paving.

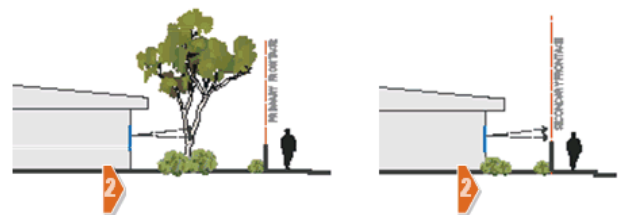
**2 Street setback & presentation**

*Purpose*

To ensure new dwellings complement the existing residential pattern and improve the outlook to the street.

*Requirement*

- Refer to relevant Zone Schedule for minimum front setback distance.
- Ensure windows and the entry for dwellings are oriented to their respective street frontages. A minimum 2 windows are required to street frontages.
- Ensure garages are setback a minimum 0.5m behind the respective dwelling frontage and the driveway length can accommodate 1 parked car (without encroaching onto footpath).



Section illustrating preferred front setback and fence contours to primary & secondary frontages



Example of site planning and front setback arrangement in a limited or minimal change area



## DUAL OCCUPANCY (CORNER)

two dwellings on a lot, both with primary frontages to each street

Urban design outcomes are sought that will encourage passive surveillance of the public realm, visibility of dwelling entrances from the streetscape and appropriate siting of private open space and driveways. This contributes to Latrobe City's focus on feeling and being safe in the community and safe at home.

### 3 Side & rear setbacks

#### Purpose

To ensure adequate space between dwellings on abutting allotments which contributes to the spacious character of residential areas. Setbacks also ensure functional site plans, allowing for service areas, open space and a green outlook from habitable rooms and paved areas.

#### Requirement

- In GRZ3, where a wall is not built to boundary, a minimum 1.5m setback is required along side boundaries to accommodate a 0.5m landscape belt to the boundary and 1m service path (**ResCode Standard B17** applies over 3.6m height).
- A minimum 4m rear setback should be encouraged to ensure adequate space for private open space and landscape, which contributes to the amenity of the dwelling as well as provide a rear landscape belt visible from the streetscape.

### 4 Walls on boundaries

#### Purpose

To minimise the length of walls on boundaries and limit adverse off-site amenity impacts (i.e. overshadowing of private open space or visual bulk).

#### Requirement

- ResCode Standard B18.**
- Where an abutting allotment presents a wall on boundary, the proposed development should seek to replicate, ensuring a complementary streetscape rhythm and more equitable development outcomes.

#### Upper level requirement:

- An upper level should be no greater than 60% of the ground floor area.



Section illustrating preferred rear setback and fence conditions to residential interface

### 5 Private open space & garden area

#### Purpose

To ensure private open space is of a functional dimension with the ability to accommodate both paved and landscape areas.

#### Requirement

- Refer to **ResCode Standard B28** for private open space requirements.
- Refer to relevant **Zone** for garden area requirements.
- Ground floor open space with the provision of weather protection extending from dwellings is highly encouraged.

### 6 Landscape

#### Purpose

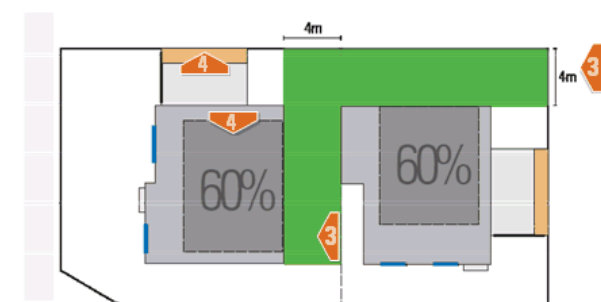
To ensure new developments provide generous landscape responses to enhance the streetscape and maintain the landscape character of Latrobe.

#### Requirement

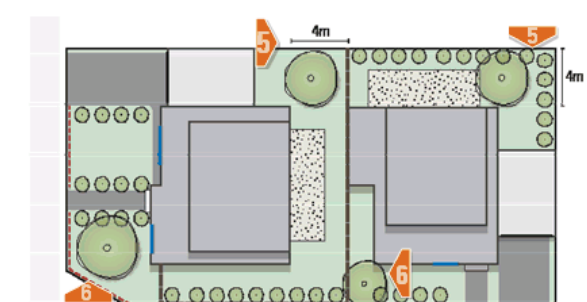
- ResCode Standard B13:** Development should provide for the retention and planting of trees.
- 1 large canopy tree (50m<sup>2</sup> soil) is to be accommodated for each dwelling within the front setback.
- Applications must comprise a landscape plan specifying hardscape and softscape finishes (i.e. paved areas, trees, garden beds etc.).
- Vegetation should be drought tolerant and reflective of the local landscape character.



Examples of vegetation to be incorporated into landscape plan



Example of setback arrangements to rear and walls on boundaries to side



Example of landscape and open space allocation within a limited or minimal change area

LATROBE CITY URBAN DESIGN GUIDELINES



**TOWNHOUSES**  
(SIDE - BY - SIDE)

attached dwellings (2 or more) sited along street frontage

Urban design outcomes are sought that encourage passive surveillance of the streetscape, increased pedestrian safety and appropriate siting of private open space. This contributes to Latrobe City's focus on feeling and being safe in the community and safe at home.

Applicable to Substantial, Incremental & Limited Change Areas - RGZ1, RGZ3-4, GRZ1-2 & GRZ4

**Characteristics**



- Two new attached dwellings, both sited to street frontage.
- Can be either single or two stories.
- Can incorporate two separate driveways.

**Typical site conditions**



Example of typical townhouse development in Traralgon

**Issues & threats**

The following undesirable characteristics are typical of townhouse developments and should be mitigated or avoided:

- High site coverage and impermeability;
- Garages sited together creating a wide crossover and driveways;
- Poor sense of individual address for dwellings;
- Two crossovers creating a highly impermeable front yard;
- Informal car parking and storage within front setback;
- Amenity impacts to side residential abuttal.

**Precedent development**



Example of a double storey townhouse development.

**GUIDELINES**

**1 Site coverage & permeability**

*Purpose*

To minimise the visual impact of driveways and garages and maximise opportunities for landscape planting.

*Requirement*

- **Refer to relevant Zone Schedule.**
- Two crossovers no wider than 3m each or a shared crossover no wider than 4m.
- Minimum permeability within front setback of 50% to allow landscape.

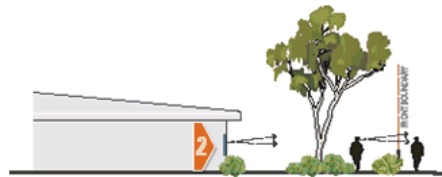
**2 Street setback & presentation**

*Purpose*

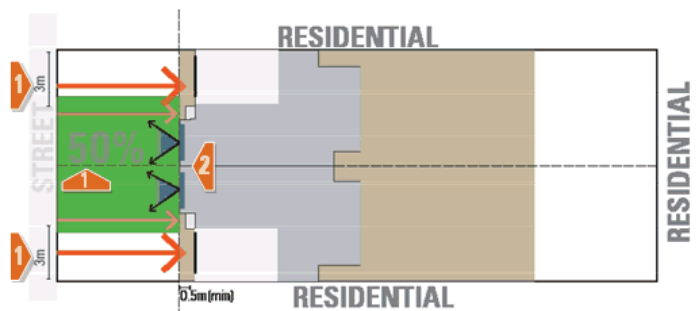
To ensure new dwellings complement the existing residential pattern and improves outlook to the street.

*Requirement*

- **Refer to relevant Zone Schedule for minimum front setback distance.**
- Ensure windows and both dwelling entries are oriented to the street frontage. A minimum 2 windows are required to the street frontages.
- Ensure garages do not visually dominate the streetscape presentation and are setback a minimum 0.5m behind the dwelling frontage and the driveway length can accommodate 1 parked car (without encroaching onto footpath).
- Where townhouses are proposed on consolidated sites, provide breaks along the street frontage (i.e. 2m break for every 20m of built form) to reduce the appearance of building mass to the street and provide additional pedestrian access to dwellings.



Section illustrating preferred front setback and fence conditions



Example of site planning and front setback arrangement in a limited or minimal change area



## TOWNHOUSES (SIDE - BY - SIDE)

attached dwellings (2 or more) sited along street frontage

Urban design outcomes are sought that encourage passive surveillance of the streetscape, increased pedestrian safety and appropriate siting of private open space. This contributes to Latrobe City's focus on feeling and being safe in the community and safe at home.

### 3 Side & rear setbacks

#### Purpose

To provide adequate space between dwellings on abutting allotments that contribute to the spacious character of residential areas. Setbacks also ensure functional site plans, allowing for service areas, open space and a green outlook from habitable rooms and paved areas.

#### Requirement

- Where a wall is not built to boundary, a minimum 1.5m setback is required along side boundaries to accommodate a 0.5m landscape belt to the boundary and 1m service path (ResCode Standard B17 applies over 3.6m height).
- A minimum 5m rear setback should be encouraged to ensure adequate space for private open space and landscape, which contributes to the amenity of the dwelling as well as providing a rear landscape belt visible from the streetscape.



Section illustrating side setback comprising path and landscape belt

### 4 Walls on boundaries

#### Purpose

To minimise the length of walls on boundaries and limit adverse off-site amenity impacts (i.e. overshadowing of private open space or visual bulk).

#### Requirement

- ResCode Standard B18.
- Attached or semi-attached are encouraged. Partywalls should not exceed 10m in depth.

### 5 Private open space & garden area

#### Purpose

To ensure private open space is of a functional dimension with the ability to accommodate both paved and landscape areas.

#### Requirement

- Refer to ResCode Standard B28 for private open space requirements.
- Refer to relevant Zone for garden area requirements.
- Ground floor open space with the provision of weather protection extending from dwellings is highly encouraged.

### 6 Landscape

#### Purpose

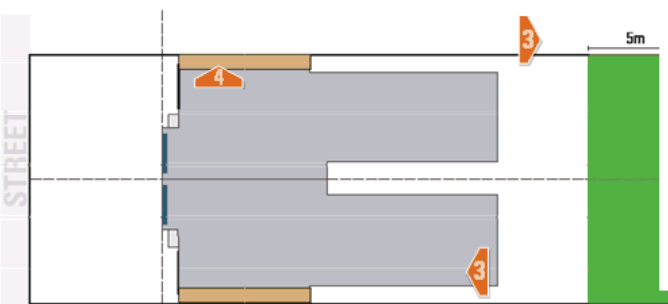
To ensure new developments provide generous landscape responses to enhance the streetscape and maintain the landscape character of Latrobe.

#### Requirement

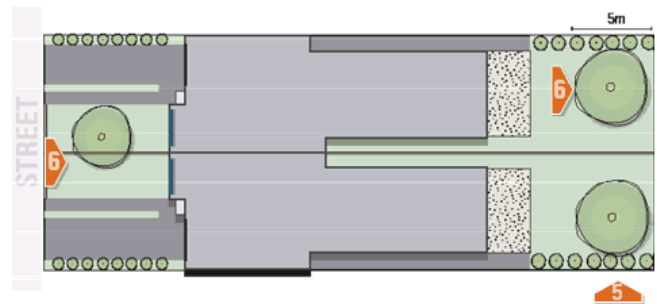
- ResCode Standard B13: Development should provide for the retention and planting of trees.
- 1 large canopy tree (50m<sup>2</sup> soil) is to be accommodated for each dwelling within the front setback.
- Applications must comprise a landscape plan specifying hardscape and softscape finishes (i.e. paved areas, trees, garden beds etc.).
- Vegetation should be drought tolerant and reflective of the local landscape character.



Examples of vegetation to be incorporated into landscape plan



Example of setback arrangements to rear and walls on boundaries to side



Example of landscape and open space allocation within a limited or minimal change area



## LATROBE CITY URBAN DESIGN GUIDELINES

**UNITS****(THREE OR MORE DWELLINGS)**

three or more dwellings on a lot - typically of unit or townhouse configurations

Urban design outcomes are sought that encourage passive surveillance of the streetscape, visibility of dwelling entrances from the streetscape, increased pedestrian safety and appropriate siting of private open space and driveways. This contributes to Latrobe City's focus on feeling and being safe in the community and safe at home.

Applicable to Substantial, Incremental & Limited Change Areas - RGZ1, RGZ3-4, GRZ1-2 & GRZ4

**Characteristics**

- Three or more dwellings on a lot or consolidated parcel
- Multiple crossovers from the primary street.
- May include a mixture of single and two storey dwellings.
- May be a mixture of attached or detached forms.

**Typical site conditions**

Example of a multi-unit development in Moe



Example of a multi-unit development in Traralgon

**Issues & threats**

The following undesirable characteristics are typical of unit developments and should be mitigated or avoided:

- High site coverage and impermeability;
- Multiple crossovers from 1 street;
- Poor sense of individual address for dwellings;
- Two crossovers creating a highly impermeable front yard;
- Informal car parking and storage within front setback;
- Amenity impacts to side residential abuttal.

**CONSIDERATIONS****1 Site coverage & permeability***Purpose*

To minimise the visual impact of driveways and maximise opportunities for landscape planting.

*Requirements*

- **Refer to relevant Zone Schedule.**
- Minimum permeability within front setback of 50% to allow landscape.
- Ensure there is adequate space for permeable landscape and canopy vegetation within the rear setback to maintain the backyard realm traditional to Latrobe's townships.

**2 Street setback & presentation***Purpose*

To ensure new dwellings complement the existing residential pattern and improves outlook to the street.

*Requirements*

- **Refer to relevant Zone Schedule for front setback distance.**
- Street setbacks should reflect the existing prevailing setback condition in the streetscape.
- Ensure windows and front doors for front dwelling/s are oriented to the street/s. Where dwellings are sited behind the street frontage ensure windows and/or doors have outlook to common areas.
- Front setbacks should incorporate generous landscape response and avoid the use of visitor car parking.
- Wide or consolidated frontages should incorporate breaks in building mass to reflect the existing grain of residential form in the streetscape
- Incorporate porches or awnings to enhance sense of address.

**3 Vehicle access & Garages***Purpose*

To ensure vehicle driveways and garages are not visually dominant within the streetscape.

*Requirements*

- **ResCode Standard B14** applies.
- Ensure garages are setback a minimum 0.5m behind the respective dwelling frontage and the driveway length can accommodate 1 parked car (without encroaching onto footpath).
- Garage doors should not exceed 40% of the front dwelling frontage facing the street.
- Seek to avoid multiple crossovers from the street frontage.
- Driveways should not exceed 3m in width.
- Vehicle driveways and pedestrian paths should be clearly distinguished from one another utilising landscape and varying surface materials.



## UNITS (THREE OR MORE DWELLINGS)

three or more dwellings on a lot - typically of unit or townhouse configurations

Urban design outcomes are sought that encourage passive surveillance of the streetscape, visibility of dwelling entrances from the streetscape, increased pedestrian safety and appropriate siting of private open space and driveways. This contributes to Latrobe City's focus on feeling and being safe in the community and safe at home.

### 4 Side setbacks & Walls on Boundary

#### Purpose

To provide adequate space between dwellings on abutting allotments that contribute to the spacious character of residential areas. Setbacks also ensure functional site plans, allowing for service areas, open space and a green outlook from habitable rooms and paved areas.

#### Requirements

- Refer to relevant Zone Schedule for minimum setback dimension.
- ResCode Standard B18 for walls on boundaries requirement.
- Where a wall is not built to boundary, a minimum 1.5m setback is required along side boundaries to accommodate a 0.5m landscape belt to the boundary and 1m service path (ResCode Standard B17 applies over 3.6m height).
- A minimum 4m rear setback should be encouraged for each dwelling to ensure adequate space for private open space and landscape, which contributes to the amenity of the dwelling as well as provide a rear landscape belt visible from the streetscape.

### 5 Private open space & garden area

#### Purpose

To ensure private open space is of a functional dimension with the ability to accommodate both paved and landscape areas.

#### Requirement

- Refer to ResCode Standard B28 for private open space requirements.
- Refer to relevant Zone for garden area requirements.
- Ground floor open space with the provision of weather protection extending from dwellings is highly encouraged.
- Ensure private open space is located to the rear or side of dwellings.

### 6 Landscape

#### Purpose

To ensure new developments provide generous landscape responses to enhance the streetscape and maintain the landscape character of Latrobe.

#### Requirement

- ResCode Standard B13: Development should provide for the retention or planting of trees.
- 1 large canopy tree (50m<sup>2</sup> soil) is to be accommodated within the front setback of each new dwelling facing the street.
- Applications must comprise a landscape plan specifying hardscape and softscape finishes (i.e. paved areas, trees, garden beds etc.).
- Vegetation should be drought tolerant and reflective of the local landscape character.

## PRECEDENT DEVELOPMENT



Example of an urban townhouse development providing permeable surfaces within front setback



Example of entry configuration to enhance sense of address



Example of attached dwellings, each with sympathetic garages - integrated into building design



Example of street setback and fencing incorporating existing and new landscape.

## LATROBE CITY URBAN DESIGN GUIDELINES



## APARTMENTS

*dwelling located above ceiling level or below floor level and part of a building.*

*Urban design outcomes are sought that encourage passive surveillance of the streetscape, visibility of building entrances from the streetscape and increased pedestrian safety. This contributes to Latrobe City's focus on feeling and being safe in the community and safe at home.*

● Applicable to Substantial Change Area - RGZ1, RGZ3-4

## Characteristics



- A dwelling located above the ceiling level or below the floor level of another dwelling and is part of a building containing two or more dwellings.
- Consolidated car parking (basement or ground level).
- Typically includes a single pedestrian entry to dwellings.

## Typical site conditions



Example of an apartment development in Traralgon



View of existing apartment typology in Traralgon

## Issues &amp; threats

The following undesirable characteristics are typical of apartment developments and should be mitigated or avoided:

- Poor presentation to the street;
- Visible ground level car parking;
- Poor sense of individual address for dwellings;
- Lack of architectural expression and visual interest;
- Poor quality external building materials; and
- Amenity impacts to residential abutments.

## CONSIDERATIONS

## 1 Street setback &amp; presentation

## Purpose

*To ensure apartment buildings complement the existing streetscape character, contribute to lively streets and improve passive surveillance.*

## Requirements

- **Refer to relevant Zone Schedule for front setback distance.**
- Street setbacks should reflect the existing prevailing setback condition in the streetscape.
- Front setbacks should incorporate generous landscape response and avoid the use of visitor car parking.
- Wide or consolidated frontages should incorporate breaks in building mass to reflect the existing grain of built form in the streetscape
- Incorporate architectural features to enhance sense of address.
- Minimum permeability within front setback of 50% to allow landscape.
- Ensure there is adequate space for permeable landscape and canopy vegetation within the rear setback to maintain the backyard realm traditional to Latrobe's townships.

## 2 Pedestrian access

## Purpose

*To ensure new apartment buildings provide highly legible pedestrian entries to ensure dwellings are provided with a meaningful sense of address.*

## Requirements

- **Refer to relevant Zone Schedule for front setback distance. Refer to ResCode Standard B42 for Building entry objectives.**
- Ensure building entries are well defined through architectural expression, material definition, landscape and/or signage.
- Ensure building entries are clearly visible from the street frontage.
- Ensure lift entries are clearly visible from the primary building entry.
- Seek to incorporate individual dwelling entries for apartments located to the ground floor street frontage.



Example of defined pedestrian entry incorporating landscape and seating



## APARTMENTS

*dwelling located above ceiling level or below floor level and part of a building.*

*Urban design outcomes are sought that encourage passive surveillance of the streetscape, visibility of building entrances from the streetscape and increased pedestrian safety. This contributes to Latrobe City's focus on feeling and being safe in the community and safe at home.*

### 3 Vehicle access & car parks

#### Purpose

To ensure driveways and car parks are sensitively designed and concealed to ensure they are not dominant elements in the streetscape.

#### Requirements

- Refer to **ResCode Standard B14**.
- Ensure car park entries are well-defined yet sensitively designed as part of the overall design of the building.
- Where a site abuts a laneway, seek to locate vehicle crossovers from this interface.
- Seek to 'skin' ground floor car parks from street frontages with dwellings to avoid inactive ground floors.
- Ensure bicycle storage is located in a secure and convenient location with the opportunity to 'skin' Car park interfaces.
- Where no dwellings are proposed, ensure facade materials are of a high quality and are semi-permeable to provide depth and visual interest.

### 4 Private open space

#### Purpose

To ensure private open space is of a functional dimension and provides opportunities for small-scale, low maintenance vegetation.

#### Requirement

- Refer to **ResCode Standard B28 (ground floor) B43 (above ground floor) for Private open space requirements**.
- Ensure ground floor open space provides weather protection in the form of an awning.
- Avoid siting private open space at upper levels within 4.5m of a side boundary.
- Avoid using opaque glass balustrades to balconies and consider alternative material treatments including (but not limited to) vertical aluminum/ timber battens or 'hit-and-miss' masonry blockwork.
- Consider winter balconies extending from living areas, comprising operable louvers, which offer functional private open space during all seasons are encouraged.

### 6 Landscape

#### Purpose

To ensure new developments provide generous landscape responses to enhance the streetscape and maintain the landscape character of Latrobe.

#### Requirement

- Refer to **ResCode Standard B13 for Landscaping requirements**.
- Seek to incorporate high quality landscape effects to all boundaries.
- Side boundaries are to incorporate a minimum 1m landscape belt with a functional access path (where appropriate).
- Seek to incorporate multiple canopy trees within front and rear setbacks.
- Applications must comprise a landscape plan specifying hardscape and softscape finishes (i.e. paved areas, trees, garden beds etc.).
- Landscaping of front gardens should be completed prior to obtaining a Certificate of Occupancy.

### 5 Services & maintenance

#### Purpose

To ensure services and plant equipment are appropriately located into the overall building design and are not dominant visual elements when viewed from the street.

#### Requirement

- Refer to **ResCode Standard B45 (waste and recycling)**
- Ensure booster cabinets are integrated into the overall design of the building frontage, sited away from pedestrian entries and are concealed through high quality material effects.
- Integrate booster cabinets and substations into front fence treatments to minimise their visual impact.



Example of framed vehicle entry clearly separated from pedestrian entry



Example of booster cabinet integrated into street fence

## LATROBE CITY URBAN DESIGN GUIDELINES

## DESIGN DETAIL

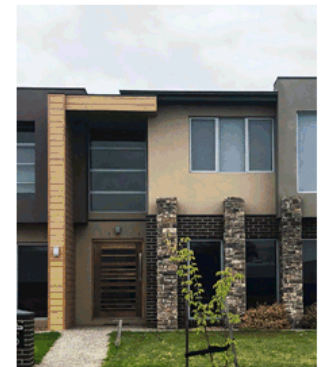
## Architectural style

- Ensure high quality architectural design and finishes.
- Ensure building design reflects a contemporary style whilst respecting regional character of municipality.
- Ensure architectural design elements are incorporated including fenestrations, windows, verandas, porticos, materials and colour finishes to articulate building mass.
- Ensure garages are integrated into overall design of dwelling.



## Material selection

- Ensure buildings incorporate a variety of complimentary materials particularly to the facade to enhance streetscape presentation.
- Suggested contemporary materials include timber slat cladding, bricks, stone and glazing.
- Ensure materials used minimise glare and reflection.
- Stackstone cladding is discouraged. Seek to utilise more robust stone products.



## Facade treatment

- Ensure front doors are located to front (street) elevation and are clearly visible from the street.
- Ensure windows are of complementary proportions and avoid narrow configurations.
- Ensure dwelling facades incorporate design elements such as verandas and eaves of complementary scales and arrangements.
- Ensure dwelling facade treatments wrap around corners to ensure the building is read as a whole element from the street.
- Ensure service structures and downpipes are located to the side or rear of dwelling.



## Fencing

- Ensure residential fencing is complementary to the existing or preferred neighbourhood character.
- All side and rear fencing is located a minimum of 0.5m behind the front facade alignment.
- Maximum height of side and rear fences are 1.8m.
- Preferred fence materials include timber panel, timber picket (to street frontage), powder-coated colourbond and low height brick.
- For corner allotments, high, solid fencing may be provided along a secondary street frontage provided it does not exceed 40% of the length of the boundary.





### Landscape & Street Presentation

- Ensure front setbacks comprise adequate permeable surface (i.e. 50%) including but not limited to gravel, bark, permeable paving etc.
- Ensure landscape enhances the presentation of dwellings and complements materials and finishes.
- Ensure selected vegetation species are suitable to the landscape context. Native and climate appropriate species are strongly encouraged.
- Seek to integrate a variety planting of varying scales and textures whilst maintaining a degree of passive surveillance to front doors.
- Ensure cut and fill for building on sloping sites is minimised where possible. Where retaining walls are required maximum height is 0.5m.
- Landscaping of front gardens should be completed within 90 days of obtaining a Certificate of Occupancy.



### Environmentally Sustainable Design

- Dwellings must achieve a 6 star energy rating. Energy-efficient houses are more comfortable and can significantly reduce running costs.
- Design the dwellings to maximise the extent of north-facing windows. Seek to locate living rooms and private open spaces to the north.
- Facilitate cross ventilation to cool the house in summer by locating opening windows on opposite sides of the house.
- Provide deep eaves or pergolas on the north side of the house to shade windows in summer and allow sunlight to pass beneath in winter.
- Rainwater harvesting, storage and gray water systems are encouraged.



### Ancillary

- Ensure service related structures are not visible from the street. This includes clotheslines, bin receptacles, services meters, air conditioners, solar panels and hot water systems.
- Ensure wall-mounted air conditioning units are located below the eaves line and are screened from public view.
- Ensure air-conditioning units on the roof are positioned below the ridge line and are not visible from the public realm.
- Ensure solar hot water systems are sited to maximise efficiency and if possible, located away from the public realm.
- Feature lighting must be integrated into architecture or landscape design.



### Maintenance & Storage

- Ensure lawn areas and gardens are neat and regularly maintained.
- Commercial /recreational vehicles, caravans, boats, trailers and other mobile machinery must not be parks on a lot or nature strip such that it is visible from the street.
- Ensure outbuildings/ sheds are located within rear setback and are not visible from street frontage.



LATROBE CITY URBAN DESIGN GUIDELINES

# GARDEN AREA IN LATROBE

## What is the new Garden Area requirement?

- The garden area requirement applies to all land in the Neighbourhood Residential Zone and General Residential Zone that is 400 sqm or greater.
- The requirement applies to all new residential development including single dwellings, townhouses, units and apartments, as per Planning Practice Note No.84
- The garden area requirement will be assessed by Council officers at the planning permit application stage for two or more dwellings OR during building permit application stages for single dwellings.
- The garden area requirement is a mandatory requirement.



Comparison of new development abutting traditional houses in Latrobe

## Why do we need the Garden Area requirement?

- Latrobe’s residential areas need to accommodate for high quality new housing which is affordable and provides diverse choices for its growing population. It is necessary for any new development to respond to the established character of residential areas.
- The new garden area requirement ensures the green open character of Latrobe’s neighbourhoods will be protected, by requiring a mandatory minimum garden area be provided when land is developed for new housing.

## Understanding Garden Area

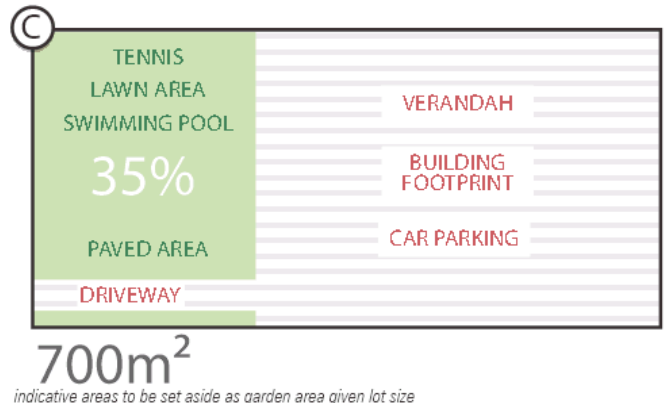
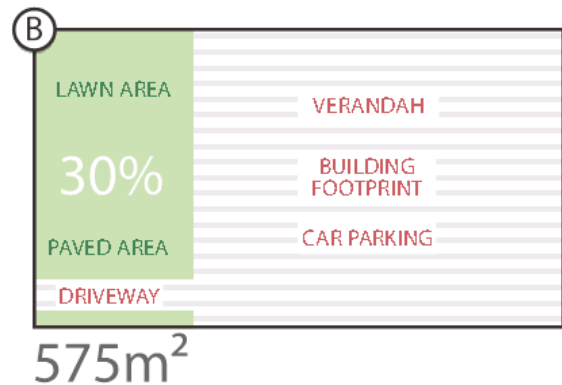
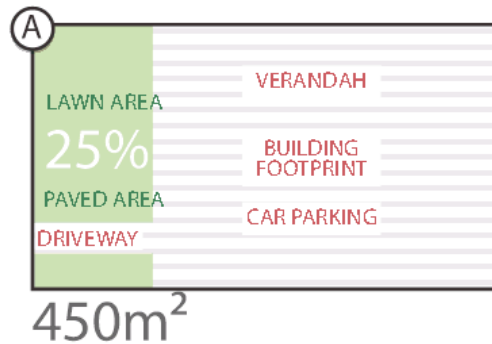
- The minimum garden area includes areas that are typically associated with the use of a garden area. The following table outlines what is included and excluded from the requirement:

INCLUDED IN THE GARDEN AREA	EXCLUDED FROM THE GARDEN AREA
lawns	driveways
garden beds	car parking and garages
swimming pools	roofed areas (including pergolas)
uncovered paved areas	garden sheds
tennis courts	

## How is the Garden Area requirement applied?

- The larger the residential property the greater the minimum garden area requirement is. The table below outlines the range of land area to percentage of garden area required.

	LOT SIZE	MINIMUM PERCENTAGE OF A LOT SET ASIDE AS GARDEN AREA
A	400 - 500 square metres	25%
B	501 - 650 square metres	30%
C	above 650 square metres	35%



ITEM	ZONE	TYPE OF CHANGE	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?
1		New text added	In the purpose section of the document, wording has been added to demonstrate how the guidelines positively contribute to the health and wellbeing of the Latrobe community.	Included as a result of feedback from Councillors at previous briefing.
2		New text added	In the housing typology heading banner for each component of the residential guidelines, text has been added to specify how that particular section positively contributes to the health and wellbeing of the Latrobe community.	Included as a result of feedback from Councillors at previous briefing.
3	RGZ Schedule 1 (Traralgon Transit City Precinct) CI 32.07-1	Schedule Changes	<ul style="list-style-type: none"> <li>3m front setback (only). Remove reference to 5.5m setback for garage and carport.</li> <li>Remove reference in design objective to 'low scale' apartments (maximum building height is set at 16.5m in schedule).</li> <li>Insert new Design Objective and Decision Guideline.</li> <li>Remove reference to Housing Strategy and Urban Design Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Consideration of objectives and decision guidelines in a schedule is only required during report and consent process (see MG-12).</li> <li>Retaining 3m front setback –would allow limited car parking space in front of garage (i.e. where a double garage is provided on-site acknowledging requirement to provide minimum of 2 spaces).</li> <li>Rely on Local Laws &amp; Police enforcement of Road Safety regulations (Section 197 - <i>A driver must not stop on a bicycle path, footpath, shared path or dividing strip, or a nature strip adjacent to a length of road in a built-up area</i>).</li> <li>Where a planning permit is required, this would allow consideration of objectives and decision guidelines in the schedule to the zone.</li> <li>Amend Urban Design Guidelines.</li> </ul>
	RGZ Schedule 3 (Morwell and Moe Transit City) CI 32.07-3	Revised Ordinance	<p><b>Design Objective:</b></p> <ul style="list-style-type: none"> <li>To ensure that the design of vehicle access points and car parking support a safe, accessible and walkable neighbourhood.</li> </ul> <p><b>Decision Guideline:</b></p> <ul style="list-style-type: none"> <li>Whether vehicle access points are safe and accessible and promote a walkable neighbourhood by providing adequate space for car parking in front of garages and carports within the property boundary.</li> </ul>	
4	GRZ Schedule 1 (Five Minute Neighborhoods) CI 32.08-1	Schedule Changes	<ul style="list-style-type: none"> <li>Remove reference to 5.5m setback for garage and carport.</li> <li>Amend reference to requirement for side setback on one side as per recommended wording provided by Planning Systems.</li> </ul>	<ul style="list-style-type: none"> <li>Consideration of objectives and decision guidelines in a schedule is only required during report and consent process (see MG-12).</li> </ul>



ITEM	ZONE	TYPE OF CHANGE	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?
			<ul style="list-style-type: none"> <li>• TO CONFIRM – include requirement for 1.5m side setback on one side.</li> <li>• Remove reference to 'low scale' townhouses and units.</li> <li>• Insert Design Objective and Decision Guideline.</li> <li>• Remove reference to Urban Design Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Planning Permit is required for units and townhouse developments – which will allow objectives and decision guidelines to be considered.</li> <li>• Need to amend Urban Design Guidelines.</li> <li>• Rely on Local Laws &amp; Police enforcement of Road Safety regulations (Section 197 - <i>A driver must not stop on a bicycle path, footpath, shared path or dividing strip, or a nature strip adjacent to a length of road in a built-up area</i>).</li> <li>• Amend Urban Design Guidelines.</li> </ul>
		Revised ordinance	<p><b>Design Objective:</b></p> <ul style="list-style-type: none"> <li>• <i>To encourage walls on boundaries to be setback from the building façade to provide space for landscaping, building articulation and space between dwellings.</i></li> </ul> <p><b>Decision Guideline:</b></p> <ul style="list-style-type: none"> <li>• Whether vehicle access points are safe and accessible and promote a walkable neighbourhood by ensuring providing adequate space for car parking in front of garages and carports within the property boundary.</li> <li>• Whether the building façade provides articulation and appearance of space between dwellings.</li> <li>• Whether adequate space is provided within the front setback for landscaping.</li> </ul>	
5	GRZ Schedule 2 (Traralgon Garden Suburb) CI 32.08-2	Schedule Changes	<ul style="list-style-type: none"> <li>• Remove reference to 5.5m setback for garage and carport.</li> <li>• Remove reference to 1m side setback from both side boundaries for a distance of at least 10m from front boundary.</li> <li>• Insert Design Objective and Decision Guideline.</li> <li>• Remove reference to Urban Design Guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Consideration of objectives and decision guidelines in a schedule is only required during report and consent process (see MG-12).</li> <li>• Planning Permit is required for units and townhouse developments – which will allow objectives and decision guidelines to be considered.</li> <li>• Need to amend Urban Design Guidelines.</li> <li>• By removing side setback requirement – this would result in opportunity, for walls to be built</li> </ul>
		Revised Ordinance	<p><b>Design Objective:</b></p> <ul style="list-style-type: none"> <li>• <i>To encourage walls on boundaries to be setback from the building façade to provide space for</i></li> </ul>	

ITEM	ZONE	TYPE OF CHANGE	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?
			<p>landscaping, building articulation and space between dwellings.</p> <p><b>Decision Guideline:</b></p> <ul style="list-style-type: none"> <li>Whether vehicle access points are safe and accessible and promote a walkable neighbourhood by providing adequate space for car parking in front of garages and carports within the property boundary.</li> <li>Whether the building façade provides articulation and appearance of space between dwellings.</li> <li>Whether adequate space is provided within the front setback for landscaping.</li> <li>Whether walls on boundaries are setback from the building façade.</li> </ul>	<p>to boundary on both sides (where no planning permit is triggered i.e. single dwellings).</p> <ul style="list-style-type: none"> <li>Rely on Local Laws &amp; Police enforcement of Road Safety regulations (Section 197 - <i>A driver must not stop on a bicycle path, footpath, shared path or dividing strip, or a nature strip adjacent to a length of road in a built-up area</i>).</li> </ul> <p>Amend Urban Design Guidelines</p>
6	GRZ4 Schedule 4 (District Towns) CI 32.08-4	Schedule Changes	<ul style="list-style-type: none"> <li>Remove reference to combined side setback of no less than 2.0 metres for a distance of at least 10 metres from the front property boundary.</li> <li>Insert Design Objective and Decision Guideline.</li> <li>Remove reference to Urban Design Guidelines.</li> </ul>	See Above.
		Revised Ordinance	<p><b>Design Objective:</b></p> <ul style="list-style-type: none"> <li>To encourage articulation of building façade and the appearance of space between dwellings.</li> </ul> <p><b>Decision Guideline:</b></p> <ul style="list-style-type: none"> <li>Whether vehicle access points are safe and accessible and promote a walkable neighbourhood by ensuring providing adequate space for car parking in front of garages and carports within the property boundary.</li> <li>Whether the building façade provides articulation and appearance of space between dwellings.</li> </ul>	

ITEM	ZONE	TYPE OF CHANGE	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?
			<ul style="list-style-type: none"> <li>Whether adequate space is provided within the front setback for landscaping.</li> </ul>	
7	GRZ Schedule 3 (New Estates) CI 32.08-3	Schedule Changes	<ul style="list-style-type: none"> <li>Remove 5.5m front setback for garage/carport</li> <li>Amend reference to 1.5m side setback on one side. – to say: <i>A new building not on or within 200mm of one side boundary should be set back from that side boundary at least 1.5 metres plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres.</i> <i>Side setbacks as specified in Standards A10 and B17 continue to apply to other side boundaries.</i> <i>Rear setbacks as specified in Standards A10 and B17 continue to apply</i></li> </ul>	See above.
		Revised Ordinance	<p><b>Design Objective:</b></p> <ul style="list-style-type: none"> <li>To ensure upper levels of buildings, garages and carports are set back from the building façade.</li> <li>Encourage walls on boundaries to be setback from the building façade to provide space for landscaping, building articulation and appearance of space between dwellings.</li> </ul> <p><b>Decision Guideline:</b></p> <ul style="list-style-type: none"> <li>Whether vehicle access points are safe and accessible and promote a walkable neighbourhood by ensuring providing adequate space for car parking in front of garages and carports within the property boundary.</li> <li>Whether the building façade provides articulation and appearance of space between dwellings.</li> <li>Whether adequate space is provided within the front setback for landscaping.</li> </ul> <p><b>Schedule Table (side and rear setbacks):</b> <i>A new building not on or within 200mm of one side boundary should be set back from that side</i></p>	

ITEM	ZONE	TYPE OF CHANGE	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?
			<p><i>boundary at least 1.5 metres plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres.</i></p> <p><i>Side setbacks as specified in Standards A10 and B17 continue to apply to other side boundaries.</i></p> <p><i>Rear setbacks as specified in Standards A10 and B17 continue to apply.</i></p>	
8	NRZ Schedule 4 (Regional Suburbs) CI32.09-4	Schedule Changes	<ul style="list-style-type: none"> <li>Remove 5.5m front setback for garage/carport</li> <li>Remove combined setback of no less than 3 meters.</li> <li>Insert side setback of 1.5 meters.</li> <li>Remove - no wall on one boundary for a distance of ten metres from the front boundary.</li> <li>Insert Design Objective and Decision Guideline.</li> <li>Remove reference to Urban Design Guidelines and Heritage Vic Guidelines.</li> </ul>	<p><i>DELWP RECOMMENDATION:</i></p> <p><i>Specify a minimum side and rear setback of 1.5m and include a neighbourhood character objective and decision guideline in the zone schedule to provide guidance about when a substantial side setback is provided on one side boundary, whether the side setback on a second side boundary can be reduced.</i></p>
Revised Ordinance	<p><b>Design Objective:</b></p> <ul style="list-style-type: none"> <li>To encourage walls on boundaries to be setback from the building façade to provide space for landscaping, building articulation and appearance of space between dwellings.</li> </ul> <p><b>Decision Guideline:</b></p> <ul style="list-style-type: none"> <li>Whether vehicle access points are safe and accessible and promote a walkable neighbourhood by providing adequate space for car parking in front of garages and carports within the property boundary.</li> <li>Whether the building façade provides articulation and appearance of space between dwellings.</li> <li>Whether adequate space is provided within the front setback for landscaping.</li> </ul>			

ITEM	ZONE	TYPE OF CHANGE	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?
			<ul style="list-style-type: none"> <li>Where an increased side setback is provided on one side boundary, whether the side setback on a second side boundary may be reduced.</li> </ul>	
9	Neighborhood Residential Zone, Schedule 2 – (Bush Garden Neighborhood) CI32.09-2	Schedule Change	<ul style="list-style-type: none"> <li>Revise schedule table structure to align with DELWP preference.</li> <li>Remove reference to Urban Design Guidelines.</li> </ul>	
10	Neighborhood Residential Zone, Schedule 3 – (Lifestyle Suburban) CI32.09-3	Schedule Change	<ul style="list-style-type: none"> <li>Revise schedule structure to align with DELWP preference.</li> <li>Remove reference to Urban Design Guidelines.</li> </ul>	
11			Amended guidelines to incorporate a new 'small lot' development typology	
12		Incorporation of Feedback	Amended guidelines to respond to feedback from key users, being Council's Stat Planners and the local development industry representatives	
13		Presentation	Revised precedent photos and refined banner presentation	To enhance graphic presentation and usability
14		Spelling / Grammar	Amended guidelines to address a few grammatical errors and accord with Council's corporate branding protocols.	
15		Incorporation of Feedback	Amended guidelines to respond to feedback from key users, being Council's Stat Planners and the local development industry representatives	
16		Text change	Heading above "Characteristics" to change from –  'Applicable to Limited & Minimal Change reas GRZ3 & NRZ1-4' to	Clarity

ITEM	ZONE	TYPE OF CHANGE	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?
			<i>'Applicable to all zones with the development type encouraged in GRZ3 and NRZ1-4'</i>	
17		Text change	'Minimum permeability within front setback of 50% to encourage landscape and permeable paving.' Typo had permeability being discouraged.	Clarity
18		Text change	"Ensure the new dwelling complements the scale of the existing dwelling(s) when viewed from the street."	Clarity
19		Text Change	<b>Issues &amp; threats</b> The following undesirable characteristics are typical of dual occupancy developments and should be mitigated or avoided: <ul style="list-style-type: none"> <li>▪ High site coverage and permeability;</li> <li>▪ Dominant garages to street frontages;</li> <li>▪ Poor orientation and dimensions of private open space; and</li> <li>▪ Amenity impacts to side residential abuttal.</li> </ul>	Clarify what is trying to be achieved.
20		Figure measurements	Corrections to measurements on example plan.	Correct errors.
21		Text change	Under "2. Street setback & presentation":  <i>"Ensure any new car port or garage structures are set back behind the frontage of the existing dwelling.</i> <ul style="list-style-type: none"> <li>▪ Ensure the new dwelling complements the scale of the existing dwelling when viewed from the street.</li> <li>▪ Windows to the common driveway are encouraged to maintain passive surveillance.</li> <li>▪ <i>Locate garages to the rear of the existing dwelling to ensure only 1 garage is visible from the street."</i> </li></ul>	Combining points that were repeated.
22		Text change	Under "2. Setback & presentation":  <i>"Requirement</i> <ul style="list-style-type: none"> <li>▪ <b>Refer to relevant Zone Schedule for minimum front setback distance.</b></li> <li>▪ Ensure windows and the entry for front dwelling are oriented to the street frontage. A minimum 2 windows are required to the street frontage.</li> <li>▪ Ensure garages are setback a minimum 0.5m behind the dwelling frontage and the driveway length can</li> </ul>	Clarify that we are trying to improve the outlook.

ITEM	ZONE	TYPE OF CHANGE	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?
			accommodate 1 parked car (without encroaching onto footpath)."	
23		Text change	Under "2. Setback & presentation":  <i>Requirement</i> <ul style="list-style-type: none"> <li>• <b>Refer to relevant Zone Schedule for minimum front setback distance.</b></li> <li>• Ensure windows and the entry for dwellings are oriented to their respective street frontages. A minimum 2 windows are required to street frontages.</li> <li>• Ensure garages are setback a minimum 0.5m behind the dwelling frontage and the driveway length can accommodate 1 parked car (without encroaching onto footpath)."</li> </ul>	Clarify that we are trying to improve the outlook.
24		Design Change	Banner at top to change to new text beginning with "Townhouses side-by-side"	Error
25		Text change	Under "2. Setback & presentation":  <i>Requirement</i> <ul style="list-style-type: none"> <li>• <b>Refer to relevant Zone Schedule for minimum front setback distance.</b></li> <li>• Ensure windows and both dwelling entries are oriented to the street frontage. A minimum 2 windows are required to the street frontages.</li> <li>• Ensure garages are setback a minimum 0.5m behind the dwelling frontage and the driveway length can accommodate 1 parked car (without encroaching onto footpath).</li> <li>• Where townhouses are proposed on consolidated sites, provide breaks along the street frontage (i.e. 2m break for every 20m of built form) to reduce the appearance of building mass to the street and provide additional pedestrian access to dwellings."</li> </ul>	Adding clarification that garages should not dominate the street frontage.
26		Text Change	Addition of text:  <i>Requirement</i> <ul style="list-style-type: none"> <li>• <b>ResCode Standard B18.</b></li> <li>• Attached (or) semi detached are encouraged. Partywalls should not exceed 10m in depth.</li> </ul>	Clarification
27		Design Change	Banner at top to change to new text beginning with "Townhouses side-by-side" and highlight "UNITS"	Clarification

ITEM	ZONE	TYPE OF CHANGE	WHAT IS THE CHANGE?	WHAT IS THE REASON FOR THE CHANGE?
28		Text change	<p>Under "4. Side setbacks &amp; Walls on Boundary":</p> <p><i>Requirements</i></p> <ul style="list-style-type: none"> <li>• Refer to relevant Zone Schedule for minimum setback dimension.</li> <li>• ResCode Standard B18 for walls on boundaries requirement.</li> <li>• Where a wall is not built to boundary, a minimum 1.5m setback is required along side boundaries to accommodate a 0.5m landscape belt to the boundary and 1m service path (ResCode Standard B17 applies over 3.6m height).</li> <li>• A minimum 4m new rear setback should be encouraged to ensure adequate space for private open space and landscape, which contributes to the amenity of the dwelling as well as provide a rear landscape belt visible from the streetscape.</li> </ul>	Clarify that this doesn't relate to only dwellings abutting the rear boundary of the site.
29		Text change	<p>Under "6. Landscape"</p> <p><i>Requirement</i></p> <ul style="list-style-type: none"> <li>• ResCode Standard B13: Development should provide for the retention or planting of trees.</li> <li>• 1 large canopy tree (50m<sup>2</sup> soil) is to be accommodated within the front setback of each new dwelling facing the street</li> <li>• Applications must comprise a landscape plan specifying hardscape and softscape finishes (i.e. paved areas, trees, garden beds etc.).</li> <li>• Vegetation should be drought tolerant and reflective of the local landscape character.</li> <li>• Landscaping of front gardens should be completed within 90 days of obtaining a Certificate of Occupancy.</li> </ul>	Wording has been updated to clarify the intent of how landscaping should be provided and presented.
30		Design Change	Banner to change to new banner beginning with "Townhouses side-by-side " and highlight "Apartments"	"Banner should read "Apartments". This needs to be displayed in a way that is readable in A4 as that is how it appears on a web browser. The current design accommodates for an A3 layout and is confusing when read from the web link."
31		Text change	Creation of guidelines for dwellings on small lots (under 500 square metres).	Included as a result of feedback from developers.



**Agenda Item: 14.3**

**Agenda Item: 2020/259 - Use and development of land with a single dwelling and ancillary outbuilding**

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

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

**Status: For Decision**

**Proposed Resolution:**

**That Council issues a Notice of Decision to Grant a Permit for the use and development of land with a single dwelling and ancillary outbuilding at 94 Neaves Road, Callignee (L 3 LP 131452), with the following conditions:**

**Amended Plans Condition:**

- 1. Before works start, revised plans must be submitted to and approved by the Responsible Authority. The plans must be consistent with those provided but modified to show:
  - a) The external colours of the dwelling and outbuilding modified to be in muted and non-reflective tones to the satisfaction of the Responsible Authority.****

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

**Endorsed Plans Condition:**

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

**Standard Conditions:**

- 3. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.**
- 4. Upon completion of the works, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.**
- 5. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.**
- 6. The outbuilding must not be used for human habitation at any time.**

**Mandatory BMO Condition:**

- 7. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.**

**Bushfire Management Plan Endorsed Condition:**

- 8. The Bushfire Management Plan prepared by Latrobe Valley Drafting, reference no. Lv3809-BMP1, revision P1 and dated 13/01/20 must be endorsed to form part of the permit and must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.**

**Health Conditions:**

- 9. Prior to the commencement of construction of the dwelling or ancillary outbuilding, an Application for a Permit to Install a septic tank system must be submitted and approved by Council prior to any installation.**
- 10. Sewage, sullage and other liquid wastes to arise from the development shall be treated and retained on site by a septic tank system in accordance with the requirements of the Environment Protection Act 1970, the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891.4 (2016) and the Responsible Authority.**
- 11. Stormwater must be diverted away from effluent disposal fields to the satisfaction of the Responsible Authority.**
- 12. It is a requirement that should any plumbing fixtures be installed within the proposed outbuilding, that they are connected to the septic tank system and that all appropriate permits are obtained as per the Environment Protection Act 1970.**
- 13. All waste water and liquid is to be contained and treated on site by a septic tank system or equivalent. The system must be at least 60 metres (Primary Treatment) or 30 metres (Secondary Treatment) from any watercourse and/or dam on the subject or neighbouring properties, and must meet the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891.4 (2016).**
- 14. Registration under the Food Act 1984 must be obtained through the Latrobe City Council prior to egg selling.**
- 15. Registration must be obtained through Prime safe prior to meat selling.**

**Engineering Conditions:**

- 16. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or**

other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.

17. Before an Occupancy Permit is issued for the building/dwelling hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the following works must be completed in accordance with the endorsed plans and to the satisfaction of the Responsible Authority:
- a) All stormwater discharging from the site, buildings, vehicle access ways and works must be discharged to a water tank, soakwell or otherwise discharged so as not to cause erosion, flooding or nuisance to the subject or surrounding land to the satisfaction of the Responsible Authority.
  - b) A new vehicle crossing must be constructed to provide access to the dwelling hereby permitted from Neaves Road. The vehicle crossing must comply with the standards as set out in Latrobe City Council's Standard Drawings LCC 306 and LCC 212 and be located as shown on the endorsed plans.
  - c) The areas shown on the endorsed plans for vehicle access to the permitted buildings and works must be constructed in accordance with the endorsed plans and be surfaced with concrete, reinforced concrete, brick paving, gravel, crushed rock or hot mix asphalt so as to prevent mud or other debris from being carried onto the road.

**Expiry of Permit:**

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

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

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

**MOTION**

**Moved:** Cr Harriman

**Seconded:** Cr Howe

**That Council:**

**Issues a Notice of Decision to Grant a Permit for the use and development of land with a single dwelling and ancillary outbuilding at 94 Neaves Road, Callignee (L 3 LP 131452), with the following conditions:**

**Amended Plans Condition:**

- 1. Before works start, revised plans must be submitted to and approved by the Responsible Authority. The plans must be consistent with those provided but modified to show:
  - a) The external colours of the dwelling and outbuilding modified to be in muted and non-reflective tones to the satisfaction of the Responsible Authority.****

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

**Endorsed Plans Condition:**

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

**Standard Conditions:**

- 3. Once building works have commenced they must be completed to the satisfaction of the Responsible Authority.**
- 4. Upon completion of the works, the site must be cleared of all excess and unused building materials and debris to the satisfaction of the Responsible Authority.**
- 5. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.**
- 6. The outbuilding must not be used for human habitation at any time.**

**Farm Management Plan Conditions:**

- 7. The Farm Management Plan prepared by Ag Challenge Consulting (dated 27 September 2020), must be endorsed to form part of the permit and must not be altered unless otherwise agreed in writing by the Responsible Authority. The endorsed Farm Management Plan must be implemented and maintained for a period of five years after the initial occupation of the dwelling to the satisfaction of the Responsible Authority.**
- 8. Before the initial occupation of the dwelling (or such other time as**

approved in writing by the Responsible Authority), the land owner/occupier must demonstrate commencement of the Farm Management Plan endorsed under Condition 7 of this permit to the satisfaction of the Responsible Authority.

**Mandatory BMO Condition:**

9. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defendable space, water supply and access, must be maintained to the satisfaction of the responsible authority on a continuing basis. This condition continues to have force and effect after the development authorised by this permit has been completed.

**Bushfire Management Plan Endorsed Condition:**

10. The Bushfire Management Plan prepared by Latrobe Valley Drafting, reference no. Lv3809-BMP1, revision P1 and dated 13/01/20 must be endorsed to form part of the permit and must not be altered unless otherwise agreed in writing by the CFA and the Responsible Authority.

**Health Conditions:**

11. Prior to the commencement of construction of the dwelling or ancillary outbuilding, an Application for a Permit to Install a septic tank system must be submitted and approved by Council prior to any installation.
12. Sewage, sullage and other liquid wastes to arise from the development shall be treated and retained on site by a septic tank system in accordance with the requirements of the Environment Protection Act 1970, the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891.4 (2016) and the Responsible Authority.
13. Stormwater must be diverted away from effluent disposal fields to the satisfaction of the Responsible Authority.
14. It is a requirement that should any plumbing fixtures be installed within the proposed outbuilding, that they are connected to the septic tank system and that all appropriate permits are obtained as per the Environment Protection Act 1970.
15. All waste water and liquid is to be contained and treated on site by a septic tank system or equivalent. The system must be at least 60 metres (Primary Treatment) or 30 metres (Secondary Treatment) from any watercourse and/or dam on the subject or neighbouring properties, and must meet the Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management 891.4 (2016).
16. Registration under the Food Act 1984 must be obtained through the Latrobe City Council prior to egg selling.

**17. Registration must be obtained through Prime safe prior to meat selling.**

**Engineering Conditions:**

**18. Appropriate measures must be implemented throughout the construction stage of the development to rectify and/or minimise mud, crushed rock or other debris being carried onto public roads or footpaths from the subject land, to the satisfaction of the Responsible Authority.**

**19. Before an Occupancy Permit is issued for the building/dwelling hereby permitted, or by such later date as is approved by the Responsible Authority in writing, the following works must be completed in accordance with the endorsed plans and to the satisfaction of the Responsible Authority:**

- a) All stormwater discharging from the site, buildings, vehicle access ways and works must be discharged to a water tank, soakwell or otherwise discharged so as not to cause erosion, flooding or nuisance to the subject or surrounding land to the satisfaction of the Responsible Authority.**
- b) A new vehicle crossing must be constructed to provide access to the dwelling hereby permitted from Neaves Road. The vehicle crossing must comply with the standards as set out in Latrobe City Council's Standard Drawings LCC 306 and LCC 212 and be located as shown on the endorsed plans.**
- c) The areas shown on the endorsed plans for vehicle access to the permitted buildings and works must be constructed in accordance with the endorsed plans and be surfaced with concrete, reinforced concrete, brick paving, gravel, crushed rock or hot mix asphalt so as to prevent mud or other debris from being carried onto the road.**

**Expiry of Permit:**

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

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

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

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

**expired.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

A planning permit application has been received which seeks to use and develop land at 94 Neaves Road, Callignee with a single dwelling and ancillary outbuilding. The subject site is located within the Farming Zone – Schedule 2 (FZ2) and is affected by the Bushfire Management Overlay (BMO).

Following advertising of the application, one submission in the form of a written objection and fourteen (14) submissions in the form of written letters of support were received for this application.

The objection raising the following concerns:

- Concerns around the privacy of the objector's address;
- Concerns around ambiguity of the application;
- Concerns around the advertising of the application and the dates noted;
- Concerns that the application does not respond appropriately to the requirements of development in the Farming Zone;
- Concerns that the proposed use will increase the likelihood of bushfire and increase the extent of trauma to residents and their wider families who are associated with a future bushfire;
- Concerns around increased traffic, decreased road safety, and deterioration of road surfaces; and
- Concerns that the architecture of the building is not in keeping with the surrounding area and does not comply with the requirements of the Planning Scheme.

Council provided a response to each of the concerns raised in the objection which was provided to the objector. In response, the objection was not withdrawn.

The general consensus in the 14 submissions of support received to the application is that now that the land has been rezoned from Farming Zone – Schedule 1 to Farming Zone – Schedule 2 as a result of Amendment C105 (Live Work Latrobe), the use of land for a dwelling has become a permissible use (i.e. permit required) that can be supported where appropriate.

The proposal has been considered against the relevant provisions of the Latrobe Planning Scheme (the Scheme) and is considered to have satisfied the purpose and decision guidelines of the Farming Zone - Schedule 2 (FZ2) and the Bushfire Management Overlay (BMO).

Overall, it is considered that the proposal is consistent with the relevant objectives and decision guidelines of the Scheme and the objectives of the relevant standards of Clause 53.03 (Bushfire Planning) and Clause 52.09 (Extractive Industry and Extractive Industry Interest Areas).

It is therefore recommended that a Notice of Decision to Grant a Permit be issued.

## **Background:**

### **Summary**

Land:	94 Neaves Road, Callignee, known as Lot 3 on Plan of Subdivision 131452
Proponent:	Latrobe Valley Drafting
Zoning:	Farming Zone – Schedule 2
Overlay:	Bushfire Management Overlay

A Planning Permit is required to use and develop land with a single dwelling and ancillary outbuilding in the Farming Zone – Schedule 2 and Bushfire Management Overlay in accordance with Clause 35.07-1, 35.07-4 and 44.06-2.

### **Proposal**

The application seeks to use and develop land for a single dwelling and ancillary outbuilding. The land is currently a small vacant Farming Zone – Schedule 2 allotment. The proposed two storey dwelling is fairly modest and will comprise of three bedrooms, two bathrooms, kitchen, dining, living, laundry and a balcony that can double as a carport. The proposed dwelling will have:

- Overall height of approx. 6.2 m;
- Total floor space of approx. 154.68 m<sup>2</sup> (ground floor – 107.37 m<sup>2</sup>, first floor – 47.31 m<sup>2</sup>);
- Setback from site boundaries as follows:
  - approx. 40 m from the northern property boundary
  - approx. 55.95 m from the southern property boundary
  - approx. 30 m from the western property boundary (property frontage)
- Access will be achieved via a new vehicle crossing (located approx. 46 from the southern property boundary) and proposed driveway extending from Neaves Road to the site of the proposed dwelling; and
- Colorbond roof and wall cladding (colours to amended via condition 1).

The proposed outbuilding (garage) will have:

- Height of approx. 4.183 m;
- Total floor space of approx. 36 m<sup>2</sup>;
- Dimensions (Length 6 m, Width – 6 m);
- Setback from boundaries and proposed dwelling as follows:



- approx. 38.45 m from the southern property boundary; and
- approx. 11.5 m from the proposed dwelling.
- Roller door located on the north elevation;
- Access door and window located on the west elevation;
- Two 10,000 litre water tanks will be located on the eastern side of the outbuilding; and
- Colorbond roof and wall cladding.

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

### ***Subject Land***

The subject land is located in the Farming Zone – Schedule 2 in a locality known as Callignee. The land is 94 Neaves Road, Callignee and is more particularly described as Lot 3 on Plan of Subdivision 131452 and is 3.145 ha in size. There is an 11 m wide electricity easement (E-1) that runs diagonally through the middle of the property. The land slopes downward from west (front boundary) to east (rear boundary) with a total fall across the site of approximately 40 m. A large part of the subject site is clear of vegetation however, there is a large patch of vegetation located in the south-west portion of the site. Additionally, there is some vegetation along the northern boundary and a small patch in the eastern portion of the site. There is also an existing outbuilding located in the rear of the subject site.

The nearest designated waterway is located approximately 288 m from the subject land. However, there is an existing dam located partially on the subject land and partially on the adjoining land to the south.

The surrounding land to the south consists of three smaller Farming Zone – Schedule 2 allotments (ranging in size from approx. 3.91 ha to 4.03 ha) that contain existing dwellings and development. The immediate surrounding land to the west (on the other side of Neaves Road) and to the north consists of three lots also zoned Farming Zone – Schedule 2 (approx. 12.91 ha and 8.23 ha respectively to the west and 20.52 ha to the north) and containing existing dwellings and development. The land to the east is comprised of a larger (approx. 73.41 ha) Farming Zone – Schedule 1 property that contains an existing dwelling and is used for broadacre agricultural activities.

The wider landscape is characterised by a mixture of Farming Zone – Schedule 1 and 2 allotments. Furthermore, it is noted that there is additional clusters of smaller allotments containing existing dwellings approximately 1.17 km to the north along Neaves Road / Old Callignee Road as well as approximately 1.07 km to the south-west along Redhill Road.

### ***Surrounding Land Use***

North: approx. 20 ha FZ2 lot containing existing outbuildings  
South: approx. 3.91 ha FZ2 lot containing existing dwelling and outbuildings  
East: approx. 12.9 ha FZ2 lot containing existing dwelling and outbuildings  
West: approx. 73.46 ha FZ1 lot containing existing dwelling and outbuildings

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

***History of Application***

The table below provides an overview of the planning permit application history associated with the subject land.

<b>App No.</b>	<b>Proposal</b>	<b>Approved/Refused</b>	<b>Date</b>
2004/4099	Use and development of dwelling	Approved	2 April 2004
2004/4099	Use and development of dwelling – Extension of Time	Approved	24 February 2006
2004/4099	Use and development of dwelling – Extension of Time	Approved	17 March 2008
2004/4099	Use and development of dwelling – Extension of Time	Refused	12 May 2010
2011/27	Use and development of land for a dwelling	Council Report – Planning Officer Recommended Refusal  Council Meeting – Councillors voted to issue a Notice of Decision to Grant a Permit  VCAT – Refusal	Notice of Decision issued on 11 November 2011  VCAT Refusal – 23 April 2012
2020/15	Use and development of land for a single dwelling	Withdrawn	26 June 2020

***Planning Scheme Amendment C105 Live Work Latrobe***

Planning Scheme Amendment C105 Live Work Latrobe aimed to re-frame land use policy for Latrobe City to make the most of its built and natural assets. The amendment utilised the key findings of three land use strategies, one of which is the Rural Land Use Strategy (Strategy).

The Strategy is applicable to this application and aims to set long-term guidelines for the future use and development of rural land in Latrobe City. These guidelines consider the protection of valuable agricultural land and rural landscapes, as well as opportunities for rural residential living and new rural industries to locate in the area.

In relation to the subject site, the Strategy identifies that the site is not of any particular importance to agriculture and therefore proposed to rezone the site and majority of surrounding Farming Zone land to 'Farming Zone Schedule 2 – Mixed Farming' as part of the Amendment. Under this zoning the minimum lot size would be 40 hectares and minimum size for which no planning permit is required for a dwelling would be 40 hectares. However, it is noted that the purpose of the Farming Zone – Schedule 2 is to enable niche farming, hobby farms, rural lifestyle and other rural and recreational land uses.

The surrounding landscape is characterised by a cluster of small lots with existing dwellings that are unlikely to be returned to agriculture due to high transaction costs for an agricultural business of purchasing many small lots and removing infrastructure and buildings. Given that Callignee has areas of significant land fragmentation this precinct is not considered to be an area where new commercial, broad or intensive scale business will establish due to lot size, topography, limited water availability and the established settlement pattern. As a result, Amendment C105 Live Work Latrobe re-zoned much of the Callignee area to Farming Zone – Schedule 2 based on recommendations from the Rural Land Use Strategy.

Therefore, in accordance with the Farming Zone – Schedule 2, Clause 22.02 and the size of the subject site at 3.145 ha, the use and development of the subject land with a single dwelling and ancillary outbuilding in association with what is essentially a hobby farm is considered to be appropriate.

**Reasons for Proposed Resolution:**

The proposal is considered to be:

- Consistent with the strategic direction of the State and Local Planning Policy Frameworks;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Farming Zone Schedule 2;
- Consistent with the 'Purpose' and 'Decision Guidelines' of the Bushfire Management Overlay;
- Consistent with Clause 65 (Decision Guidelines); and
- The objection(s) received has been considered against the provisions of the Latrobe Planning Scheme and the relevant planning concerns have been considered.

**Issues:**

***Strategy Implications***

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

***Communication***

**Notification:**

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

Following advertising of the application, one submission in the form of a written objection and fourteen (14) submissions in the form of written support were received for this application.

A copy of the objection can be viewed at Attachment 3 of this report, a copy of Council’s response to the objection can be viewed at Attachment 4 of this report.

A copy of the submissions of support can be viewed at Attachment 5 of this report.

The favourable submissions support the proposed use and development of land at 94 Neaves Road, Callignee with a single dwelling and ancillary outbuilding. The general consensus throughout these submissions is that now that the land has been rezoned from Farming Zone – Schedule 1 to Farming Zone – Schedule 2 as a result of Amendment C105 (Live Work Latrobe), the use of land for a dwelling has become a permissible use (i.e. permit required) that can be supported where appropriate.

The following issues were raised in the objection received:

1. *Concerns around the privacy of my address*

Comment:

As part of the notification process, the address of owners and occupiers of properties that might be impacted are provided to the permit applicant in order for them to provide direct postal notification of the application.

2. *Ambiguity of the Application*

Comment:

The application form included in the advertising pack clearly states that the proposal is for a new dwelling and outbuilding. Furthermore, it is noted that the Form A at the beginning of the advertising pack also states that the application is for a permit to ‘Use and development of land for a single dwelling and ancillary outbuilding’.

3. *Concerns around the advertising of the application and the dates noted*

Comment:

All of the relevant parties have been notified for this application by postal notice. Additionally, a sign was placed on the site for a minimum period of 14 days. Furthermore, it is noted that the Responsible Authority will not make any decision on this application before the latest date noted in the advertising pack.

4. *The application does not respond appropriately to the requirements of development in the Farming Zone.*

Comment:

The subject land is located within an area zoned Farming Zone – Schedule 2 which encourages smaller niche and other agricultural endeavours. The proponent seeks to use and develop the land with a single dwelling and ancillary outbuilding and intends to run a hobby farm. It is noted that the subject site is only 3.145 ha in size and is largely surrounded by other small Farming Zone allotments that contain existing dwellings, thereby limiting its potential to be used for productive or larger scale agricultural uses.

5. *The proposed use will increase the likelihood of bushfire and increase the extent of trauma to residents and their wider families who are associated with a future bushfire.*

Comment:

The proposal has been referred to the CFA for review and consideration. It is noted that the CFA have provided conditional consent to the proposal in its current form.

6. *Concerns around increased traffic, decreased road safety, and deterioration of road surfaces.*

Comment:

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

7. *The architecture of the building is not in keeping with the surrounding area and does not comply with the requirements of the Planning Scheme.*

Comment:

In response to the decision guidelines of the Farming Zone it is noted that a condition of any permit that may be issued will require the external colours of the proposed dwelling to be more sympathetic to the landscape. The overall design of the dwelling is considered appropriate in the wider landscape and consistent with the decision guidelines of the Farming Zone.

External:

The application was referred to the following authorities under Section 55 of the Act the CFA who had no objection to the granting of a permit subject to the inclusion of a condition requiring the endorsement of the Bushfire Management Plan.

Gippsland Water, SP AusNet and APA Group who had no objection to the granting of a permit subject to the inclusion of relevant conditions on any permit issued for the proposal.

Furthermore, it is noted that the application was referred to the DJPR under Section 52(1)(c) as the subject land is identified as being located within an exploration area as well as an extractive interest area. However, no referral response has been received to date.

The application was also referred under Section 52(1)(c) of the Act to DJPR. No referral response was provided within 28 days and a response was still not provided at the time of writing of this report.

As the proposed development is close to an electricity easement on the site, the application was referred to SP AusNet under Section 52(1)(d). SP AusNet consented to the proposal and did not require any conditions.

Internal:

The application was referred internally to Council's:

Engineering Team – There was no objection to the granting of a planning permit subject to the inclusion of appropriate conditions to manage stormwater and construction.

Health Team – There was no objection to the granting of a planning permit subject to the inclusion of appropriate conditions to manage effluent onsite and the selling of food.

Strategic Planning Team – There was no objection to the granting of a planning permit. Planning Scheme Amendment C105 Live Work Latrobe and its implications were considered and it was noted that it is unlikely that the cluster or small lots will be returned to agriculture due to high transaction costs for an agricultural business to purchase many small lots and remove infrastructure and buildings. The Callignee precinct is not considered to be an area where new commercial, broad or intensive scale business will be established due to lot sizes, topography, limited water availability and the established settlement pattern.

***Financial Implications***

Additional resources or financial cost will only be incurred should the planning permit application require determination at the Victorian Civil and Administrative Tribunal (VCAT). The anticipated time required for a Council Officer to prepare a VCAT submission and collate all relevant documentation is business days with an additional one day required to attend and present at the appeal, totalling 8 business days.

This equates to a financial cost in the order of \$4,000. This cost would be far greater if a consultant is required to attend on Council's behalf and would likely be in excess of \$8,000.

***Risk Analysis***

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Supporting an application which has received one submission which raise concerns including bushfire risk, appropriate development in the Farming Zone, road safety, etc.</p>	<p>3 - Possible</p>	<p>The proposal has been considered against the Latrobe Planning Scheme and it is considered to be consistent with the relevant provisions. The proposal is considered to be consistent with local policy that supports the use of land for a dwelling subject to meeting specific requirements (as detailed in this report) introduced through Planning Scheme Amendment C105 Live Work Latrobe.</p>
<p><b>Reputational Risk &amp; Financial Risk</b></p> <p>Not supporting the application and the applicant seeking review of the decision at VCAT.</p>	<p>3 - Possible</p>	<p>To manage and limit the potential risk the recommendation has been considered against the Planning Policy Framework and Municipal Planning Strategy in particular local planning policy introduced through Planning Scheme Amendment C105 Live Work Latrobe.</p>

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

**Legal and Compliance**

***Latrobe Planning Scheme***

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

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

### ***State Planning Policy Framework***

- Clause 13.02-1S (Bushfire planning)
- Clause 14.01-1S (Protection of agricultural land)
- Clause 14.03-1S (Resource exploration and extraction)
- Clause 16.01-5S (Rural residential development)

### ***Local Planning Policy Framework***

- Clause 21.02-1 (Settlement)
- Clause 21.02-19 (Rural living)
- Clause 21.04-12 (Bushfire)
- Clause 21.05-1 (Agriculture)
- Clause 21.05-8 (Coal resources)
- Clause 22.01 (Intensive agriculture)
- Clause 22.02 (Rural dwelling and subdivision in the Farming Zone)

### ***Zoning***

The subject site is located in the Farming Zone – Schedule 2. A planning permit is required for the use and development of the land with a dwelling and ancillary outbuilding as the lot is less than 40 ha.

The purpose and decision guidelines of the Farming Zone have been taken into account as part of the assessment of this application and it is considered that the application is consistent with the zoning provisions. This will be discussed later in this report.

### ***Overlay***

The subject land is affected by the Bushfire Management Overlay. A planning permit is required to construct a building or construct or carry out works associated with accommodation.

The purpose and decision guidelines of the Bushfire Management Overlay have been taken into account as part of the assessment of this application and it is considered that the application is consistent with the overlay provisions. This will be discussed later in this report.

### ***Particular Provisions***

- Clause 52.06 Car Parking
- Clause 52.09 Extractive Industries Interest Areas
- Clause 53.02 Bushfire Planning

### ***Decision Guidelines (Clause 65):***

Clause 65.01 sets out the decision guidelines to consider before deciding on an application or approval of a plan.



***Incorporated Documents (Clause 81):***

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

- Building in bushfire-prone areas – CSIRO & Standards Australia (SAA HB36-1993), May 1993.
- Guidelines for Environmental Management: Code of Practice – Onsite Wastewater Management (Publication 891.4, Environment Protection Authority, 2016)

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

***Strategic direction of the State and Local Planning Policy Frameworks:***

The proposal is consistent with the Planning Policy Framework in relation to protection of agricultural land, bushfire planning, resource exploration and extraction, rural residential development and rural dwellings in the Farming Zone. The relevant policies are discussed below:

Both the State and Local Planning Policy Frameworks aim to protect productive farmland as agricultural land is a finite natural resource that must be managed to maintain its long-term sustainable use. High quality agricultural land is encouraged to be used primarily for farming purposes and the development of land should not detract from the long-term productive agricultural capacity of the land.

The proposal is for the development of land with a single dwelling and ancillary outbuilding located in the Farming Zone – Schedule 2 and the Bushfire Management Overlay. The subject land is only 3.145 ha, contains existing development in the form of an outbuilding and is surrounded by other small Farming Zone lots containing existing dwellings. As a result, the subject land is not viable for productive agricultural use. However, it is noted that the owners intend to establish and operate a small farming enterprise of breeding and fattening cattle for contract sales to local butchers as well as running a small horticulture business. It is also considered that proposal will allow for increased maintenance of the property which will reduce the potential spread of weeds and pests and would be beneficial to the surrounding properties and landscape.

The subject site and its surrounds were assessed during the preparation of Amendment C105 Live Work Latrobe, the outcomes of which identified the Callignee precinct as being representative of a 'Mixed Farming' precinct. Accordingly, the subject land and broader precinct were rezoned Farming Zone – Schedule 2 (FZ2) to reflect existing land use and development patterns present within the precinct. Properties located within proximity to the subject land include a mix of dwellings, sheds, and small and larger lots. Furthermore, the location of the proposed dwelling is within an area already cleared and where the slope is more favourable, minimising impact on the natural landscape.

The proposed dwelling will be located between approximately 510 to 520 m AHD on the land, which is not considered to be on a hilltop or ridgeline. Furthermore, due to minimal cut and fill required, the proposal is more likely to blend into the landscape. It

is also noted that a condition of any permit that may be issued will require the external colours of the proposed dwelling and outbuilding to be more sympathetic to the landscape. Additionally, it is noted that the surrounding landscape is undulating and areas to the south west sit at approximately 550 m AHD. Nearby commercial agriculture enterprises are limited to timber production and broadacre agricultural activities. However, the proposed development is no closer to agriculture than the other existing dwellings and the land is considered to not be viable for large scale commercial agricultural enterprises.

The proposed dwelling is located approx. 81.7 m from the nearest existing dwelling. This closest neighbour is located within the Farming Zone – Schedule 2 (FZ2) on land which was identified to provide for the orderly and complimentary use of land for agriculture, tourism, niche and mixed farming. It is understood that the property at 95 Neaves Road (opposite the subject land) is utilised for beef farming. The intention of relevant clauses is to capture agricultural uses where there may be a higher amenity impact such as milking sheds or intensive agriculture uses likely to have adverse offsite impacts to surrounding amenity. Beef farming/ cattle grazing is not considered to be impacted by the proposed development of a dwelling on what is a small rural lot. Conversely, the amenity of the subject land is not likely to be impacted by agricultural land uses. Furthermore, the use of land for a dwelling is encouraged, as it is associated with niche/ hobby farm (i.e. small farming and horticulture enterprise) related uses as outlined in the application. It is unrealistic to expect any greater agricultural contribution from a lot this size (i.e. 3.145 ha).

It is noted that the subject site is largely clear of vegetation with the main patch of vegetation being in the south-west portion of the site. It is considered that this vegetation can be effectively managed to mitigate risk. Additionally, it is noted that the landscape to the immediate north, west, south and east of the subject land is primarily maintained grassland associated with the existing dwellings on these abutting properties. As a result, the proposal is considered to be appropriate. It is also noted that the application and its accompanying Bushfire Management Plan were referred to the CFA who provided conditional consent to the granting of a planning permit. Appropriate BAL levels, defensible space, water tanks and vehicle turn around areas have been provided so as to protect property and life.

The subject land is identified as being located within an exploration area as well as an extractive interest area. It is considered that the proposed use and development will not further limit the accessibility of coal resources given the surrounding context. The application was referred to DJPR for consideration with a response not been received to date.

Given the above, it is considered that the proposal is supported at a State and local policy level as the proposal will not adversely impact on productive agricultural land and the risk to life is considered to be mitigated to an appropriate level. In particular the proposal is considered to be generally consistent with the Decision Guidelines of Clause 22.02-4 (with appropriate conditions) as the proposed dwelling and associated works:

- are not located within the buffer or separation distances permitted for existing agricultural uses, as required under appropriate government codes of practice;

- are located away from ridgelines or hill tops minimising the impact on the local landscape.
- will not have a negative impact on surrounding commercial agricultural activity as there are already existing dwellings and fragmented land ownership.
- will only require the removal of existing native vegetation for the creation of a small portion of defensible space.
- are sufficiently setback from any bushfire hazard to achieve a construction standard no higher than BAL-29, in accordance with AS 3959 Construction of buildings in bushfire prone areas.

'Purpose' and 'Decision Guidelines' of the Farming Zone: The Proposal is Consistent with the Zone

The subject site is currently located within the Farming Zone – Schedule 2. The purpose and decision guidelines of the zone have been considered as part of the assessment of the application.

The proposal is considered to be generally consistent with the zone purpose and the Decision Guidelines of Clause 35.07-6 (with appropriate conditions):

- General issues

The proposal accords with the Municipal Planning Strategy and the Planning Policy Framework as discussed above and is appropriate to the catchment area and relationship to the waterways. As discussed previously in this report the proposed use and development will be associated with a small scale farming and horticulture enterprise. The site is suitable for the use and development and the proposal is compatible with adjoining and nearby land uses. It is also noted that the use and development would make use of all available existing infrastructure and services.

- Agricultural issues

The proposal would support and enhance small scale agricultural and horticulture production. It would not adversely affect soil quality and would permanently remove a very small portion of the land from agricultural production. However, the proposed dwelling is intended to allow to owners to reside on the site to support and operate their small scale agricultural and horticultural business. Furthermore, the subject lot is already deemed largely lost to agriculture and the proposed use provides a compromise. The proposed dwelling and ancillary outbuilding would not limit the operation and expansion of adjoining and nearby agricultural uses as there is limited agricultural production surrounding the site with the majority of these lots being already developed with dwellings. The subject site has a capacity to sustain a small scale / hobby agricultural use (cattle farming and horticulture business). The agricultural qualities of the land, such as soil quality, access to water and access to rural infrastructure have been considered by Strategic Planning in their assessment of the application against the Rural Land Use Strategy. No integrated land management plan has been prepared for the site. However, it is noted that a farm management plan was provided as part of the application.

- Dwelling issues

The proposed dwelling and ancillary outbuilding will not result in the loss or fragmentation of productive agricultural land as it is located near the road. Furthermore, many of the surrounding and nearby properties are small rural allotments containing existing development. The dwelling will not be adversely affected by agricultural activities on adjacent and nearby land due to dust, noise, odour, use of chemicals and farm machinery, traffic and hours of operation. There is no potential for the proposal to lead to a concentration or proliferation of dwellings in the area beyond the extent that already exists, and will have no impact on the use of the land for agriculture.

- Environmental issues

The proposal would not have an adverse impact on the natural physical features and resources of the area. The dwelling has been sited so that minimal vegetation is impacted, with the only impact being vegetation required to be managed to meet defensible space requirements. As such, it is considered that there will be little impact from the use and development on the flora and fauna on the site and its surrounds. Any effluent disposal areas will be required to operate in accordance with conditions required by Health.

- Design and siting issues

The location, design and height proposed are considered to be suitable within the wider context. The materials and colours of the proposed dwelling will be muted and non-reflective (enforced through a condition). The proposed development is located more than 100 m from the nearest designated waterway. Access will be achieved via a new vehicle crossing (located approx. 46 from the southern property boundary) and proposed driveway extending from Neaves Road to the site of the proposed dwelling.

'Purpose' and 'Decision Guidelines' of the Bushfire Management Overlay: The Proposal is Consistent with the Overlay

The subject land is affected by the Bushfire Management Overlay. The purpose and decision guidelines of the overlay have been considered as part of the assessment of the application.

The location, design and construction of the proposed development have taken bushfire protection measures into consideration. The application has been assessed against Clause 53.02 of the scheme and found to be compliant. The mandatory condition for buildings and works found at Clause 44.06-5 will be included on any approval issued. The application was referred to CFA who offered no objection to the proposal subject to the endorsement of the bushfire management plan.

The proposal is considered to be generally consistent with the decision guidelines of Clause 44.06-8 (with appropriate conditions) as it meets the relevant sections of the Municipal Planning Strategy and the Planning Policy Framework as discussed above. It addresses the Particular Provisions Clause 53.02 Planning for Bushfire. It provides a site-based BAL assessment for a distance of 150 metres required for the Bushfire Management Overlay. The CFA has consented to the proposal and considered it to

be acceptable subject to the endorsement of the BMP. Additionally, the level of risk to life, property and community infrastructure from bushfire as a result of the proposal is considered to be acceptable.

Clause 65 (Decision Guidelines):

- The appropriate guidelines have been considered in the above discussion, including:
- The matters set out in section 60 of the Act.
- The Municipal Planning Strategy and the Planning Policy Framework.
- The purpose of the zone, overlay or other provision.
- Any matter required to be considered in the zone, overlay or other provision.
- The orderly planning of the area.
- The effect on the amenity of the area.
- The proximity of the land to any public land.
- Factors likely to cause or contribute to land degradation, salinity or reduce water quality.
- Whether the proposed development is designed to maintain or improve the quality of stormwater within and exiting the site.
- The extent and character of native vegetation and the likelihood of its destruction.
- Whether native vegetation is to be or can be protected, planted or allowed to regenerate.
- The degree of flood, erosion or fire hazard associated with the location of the land and the use, development or management of the land so as to minimise any such hazard.
- The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.

**Other**

Council has the following options in regard to this application:

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

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

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

1↓.  Development Plans & Site Plan

2↓.  Site Context Plan


3. Copy of Objection (Published Separately)

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

4↓.  Copy of Council's Response to Objection

5. Submissions of Support (Published Separately)

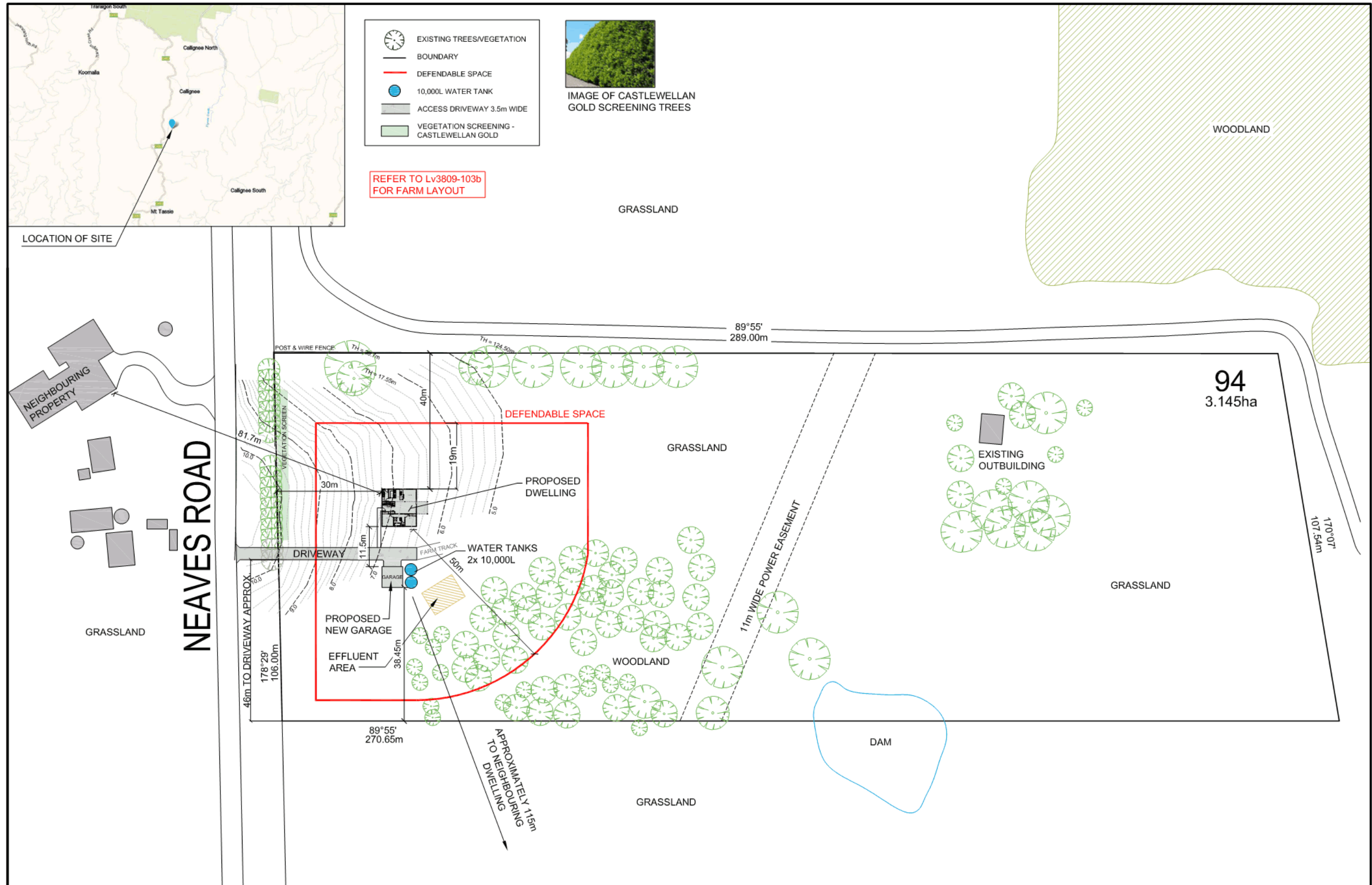
This attachment is designated as confidential under subsection (f) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to personal information, being information which if released would result in the unreasonable disclosure of information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

6↓.  Map Showing Surrounding Dwellings

## **14.3**

### **2020/259 - Use and development of land with a single dwelling and ancillary outbuilding**

<b>1</b>	<b>Development Plans &amp; Site Plan .....</b>	<b>167</b>
<b>2</b>	<b>Site Context Plan .....</b>	<b>173</b>
<b>4</b>	<b>Copy of Council's Response to Objection .....</b>	<b>174</b>
<b>6</b>	<b>Map Showing Surrounding Dwellings .....</b>	<b>178</b>



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REV #	DESCRIPTION	DRAWN	DRG.

**ISSUED FOR PLANNING**

**SITE PLAN**

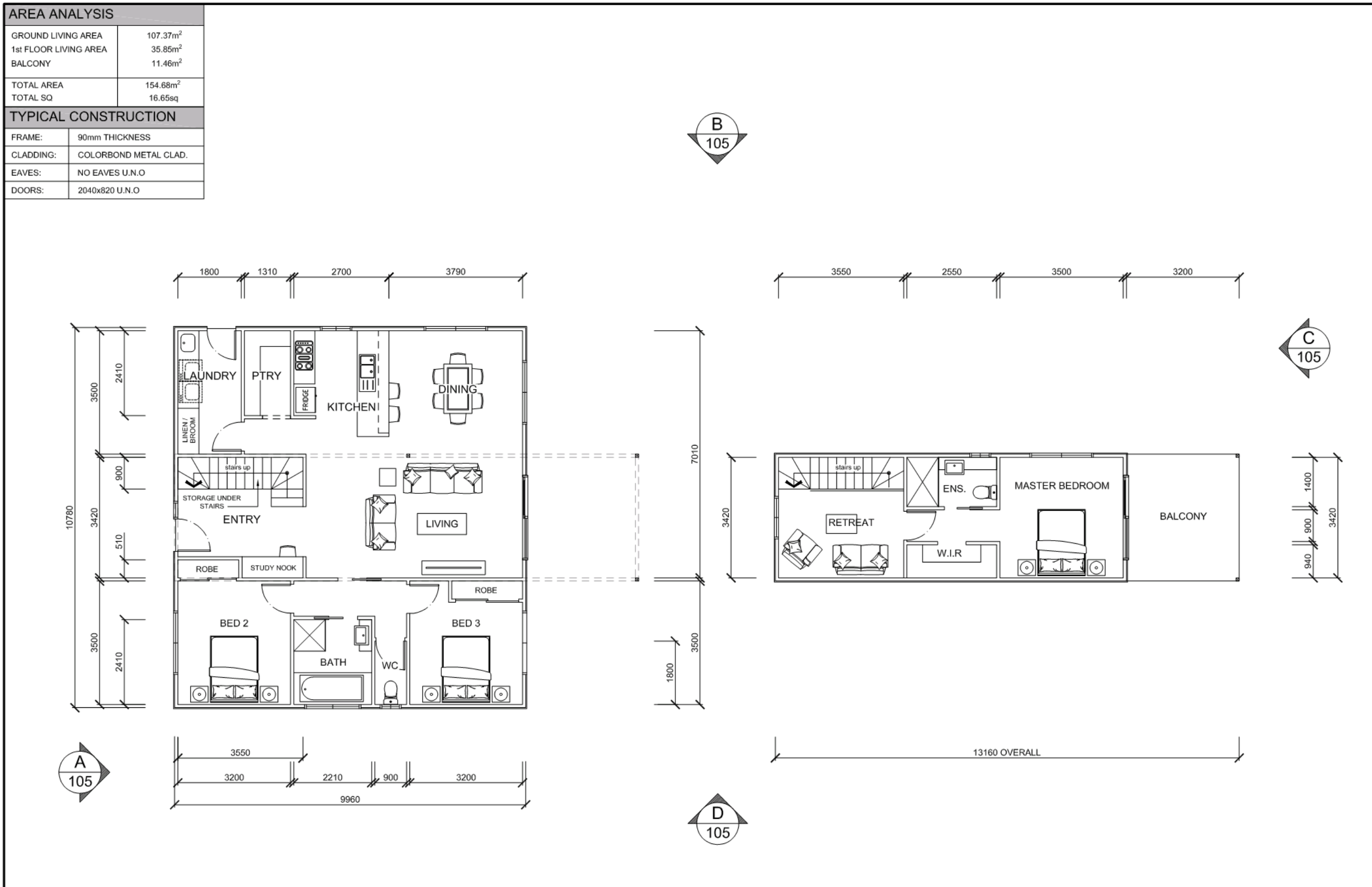
PROJECT: PROPOSED NEW DWELLING  
 ADDRESS: 94 NEAVES ROAD, CALLIGNEE  
 CLIENT: RON & RAE MANESTAR

DRAWN:	R.TAYLER
DATE:	13/01/20
CHECKED:	S.ABBOTT
SHEET No:	1 OF 6

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REV #	DESCRIPTION	DRAWN	DRG.

**ISSUED FOR PLANNING**

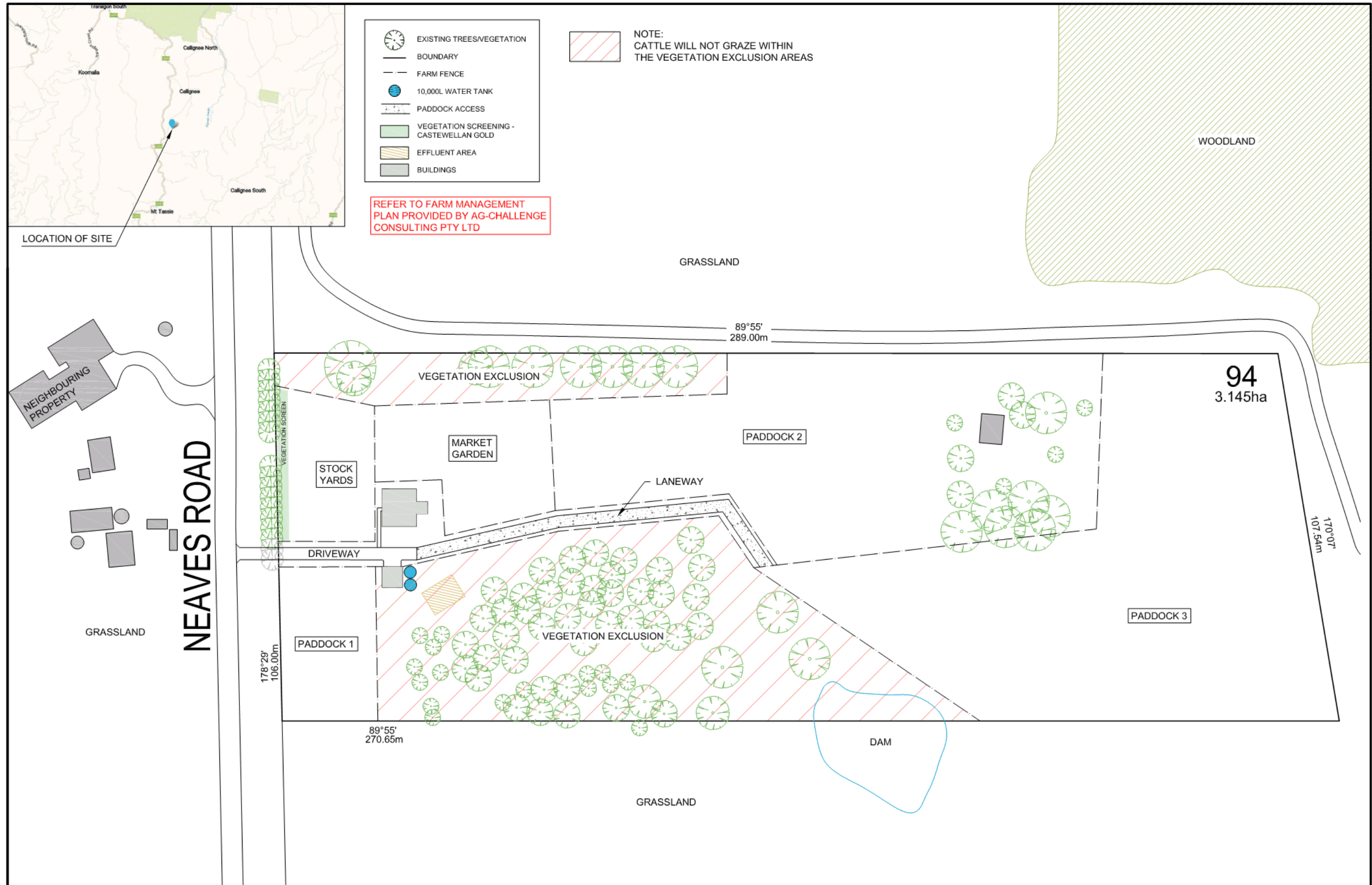
**PROPOSED FLOOR PLAN**

PROJECT: PROPOSED NEW DWELLING  
 ADDRESS: 94 NEAVES ROAD, CALLIGNEE  
 CLIENT: RON & RAE MANESTAR

DRAWN: R.TAYLER  
 DATE: 15/01/20  
 CHECKED: S.ABBOTT  
 SHEET No: 3 OF 6

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SCALE: 1:100  
 DRG. NO: Lv3809-104  
 REV: P1



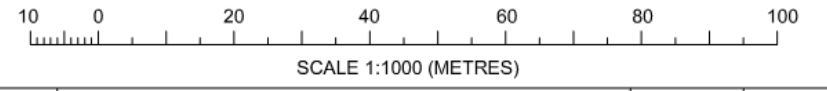
REFER TO FARM MANAGEMENT PLAN PROVIDED BY AG-CHALLENGE CONSULTING PTY LTD

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**ISSUED FOR PLANNING**

DRAWN: R.TAYLER  
 DATE: 13/01/20  
 CHECKED: S.ABBOTT  
 SHEET No: 2 OF 6

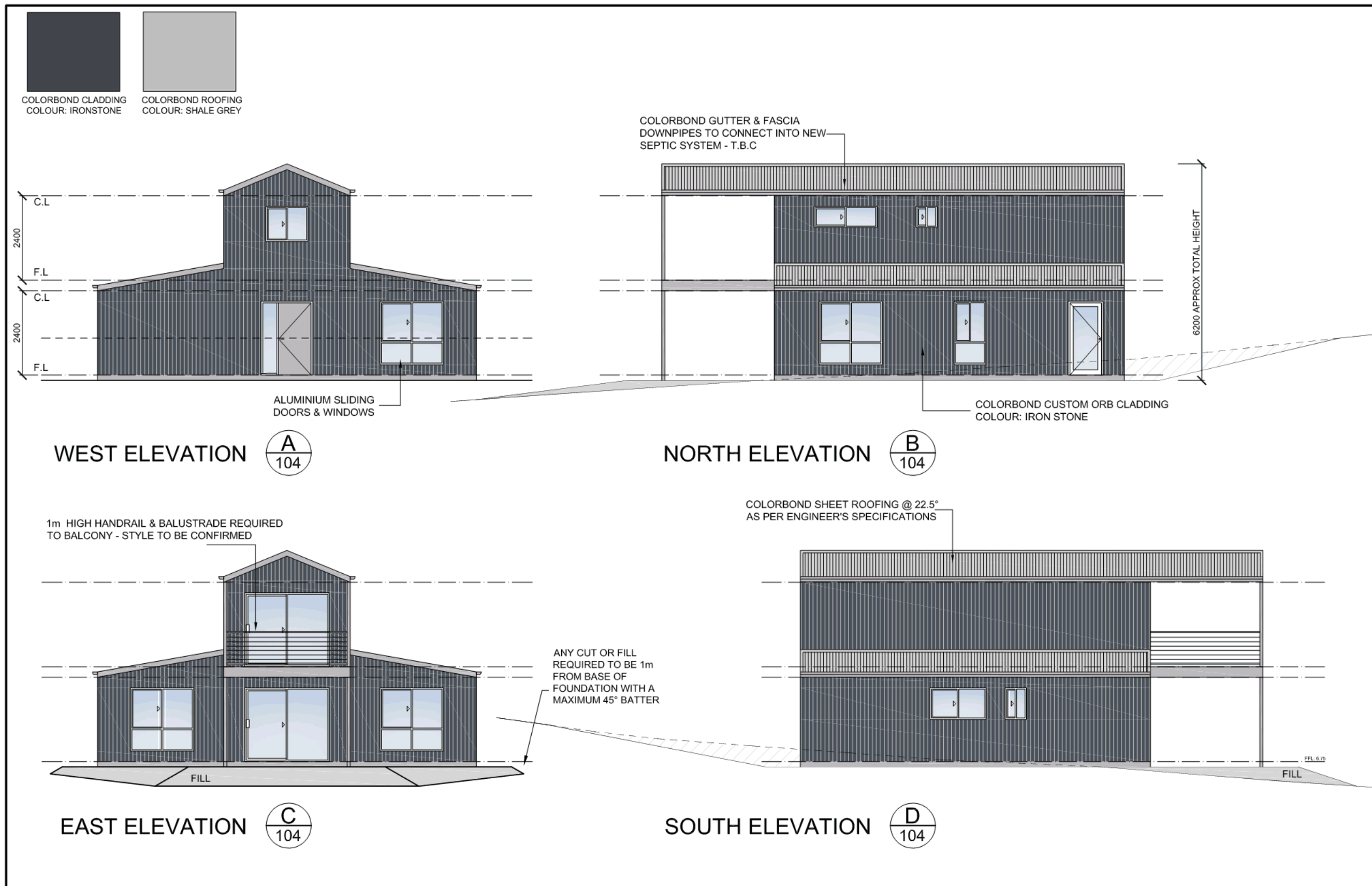
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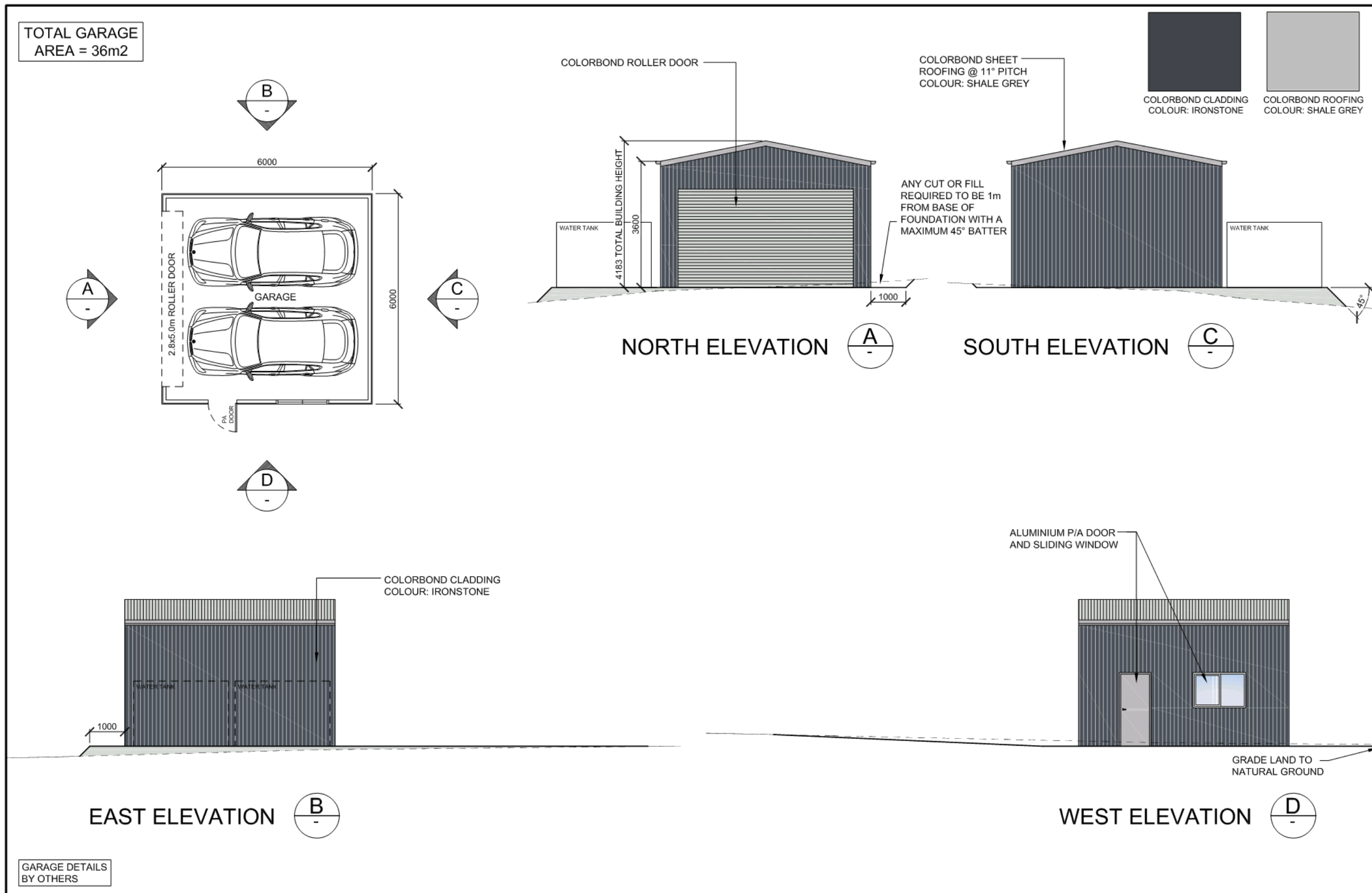
**FARM LAYOUT PLAN**

PROJECT: PROPOSED NEW DWELLING  
 ADDRESS: 94 NEAVES ROAD, CALLIGNEE  
 CLIENT: RON & RAE MANESTAR

SCALE	1:1000	DRG. NO.	Lv3809-103b	REV.	P1
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	<table border="1"> <tr> <th>REV #</th> <th>DESCRIPTION</th> <th>DRAWN</th> <th>DRG.</th> </tr> <tr> <td>P1</td> <td>ISSUED FOR PLANNING</td> <td>S.PHILLIPS</td> <td>28/10/2020</td> </tr> </table>	REV #	DESCRIPTION	DRAWN	DRG.	P1	ISSUED FOR PLANNING	S.PHILLIPS	28/10/2020	<p>DO NOT SCALE A3 SIZE SHEET</p>		<p>SCALE 1:100</p>	<p>DRG. NO. Lv3809-105</p>
REV #	DESCRIPTION	DRAWN	DRG.										
P1	ISSUED FOR PLANNING	S.PHILLIPS	28/10/2020										



GARAGE DETAILS BY OTHERS

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P1	ISSUED FOR PLANNING	S.PHILLIPS	28/10/2020
REV #	DESCRIPTION	DRAWN	DRG.

**ISSUED FOR PLANNING**

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**PROPOSED GARAGE**

PROJECT: PROPOSED NEW DWELLING  
 ADDRESS: 94 NEAVES ROAD, CALLIGNEE  
 CLIENT: RON & RAE MANESTAR

SCALE	1:100	DRG. NO.	Lv3809-106	REV.	P1
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**WATER SUPPLY FOR FIRE FIGHTING PURPOSES**  
 SHOW 10,000L OF EFFECTIVE WATER SUPPLY FOR FIGHTING PURPOSES WHICH WILL MEET THE FOLLOWING REQUIREMENTS:

- BE STORED IN AN ABOVE GROUND WATER TANK CONSTRUCTED OF CONCRETE OR METAL.
- HAVE ALL FIXED ABOVE-GROUND WATER PIPES AND FITTINGS REQUIRED FOR FIRE FIGHTING PURPOSES MUST BE CORROSIVE RESISTANT METAL.
- INCLUDE A SEPARATE OUTLET FOR THE OCCUPANT USE

THE WATER SUPPLY MUST ALSO:

- BE READILY IDENTIFIABLE FROM THE BUILDING OR APPROPRIATE IDENTIFICATION SIGNAGE TO THE SATISFACTION OF THE CFA MUST BE PROVIDED
- BE LOCATED WITHIN 60m OF THE OUTER EDGE OF THE APPROVED BUILDING
- INCORPORATE A SEPARATE BALL OR GATE VALVE (BRITISH STANDARD PIPE (BPS) 65mm) AND COUPLING (64mm CFA 3 THREAD PER INCH MALE FITTING)
- THE OUTLET/S OF THE WATER TANK MUST BE WITHIN 4m OF THE ACCESS WAY AND BE UNOBSTRUCTED
- ANY PIPEWORK AND FITTINGS WILL BE A MINIMUM OF 65mm (EXCLUDING THE CFA COUPLING).

**ACCESS FOR FIRE FIGHTING PURPOSES**  
 SHOW THE ACCESS FOR FIRE FIGHTING VEHICLES TO BE ABLE TO GET WITHIN 4 m OF THE WATER SUPPLY OUTLET WHICH MEETS THE FOLLOWING REQUIREMENTS:

- MUST BE CONSTRUCTED SO THAT THEY ARE ACCESSIBLE IN ALL WEATHER CONDITIONS AND CAPABLE OF ACCOMODATING A VEHICLE OF 15 TONNES FOR THE TRAFFICABLE WIDTH
- HAVE A MINIMUM TRAFFICABLE WIDTH OF 3.5m OF ALL-WEATHER CONSTRUCTION
- BE CLEAR OF ENCROACHMENTS FOR ATLEAST 0.5m ON EACH SIDE AND 4m ABOVE THE ACCESS WAY
- CURVES MUST HAVE A MINIMUM INNER RADIUS OF 10m
- THE AVERAGE GRADE MUST BE NO MORE THAN 1 IN 7 (14.4%) (8.1°) WITH A MAXIMUM OF NO MORE THAN 1 IN 5 (20%) (11.3°) FOR NO MORE THAN 50m
- DIPS MUST HAVE NO MORE THAN 1 IN 8 (12.5%) (7.1°) ENTRY AND EXIT ANGLE

**DEFENDABLE SPACE**  
 SHOW AN DEFENDABLE SPACE TO 50m TO THE SOUTH-EAST, 19m TO THE NORTH, EAST AND WEST. DEFENDABLE SPACE WILL BE TO THE REQUIRED DISTANCE OR PROPERTY BOUNDARY, WHICHEVER IS LESSER.

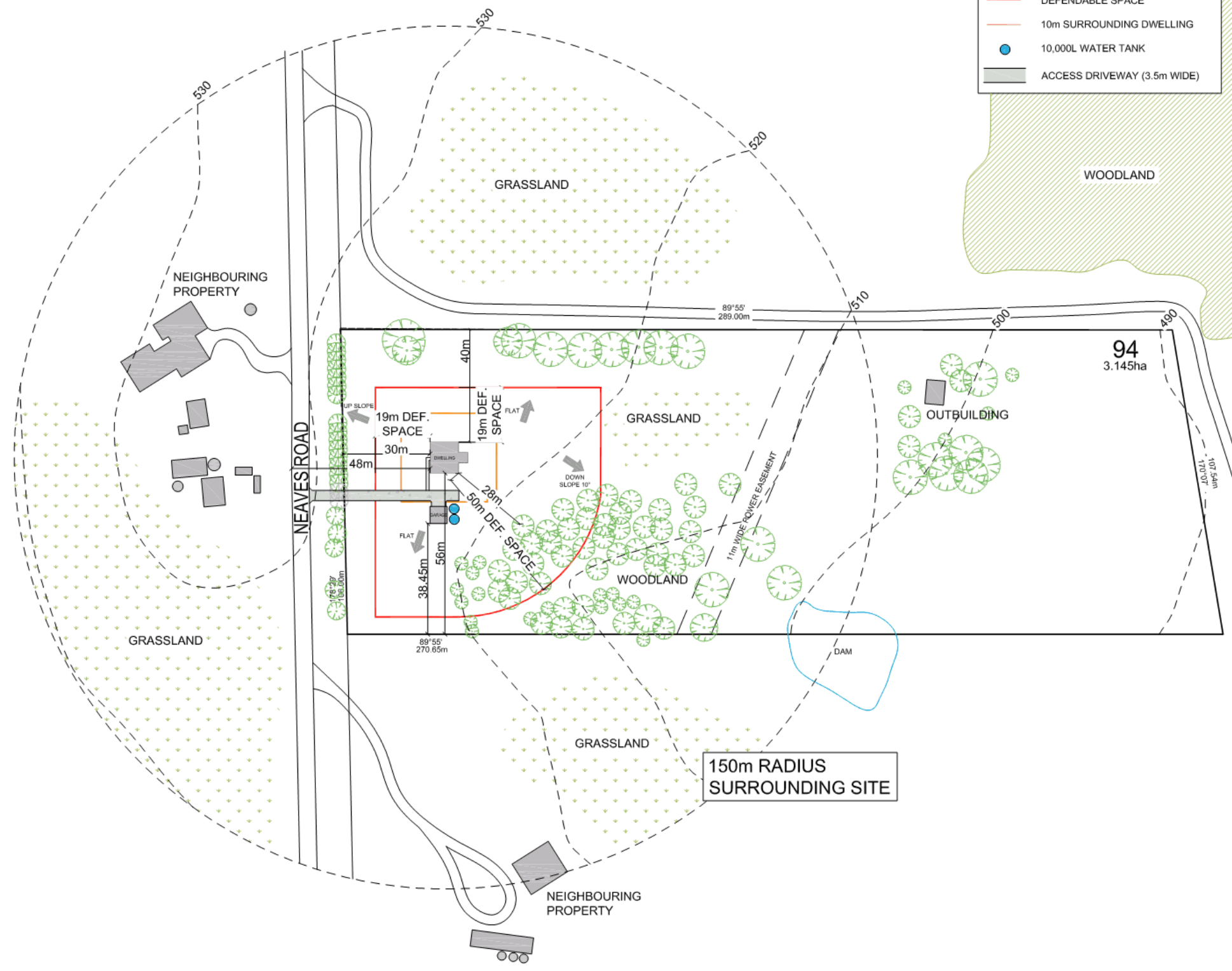
WHERE VEGETATION (AND OTHER FLAMMABLE MATERIALS) WILL BE MODIFIED AND MANAGED IN ACCORDANCE WITH THE FOLLOWING REQUIREMENTS:

- GRASS WILL BE SHORT CROPPED AND MAINTAINED DURING THE DECLARED FIRE DANGER PERIOD.
- ALL LEAVES AND VEGETATION DEBRIS WILL BE REMOVED AT REGULAR INTERVALS DURING THE DECLARED FIRE DANGER PERIOD.
- WITHIN 10m OF THE BUILDING, FLAMMABLE OBJECTS WILL NOT BE LOCATED CLOSE TO THE VULNERABLE PARTS OF THE BUILDING.
- PLANTS GREATER THAN 10cm IN HEIGHT WILL NOT BE PLACED WITHIN 3m OF A WINDOW OR GLASS FEATURE OF THE BUILDING.
- SHRUBS WILL NOT BE LOCATED UNDER THE CANOPY OF TREES.
- INDIVIDUAL AND CLUMPS OF SHRUBS WILL NOT EXCEED 5m<sup>2</sup> IN AREA AND MUST BE SEPARATED BY AT LEAST 5m.
- TREES MUST NOT OVERHANG OR TOUCH ANY ELEMENTS OF THE BUILDING.
- THE CANOPY OF TREES WILL BE SEPARATED BY AT LEAST 5m.
- THERE WILL BE A CLEARANCE OF AT LEAST 2m BETWEEN THE LOWEST TREE BRANCHES AND THE GROUND LEVEL.

**CONSTRUCTION**  
 THE DWELLING SHALL BE CONSTRUCTED IN THE LOCATION SHOWN AND TO THE CONSTRUCTION STANDARD (BAL RATING) OF BAL 29

**LEGEND**

- EXISTING TREES/VEGETATION
- BOUNDARY
- DEFENDABLE SPACE
- 10m SURROUNDING DWELLING
- 10,000L WATER TANK
- ACCESS DRIVEWAY (3.5m WIDE)



**LVD**  
 Latrobe Valley DRAFTING

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 MOE VIC 3825  
 P.O BOX 585, MOE VIC 3825  
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 D.P.A.D 2020/8

**Design Matters**  
 The peak body for the building design profession  
 Member

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30,000 0 30,000 60,000 90,000 120,000 150,000			
SCALE 1:1500			
P1	ISSUED FOR PLANNING	S.PHILLIPS	28/10/2020
REV #	DESCRIPTION	DRAWN	DRG.

**ISSUED FOR PLANNING**

**BUSHFIRE PLAN**

PROJECT: PROPOSED NEW DWELLING  
 ADDRESS: 94 NEAVES ROAD, CALLIGNEE  
 CLIENT: RON & RAE MANESTAR

DRAWN: K.HIRIART  
 DATE: 13/01/20  
 CHECKED: S.ABBOTT  
 SHEET No: 6 OF 6

DO NOT SCALE  
 A3 SIZE SHEET

SCALE 1:1500  
 DRG. NO. Lv3809-BMP1  
 REV. P1



Subject Land - 94 Neaves Road, Callignee

**Note**  
The information shown on this map is derived from a variety of sources including, but not limited to, Vicmap Data, other State and Local Government Agencies data and Latrobe City Data.

**Disclaimer:**  
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The location of features shown on this map is indicative only. The underground infrastructure location shown is not to be used as a substitute for **Dial Before You Dig**.  
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2020-259 - 94 Neaves Road, Callignee - Site Context Plan

28/02/2021

1:18000





Latrobe City ABN 92 472 314 133  
Phone 1300 367 700  
TTY (NRS) 133 677

PO Box 264 Morwell 3840  
Email [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au)  
[www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
AUSDOC DX2 17733 Morwell

Ref: 2020/259

24 December 2020

Mr S J Strachan  
95 Neaves Rd  
CALLIGNEE VIC 3844

Dear Mr Strachan

**APPLICATION NO:** 2020/259  
**PROPOSAL:** USE AND DEVELOPMENT OF LAND FOR A SINGLE  
DWELLING AND ANCILLARY OUTBUILDING  
**PROPERTY:** 94 NEAVES ROAD, CALLIGNEE  
**DESCRIPTION:** L 3 LP 131452

I refer to your objection received concerning the above proposal. Please find a response below to all objections to assist in addressing concerns raised regarding the proposal.

**Concern:** *Concerns around the privacy of my address*

Please be advised as part of the notification process, the address of owners and occupiers of properties that might be impacted are provided to the permit applicant in order for them to provide direct postal notification of the application.

**Concern:** *Ambiguity of the Application*

Please be advised that the application form included in the advertising pack clearly states that the proposal is for a new dwelling and outbuilding. Furthermore, it is noted that the Form A at the beginning of the advertising pack also states that the application is for a permit to 'Use and development of land for a single dwelling and ancillary outbuilding'.

**Concern:** *Concerns around the advertising of the application and the dates noted*

Please be advised that all of the relevant parties have been notified for this application by postal notice. Additionally, a sign was placed on the site for a minimum period of 14 days. Furthermore, it is noted that the Responsible Authority will not make any decision on this application before the latest date noted in the advertising pack.





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**Concern:** *The application does not respond appropriately to the requirements of development in the Farming Zone.*

It is noted that the subject land is located within an area zoned Farming Zone – Schedule 2 which encourages smaller niche and other agricultural endeavours. The proposal seeks to use and develop the land with a single dwelling and ancillary outbuilding and intends to run a hobby farm. It is noted that the subject site is only 3.145 ha in size and is largely surrounded by other small Farming Zone allotments that contain existing dwellings, thereby limiting its potential to be used for productive or larger scale agricultural uses.

**Concern:** *The proposed use will increase the likelihood of bushfire and increase the extent of trauma to residents and their wider families who are associated with a future bushfire.*

The proposal has been referred to the CFA for review and consideration. It is noted that the CFA have provided conditional consent to the proposal in its current form.

**Concern:** *Concerns around increased traffic, decreased road safety, and deterioration of road surfaces.*

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

**Concern:** *The architecture of the building is not in keeping with the surrounding area and does not comply with the requirements of the Planning Scheme.*

In response to the decision guidelines of the Farming Zone it is noted that a condition of any permit that may be issued will require the external colours of the proposed dwelling to be more sympathetic to the landscape. The overall design of the dwelling is considered appropriate in the wider landscape and consistent with the decision guidelines of the Farming Zone.

Also attached for your completion and return by **Friday 15 January 2021** is a response to advise whether your objection is withdrawn or upheld.

If you require any further information in relation to this matter, please call Siobhan Matthews on 03 5128 5787.







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[www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
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Yours faithfully

**SIOBHAN MATTHEWS**  
**Statutory Planner**

Enc.





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[www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)  
AUSDOC DX2 17733 Morwell

Statutory Planning team  
Latrobe City Council  
PO Box 264  
MORWELL VIC 3840

Attention Siobhan Matthews  
[Latrobe@latrobe.vic.gov.au](mailto:Latrobe@latrobe.vic.gov.au)

Dear Sir/Madam

**OBJECTION TO PLANNING PERMIT 2020/259**  
**94 Neaves Road, CALLIGNEE**  
**L 3 LP 131452**  
**Use and Development of land for a single dwelling and ancillary outbuilding**

I refer to your correspondence of 24 December 2020 and wish to advise as follows:  
(Please tick one)

- We wish to withdraw our objection to planning permit **2020/259**.
- We wish to withdraw our objection to planning permit **2020/259** subject to the following conditions:

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- We do not wish to withdraw our objection to planning permit **2020/259**.

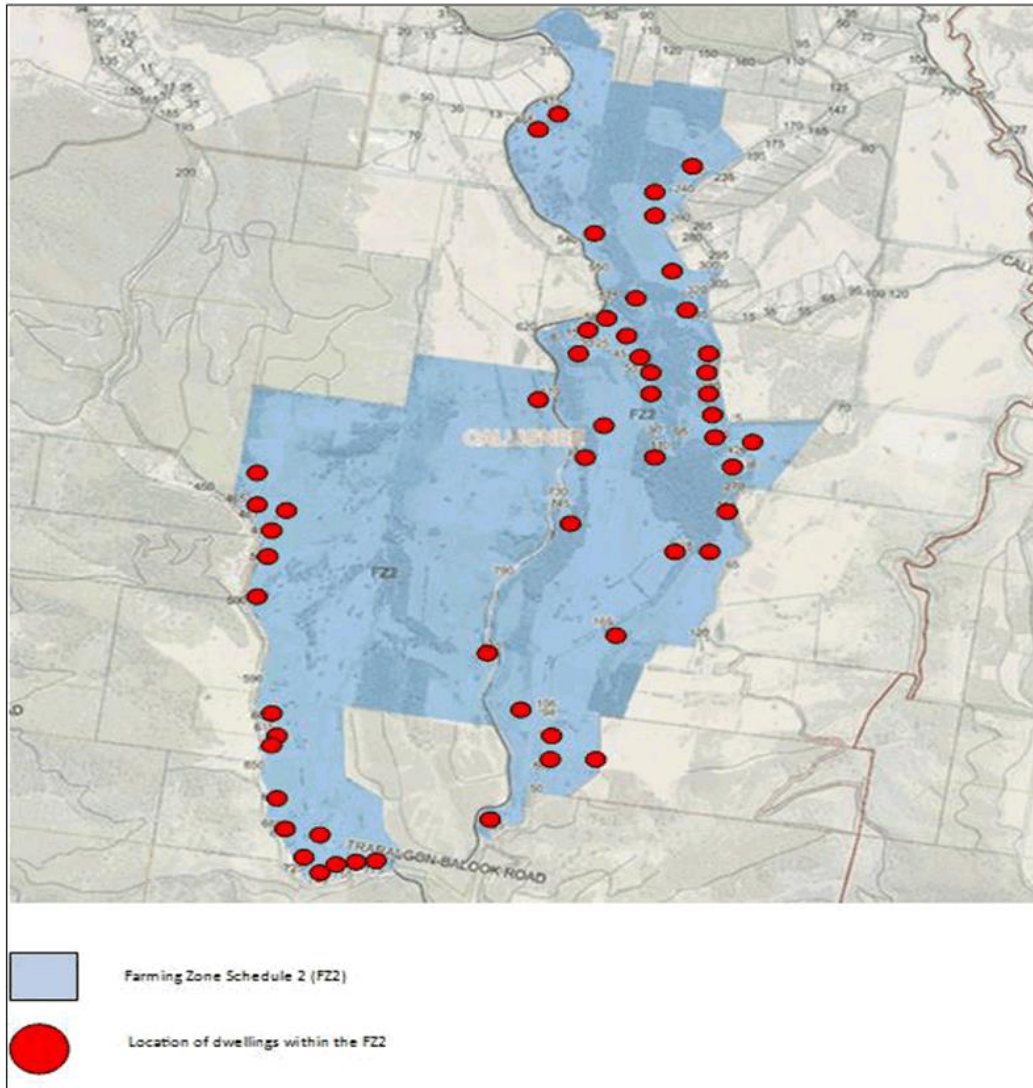
Yours sincerely

.....  
Mr S J Strachan  
Printed Name and Signature  
Date

.....  
Date

Address:.....





**Agenda Item: 14.4**

**Agenda Item: Council submission to the 10-Year Social and Affordable Housing Discussion Paper**

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

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

**Status: For Decision**

**Proposed Resolution:**

**That Council adopts the submission at Attachment 3 to the Department of Families, Fairness and Housing.**

**MOTION**

**Moved: Cr Middlemiss**

**Seconded: Cr Howe**

**That Council:**

- 1. Adopts the submission at Attachment 3 to the Department of Families, Fairness and Housing.**
- 2. Acknowledges the opportunity for positive community outcomes from the implementation of the state government's 10 year Social and Affordable Housing Strategy and the Big Housing Build Program provided local community needs are included in the process.**
- 3. Writes to the Minister for Housing and the Minister for Energy, Environment and Climate Change to request that no social and affordable housing projects progress, until such time as Latrobe City Council has a local policy in place that identifies suitable housing locations and suitable design considerations relevant to the needs of the local community.**
- 4. Refers an allocation of \$100,000 to the 2020/2021 budget surplus process for consideration, for the purpose of preparing a local Social and Affordable Housing policy.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- In order to ensure social and affordable housing proposals are appropriately designed and directed to appropriate locations, the development of a state-wide Ten-Year Social and Affordable Housing Strategy (the Strategy) is proposed.
- A discussion paper (at Attachment 2) is currently out for public consultation to assist in the development of the direction of the Strategy.
- This discussion paper provides an overview of social and affordable housing, sets a vision for the future, identifies principles that should be embedded in a strategy, identifies four focus areas with actions and lists the next steps.
- To inform the direction of the strategy, ten specific questions are asked throughout the discussion paper.
- The discussion paper is a community led and driven document that focuses on qualitative outcomes rather than quantitative. A high level of focus is given to health and safety outcomes for the future residents of the facilities. The discussion paper does not delve into planning tools and treatments to assist with the provision of social and affordable housing.
- It is noted that the timeline provided by the Department of Families, Fairness and Housing for the development of the Strategy does not identify any further consultation after this point of the process.
- Public submissions to the discussion paper close on 9 April 2021.
- A request to extend the submission date to 13 April 2021 has been lodged and has been approved.
- A submission on behalf of Latrobe City Council has been drafted between the Regional City Growth and Investment and Community Health and Wellbeing divisions (Attachment 3). This draft submission provides responses to the ten specific questions asked in the discussion paper and gives additional feedback around planning reform opportunities, identifies Council's desire for more public housing (State run), rather than community housing (privately operated) and raises concerns about a lack of further community consultation between the development and launch of the Strategy.
- Approval of the draft submission is being sought so that it may be lodged with the Department of Families, Fairness and Housing for consideration in their development of the 10-Year Social and Affordable Housing Strategy.

**Background:**

As part of the Victoria's Big Housing Build program the State government is preparing a 10-Year Social and Affordable Housing Strategy. To inform this strategy,

a discussion paper has been released, seeking feedback from sector partners and the broader community.

This discussion paper provides an overview of social and affordable housing, sets a vision for the future, identifies principles that should be embedded in a strategy, identifies four focus areas with actions and lists the next steps. Throughout the discussion paper, ten targeted questions are asked of submitters. A summary of each section is provided below:

#### *Overview*

The paper strongly focuses on the desire to ensure all Victorians have a safe and secure home. The gap in supply and demand is identified and the desire to close that gap is articulated.

#### *Vision*

The vision specified is for all Victorians to have access to a safe, affordable and appropriate home. Well-located homes that are fit-for-purpose and environmentally sustainable are the priority. The vision is to be delivered in collaboration between users of the social and affordable housing system, the community, social housing providers, private sector partners, local governments and broader health and community services.

#### *Principles*

The principles are:

- People at the centre – meeting the various, diverse needs of the users of the system.
- Shared action and accountability – ensuring government, service providers, private businesses and the community work together.
- Maximising value – delivering initiatives that seek the best outcomes and are supported by data and evidence.
- Sustainability – ensure government and the housing sector can deliver growth and that homes are climate adapted, water and energy efficient and incorporate best practice design.

#### *Focus Areas and Actions*

Actions are to be taken across four focus areas:

- Pathways – Providing information and support to people to access housing they need, sustain their tenancy and to move to sustainable housing.
- Communities – Enabling tenants to live in housing that is built for the future, with access to social and economic opportunities and within diverse, inclusive and vibrant communities.
- Growth – Growing the supply of social and affordable housing to meet need.

- Partnerships – Partnering across all levels of government, the community housing sector, industry and the community to deliver the vision.

#### *Next Steps*

Housing Victoria will continue to develop the new strategy throughout the consultation process.

Provided at Attachment 1 is the timeline for the next stages of the ten year strategy project.

A report was put to the 1 March 2021 Ordinary Council Meeting. The resolution passed in relation to this report was:

#### *That Council:*

1. *Requests officers prepare a further report for the May 2021 Ordinary Council Meeting to allow additional time to investigate the options available for the creation of a Social and Affordable Housing Policy, including the current work being produced by the State government;*
2. *Investigate options to fund the preparation of a Social and Affordable Housing Strategy for Latrobe City; and*
3. *Requests officers prepare a submission to the State government's discussion paper for the 10-Year Social and Affordable Housing Strategy for Victoria.*

As demonstrated by the resolution above, Council have a demonstrated interest in ensuring the appropriate design, location and provision of social and affordable housing. Therefore, the lodgement of a submission to this discussion paper is appropriate.

It is noted that the discussion paper poses ten specific questions to guide the content of feedback. A response to each of these questions has been provided in the draft submission at Attachment 3.

The submission has been drafted between the Regional City Growth and Investment and Community Health and Wellbeing divisions and in addition to the responses to the ten questions, the following matters are raised:

- The lack of planning focus and discussion about potential planning solutions.
- The need to reform the planning system to incorporate inclusionary zoning or a particular provision that requires developers to provide a percentage of social and affordable housing on an ongoing basis. Both inclusionary zoning and a particular provision achieve a percentage requirement of land/development for social and affordable housing, they are just two options for how to apply the requirement, one through schedules to targeted zones, and the other with an across the board particular provision that applies to all residential land.
- The need to consider the different needs of metropolitan Melbourne, regional cities and regional Victoria.

- The importance of ensuring social and affordable housing is part of a diverse mix of sustainable housing types scattered across well located sites, provided with access to all the services and facilities required.
- Concerns around decision making being taken away from Local government with local policy and strategies that the community have ownership of not being considered.
- Council's strong advocacy for meaningful engagement and concerns in regards to the lack of community consultation proposed to take place moving forward, particularly between the strategy development and launch stages.
- The opportunity for Victoria's Big Housing Build to fund local social and affordable housing strategies and to fund subsequent Planning Scheme Amendments over which local communities feel a sense of ownership.

It is noted that submissions to the discussion paper close on 9 April 2021, however an extension until 13 April 2021 has been granted to allow for consideration of the draft submission at the 12 April 2021 Ordinary Council Meeting.

**Issues:**

*Strategy Implications*

*Strategy 9 – Implement a town planning regime which facilitates appropriate urban growth, industry diversification, liveability and connectivity of Latrobe City*

Advocating for the development of state-wide Ten-Year Social and Affordable Housing Strategy will ensure that members of the Latrobe City community are given consideration when it comes to the provision of appropriate housing and access to services. Furthermore, it will allow Council to advocate for planning reforms such as inclusionary zoning and new particular provisions.

*Strategy 14 – Provide services, infrastructure and advocacy to support the health, wellbeing and safety of our community.*

Lodging a submission to the discussion paper ensures that Latrobe City is advocating for the best outcomes for the community when it comes to the provision of safe, well designed and well located social and affordable housing.

*Communication*

Council and the community were provided with an opportunity to participate in the direction of the Ten-Year Social and Affordable Housing Strategy for Victoria through Engage Victoria online. Written submissions were invited from members of the community and organisation and sector representatives.

Internally, the Regional City Growth and Investment Division has liaised with the Community Health and Wellbeing Division in the preparation of the draft submission.



At this stage, no future engagement is proposed. The draft submission prepared requests another round of consultation between the development and launch of the Strategy to demonstrate how feedback has been incorporated.

*Financial Implications*

There are no financial implications that will result from lodging a submission to the discussion paper. In relation to the previous Council resolution mentioned previously, officers continue to investigate options to fund the development of a Social and Affordable Housing Strategy for Latrobe City and will report on findings at the May 2021 Ordinary Council Meeting.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>The Latrobe Community is not appropriately represented in the feedback received by the State.</p>	4	Lodge a submission to the discussion paper, highlighting the unique needs of the Latrobe community.
<p><b>Strategic Risk</b></p> <p>Failing to make a submission may see planning policies / strategies implemented at a State level that are not as beneficial as they could be for the Latrobe community.</p>	3	Lodge a submission to the discussion paper, highlighting the unique needs of the Latrobe community and the planning tools that Council feels would be best for consideration.

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

*Legal and Compliance*

No legal implications are relevant for this matter.

*Community Implications*

The development of a Social and Affordable Housing Strategy seeks to ensure that the members of the Victorian community that are in housing stress and are on a very low, low or moderate incomes have access to safe and suitable housing that is appropriately located.

State-driven community consultation has been undertaken to inform the development of a Ten-Year Social and Affordable Housing Strategy and the discussion paper identifies the need for ongoing consultation, particularly with users of social and

affordable housing. However, the project timeline provided online fails to identify any further consultation between the development and launch of the strategy. This has been raised as a concern in the draft submission.

It is acknowledged that social housing can be negatively viewed by members of the community and it is hoped that the proposed state strategy will assist in directing facilities to appropriate locations, at appropriate densities with appropriate design solutions.

#### *Environmental Implications*

No environmental implications are anticipated in relation to the creation of a Social and Affordable Housing Strategy for the state.

#### *Health Implications*

The development of the Strategy will have a positive impact on the health and well-being of some of the most vulnerable members of the community. Providing safe and secure housing for people with very low to moderate incomes will have positive impacts on both physical and mental health.

#### *Consultation*

State-driven community consultation has been undertaken to inform the development of a Ten-Year Social and Affordable Housing Strategy and the discussion paper identifies the need for ongoing consultation, particularly with users of social and affordable housing. However, the project timeline provided online fails to identify any further consultation between the development and launch of the strategy. This has been raised as a concern in the draft submission.




#### **Declaration of Interests:**

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

#### **Supporting Documents:**

Nil

#### **Attachments**

1.  State Government Project Timeline
2.  10-Year Social and Affordable Housing Discussion Paper
3.  Draft Latrobe City Council Submission to Discussion Paper

## **14.4**

### **Council submission to the 10-Year Social and Affordable Housing Discussion Paper**

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<b>2</b>	<b>10-Year Social and Affordable Housing Discussion Paper.....</b>	<b>188</b>
<b>3</b>	<b>Draft Latrobe City Council Submission to Discussion Paper.....</b>	<b>214</b>

## Timeline



# Establishing a 10-Year Strategy for Social and Affordable Housing

A discussion paper prepared for  
sector stakeholders and partners  
by the Victorian Government

SECTOR CONSULTATION PAPER



## Acknowledgement

The Victorian Government acknowledges Aboriginal and Torres Strait Islander people as the First Peoples and Traditional Owners and custodians of the land and waterways on which we live and work. We honour and pay our respects to Elders past, present and emerging.

We acknowledge all Aboriginal and Torres Strait Islander peoples and their ongoing strength and resilience despite the past and present impacts of colonisation and dispossession. We acknowledge the important role that Aboriginal and Torres Strait Islander young people play in their communities and across Victoria – not only as emerging leaders, but leaders in their own right.

Australia's Aboriginal and Torres Strait Islander peoples represent the world's oldest living culture. We celebrate and respect this continuing culture and strive to empower Aboriginal and Torres Strait Islander young people as they draw on the strength of their community to build a bright future.

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## Overview

The Victorian Government wants to engage with the community to develop a 10-Year Social and Affordable Housing Strategy that creates meaningful change.

### Introduction

Every Victorian deserves a safe and secure home. It's the foundation upon which strong individuals, healthy families and resilient communities are built, grow and prosper.

However, we know that housing affordability presents challenges for many Victorians. Some households are priced out of the market, face precarious housing and experience financial hardship. Some face homelessness due to a lack of safe, secure and affordable rental accommodation. Others are forced to make significant compromises on the size, location, type or quality of the housing they live in – to such an extent that their housing exacerbates their social and economic challenges.

Social housing is a central plank of Victoria's housing response. It provides a critical safety net for people with very low incomes, many of whom experience other challenges that mean they cannot access appropriate housing in the market.

There is also a growing need for dedicated affordable housing for low and moderate income working households so that they can access employment, education and services needed to support their own – and Victoria's – social and economic prosperity.

In recent years, these challenges have been exacerbated by Victoria's unprecedented growth and change in recent years. While population growth is unlikely to be as strong, the COVID-19 pandemic and its economic impacts will put further pressure on households and the demand for social and affordable housing in Victoria.

There is an urgent need to ensure enough homes are available, in the right locations, that are accessible to all Victorians. From this foundation, all Victorians need to be able to access the health, social and economic support they need to realise their full potential. A fundamental step change in policy and delivery is needed to embed the foundations for growth and sustainability of social and affordable housing in Victoria.

The \$5.3 billion Big Housing Build is a giant step forward in responding to this challenge. The largest investment in social and affordable housing Victoria has seen will deliver thousands of new homes over the coming years, supported by reforms that will set our housing system up for the future.

But the social and affordable housing challenge will require ongoing effort over many years, extending beyond the Big Housing Build.

That is why the Victorian Government is developing a new 10-Year Strategy for social and affordable housing in Victoria. We are committed to ensuring all Victorians have access to a safe, affordable and appropriate home.

The new strategy will establish the 10-year vision for social and affordable housing in Victoria and build on the success of the Big Housing Build and other investment to date by the Victorian Government. It will establish a view on what success looks like for people, enablers of the overall housing system, and importantly the actions we need to take to get there.

There are questions throughout this discussion paper to prompt your thinking, including:

### PEOPLE AT THE CENTRE:

- ❓ We want your input on what actions we should take to ensure we seek, hear and respond to people who need and use social and affordable housing, so that people are at the centre of a future social and affordable housing system.

### PATHWAYS:

- ❓ What actions will enable people to access social housing, sustain their tenancies, and move between different housing options as their needs change?
- ❓ What are the most important features of affordable housing? (e.g. price, location, security of tenure, access to transport or daily amenities, connection to support services etc.)
- ❓ What actions will support people to find and obtain an affordable home?

### COMMUNITIES:

- ❓ What actions will strengthen social and affordable housing communities?

### GROWTH:

- ❓ What actions will enable and deliver growth in social housing?
- ❓ What do we need to do to ensure housing supply meets the needs of people with specific support and housing needs?
- ❓ What do we need to do to enable a well-functioning affordable housing system that provides rental and home ownership opportunities for those that need them?

### PARTNERSHIPS:

- ❓ How do we strengthen our partnership approach to build a stronger and more effective social and affordable housing system?

### ENGAGEMENT:

- ❓ How can we engage with you as we develop new initiatives over the course of this strategy?

## What is in this discussion paper?

This discussion paper has been developed to seek input on the 10-Year Strategy.

We know that a successful social and affordable housing system, which meets the needs of all Victorians, cannot be achieved alone. We need to hear from a wide range of people and build new partnerships to create meaningful change.

We are committed to seeking views from social housing residents to build on their lived experience of the system, the broader community, housing providers, developers, private and institutional investors, local government, community service providers and other interested members of the public to build a strategy that creates meaningful change.

This discussion paper includes an **OVERVIEW** of the importance of housing in people's lives and challenges with the current system, a **VISION STATEMENT** for the future, **PRINCIPLES** that underpin the strategy and **FOUR FOCUS AREAS** for our future work.

We want to hear from you about what you think is most important to build a social and affordable housing system that enables all Victorians to access safe, secure and appropriate housing.

## HAVE YOUR SAY

Between 9 February and 9 April 2021, you can provide a written submission on the Engage Victoria website. Your feedback will inform the future of social and affordable housing in Victoria.



## The importance of safe, secure and affordable housing

Housing is a critical enabler of individual, social and economic outcomes for Victorians.

For individuals and families, safe, stable and affordable housing is a foundation for being able to live the life that they want.

Access to housing improves life outcomes by increasing social inclusion, improving educational outcomes, enabling better access to jobs and services, and improving physical and mental health. Housing gives people the stability they need to access opportunities, to participate in the economy and to build their social and economic prosperity.

A stable home also improves health outcomes for people who are homeless or at risk of homelessness and delivers longer term economic benefits.

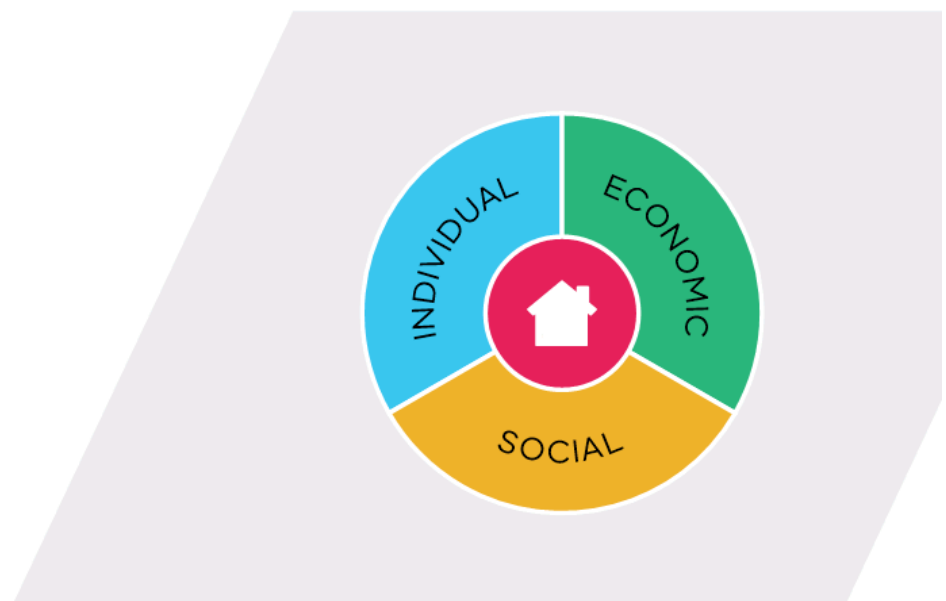
Housing that is well-designed, of good quality and is well-located, close to jobs and mixed communities, can also accelerate urban productivity and reduce concentrations of disadvantage.

## About the social and affordable housing system

The social and affordable housing system is the collective response by government, the community housing sector and industry to provide housing options for people who are unable to access the private housing market – either to rent or to buy.

It is comprised of both public housing, community housing and affordable housing (on the next page).

The social and affordable housing system, which is the focus of the 10-Year Strategy, sits alongside specialist responses for people at risk of or experiencing homelessness as well as the private housing market, from which most Victorians' needs are met.



## What is the housing continuum?

The housing continuum describes the range of housing options available in the community. It recognises that there is no one-size-fits-all solution when it comes to housing. There are a range of factors that impact the ability of an individual or household to access housing and there must be a range of options available in the market to respond to different types of need. Where there are gaps in the market, government, the community sector and private industry can play a role in addressing these gaps, such as through social or affordable housing (as defined below).

‘Social housing’ is a term that describes rental housing provided either by government or the community housing sector and supported with a subsidy of some kind. Rents in social housing are typically set as a percentage of income. Social housing is an umbrella term that encompasses both *public housing* and *community housing*.

### Public housing

Public housing is housing owned and managed by government. The government provides public housing to eligible Victorians including people who are unemployed, on low incomes, live with a disability or a mental illness, or who are at risk of homelessness. There are currently around 65,000 public housing properties in Victoria.

### Community housing

Community housing is housing owned or managed by community housing providers. Community housing providers are highly regulated, not-for profit organisations that specialise in housing the diverse range of tenants that require both social and affordable housing. There are currently around 17,000 long-term community housing properties in Victoria, including 2,000 Aboriginal community housing properties.

### Affordable housing

Affordable housing is a broad term describing housing suitable for the needs of a range of low to moderate income households and priced (whether purchased or rented) so these households can meet their other essential living costs.

Figure 1: The Housing Continuum



## Social housing as a safety net

Social housing – comprising both public and community housing – is Victoria’s core response for people who cannot access or sustain housing in the wider market.

By providing secure, stable and affordable rental housing, the social housing system ensures that Victorians have a safety net when times are tough and a foundation to improve their circumstances.

Social housing acts as a pathway for our most vulnerable people, including those who are homeless or at risk of homelessness, to gain shelter. It provides long term accommodation for those who need it. It also offers an important step to transition into the private rental market or, in some instances, home ownership.

While social housing provides important stability, it alone does not guarantee good outcomes for people and their families. We know that housing must be accompanied by a range of other measures such as access to education, jobs and healthcare to move people beyond crisis to independence. To achieve this, a coordinated effort across service systems, service delivery partners and government is needed.

## The need for a broader range of affordable options

While social housing is the core response within this discussion paper, a range of complementary affordable housing options are needed to respond to the different circumstances of people who need some form of lower cost housing.

There is a chronic shortage of affordable private rental properties across the state, and there are very few dedicated affordable rental homes available that can provide an alternative to, or pathway out of, social housing for those that need it.

Affordable housing can mean rental and ownership options for low to moderate income households who would ordinarily be unable to enter the private housing market without assistance. It can support low to moderate income households, including key and essential workers, who are unable to access or sustain housing in the private market.

Secure affordable housing can also offer additional choice for those seeking to transition out of social housing to build independence and participate in the private rental market and home ownership.



### Our challenge

Many Victorians experience housing affordability challenges. This is most acute for those on lower incomes who are finding it increasingly difficult to find housing that they can afford. In September 2020, just 14 per cent of new lettings in Victoria were affordable to lower income households. While some prices in the rental market have softened, the impact of rising unemployment is likely to exacerbate affordability pressures in the immediate future.

**HOUSING SUPPLY HAS NOT KEPT PACE WITH DEMAND.** The biggest challenge in the face of these pressures is that our social housing supply has not kept pace with demand. Victoria has the lowest proportion of social housing in Australia, at 3.0 per cent of all dwellings compared to the national average of 4.2 per cent. Boosting supply so that it moves toward the national average is one of our most important challenges to address through this strategy.

**LEADING TO LONG WAITING LISTS FOR HOUSING.** The lack of supply and low affordability in the wider market has led to long waiting lists for social housing. There are over 48,000 households currently registered for social housing through the Victorian Housing Register, of whom 25,800 require urgent assistance. At the same time, there were only 4,780 new social housing allocations made in 2018–19.

**A CHANGING PROFILE OF NEED.** At the same time the composition of our social housing stock no longer reflects the needs of Victorians. The profile of Victorians seeking and living in public and social housing has changed over the last 40 years:



A significant and increasing proportion of households are smaller and include singles or couples with no children.



More elderly, single, economically and socially disadvantaged people are tenants of social housing.

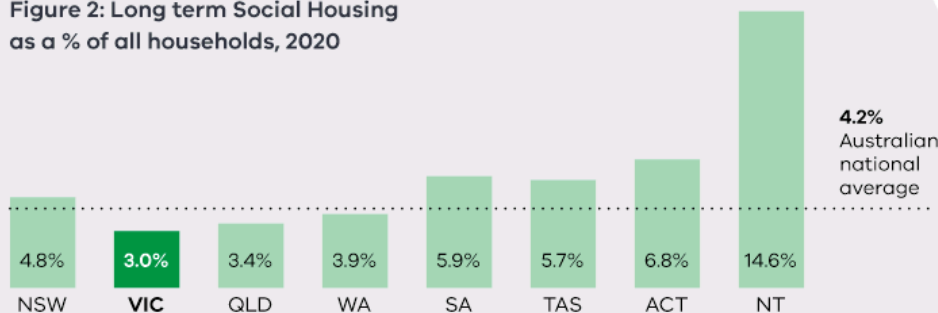


A higher number of residents live with complex issues such as disability, mental health or drug and alcohol issues, or have escaped family violence.



Approximately 50 per cent of public housing allocations are people who are homeless or at risk of homelessness.

Figure 2: Long term Social Housing as a % of all households, 2020



## The economic impact of coronavirus (COVID-19)

The coronavirus (COVID-19) pandemic represents the biggest economic shock the world and Victoria have experienced since the Great Depression.

The impact on employment has been severe and is expected to be long-lasting. In the September quarter, Victoria's unemployment rate could rise to 9 per cent with job losses peaking at around 200,000. Falls in employment and income levels will place a greater number of Victorian households under financial stress and place those households at risk of losing their housing, particularly amongst those in the private rental market. This is likely to increase demand on the social and affordable housing system.

### A NASCENT AFFORDABLE HOUSING MARKET.

There is also very little dedicated affordable housing in Victoria. The only supply of any scale is from homes delivered through the National Rental Affordability Scheme, which at its peak included almost 6,000 homes. However, many of these homes will disappear as the scheme concludes by 2025–26.

The shortage of social and affordable housing makes it difficult for people to access the housing options or pathways they need. It is also a major challenge for our homelessness system, which supports more than 100,000 people per year. While it is very effective at supporting those who are at risk of homelessness, it cannot always assist people who are already homeless due to the lack of social and affordable housing.

Affordability pressures also affect home ownership rates and the experience of those in the private rental market. Saving for a deposit and paying for a home loan is a challenge for many Victorians. Increasing numbers of Victorians – particularly young and lower income Victorians who are first home buyers – are being locked out of home ownership. New mortgages to first home

buyers have declined from an average of 20 per cent over the last decade to a rate of 14.7 per cent. For those that can access the housing market, many people can only achieve this in areas with reduced access to employment, public transport and services.

The impact of fewer young people entering home ownership is resulting in inter-generational inequity. It is also leading to greater demand within the private rental market. Key and essential workers may not be able to afford to rent or buy a home close to their place of work.

In recent years, Victoria has been through a period of unprecedented growth and change. Our population passed 6.6 million in June 2019 and is forecast to grow to 11.2 million by 2056, and this has put pressure on housing affordability. While the impact of population growth is dampening, coronavirus is contributing to more households under pressure.



## We've laid the foundations

The \$5.3 billion Big Housing Build marks a huge step forward for investment and reform of social and affordable housing, which provides a key platform to build from.

It is on top of a suite of housing and homelessness investment since the release of *Homes for Victorians* in 2017, to ensure Victorians have a safe and secure roof over their heads.

Key initiatives include:

- Almost \$500 million to maintain and upgrade community and public housing across Victoria through the Building Works package.
- \$150 million From Homelessness to a Home package will extend current emergency accommodation, provide tailored and flexible client support, and help them access stable, long term housing.
- \$112 million for energy efficiency upgrades to 35,000 social housing properties.
- Nearly \$25 million in emergency housing, private rental assistance and COVID-19 isolation and recovery facilities.
- \$120 million in Rent Relief Grants to support private renters experiencing financial hardship during COVID-19.
- \$1 billion Social Housing Growth Fund to create up to 2,200 new dwellings and leases over five years.
- \$1.1 billion of low interest loans and loan guarantees for the Building Financial Capacity of Housing Agencies initiative.
- \$209 million Building New Homes to Fight Homelessness (1,000 homes) initiative.
- \$185 million Public Housing Renewal Program.
- \$152 million family violence housing package.
- The community housing sector has delivered 1,033 additional social and affordable homes across 95 projects in Victoria since 2010.

## What will the strategy do?

There is an urgent need to ensure enough homes are available, in the right locations, and accessible to all Victorians. This includes growing social housing, as well as facilitating affordable options that bridge the gap between social housing and the private market.

The types of housing and assistance we provide need to meet the growing and increasingly diverse needs of our population. A wider range of housing options will also reduce pressure on social housing, enabling it to be provided to those who need it most, in the most effective way.

We need to combine the collective strengths of community housing and not for profit sectors, private industry and government at all levels to address this need.

This strategy sets a 10-year vision for social and affordable housing in Victoria, which sits outside the wider housing market and is specifically targeted towards people who need it. The vision aims to deliver a generational change for people that will establish a sustainable and high performing social and affordable housing system. In turn, this will also reduce pressure on the homelessness system so that it can respond more effectively to those in need.

This strategy provides a framework to guide action by those that are a part of the social and affordable housing system over the next 10 years. It complements current and emerging efforts to support Victorians in need, including homelessness responses, victim survivors of family violence, people with disabilities or mental illness, and Aboriginal Victorians.

# VISION

Our vision is for all Victorians to have access to a safe, affordable and appropriate home.

Every Victorian deserves a safe and secure home. It's the foundation upon which strong individuals, healthy families and resilient communities are built, grow and prosper.

We want all Victorians to live in safe, secure and affordable housing that is well-located and within vibrant, diverse, resilient and inclusive communities. We want people to live in houses that are built for the future; well-designed and environmentally sustainable. We want social and affordable housing communities to be connected to transport, employment, education and other essential services. We want people and families to be empowered to make decisions that affect their communities. We also want people to be able to understand what housing options are available, be able to make choices about their housing, and access support when they need it.

To deliver this vision, we need a social and affordable housing system that is person-centric, robust, resilient and innovative, with transparent oversight and regulation. We need housing and support options that are culturally-responsive and designed to respond to different needs.

Everyone involved in social and affordable housing will need to work together to achieve our vision. Each partner and stakeholder will play a role in achieving the vision, including all levels of government, the community housing sector, industry and the community, and most importantly the people who need and use the system.

This vision is aspirational, will be achieved over time and in a staged approach as capacity of the system grows and as the system matures.

## What does success look like in the future?

This strategy will deliver a generational reform to the provision of social and affordable housing in Victoria. The successful achievement of the vision will require significant support and growth in capacity from all organisations that contribute to the supply of housing.

What success looks like will also be different for each actor in the system.

**FOR PEOPLE IN NEED OF AND LIVING IN SOCIAL AND AFFORDABLE HOUSING**, it will mean access to a home that is safe, secure and affordable. When people or households need housing assistance, they will be able to recognise what options are available to them locally and the costs associated with those options, know how to





access them and are provided support to do so, both as they enter and exit the system.

Those living in social and affordable housing will live in homes that are built for the future, and are well-located and within thriving, diverse and inclusive communities. Tenants will have a stronger voice in driving what the system looks like into the future.

Low- and moderate-income workers will be able to access housing that they can afford, is appropriate, and enables them to access work, transport and key services.

**THE COMMUNITY** will recognise the importance of social and affordable housing as part of their neighbourhoods and embrace housing diversity as an integral part of a vibrant and productive community.

**SOCIAL HOUSING PROVIDERS**, across government and the community housing sector, will work together to respond to the needs of clients and to deliver the growth in housing that's required.

The future system will be multi-provider, with a strong public housing system working alongside a larger community housing sector, which will be the focus and driver of future growth.

The multi-provider system will be enabled through policy and regulatory certainty. All actors will be accountable for delivery, including their responsiveness to the needs of tenants and the wider community.

**PRIVATE SECTOR PARTNERS** will increasingly play a role to develop social and affordable housing. Success will mean they work collaboratively and in partnership with community housing providers and government to deliver high quality housing that meets the needs of residents. They will be confident investing in the sector and will be supported to do so through clear government priorities and objectives.

**LOCAL GOVERNMENTS** will have mechanisms to work in partnership with the Victorian Government, community housing providers and other actors to support the growth of social and affordable housing. This relationship will recognise the many roles local governments have in planning, engagement with their communities and delivery of local services. A future constructive partnership will deliver reform and improve the way in which social and affordable housing is planned and delivered.

**BROADER HEALTH AND COMMUNITY SERVICES** will be involved in providing the other supports that social and affordable housing tenants need. Social housing providers and these providers will work together to ensure people have the supports they need to maintain their tenancies, to improve their health and wellbeing, and to participate in Victoria's social and economic life.



## Principles

This strategy is underpinned by the following four principles:

### People at the centre

Social and affordable housing must be designed and delivered in a way that is responsive to the needs of different people, including those who face challenges in addition to affordability, such as disability, family violence or mental illness, as well as the broader community. This starts with how we plan and design housing responses; it is reflected in how we support people to navigate their housing options; and it will be enhanced by embedding the voice of our clients in all that we do. We will understand the needs of the different people who need and use housing to ensure we respond appropriately.

### Shared action and accountability

To achieve the vision, government, service providers, private businesses and the community must work together. We will work creatively and combine our strengths to get the best outcomes and value. An important part of delivering on this principle will be to develop capability and capacity in all of the organisations who play a role in planning and delivering social and affordable housing – across government, within the community housing sector, and with other housing stakeholders. There must also be clear roles and responsibilities for all actors and shared accountability in delivering on the vision.

### Maximising value

Initiatives under this strategy must be delivered in a way that is informed by data and evidence and delivers the best outcomes and value for Victorians. We will be open to trying new and innovative approaches and are committed to evaluating and learning from what we have done in the past. We will also ensure there is strong and transparent governance around investment to ensure value-for-money outcomes and streamlined delivery of projects.

### Sustainability

For social and affordable housing to grow at the pace we need, our housing providers – both government and community housing sector – need to be on a sustainable footing to deliver growth. This means we need to ensure government and the community housing sector have the capacity and capability to scale up for growth. It also means we need vehicles that support continued investment, and that we utilise efficient and scalable delivery models to deliver growth. Sustainability also means that homes are climate adapted, water and energy efficient, incorporating best practice design to ensure they are built for the future.

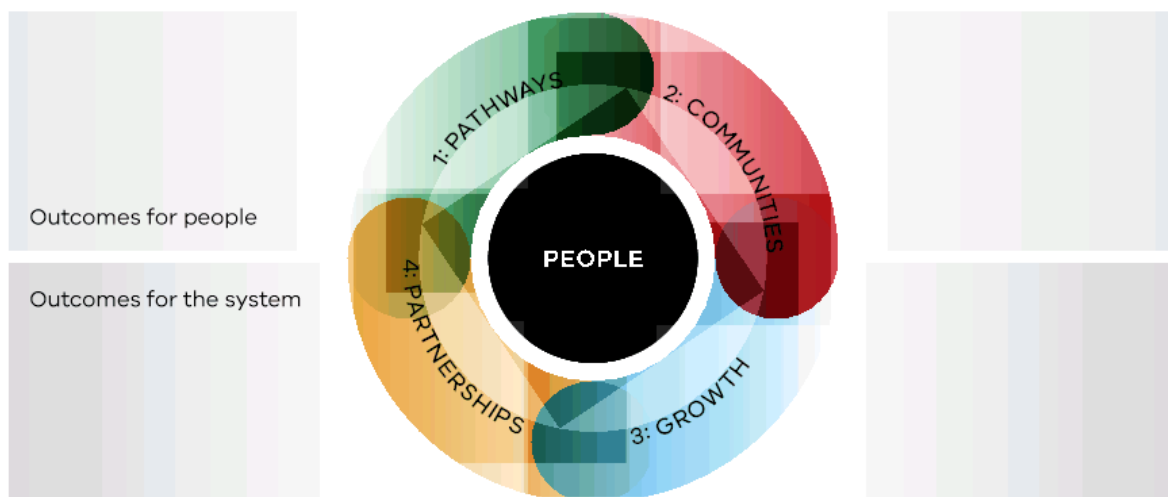
## Focus Areas and Actions

This strategy seeks to achieve a step-change in the social and affordable housing landscape. We want this to occur in a planned and collaborative way that plays to the strengths of all parties. The future will be based on shared goals and co-investment, and with the target of effectively responding to the needs of our clients and people, and building thriving and prosperous communities.

Action will be undertaken across four focus areas:

- **PATHWAYS:** Providing information and support to people to access the housing they need, sustain their tenancy and to move to sustainable housing.
- **COMMUNITIES:** Enabling tenants to live in housing that is built for the future, with access to social and economic opportunities and within diverse, inclusive and vibrant communities.
- **GROWTH:** Growing the supply of social and affordable housing to meet need.
- **PARTNERSHIPS:** Partnering across all levels of government, the community housing sector, industry and the community to deliver the vision.

Our pathways and communities focus areas are centred around outcomes for people while our growth and partnerships focus areas are key enablers of a more robust, effective and resilient social and housing system.





## People at the centre

This strategy places people at the centre to ensure that our collective efforts will lead to improvements in the lives and experiences of the people who need and live in social and affordable housing.

The strategy affirms our ongoing commitment to seeking, hearing and responding to the voice of people who use social and affordable housing, people who are waiting to access the system, as well as the voices from local communities.

This strategy seeks to embed how we understand and measure what will change for people over the course of the next ten years.

**?** We want your input on what actions we should take to ensure we seek, hear and respond to people who need and use social and affordable housing, so that people are at the centre of a future social and affordable housing system.

### Engagement, involvement and participation of residents is our core business.

In Victoria, large scale surveys of public housing residents have not been common practice. Going forward we are committed to asking our residents about what they think about their housing and our services, feelings of safety and security, connection to community and community diversity and participation through regular surveys of all residents across the state. The Homes Victoria survey is the largest single jurisdictional survey of public housing residents in the country.

The information collected in the survey will help Homes Victoria have a better understanding of people's views, experiences and needs. We will use the survey findings to plan better services in the future and engage with you on what issues matter the most to you and the community.

## Focus Area 1: Pathways

A successful housing system enables people to access the housing and support they need, at the time they need it. This includes being able to sustain their current home or move between different housing when they face new challenges or as their circumstances improve.

Our current social and affordable housing system makes it difficult for people to access these housing pathways. There are over 48,000 households currently registered for social housing, many of whom have been waiting for years. There is a chronic shortage of affordable private rental properties across the state, and there are very few dedicated affordable rental homes available that can provide an alternative to, or pathway out of, social housing for those that need it.

The impact is evident in our homelessness system, which supports more than 100,000 people per year. It is very effective at providing an early intervention response for those at risk of homelessness, with more than 90 per cent of people in this situation able to maintain housing during 2019–20. However, the lack of social and affordable housing supply is a much greater challenge for those who are already homeless: only 30 per cent of people in this situation were able to access housing during 2019–20.

Similarly, there are very few affordable opportunities for those unable to access home ownership. The lack of long-term housing options has meant that at times there has been too much emphasis placed on providing short-term, crisis accommodation rather than investment in long-term housing options.

There is also a need for differentiated, tailored responses for people requiring specialist support and housing, including people with mental health issues, experiencing family violence, living with a disability, leaving out of home care or leaving corrections.

We know that for people to move to sustainable housing, they need: adequate and available information and supports; appropriate, secure and affordable housing options in the right locations; and streamlined services that are easy for clients to navigate. While many of the building blocks already exist in Victoria, more needs to be done.

We want people to know how to access housing options or assistance that meet their needs. These may include social housing, affordable rental housing, private rental housing, or home ownership.

Once in a home, we want people to be able to sustain their living arrangements and build upon the foundations of secure housing to lead a life they value.

A key part is ensuring the right support is available at the right time to help people access the housing option that best meets their needs and circumstances.



**WHAT DO OUTCOMES LOOK LIKE IN 10 YEARS TIME FOR PEOPLE WHO NEED SOCIAL AND AFFORDABLE HOUSING**

- People recognise the housing options available to them and are empowered to make informed decisions and choices.
- People have access to housing that meets their needs for the duration they need it.
- People are provided with tailored support to sustain their tenancy and when they need additional assistance.
- People can access tenancy support early if they have difficulty, enabling them to maintain their home.
- People have the ability and support to participate in education and employment.
- People with complex needs can access holistic packages of housing and support.
- Specialised housing and accommodation responses are available for those whose needs can't be met through mainstream housing such as a social housing or private rental.

Actions already underway that contribute to these outcomes include:

- Homes delivered through the Big Housing Build will assist around 2,000 people living with mental illness, almost 1,000 survivors of family violence, and ten per cent of new social housing properties will be for Aboriginal Victorian households.
- Major projects under the Big Housing Build will create jobs for public housing tenants.
- The existing Tenancy Plus program provides support to help public and community housing tenants sustain their tenancy.

### Example Case Study: Housing supports play an important role in sustaining tenancies

Five years into a tenancy, rent arrears began to escalate for Lisa. A Housing Services Officer gets in contact with Lisa and makes a referral to a local tenancy support service.

Working together, Lisa and Annabel from the local support service identify that Lisa is experiencing challenges in keeping up with rent payments due to frequent changes to her casual employment, financial difficulties due to short term loans and that she was fearful of contacting Centrelink due to previous experiences.

Annabel is able to assist the Lisa with financial counselling, arrange and support contact with Centrelink staff and then negotiate manageable debt repayment agreements with the local housing office.

As a result, Lisa is able to remain in long term housing and sustained engagement with the local housing office.

#### **WE WANT YOUR INPUT INTO ACTIONS THAT WILL ENABLE PEOPLE TO ACCESS SOCIAL AND AFFORDABLE HOUSING, SUSTAIN THEIR TENANCIES, AND MOVE BETWEEN DIFFERENT HOUSING OPTIONS AS THEIR NEEDS CHANGE. THIS INCLUDES HOW WE CAN:**

- Make information for social and affordable housing more easily accessible and available to people who need it, in a format that works for them.
- Better support people awaiting housing on the Victorian Housing Register, including improvements to the way applications are registered and managed as well as the options provided to people awaiting housing.
- Reduce barriers to accessing and maintaining social and affordable housing, including matching people to housing and helping people to navigate available housing options and existing housing support programs.
- Better connect housing, health and other human services so that people with multiple or complex needs can access and sustain housing.
- Understand what the most important features of new affordable housing is (e.g. price, location, tenure, access to transport or daily amenities, connection to support services etc.).
- Assist people with specific housing and support needs that cannot be met through mainstream social housing or the private market, such as those in contact with justice, mental health or out of home care settings, or people who need disability accessible accommodation.

#### **Question for public consultation:**

- ❓ What actions will enable people to access social housing, sustain their tenancies, and move between different housing options as their needs change?
- ❓ What are the most important features of affordable housing? (e.g. price, location, security of tenure, access to transport or daily amenities, connection to support services etc.)
- ❓ What actions will support people to find and obtain an affordable home?



## Focus Area 2: Communities

Victoria prides itself on being a diverse state that includes and embraces people from different cultures, incomes and walks of life. This diversity exists between and within our communities, but we need to work hard to preserve it as our state grows. Increasing house prices make it harder for some low- and moderate-income households to live in places they have called home for many years.

While all communities grow and change over time, we want to ensure that all Victorians can continue to be part of their community, to build on the networks and connections they have built, and to access the jobs and services that they need. Social and affordable housing can play a key role in preserving this diversity in existing communities and embedding it in new ones.

We also want to create social and affordable housing communities that are built for the future, with well-maintained, well-designed and environmentally sustainable housing that can be adapted to the needs of different people and households. Well designed and energy efficient housing will reduce utility costs to tenants, which is especially important for low income Victorians.

To do so, we will work across all levels of government and with our community sector partners to build communities and precincts that are connected to services, transport and work. We will seek to join up both new housing projects and renewed housing with services to build social infrastructure and diverse yet cohesive communities.

### WHAT DO OUTCOMES FOR SOCIAL AND AFFORDABLE HOUSING COMMUNITIES LOOK LIKE IN 10 YEARS TIME

- People live in housing that is affordable.
- People live in safe, quality housing that meets their needs.
- People live in houses that are environmentally sustainable and built for Victoria's climate future.
- People can access transport, employment and other essential services.
- People are connected to culture and community.
- People live in vibrant, diverse, inclusive and resilient communities.
- People embrace social housing as part of their community.

Actions already underway that contribute to these outcomes include:

- Revitalising existing social housing through maintenance and upgrades to improve the experience of residents, through initiatives such as the \$500 million *Building Works Package* and the \$112 *Social Housing Energy Efficiency Upgrades* program.
- Leading the nation in well-designed and environmentally sustainable housing by ensuring all new housing meets 7 stars NaTHERS.
- Increasing Victoria's investment in an affordable housing portfolio to address market failures in some areas by providing long term secure rental properties that working Victorians can afford. This includes nearly 3,000 affordable rental homes as part of the Big Housing Build and \$500 million towards the Victorian Homebuyer Fund, which will provide Victorians with a pathway to home ownership.
- The \$2.7 billion Building Works package for shovel-ready projects to create jobs and benefit communities across the state. More than half of the projects are in rural and regional

Victoria and investment includes projects in two of Melbourne's Priority Precincts, as well as expanding the suburban revitalisation program and ensuring communities have the training and sporting facilities they need to stay healthy, active and connected.

- \$7.5 million for the Pathway to Recovery model at North Melbourne and Flemington that focuses on a new way of working and shared accountability, where residents have input into the decisions that impact their homes, neighbourhoods and their services.

### WE WANT YOUR INPUT ON ACTIONS THAT CAN STRENGTHEN SOCIAL AND AFFORDABLE HOUSING COMMUNITIES TO HELP:

- Create the foundations for strong and resilient social housing communities.
- Address stigma and strengthen connections between social housing residents and the wider community.
- Deliver new social and affordable housing that has access to jobs, public transport and services.
- Embed significant social and affordable housing into Melbourne's Priority Precincts, providing access to economic and social opportunities.
- Better connect health, education, training and community services with social and affordable housing providers and residents.
- Design social housing for the future, including buildings that are environmentally sustainable and can be adapted to the needs of different people and households.

### Question for public consultation:

- What actions will strengthen social and affordable housing communities?





### Focus Area 3: Growth

Housing affordability issues are present in capital cities and main economic centres across Australia. In Victoria, these are more pronounced due to prolonged housing price growth, particularly in areas that are close to critical social infrastructure and employment.

As the proportion of social housing has declined relative to other housing, people who are in precarious housing circumstances become increasingly marginalised in the broader housing market. With the lowest proportion of social housing of any Australian state, Victoria has work to do to ensure that new and renewed social and affordable housing options are made available to those who need it. Over 4,000 homes per year – more than 60,000 in total – are needed for Victoria social housing to reach the national average of 4.2 per cent of social housing to total dwellings.

The \$5.3 billion Big Housing Build and establishment of Homes Victoria provide a huge boost to these efforts, which will increase Victoria's social housing stock by more than 8,000 homes or ten per cent over the coming years. But ongoing effort will be required to sustain this effort and reach towards the national average.

Growth presents an opportunity to provide the right properties in the right locations for the people who need them. As we do, we need to ensure we have different options available to meet the circumstances of different people, safeguards in place to protect people entering housing and we need to establish ways to sustain growth over time.

### WHAT DOES A LARGER SOCIAL AND AFFORDABLE HOUSING SYSTEM LOOK LIKE IN 10 YEARS TIME?

- The number of social and affordable housing properties in Victoria is reaching towards the national average.
- New homes are built in the right locations and are sufficiently diverse to meet need.
- An ongoing and predictable funding stream for growth delivers more housing efficiently and effectively.
- The structure and operation of the social housing system is financially sustainable.
- There is robust and transparent oversight and regulation of the housing system to enable growth and ensure quality outcomes for residents and communities.
- Multiple levers are used to achieve growth, including maximising access to land and finance.
- The planning system enables and facilitates the provision of social and affordable housing.
- A range of partnership and development models bring together the government, community and private sectors to deliver growth and quality outcomes for residents.

We have committed to a range of actions and investment that set us on a path towards this vision, including:

- Over 12,000 new homes as part of the \$5.3 billion Big Housing Build to grow the supply of social and affordable housing in Victoria to stimulate the economy and deliver much needed housing.
- Planning amendments to enable fast tracked planning of social housing in the Big Housing Build.
- Establishing an independent review into Victoria's regulatory system to improve resident and community outcomes, enable growth and reduce regulatory burden on the delivery of social and affordable housing.
- Commissioning a Ministerial Advisory Committee to investigate possible models and options to facilitate the supply of affordable housing through the Victorian Planning System.
- HomesVic Shared Equity Initiative for first home buyers to purchase a home and qualify for a home loan with a deposit of 5 per cent or more.

### WE WANT YOUR INPUT ON ACTIONS THAT WILL ENABLE AND DELIVER GROWTH IN SOCIAL AND AFFORDABLE HOUSING, INCLUDING HOW WE CAN:

- Facilitate larger scale investment in social and affordable housing.
- Ensure housing supply meets the needs of people with specific support and housing needs.
- Enable a well-functioning affordable housing system that provides rental and home ownership opportunities for those that need them.
- Help people to enter the housing market, including ways in which we can support people to own their own home.
- Develop a better understanding across all levels of government of what land is available for new social and affordable housing development.
- Move funding from individual projects to new commissioning models that support capability development and reduce overheads.
- Create policy and funding settings in the social housing system that support sustained growth towards the national average of social housing dwellings.
- Promote housing as a career pathway to attract and retain workers within the sector.

### Questions for public consultation:

- What actions will enable and deliver growth in social housing?
- What do we need to do to ensure housing supply meets the needs of people with specific support and housing needs?
- What do we need to do to enable a well-functioning affordable housing system that provides rental and home ownership opportunities for those that need them?



## Focus Area 4: Partnerships

Everyone involved in social and affordable housing will need to work together to achieve the vision. Each partner and stakeholder will play a role, including all levels of government, Homes Victoria, the community housing sector, service providers, industry and the wider community.

The future is one where community housing providers will play a central role in delivering growth, improving diversity and choice to the social housing system. The public housing system will remain a central part of the system, maintaining its current stock levels and benefiting from increased investment in renewal, upgrades and maintenance.

Partnerships with local government will be especially important in the period ahead, guided by a *Social and Affordable Housing Compact* between Homes Victoria and local governments. The compact and these partnerships will recognise the importance of public housing,

community housing and local government working together to deliver housing growth.

Partnering with the Victorian Aboriginal community will be a key part of this strategy to ensure that their housing needs are met. Housing responses for Aboriginal people will be developed through a lens of self-determination, giving the Aboriginal community greater influence and control over their design and delivery. Our efforts will be informed by *Mana-na woorn-tyeen maar-taarkoort: Every Aboriginal Person has a Home*, the Victorian Aboriginal Housing and Homelessness Framework, which was developed by and for the Aboriginal community.

This strategy's model into the future will be one of a trusted partnership where we work closely to design solutions and evaluate outcomes.

### Case Study: Aboriginal Rapid Housing Response

A \$35 million building package will refurbish and improve up to 2,000 homes for Aboriginal Victorians. The package was developed collaboratively by Aboriginal Housing Victoria (AHV) and other Aboriginal Community Controlled organisations (ACCOs), consistent with the principles of self-determination. It will be delivered by a consortium of 18 ACCOs, led by Aboriginal Housing Victoria.

The investment will strengthen the Aboriginal Housing Sector's capacity to manage and develop its housing stock and provide some 2,000 Aboriginal Victorians with modern housing that supports their social, cultural, health and economic prosperity.

The package will also support the long-term sustainability of the Aboriginal housing sector and generate jobs and skills for Aboriginal people and businesses throughout the state.

#### WHAT DO OUR PARTNERSHIPS LOOK LIKE IN 10 YEARS TIME?

- Government, community housing providers and the private sector work collaboratively to deliver growth and quality housing services that meet the needs of Victorian people.
- Improved housing projects and services, including place-based responses, are achieved by state and local government, the community housing and private sectors each deploying their unique strengths and capabilities.
- Government and community housing providers have a relationship that is based on trusted partnership.
- Public housing, community housing and local government work together to deliver ongoing growth in social and affordable housing.
- Self-determination principles and practices underpin the approach to delivering housing and services for Aboriginal Victorians.
- The performance of government, our partners and funded providers includes measures that focus on outcomes for people.
- The experience of people accessing and using the housing system informs ongoing efforts to improve services and help to identify systemic issues.

Action already underway that strengthen our partnership approaches to deliver better housing outcomes for Victorians, include:

- Establishing Homes Victoria as Victoria's new housing agency that will effectively manage public housing, renew and expand social housing, and support a sustainable housing system over the long term.
- Partnering with the community housing sector, private sector and other stakeholders to deliver more homes and better outcomes for residents and their communities through the Big Housing Build and other initiatives.
- Strengthening the relationship between social housing and with local government as essential partners in building strong and inclusive communities, including through a *Social and Affordable Housing Compact*.
- Placing self-determination at the heart of the way the housing system operates for Aboriginal Victorians, with ten per cent of all new growth in social housing delivered through the Big Housing Build being for Aboriginal Victorians, a significant proportion of which will be delivered by Aboriginal Community Controlled Organisations.
- Implementing a community housing sector development fund to support the capacity of not-for-profit housing providers.

**WE WANT YOUR INPUT ON HOW TO STRENGTHEN OUR PARTNERSHIP APPROACH TO BUILD A STRONGER AND MORE EFFECTIVE SOCIAL AND AFFORDABLE HOUSING SYSTEM, INCLUDING HOW WE CAN:**

- Engage with tenants, housing applicants and communities as we develop new initiatives over the course of this strategy.
- Partner with the community housing and private sectors and local government to test and explore innovative approaches that will drive social and affordable housing growth.
- Clearly define the roles and responsibilities of all stakeholders to ensure there is shared accountability in delivering on the vision.
- Support community housing providers to deliver or manage new social housing growth through the Big Housing Build.
- Embed self-determination to empower Aboriginal communities to make decisions about their own future and deliver their own programs and services.
- Embed outcome measures with our partners and funded providers and adopt outcomes-based funding models for some services.
- Improve the way we capture and measure the experience of people who need or use the social and affordable system to drive continuous improvement and the identification of emerging systemic issues.

**Question for public consultation:**

- ?** How do we strengthen our partnership approach to build a stronger and more effective social and affordable housing system?

## Next steps

The material presented in this discussion paper is the starting point for our discussion. We want to hear from our residents and the broader community, community housing providers, local government, community service organisations, developers, private and institutional investors and other interested members of the public to build a strategy that creates meaningful change.

We will continue to develop the new strategy throughout the consultation process. Your contribution is important in shaping the future of social and affordable housing in Victoria.

**Question for public consultation:**

- ?** How can we engage with you as we develop new initiatives over the course of this strategy?



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# **Ten-Year Social and Affordable Housing Strategy for Victoria**

Latrobe City Council Submission to inform the  
10-year Strategy and the future of social and  
affordable housing in Victoria



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## Introduction

The State government has released a discussion paper seeking feedback to inform the development of a 10-Year Social and Affordable Housing Strategy (the Strategy) for the state. The development of this strategy follows the announcement of Victorian's Big Housing Build program and subsequent Planning Scheme Amendments VC187 and VC190 on 1 December 2020.

As a result of VC187 and VC190 the Minister for Energy, Environment and Climate Change is the responsible authority for the majority of social and affordable housing planning permit applications in Victoria. Under the particular provisions incorporated into the Planning Scheme, the Minister for Energy, Environment and Climate change will not need to consider:

- The Municipal Planning Strategy or Municipal Strategic Statement and the Planning Policy Framework.
- An application requirement or decision guideline of a zone.
- A requirement to meet clauses 54, 55 and 58 of a zone (altered ResCode standards are provided).
- A schedule to a zone except for a specified building height requirement.
- Clauses 52.06 (car parking) and 65 (decision guidelines).

Therefore, there is a great need for a state-wide Strategy to assist in guiding an appropriately designed, diverse mix of sustainable developments to appropriate locations that are appropriately serviced.

The discussion paper poses ten specific questions in relation to the development of the Strategy. Responses to these questions on behalf of Latrobe City have been provided as part of this submission, as has other general discussion and feedback to inform the development of the Strategy.

## Background

Latrobe City is located approximately 135km east of Melbourne in the Gippsland region. It is the residential, commercial and industrial hub for a larger catchment of approximately 262,000 stretching across the Latrobe Valley and broader Gippsland region.

Located between the Strzelecki Ranges and Baw Baw Plateau, Latrobe City is centrally located in Gippsland, easily accessible from Metropolitan Melbourne via road and rail networks. Recognised as one of Victoria's four major regional cities, Latrobe City is the fourth largest city in regional Victoria by population.

The majority of the population is found in the four main townships of Moe/Newborough, Morwell, Traralgon and Churchill with a diverse range of housing options available from apartments, to family homes to rural lifestyle properties.

Latrobe City is presently ranked the seventh most disadvantaged municipality in the state and the most disadvantaged regional city by the Socio-Economic Indexes for Areas (SEIFA) data. Further to this, rent has increased by 25% in the municipality over the last year. This demonstrates a need for the provision of well-planned social and affordable housing for our community.

A Social and Affordable Housing Strategy and planning reforms are required to ensure the appropriate provision, location and design of social and affordable housing to meet the needs of our diverse community with different and changing needs.

## General Feedback

The Victorian Planning Schemes continue to provide limited direction on the provision of social and affordable housing. Over a number of years councils have raised concerns and provided for potential solutions. The Strategy should thoroughly consider supporting changes to the Victorian Planning Schemes/system, such as:

- Inclusionary zoning.
- Consideration of the introduction of a Particular Provision that requires a percentage of a site/development to be a social and affordable housing contribution.

However, prior to any planning reforms taking place, the planning community, particularly Local government, should be adequately consulted with to inform the proposed changes. Decision-making should also be returned to Local government, or at an absolute minimum, changes to the 'Exemptions from planning scheme provisions' need to be reconsidered at Clause 53.20-3 of the Victorian Planning Schemes.

Local communities already have a sense of ownership over local policies and strategies that have been developed. It is understandable that VC amendments have been implemented to try and facilitate Victoria's Big Housing Build at a speedy rate. However, it is not ideal to have decisions that are not considerate of the views and vision of the local community within which these developments will sit.

It is understood that many Council's currently do not have a social and affordable housing strategy. Victoria's Big Housing Build could provide the opportunity to fund these strategies and subsequent local Planning Scheme Amendments to ensure that social and affordable housing is appropriately developed and located in consultation with the community. Furthermore, these strategies and Planning Scheme updates can address the current issue around ongoing supply of social and affordable housing by setting new requirements through inclusionary zoning and/or a particular provision. It can also assist in the push for more public housing (as opposed to community housing) in Latrobe City.

Latrobe City Council would like to request funding from Victoria's Big Housing Build to support the development of a Latrobe City Social and Affordable Housing Strategy.

Finally, it is noted that the project timeline does not identify any further community consultation between the development and the launch of the strategy. This is considered to be a gap in the process as continued, ongoing consultation will be instrumental in ensuring the success of the Strategy. Another round of consultation between the development and launch will provide an opportunity to demonstrate how feedback has been incorporated into the draft Strategy and also give an opportunity to identify any potential gaps or opportunities for improvements. It is also noted that there are two Neighbourhood Houses in community housing areas in Latrobe City. These facilities should be directly targeted for consultation.

## Responses to questions posed in the Establishing a 10-Year Strategy for Social and Affordable Housing Sector Consultation Paper

The discussion paper posed ten targeted questions for consideration. These questions have been considered and feedback provided below.

### **Question 1 What actions should the State take to ensure they seek, hear and respond to people who need and use social and affordable housing, so that people are at the centre of a future social and affordable housing system.**

It is noted that a substantial change that resulted from Planning Scheme Amendment VC187 was the inclusion of exemptions that do not require the Minister for Energy, Environment and Climate Change to consider the Municipal Planning Strategy, Planning Policy Framework, decision guidelines of zones, the requirement to meet Clauses 54, 55 and 58 of a zone, schedules to zones except for specified building height requirements and Clauses 52.06 (Car Parking) and 65 (Decision Guidelines). This means that any social and affordable housing strategy prepared by a Council will not be given consideration in the decision making process.

Furthermore, Planning Scheme Amendments VC187 and VC190 exempt applications from notification and review.

These significant changes remove the engagement and expectations that have been set with the community and a wide range of stakeholders and any future work in this space should be mindful of that.

A gap in the timeline provided for the development of this Strategy is the lack of any further engagement, particularly between the development and the launch of the Strategy. In order to give true ownership of the strategy to the people, they must be adequately consulted and informed how their feedback has shaped the final Strategy.

There is a need to proactively engage with a broad range of the community and other stakeholders regarding the development of the Strategy. Latrobe City Council strongly advocates for meaningful engagement within our municipality.

We acknowledged that every member of our community will have a different view of what successful community engagement will look like. The challenge will be for the State to establish clear expectations and then fulfil those expectations through their actions.

The engagement needs to be localised and understand the specific needs and context of the community. This includes consideration of all situations that persons needing social and affordable housing might find themselves in, and how engagement and materials can be made accessible in a way that meets any specific or special needs.

Partnerships with Registered Housing Associations and housing teams at regional Department of Health and Human Services (DHHS) offices will provide for a good starting point when it comes to reaching the intended audience. Other organisations that may have had contact with individuals that are at risk of homelessness or requiring social and affordable housing are food banks, charitable organisations such as the Salvation Army, Community Housing Ltd., Vincent Care and Victoria Police.

Encouraging these groups to promote community consultation campaigns and assist people in making submissions will broaden the audience reached.

Though it is imperative to reach the potential users of social and affordable housing to receive their feedback, engagement needs to include the whole community. To successfully integrate social and affordable housing projects throughout the community, community buy-in is required, which means the feedback of the whole community needs to be considered in the development of any strategy.

Furthermore, the Latrobe City community has first-hand experience of previous social housing investment and lived experience of the social and amenity impacts of poor execution of such investment. This historical and local knowledge should be considered in the design of the Strategy.

## **Question 2 What actions will enable people to access social housing, sustain their tenancies, and move between different housing options as their needs change?**

Social housing stock needs investment to allow for a greater diversity of stock. The stock needs to include housing sizes to meet the community need, such as an increase in single bedroom units and houses that support large families and support aging in place.

Investment in social housing must be matched by investment in other areas to support those in need of social housing to sustain their tenancies. Increased investment in support services, including housing and tenancy support, family violence, alcohol and other drug and mental health support is required. Education and employment opportunities must be prioritised alongside investment in housing stock, especially in regional areas.

Education needs to be available and offered to tenants and potential tenants to notify them of the social housing options and pathways available to them. This education should also include information on their rights and responsibilities to enable them to maintain their tenancy.

Social isolation and disadvantage contribute to difficulty in providing personal references that are not friends or family. Age and lack of rental history often compound this issue leading to homelessness in areas where the rental stocks are low. Trial tenancies of 3 – 6 months are seldom offered but these should be more readily considered in instances where tenancy readiness is uncertain.

Often disability, mental illness particularly, is a barrier when applying due to discriminatory practices that are hard to prove. Often landlords are unaware when they have discriminated due to low literacy on the issue though some agents will routinely decline applications prior to sending onto any landlord without disclosing a valid reason. This practice needs to be stopped, a valid reason must be given when an application is declined.

Housing support networks need to be implemented at a local level in all areas with the explicit mission to inform policy, respond to trending issues (e.g. substance use, family violence, anti-social behaviours) with creative solutions and contribute to the rollout of community building activities.

**Question 3 What are the most important features of affordable housing? (e.g. price, location, security of tenure, access to transport or daily amenities, connection to support services, etc.)**

Affordable and social housing must be part of a diverse housing mix within local neighbourhoods. Clustering of social and affordable housing into areas needs to be discouraged. Opportunities for tenants to build and maintain connections into their local community through security of tenure will help to build social and community connection.

Access to services, education providers, public transport and employment are important considerations. Walkability within neighbourhoods is critical to promote social connection and positive health and wellbeing outcomes. Capacity building and social inclusion need to be built into the design of the Strategy.

A specific criteria for what is considered to be an adequate level of public transport servicing needs to be developed. Proximity to public transport stops and frequency of service need to be considered. How services can be increased to support social and affordable housing will also need to be considered at a State level.

Support services for tenants must be provided and build the capacity and resilience of tenants. Services must include, but not be limited to, family and community conflict resolution, crime prevention and behaviour change programs, budgeting and finance courses, alcohol and other drug use support services, etc.

Affordable housing stock must be sustainable from both an environmental and maintenance perspective. Planning Scheme Amendments VC187 and VC190 reduce the ResCode standards and therefore reduce amenity outcomes for residents. Good amenity outcomes are essential for the physical and mental health and wellbeing of tenants and need to be strongly encouraged by appropriate planning tools.

Important consideration needs to be given to how the Strategy will address the needs of both metropolitan Melbourne and regional Victoria. It is important that the Strategy is not metro-centric and is adaptable to all municipalities across the state. Different requirements for metropolitan areas, regional cities and regional areas may be necessary.

The age of much of the social housing stock in Latrobe City is a concern in regard to urban design and environmental sustainability.

**Question 4 What actions will support people to find and obtain an affordable home?**

A locally convened well connected housing services sector covering the continuum of homelessness services, Social Housing and private real estate agents can ensure that there is an ongoing understanding of local demand and supply beyond social housing, and support pathways for people to obtain an affordable home.

Encouraging at risk members of the community to access budgeting and finance courses so as to learn how to best manage their finances and responsibly budget may assist in avoiding homelessness and progressing from social housing to home ownership. As will facilitating employment opportunities.

These secondary solutions will be useful, however the challenges causing a lack in supply of social and affordable housing must first be addressed. Serious consideration needs to be given to the implementation of planning reforms such as inclusionary zoning or a particular provision that requires a percentage of land either rezoned for residential purposes or developed with larger-scale subdivisions or a certain number of dwellings/apartments to be set aside for social and affordable housing. Victoria's Big Housing Build will provide a much needed increase in social and affordable housing; however, it won't solve supply and demand issues longer term. It should be the responsibility of the development community to supply these resources as we move forward.

The real opportunity is improving the tools available in the Victorian Planning Schemes and returning decision-making to Local government on these applications in the short to medium term. This will also ensure that local strategies and policies that the community already have ownership of are adequately considered.

### **Question 5 What actions will strengthen social and affordable housing communities?**

Social and affordable housing needs to be part of the diverse housing stock within the community. Clustering social housing properties is already against DHHS policies and must continue to be prevented/discouraged through policy and planning processes. Social and affordable housing needs to be located in proximity to services, facilities (including recreational facilities), public transport, education facilities, employment, health facilities, supports and social infrastructure. These requirements should be incorporated into DHHS policies and the Victorian Planning Schemes.

### **Question 6 What actions will enable and deliver growth in social housing?**

Government investment in housing stock is an important action in delivering more social housing.

As mentioned in response to question 4 above, planning reforms such as inclusionary zoning or a particular provision that requires a percentage of land either rezoned for residential purposes or developed with larger-scale subdivisions or a certain number of dwellings/apartments to be set aside for social and affordable housing. Victoria's Big Housing Build will provide a much needed increase in social and affordable housing; however, it won't solve supply and demand issues longer term. Again, it should be the responsibility of the development community to supply these resources as we move forward.

Addressing community concerns around social housing would assist in building community acceptance. Valid community concerns, such as the concentration of social housing in existing lower socio-economic areas, unsightly and unmaintained properties and crime and anti-social behaviour need to be addressed. The Strategy needs to include community led solutions to these concerns.

**Question 7 What needs to be done to ensure housing supply meets the needs of people with specific support and housing needs?**

New social housing stock must be both fit for purpose and fit for current and future demand. All new stock should be built to universal design principles to ensure that people with mobility issues and other accessibility requirements are accommodated no matter where they choose to live. This would likely be best achieved through Building legislation.

Housing needs to be located in close proximity to supports and services and regular public transport. There are opportunities to address these requirements through changes to the Victorian Planning Schemes. However, this is currently limited due to Amendment VC187. Any changes would need to be excluded from the Planning Scheme consideration exemptions at Clause 53.20-3 of the Planning Scheme as a minimum.

Housing stock must meet community demand, including for single person and large family occupancies. Direction about density and provision of bedrooms can also be addressed through both the building and planning systems. A range of housing models are required to meet varying community need, such as well-run boarding houses, short term tenancies and secure long term tenancies.

**Question 8 What needs to be done to enable a well-functioning affordable housing system that provides rental and home ownership opportunities for those that need them?**

The Strategy should include exploration of models that allow social housing tenants to transition from long term tenancy to private ownership of the property. Access to further education, employment (including apprenticeship opportunities) and budgeting and finance courses will positively contribute to people being able to achieve financial stability and independence.

The State Government also needs to develop strategies outside the scope of this Social and Affordable Housing Strategy to address broader housing affordability issues within the housing market. The affordability and access issues at the lower end of the housing market are key drivers in demand for social and affordable housing.

**Question 9 How do we strengthen our partnership approach to build a stronger and more effective social and affordable housing system?**

When more details are known, the proposed Housing Compact with local government could serve as a platform to build effective partnership across the housing continuum.

Clearly defined roles and responsibilities in this space are required.

### **Question 10 How can the State engage with Latrobe City Council as new initiatives are developed over the course of the strategy?**

The proposed housing compact could include an agreed approach to new initiatives.

Partnerships are required between Housing Victoria and Local government. Partnerships with Local government need to ensure a multi-disciplinary participation from council departments (i.e. community strengthening, planning, building Koori liaison officers, etc.).

Regular contact and opportunities for discussion and information-sharing is essential.

### **Conclusion**

The community of Latrobe City experiences a high level of socio-economic disadvantage and has seen housing rent prices jump by 25% in the last year. Therefore, there is a demonstrated need for the provision of more, well planned and located social and affordable housing. As the cost of living continues to rise at a disproportionate rate to wage increases, this problem will only compound over time.

Latrobe City commend the initiative to prepare a state-wide 10-Year Social and Affordable Housing Strategy and are grateful for the ability to provide feedback and information to inform its development.

We hope to continue to be involved in any future Strategy consultation, policy creation and decision-making in the social and affordable housing space, particularly at a local level. We look forward to Housing Victoria forming strong working relationships with Latrobe City, and all Victorian Councils, to ensure the appropriate provision of social and affordable housing.



**Agenda Item: 14.5**

**Agenda Item: Victoria's Draft 30-Year Infrastructure Strategy**

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

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

**Status: For Information**

**NOT CONFIDENTIAL**

**MOTION**

**Moved:** Cr Clancey

**Seconded:** Cr Law

**That Council adopts Latrobe City Council's submission in relation to Victoria's Draft 30-Year Infrastructure Strategy released by Infrastructure Victoria.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Infrastructure Victoria released Victoria's Draft 30-Year Infrastructure Strategy in December 2020. A briefing on this strategy and our submission were provided for Councillors at the Councillor Briefing 2 on 22 February 2021.

The Draft Strategy takes an integrated, cross-sectoral view of infrastructure planning, making 95 draft recommendations to the Victorian Government across metropolitan and regional Victoria, with the aim to:

- Confront long-term challenges
- Manage urban change
- Harness infrastructure for productivity and growth, and
- Develop regional Victoria.

As Victoria emerges from the coronavirus pandemic, the Draft Strategy focuses on short-term, labour intensive, low cost measures for the Government's consideration to assist Victoria's social, environmental and economic recovery.

Community consultation on the Draft Strategy closed on 26 February 2021. Latrobe City Council lodged a confidential Officer submission by this deadline (see Attachment 1) and is now seeking Council endorsement of this submission so that it can be treated as a public document.

The Latrobe City Council submission responds to the various draft recommendations presented in the proposed Strategy that are of relevance to Latrobe City's continued growth and development as a Regional City.

This document responds to three major sections of the Strategy and the key points highlighted are outlined below:

#### Section 1: Confront long-term challenges

Latrobe City Council is focused on supporting the region's energy transition as the means to diversify the local economy and invite investment in alternative technologies and innovation, such as hydrogen production. This can be driven by the existing energy production and distribution industries and infrastructure that can support alternative and new energy technology investments. The newly established Gippsland Renewable Energy Zone may also be well placed to take advantage of these opportunities. A Latrobe City Council submission on the Victorian Renewable Energy Zone is being prepared and will be provided to Councillors shortly.

The Centre of Australian Automotive Futures (CAAF) is highlighted as an innovative project for cutting-edge technologies in mobility, autonomous vehicles and renewable energy that can further position Latrobe City as the alternative energy and innovation hub.

Latrobe City's connectivity to global markets is critical and can be delivered by optimising capacity at the Port of Melbourne and the construction of an outer metropolitan road and rail corridor to bolster our vibrant export sectors. Latrobe City Council has also a keen interest in building Victoria's circular economy through the improved recycling infrastructure for priority materials potentially to be located in Latrobe City.

#### Section 2: Manage urban change

Latrobe City Council suggests that a more integrated infrastructure approach is adopted to support urban change, so as to apply consistent approach to different sectors. We also concur with the need to adapt infrastructure for modern needs predominantly by expanding the legislated definition of critical infrastructure.

#### Section 4: Develop Regional Victoria

Latrobe City Council makes various suggestions for mechanisms to develop Regional Victoria and Latrobe City further, e.g. through investing in road and rail freight upgrades for regional areas as well as upgrades to power supplies for agriculture and regional manufacturing. The Council supports the unlocking of regional economic growth opportunities through various projects we are

spearheading, such as the Food Manufacturing Precinct.

Furthermore, Council puts forward suggestions in relation to regional Victorians' health, safety and inclusion. The mechanisms to deliver these positive outcomes could include integrated shared social services, climate adapted facilities, expansion of social housing in regional centres, improved technology and access to libraries, and equitable access to regional residential and post-residential alcohol and drug rehabilitation treatment services, as well as a strong community involvement when community infrastructure is updated, repurposed or retired.

Council is also enquiring why Latrobe City as one of four major Regional Cities is not included in Recommendation 39: Transform cycling in Melbourne, Ballarat, Bendigo and Geelong.

This document follows on from the previous consultation on *Infrastructure Priorities for the Regions* for which Latrobe City Council provided extensive officer feedback in February 2020 (see Attachment 2).

**Next steps:**

Infrastructure Victoria advises that the Council endorsed submission is welcome and will be published once received, however due to tight timelines, any changes to the submission already lodged cannot be considered.

The 30-Year Infrastructure Strategy will be presented to the Victorian Government in mid-2021.

**Background:**

Nil

**Issues:**

*Strategy Implications*

This report aligns with the following Council Plan Objectives: Objective 1: *Support job creation and industry diversification to enable economic growth in Latrobe City*; Objective 3: *Improve the liveability and connectedness of Latrobe City*; Objective 5: *Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens*; and Objective 7: *Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city*.

*Communication*

Internal communication across the various Council Departments to seek feedback to inform Council's positions.

*Financial Implications*

No financial implications from this report.

*Risk Analysis*

Identified risk	Risk likelihood*	Controls to manage risk
<p><b>Reputational Risk</b></p> <p>Potential reputation risk if the Latrobe City submission is not provided or does not put forward Council views</p>	<p>2</p>	<p>Prepare and lodge Latrobe City Council submission; internal consultation with Officers and Councillors</p>

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

*Legal and Compliance*

No legal nor compliance implications from this report.

*Community Implications*

Potential positive community implications in relation to economic development, infrastructure development, and health, safety and inclusion should any or some of the recommendations of relevance to Latrobe City be adopted by the Government.

*Environmental Implications*

There are no environmental implications from this report.

*Consultation*

The development of this document has been informed by the various Council Departments including:

- Strategic Planning
- Business Development
- Community Health & Wellbeing
- Economic Investment & Transition
- Resource Recovery & Environment
- Libraries & Customer Services
- Events & Tourism & Creative Arts





**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

1.   Latrobe City Council Submission - Infrastructure Priorities for the Regions
2.   Latrobe City Council Submission - Victoria's Draft 30-Year Infrastructure Strategy

## **14.5**

### **Victoria's Draft 30-Year Infrastructure Strategy**

- 1 Latrobe City Council Submission - Infrastructure  
Priorities for the Regions ..... 230**
- 2 Latrobe City Council Submission - Victoria's Draft 30-  
Year Infrastructure Strategy ..... 260**

# Infrastructure Victoria

## Infrastructure Priorities for the Regions

Latrobe City Council Submission  
February 2020



For any enquiries about this submission, please contact:

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## Executive Summary

As Latrobe City transitions from economy driven by coal-fired power industry to a more diversified economic base, our Regional City continues to offer a diverse mix of economic, industrial, environmental and cultural opportunities that are yet to be fully realised. Major infrastructure investment plays, and has played, a critical role in addressing the opportunities and challenges which are to be faced by Latrobe City in relation to the fundamental changes currently occurring in the Australian energy market.

Council believes that strong policy and major infrastructure investments will be required to support our transition, and the full realisation of our Regional City as a dynamic, creative and progressive region, building on its bold history as a Victorian powerhouse.

This submission draws attention to the need for provision of state and regional infrastructure and services necessary to enhance Latrobe City's profile as Gippsland's Regional City.

While Latrobe City recognises the need to maintain and upgrade arterial road freight networks, strengthen regional interconnectivity and improve access to ports and markets to facilitate the region's economic prosperity, there are additional critical factors that should be considered to support the competitiveness of our identified key industries:

### **Forestry and logging**

- The establishment of new plantations to maintain the future of the industry, and a more consistent, strategic and long-term approach to plantation development and supply security that meets the economic, environmental and social needs of both the local community and the timber industry;
- Efficient, reliable and cost effective transport infrastructure as a key enabler for the forestry industry;
- A report on freight infrastructure throughout the forestry supply chain based on the CSIRO Transport Network Strategic Investment Tool (TraNSIT) to inform timber industry relevant infrastructure investments as advocated by the National Timber Councils Association (NTCA).

### **Pulp, Paper and Converted Paper Product Manufacturing**

- Rail freight and related port access to be considered, alongside with road freight infrastructure; and additional items as advocated previously by Australian Paper:





- Provision within the port to accept regional freight trains up to 1200 meters and flexible stabling;
- Stevedores to provide complete train services including empty container marshalling and loading at a fair market rate;
- The new port infrastructure costs to be collected via an increase to the import tariff only, or alternatively, for this cost to be covered by the Victorian Government.

#### **Food Product Manufacturing**

- **Gippsland Food Manufacturing Precinct (Alexanders Road East):** The outstanding infrastructure matters relating to the Alexanders Road East site are required to be resolved for development on this site to occur.

#### **Mining and energy**

- Research & Development (R&D) of low emission technologies and alternative uses of carbon from brown coal could be enhanced through a Regional Carbon Innovation Centre (RCIC) in the Latrobe Valley as a hub for innovation, research and development from an early technological stage to a demonstration and pre-commercialisation stage.

#### **Renewable/ alternative energy**

- Government at all levels are invited to collaborate in the provision of a supportive policy and regulatory environment to attract and enable commercial hydrogen production and export industry, including provision of support for the establishment of Latrobe City as a national hydrogen hub.

#### **Tourism**

- The proposed Motorsport and Event Complex is a significant economic diversification and tourism attraction opportunity for this region.

#### **Other Emerging Industries:**

##### **Defence Engineering**

- The State Government's recognition of Latrobe City as a Regional City with significant defence industry capabilities to enable this industry to grow and attract further investment into this region.



### **Resource Recovery and Materials Re-Processing**

- A Centre of Excellence for Recycling for Latrobe City to attract new and emerging industries and technologies, as well as allied industries to the region;
- The materials and infrastructure that present the most opportunity in our region include Materials Recovery Facilities (recyclables sorting), Organics Processors (composting/digesters) and Specific Materials Reprocessing e.g. Plastics/ Silage Wraps/ Glass and Cardboard;
- Provision of incentives to enable and encourage industry to innovate and research.

Key enablers for our economic growth include enabling infrastructure (i.e. roads, sewer, gas, electricity etc.) and transport infrastructure.

### **Infrastructure Barriers to Growth and Development**

- Provision of enabling infrastructure (i.e. roads, sewer, gas, electricity etc.), including the establishment of alternative funding and regulatory arrangements to resolve these identified infrastructure barriers;
- A 'Regional Infrastructure Fund' to provide financing for critical utilities and infrastructure, with funds returned overtime as development occurs.

### **Transport Infrastructure**

Gippsland's rail passenger services require significant upgrades to improve overall quality, frequency and reliability;

- Investment in short-term delivery of improvements in service reliability and journey time reductions are required on the Gippsland line;
- Improvements to the Gippsland Regional Rail Link will be essential for the growth of the region;
- The provision of road and rail access is vital for the efficient flow of export/import containers between Gippsland and any existing or proposed port. Both are required to provide transport mode competition, to reduce rapidly growing road congestion and to future-proof port access;
- Investments in critical infrastructure, and regulatory reforms to facilitate heavy vehicle access between Gippsland and other regions (including southern New South Wales) are required;
- The capacity increase in direct rail access from the Gippsland line to the Port of Hastings and Melbourne and line upgrades sufficient to provide the capacity increase without detriment to passenger traffic, as well as appropriate planning and design work for capacity increases, including appropriate land reservation;



- Improvements to the capacity of the Bairnsdale-Melbourne rail line to capture opportunities to grow freight on rail, particularly via new emerging bulk freight tasks to support the minerals sector and to increase rail capacity along the Dandenong Rail Corridor to improve freight services to and from Gippsland; the duplication of the remaining single track sections of the rail line between Pakenham and Moe, and linking the Melbourne-Bairnsdale rail line on the National Network; and freight rail-road intermodal facilities subject to a valid business case;
- Linking Latrobe Valley freight trains to the path of the Port Shuttle would increase the efficiency of the freight task from Gippsland and Latrobe City;
- The \$33 million required to complete the final two stages of the duplication of the Princes Highway between Traralgon and Sale.

Latrobe City has identified the following key infrastructure and other opportunities to address the region's disadvantage:

- Improved transport connections, adequate bus timetabling and travel subsidies (or free travel) for study and employment, including to and from the Federation University Churchill Campus could assist particularly our young people;
- Infrastructure to provide access to safe places and experiences for young people such as Traralgon Youth Precinct Construction at the estimated cost \$1 million and Moe AAA/Lions/Apex Play Space Master Plan (stage 2) at the estimated cost \$410,000;
- Transport infrastructure for older people such as improved and synchronised bus services, and appropriate location and numbers of bus shelters;
- New developments should ensure adequate pedestrian access and egress, adequate signage and lighting taking into consideration people with mobility challenges;
- An audit of outdoor seating to ensure positioning; seat height and design to be age-friendly;
- Improvements to pedestrian crossing safety and amenities;
- Pedestrian and transport safety solutions such as pedestrian crossings, bike and walking paths and lighting;
- Traralgon Activity Centre Plan Implementation (stages 1-3) at the estimated cost of \$30 million that incorporates short-term specific funding requirements for Public Realm Master Plan development (\$300,000) and Traralgon Station Precinct Master Plan implementation (stage 1) (\$8 million);
- Future Morwell – Implementation of Recommendations at the estimated cost of \$20 million;
- Moe Rail Precinct Revitalisation (stage 2) at the estimated cost of \$15 million.



## 1. Introduction

Latrobe City Council welcomes the opportunity to provide its response to Infrastructure Victoria consultation in relation to Infrastructure Priorities for Regions in the context of an update to the Victoria's 30-year Infrastructure Strategy.

This submission builds on our submission to the Options Paper on Infrastructure Victoria's 30-Year Strategy in June 2016 and addresses the questions posed in relation to both competitive advantage and disadvantage.

This submission relates to 'Latrobe Regional Hub' as identified in the background documentation.

## 2. Comparative Advantage

Referring to Table ES 2 of the regional profile (executive summary section), have we captured the main issues facing the industries of comparative advantage in your region? Are there any issues missing? Please provide further evidence.

As Gippsland's only Regional City, Latrobe City is the most populated local government area within the broader Gippsland region, demonstrating strong population growth. Latrobe City is rich in natural resources, including forests and timber, fertile land for agriculture, and water and fossil fuels such as brown coal and natural gas. The region is also renowned for its engineering excellence due to heavy industries prominent in the region. These include brown coal powered electricity generation, open cut mining operations, oil and gas exploration and extraction, pulp and paper manufacturing, as well as agribusiness and associated industries.

These resources and strengths form the basis of our competitive advantage as identified in the Gippsland Industry Profile.

The Latrobe Valley has been in transition for many years, following the Hazelwood Power Station and Mine closures in 2017 and the subsequent significant investment in the region by the Victorian Government. With the anticipated power station closures, our region will continue its significant economic transition.



As part of this process, Latrobe City Council has engaged with its community to develop a Strength-Led Transition Plan that aims to deliver a new vision of a strong and prosperous Regional City, building on the economy based on the generations-long dependence on brown coal fired electricity generation.

At the core of this transformation is a strong need to drive the region's employment and economic growth, given that the Latrobe Valley region has borne, and is expected to continue to bear, a significant economic cost of the structural change currently occurring in the Australia's energy sector.

A successful transition to a more diversified economy will require Latrobe City and the broader Gippsland region to continue and grow existing businesses as well as harness new economic and investment opportunities.

Latrobe City has a strong pro-business environment, and offers new investors and industries significant benefits such as:

1. a highly skilled labour force and engineering excellence;
2. strong transport infrastructure connectivity to Melbourne and regional markets, including strong road and rail transport links, and established ports;
3. established electricity transmission and generation infrastructure;
4. locally based tertiary educational institutions;
5. affordable land prices, and relatively low rents compared to the Victorian and national average;
6. the social licence for large scale projects, heavy industries and large infrastructure due to the region's long history of coal fired power generation.

Latrobe City's Strength-Led Transitioning process has provided a solid mandate for Council to support and embrace emerging new industries and leading-edge innovation to stabilise and grow the region's economy and employment in the midst of the profound energy sector change. These opportunities are driven by the existing strengths and competitive advantages that the region has to offer

Latrobe City's success in transitioning will require support to capitalise on innovative opportunities that build on the region's strengths and position our Regional City with capacity to support population growth and provide new investment opportunities for our local economy. To this end, Council is currently developing an Investment Roadmap to review new and emerging investment opportunities for this region.



In its previous submission to Infrastructure Victoria's 30-year Infrastructure Strategy, Latrobe City highlighted the need for provision of state and regional infrastructure and services as necessary to enhance Latrobe City's role as Gippsland's Regional City:

- A. Support coordinated and sustained efforts to transition Latrobe City and the region through anticipated changes in energy and coal resource utilisation.
- B. Support the recognition of Latrobe City as one Victoria's four major regional cities.
- C. Acknowledge the importance of state infrastructure and service investment required to meet Latrobe City's critical role in the region now and in the future.

The Government has made a notable contribution to Latrobe City through a comprehensive package of funded initiatives to boost employment and to diversify our economy since the Hazelwood closure, such as the creation of the Latrobe Valley Economic Growth Zone and Latrobe Valley Authority (LVA). There have been further major infrastructure investments including the Latrobe City Hospital Stage 3, coupled with funding support for major social capital projects such as Latrobe Creative Precinct, Gippsland High-Tech Precinct and the Morwell Revitalisation Project that have enhanced our community liveability.

In addition, the Victorian Government granted \$85 million through the Latrobe Valley Sports and Community Initiative to upgrade key local infrastructure and attract major sporting events and programs to the region.

This project aims to build local capacity, reduce disadvantage and barriers to participation, improve health and social outcomes for the area, boost the visitor economy and foster regional pride through major events.

As part of this commitment, \$73.1 million has been dedicated to upgrade sports infrastructure and build new facilities across the region, with Latrobe City Council taking the lead on project delivery and capital works.

Latrobe City recognises that the scope of the adjustment task is beyond the capacity of Council alone. It is therefore essential that a genuine consultative partnership approach to transitioning is adopted, bringing together the community, business, industry, neighbouring municipalities, and State and Federal Governments to support a proactive plan for transition and related investment.

The Gippsland Industry Profile identifies the infrastructure investment opportunities and constrains for Latrobe City focusing on the identified key sectors of competitive advantage:

#### **Forestry and logging**

The 4.2 million hectare area of Gippsland has 1.1 million hectares dedicated to harvestable forest, with most wood production sourced from over one million hectares of native forest



and over 100,000 hectares of plantations. On the supply side, the downstream processing of the timber resource is dominated by HVP and VicForests, with Australia's largest pulp and paper mill (Australian Paper's Maryvale Mill) and Australian Sustainable Hardwoods (ASH) hardwood sawmill at Heyfield as the major processors. In addition, at least ten smaller hardwood sawmills operate throughout the region.

Carter Holt Harvey Softwood Sawmill in Morwell closed in 2017 due to the poor quality and inadequate volumes of sawlog available from the privately-owned softwood plantations. The plant closure resulted in 160 job losses.

The closure was a result from a number of damaging fires, including Black Saturday, which have severely affected HVP's Gippsland plantations, and the volume and quality of 28 year-old sawlog available to supply Carter Holt Harvey. Over the past two decades, HVP had lost approximately seven million trees to fire, making the processing for Carter Holt Harvey unprofitable due to insufficient supply.

Latrobe City Council has had a long interest in the Latrobe Valley's timber industry and, in particular, its contribution to the Gippsland's economy. Council's commitment is driven by the desire to secure jobs and to leverage further investment in the timber industry. The total output of the over 1000 jobs in this sector is estimated at hundreds of millions, plus the value-add to the broader Latrobe economy down-stream.

Victorian Government recently announced the banned logging of old growth forests and will phase out logging of native forests by 2030. The announcement follows on from the release of the Timber Release Plan that reduces the harvestable area by 5000 hectares. This will have severe implications on the Gippsland's timber industry. The impact of this summer season's bushfires in East Gippsland is yet to be fully assessed, however is expected to further impact on the sustainability of the Gippsland's forestry industry.

#### *Investment Opportunities and Constraints*

In its previous submission to the Government, the Latrobe Valley Forestry Group advocated for the establishment of new plantations to maintain the future of the industry, and a more consistent and long-term approach to plantation development that meets the economic, environmental and social needs of both the local community and the timber industry. Given the recent Government announcement on the ban on native timber harvesting and the severe East Gippsland bushfires, opening up new areas for plantations could support the timber industry and ensure its sustainability through secured supply in medium and longer term. Therefore, there is the need for a comprehensive and strategic approach to plantation development that could take a form of a Gippsland Forest Industry Plan, as proposed by the Latrobe Valley Forestry Group.



As highlighted in the Gippsland Industry Profile, Council further supports the notion that the efficient transport infrastructure is a key enabler for the forestry industry. Reliable and cost effective transport is essential to enable export growth of Gippsland forestry products, and to attract long term investment in the Gippsland region.

The National Timber Councils Association (NTCA) has stated that the road infrastructure required for the efficient operation of the forest industries involves the use of roads in more remote areas and often in more difficult terrain that, for instance, primary production industries. To this end, NTCA is calling for funding from the Federal Government to create a report on not only timber impacted roads but also other impacted freight infrastructure throughout the supply chain based on the CSIRO Transport Network Strategic Investment Tool (TraNSIT) to inform timber industry relevant infrastructure investments.

#### **Pulp, Paper and Converted Paper Product Manufacturing**

Australian Paper is one of the largest integrated paper manufacturing facilities in the southern hemisphere, located at the Maryvale Mill in Morwell. The long established complex is a continually expanding operation, which leads in the manufacture of high performance packaging supplies and office paper.

##### *Investment Opportunities and Constraints*

The Gippsland Industry Profile highlights the need for reliable and safe road infrastructure that connects Gippsland with Melbourne and other region centres, and the inadequate port facilities and linking road infrastructure as a prohibitor for further development of the paper industry. Latrobe City Council is of the opinion that rail freight and related port access should also be considered.

In its previous submission to Port of Melbourne (PoM), Australian Paper (AP) highlighted their requirements for rail freight at Port of Melbourne:

*- The provision within the port to accept regional freight trains up to 1200 meters and flexible stabling to allow the time slots of the stevedores and the network rail paths to be managed. AP has been advised the rail freight paths on the Pakenham line may become more restricted and contingency for this, and the likely network interruptions, needs to be taken into account.*

*- A requirement for stevedores to provide complete train services including empty container marshalling and loading at a fair market rate, while the train is positioned at the stevedore's siding. Without this, the regional freight train would need to relocate to another siding and this would impact turnaround time, costs and the overall competitive environment. Complete train services and corresponding service levels are required to ensure there is sufficient certainty and reliability for AP to continue to commit to rail operator contract terms.*





- No change to the PoM export tariff as a result of the investment, which we understand is included for the shipping lines and stevedores to pass costs back to AP exports as AP is not able to pass new logistics costs onto our export customers. Taking trucks off the roads is a benefit to the broader community, so AP considers any cost increase to support rail needs to be passed onto the community. AP therefore supports the PoM proposal to recover the new infrastructure costs via an increase to the import tariff only, or alternatively, for this to cost to be covered by the Victorian Government.

### **Food Product Manufacturing**

Given its geographical position with integrated transport and access to export markets, reliable and plentiful water and electricity supply, and a stable workforce, Latrobe City is ideally positioned for food processing facilities.

Latrobe City is an important commercial hub for the wider Gippsland region. As an example of centralised processing, Lion (formally National Foods), one of Australia's largest food and beverage producers has established a state of the art dairy processing plant in Latrobe City. Federation University, located in Churchill, is also an enabler to attract, retain and develop skilled workforce to operate in the food manufacturing value chain.

Building on Gippsland's highly productive dairy, meat, horticulture and vegetable production industries, which have significant processing and value adding potential, the Latrobe City's Food Manufacturing Precinct provides the potential for a high quality 'modern' industrial development to cater for larger, high amenity, low density, manufacturing industries to meet growing national and global demand for Gippsland's quality produce.

The global growth, including the discerning Asian middle class expected to rise to over 3 billion people by 2030 is driving the increased demand for food. Intensive agriculture and horticulture are seen as the way forward, creating opportunities for new business. Latrobe City's proximity to Melbourne and the fast growing economies of Asia maximises the opportunity to respond to the increased demand for quality food products.

Factors which contribute to the favourable investment of intensive agribusiness include proximity to global markets, affordable land, stable workforce, and existing industry.

#### *Investment Opportunities and Constraints*

#### **Gippsland Food Manufacturing Precinct (Alexanders Road East)**

Latrobe City is well positioned to build on its industry strengths in agriculture and expand its role as a hub for processing of regional primary produce. This direction is reinforced by the Victorian Agricultural Freight Flow Mapping (2017) produced by the Department of Economic Development, Jobs, Transport and Resources by advocating for the co-location of



food precincts with intermodal hubs to reduce supply chain distances. Hence, the Regional Food Manufacturing Precinct at Maryvale/ Morwell, the area also referred to as Alexanders Road East is a high priority for future investigation.

This site is considered appropriate for such a precinct due to consistency with strategic intent for the site, lack of constraints (relative to other sites) and investment and employment opportunities. The outstanding infrastructure matters relating to Alexanders Road East site, however, are required to be resolved for development on this site to occur. This development has lagged partly due to a lack of local infrastructure, and the need for major intersections and railway grade separation to allow appropriate site access.

The issue of infrastructure barriers is discussed in greater detail later in this document.

### **Mining and energy**

The Latrobe Valley's power industry has underpinned not only the Latrobe Valley but the Victorian economy for almost 100 years. In excess of 70% of Victoria's electricity is still produced from brown coal mined in Latrobe City.

Latrobe City Council acknowledges the State Government's proposed and adopted policies and regulations to achieve a low emissions future for Victoria. Simultaneously, Council seeks to ensure that its economy and community continue to prosper. Council strongly believes that structural changes in the energy sector and economic growth can be achieved through the introduction of appropriate and robust transition mechanisms.

Affordable and stable electricity is critical for businesses and industry to be competitive in national and global environments. Due to the relative unreliability of renewable technologies, there has to be baseload power in the system to provide grid stability and security; and coal and gas are currently the only large-scale options in use in Australia.

There are proven large-scale operating technologies that are capable of achieving significant improvements to emission profiles while providing an abundant supply of baseload energy in support of the intermittent load generated from renewable sources.

Council recognises the importance of 'orderly and planned' economic transition for Latrobe City. Based on the international best practice, the most successful transition programs involve strategic planning and investment.

#### *Investment Opportunities and Constraints*

Latrobe Valley brown coal represents a significant resource which could potentially be utilised for the production of a wide range of value-added products utilising various technologies. Latrobe City Council believes that carbon capture and utilisation (CCU) could



provide significant brown coal-fired power generation and product manufacturing opportunities.

There are a large number of factors that impact on the viability and potential market size for chemicals and fuels consumption from brown coal. Critical drivers include the Victorian and Australian Government's policies including renewable energy targets, coal policies and environmental emission/ CO2 intensity limits.

Furthermore, the high cost of carbon capture impacts significantly on project economics and has to be brought down through innovation, research and deployment.

As part of economic diversification, support for research and development of low emission technologies and alternative uses of carbon from brown coal would be required. In an attempt to identify and secure these opportunities, Latrobe City Council has been seeking support from both State and Federal Governments for the establishment of a Regional Carbon Innovation Centre (RCIC) in the Latrobe Valley as a hub for innovation, research and development from an early technological stage to a demonstration and pre-commercialisation stage. A feasibility study on the proposed Centre has been recently commissioned by Australian Carbon Innovation (ACI).

#### **Renewable/ alternative energy**

Latrobe City has significant energy production and distribution industries and infrastructure, including an electricity grid with connections to Tasmania, South Australia and New South Wales. These assets provide Latrobe City with significant opportunities to attract alternative and new energy technology investments, leveraging not only existing infrastructure but the extensive skill base within the community.

At the recent Gippsland Hydrogen Forum: *A pathway to environmental & regional prosperity - Where to for Gippsland?* hosted by Federation University and Australian Carbon Innovation (ACI) in August 2019, Australia's Chief Scientist and Chair of the National Australian Hydrogen Strategy Working Group, Dr Alan Finkel acknowledged that hydrogen production from coal could form an important cost competitive part of Australia's energy transition, combined with CCS to deliver a low emissions profile. He explicitly stated that *"It is not just a cost issue – hydrogen from coal or natural gas with CSS could be a third, primary energy source for the future"*.

The production of hydrogen gas from coal via gasification is a well proven technology that can yield clean hydrogen and much needed diversity of Australia's energy sources. Additionally, brown coal would be the cheapest way to produce hydrogen and provide for the baseload power needed to drive down the higher cost of hydrogen from renewables.

Latrobe City Council acknowledges that hydrogen provides a significant emerging economic opportunity not only for this region but also for Australia. Given the vast brown coal reserves present in the Latrobe Valley, Council believes that hydrogen from Latrobe Valley



brown coal could drive the transitioning of the Australian energy sector, while supporting the region's new diversifying economic structures and economic growth.

Latrobe City Council is highly supportive of the Hydrogen Energy Supply Chain (HESC) trial project that intends to produce liquefied hydrogen from Latrobe Valley's brown coal which would be subsequently transported to Japan to be used in fuel cell electric vehicles and for power generation. Council recognises the significant support from the Victorian and Australian Governments for this project.

#### *Investment Opportunities and Constraints*

Initiatives such the HESC could provide further economic development opportunities through safe production and transport of clean hydrogen from the Latrobe Valley to Japan. Latrobe City has called on all levels of Government to collaborate in the provision of a supportive policy and regulatory environment to attract and enable commercial hydrogen production and export industry in benefit not only of this transitioning region but the whole of Australia.

Given its close proximity to the established ports, Council believes that the Latrobe Valley is best placed as a host to a national hydrogen hub building on its significant deposits of brown coal, extensive infrastructure that connects to the existing power generation facilities in Melbourne and the broader Victoria, industrial capacity and engineering skills, available carbon capture and storage (CCS) sites, and natural resources such as water, wind and gas.

Simultaneously, the CarbonNet project is investigating the potential for establishing a commercial-scale carbon capture and storage (CCS) network in the Latrobe Valley, a technology that would be required for a large scale low emission production of hydrogen from brown coal.

While brown coal-based industries continue to be critically important to Latrobe City, Council acknowledges that there is a growing interest in and need for renewable energy. There are currently a number of solar and wind energy projects proposed for the Latrobe Valley and this trend is only expected to continue, with potential investors looking to capitalise on the large tracks of rural land close to electricity grid infrastructure. Examples of such proposals include Delburn Wind Farm and the Frasers Solar Farm at Toongabbie.

To this end, Council believes that the co-existence of renewable energy facilities and infrastructure, including those utilising clean hydrogen producing technologies alongside with low emissions hydrogen industries based on brown coal could enhance the diversification, relative stability and cost effectiveness of Victoria's energy supply, build on the distinct competitive advantages of this region, and present further economic growth opportunities for Latrobe City and Victoria.



It is suggested that renewable hydrogen and coal based hydrogen with CCS are complementary; the coal based hydrogen is likely to make the economics of renewable hydrogen more viable. This is based on the expectation that the hydrogen supply chain will require a significant rollout of expensive infrastructure needed to support a hydrogen economy. Therefore, should a coal based hydrogen production facility be able to produce 'baseload' hydrogen, the cost of the infrastructure could be amortised across a greater volume of production. Renewable hydrogen could be included in the supply chain at an incremental cost, making the economics of renewable hydrogen more attractive to investors.

Furthermore, opportunities exist to reduce electricity transmission losses and generate new employment in the region through co-location of intensive energy users with energy generation facilities.

### **Tourism**

Latrobe City has a diverse tourism offering, including an annual schedule of major events, a variety of recreational and cultural facilities of an international standard, an impressive tourism and recreational infrastructure, and many natural attractions.

Latrobe City has a proven track record of hosting and delivering significant sporting events with an impressive list of World, National and State titles across diverse disciplines, underpinned by related infrastructure development.

Tourism is undoubtedly a key economic driver for the Latrobe City, creating employment and attracting investment. In 2016/17 the Latrobe City hosted 18 major events, amounting to the total economic benefit to the region of \$12.3 million.

After the closure of Hazelwood, the Hazelwood Mine Fire and associated adverse publicity, the Latrobe City Events and Tourism Strategy 2018-2022 aims to further strengthen the Latrobe City's profile as an events and tourism destination with a view to creating a higher return on investment for the community and industry.

### *Investment Opportunities and Constraints*

Latrobe City has called on the Government to encourage international investment in infrastructure to support tourism and events which encompasses high level accommodation. The proposed Motorsport and Event Complex is a significant economic diversification and tourism attraction opportunity not only for Latrobe City itself but also for the Gippsland region as a whole. The development of this high quality venue of an international standard would be expected to boost tourism and visitation numbers, attract investment into the region and build the Latrobe City's profile as a high calibre Regional City.



### **Other Emerging Industries:**

#### **Defence Engineering**

As the region's economic base is diversified, defence has emerged as an industry that has the potential to drive the region's economic growth. Latrobe City has the engineering capacity, experience and skills built over generations which position it well to leverage defence opportunities both nationally and internationally.

Aside from notable transferrable business and human capital skills, the region hosts significant infrastructure assets such as rail, heavy road access routes, large industrial sites suitable for heavy defence engineering, as well as available appropriately zoned industrial land. Furthermore, the closure of Hazelwood Power Station in March 2017 resulted in a significant available skilled workforce with strong manufacturing and engineering capabilities.

Latrobe City Council has engaged the Australian Defence Alliance (ADA) (formerly Australia Industry Defence Network Vic) to deliver a number of initiatives aimed to strengthen local industry's understanding of the opportunities in the defence supply chain. The ADA assisted Council in the development of the Latrobe Valley Defence Profile that has been established to showcase the world-class engineering and manufacturing capability of the Latrobe Valley's industry.

Latrobe City Council has previously called on the State Government to recognise Latrobe City as a Regional City with significant defence industry capabilities to enable this industry to grow and attract further investment into this region.

#### **Resource Recovery and Materials Re-Processing**

Latrobe City has identified resource recovery and materials re-processing as a significant economic growth opportunity in its transition to new industries.

The current recycling crisis is both a challenge and an opportunity that must be addressed by both the State and Federal Governments, requiring not only the building of infrastructure but also a long term bipartisan approach.

As such Latrobe City is keen to partner with both levels of Government to develop a Centre of Excellence for Recycling, to attract new and emerging industries and technologies, as well as allied industries to the region.

Latrobe City has a suitable available land with excellent buffers that is close enough to be economically viable from Melbourne, coupled with water security, affordable housing and a capable workforce, which makes the creation of a Recycling Centre of Excellence in Latrobe City an attractive proposition.



Additionally, the Government needs to act by setting targets as well as providing incentives for overseas companies who have extensive experience in recycling to start up in Victoria, in particular regional centres like Latrobe City.

The Australian Government has a part to play in this according to a recent report by the Australian Council of Recycling (ACCOR), which called on the Federal Government to invest \$32m in using raw materials for infrastructure as follows:

1. \$20m in preferential choosing to buy recycled material when it builds roads and other infrastructure
2. \$8m for research and innovation
3. \$4m for a scheme to encourage the public to buy recycled products.

The materials and infrastructure that present the most opportunity in our region include Materials Recovery Facilities (recyclables sorting), Organics Processors (composting/digesters) and Specific Materials Reprocessing e.g. Plastics/ Silage Wraps/ Glass and Cardboard.

Industry is taking steps to be proactive with Australian Paper proposing to build a waste to energy plant next to its main plant at Maryvale to divert 650,000 tonnes of non-hazardous municipal waste from landfill. This plant could cut about 540,000 tonnes of greenhouse gases a year. This \$600 million project would also create 1000 construction jobs and 900 ongoing jobs.

Another locally-based example is Pinegro that manufacture and market over 600,000 m<sup>3</sup> per year of landscape and garden products throughout Australia. Pinegro are recognised as a specialist in offering innovative and cost effective organic waste management solutions to its customers.

In addition to the above, Latrobe City has interest from a Chinese-based Chunxing Corporation that wants to process 50,000 tonnes of vehicle batteries into 28,000 tonnes of refined lead.

One of the biggest barriers or inhibitors to an effective recycling program is that both industry and investors need long term security to make significant investment decisions. Providing incentives to enable and encourage industry to innovate and research is an important part the Victorian Government can play.

Can you provide evidence of where infrastructure, or a lack thereof, is limiting economic development in the industries of comparative advantage?



### **Infrastructure Barriers to Growth and Development**

In theory, Latrobe City appears to have more than sufficient zoned industrial land available to meet future needs. However, not all available zoned industrial land is suitable for development or investment-ready.

A key issue to enabling new investment and job growth in Latrobe City (and the broader Gippsland region) is the deficiency of utility services and infrastructure; whereby prospective developers, businesses and industry are essentially hamstrung due to long standing absence of enabling infrastructure (i.e. roads, sewer, gas, electricity etc.). This issue remains a critical impediment to Latrobe City continuing to grow and diversify the economic base as one of Victoria's four Major Regional Cities.

Independent reviews undertaken on behalf of Latrobe City Council, indicate that up to as many as 1700 jobs might be created in one key industry precinct west of Morwell. However, this opportunity continues to 'pass us by' due to sewer and road infrastructure cost.

Residential growth fronts in Morwell have also stalled, in some instances over a number of decades due to the absence of sewer infrastructure which has prevented long approved housing developments proceeding.

The realisation of residential and industry growth opportunities is therefore, in many instances, determined not by market demand, interest or opportunity, rather is inadvertently being restrained by the capacity or extent of utility services and infrastructure.

Recognising the critical nature of this issue, Latrobe City Council has for many years advocated for the establishment of alternative funding and regulatory arrangements to resolve these identified infrastructure barriers. In response, the Victorian Red Tape Commissioner completed an independent review in March 2017, followed by a report in late 2018 by Latrobe Valley Authority (LVA) based on further investigations on this matter.

Council is concerned that the findings have not been released despite a number of approaches to the State Government, and has therefore requested that the reports are made public to assist with further exploration of alternatives to resolve identified infrastructure barriers.

This issue is further compounded by concerns regarding the capacity of existing services to cater for growth and the current regulatory environment, and the pioneer developer' or 'user pays' funding model whereby individuals are required to fund significant upgrades or extensions to infrastructure services.

Council believes that the establishment of a 'Regional Infrastructure Fund' would go a long way to resolving the issue, whereby critical utilities and infrastructure would be provided financing, with funds returned overtime as development occurs.





In addition to Alexanders Road East Precinct, another example of this occurrence is the Lake Narracan Precinct.

The Lake Narracan Precinct Structure Plan covers 604 hectares of land comprising 85 existing individual allotments and will enable the development of approximately 3788 new dwellings. The Plan offers a range of commercial, tourism and recreational opportunities to the north of the Moe / Newborough township. The precinct structure plan has been prepared in partnership with the Melbourne Planning Authority.

Significant upgrades to both sewer and water services are required for the development to occur; however the \$4-5 million cost of this infrastructure is cost prohibitive under the water authorities current 'first developer pays' model.

Industrial and Employment Strategy (Live Work Latrobe) (May 2019) proposes a new land use framework for industrial land to unlock new investment and employment opportunities and outlines pathways for future investment in the key industry precincts for the long term economic benefit of the region.

State Government policy indicates a need to distribute population to regional areas. For this to be achieved, corresponding investment in infrastructure and services must occur. More specifically the Economic Growth Zone was announced across the Latrobe Valley to assist in transitioning and diversifying the economy, yet the current infrastructure barriers remain a significant impediment to economic growth and change in the declared Economic Growth Zone.

### **Transport Infrastructure**

In terms of transport infrastructure, the restricted rail connectivity and under-investment in the Gippsland line are considered as notable impediments to the region's development. Compared with its Regional City counterparts, Gippsland's rail passenger services require significant upgrades to improve overall quality, frequency and reliability. Thus far, Gippsland has not benefitted from major state investments such as the Regional Rail Link, the North Eastern line rebuild, and upgrades to the Ballarat and Bendigo lines.

Some solutions for the Gippsland line have recently been presented through the *Stronger Together* report, commissioned by the City of Geelong, which puts forward a case for a 200km/ hour fully electrified community rail program between Melbourne and Latrobe (Traralgon). Similarly, Rail Futures Incorporated (RFI) has developed a 30-year blueprint for rail development in Melbourne called *Melbourne Rail Plan 2020-2050* that includes a South-East Fastline (SEFL) as a solution for the Gippsland line.

These programs, however, are estimated to require significant net investment over a timeframe of 17+ years.



The Federal Government has committed to funding a \$8M faster rail business case for the Melbourne to Traralgon rail corridor. This could include investigations into an interim solution to support investment in short-term delivery of improvements in service reliability and journey time reductions on the Gippsland line. Some options could include the completion of Caulfield-Dandenong quadruplication, other metropolitan area works and further Gippsland line infrastructure improvements.

In terms of rail freight, the private siding east of Morwell Railway Station runs to the Australian Paper intermodal facility at Maryvale, near Traralgon. Gippsland Freight Strategy (2013) states that Australian Paper currently moves an estimated 2250,000 tonnes per annum of product by rail from its siding to Melbourne for domestic and export purposes. This is the biggest non- grain freight commodity volume on the Victorian rail system.

The Latrobe Valley and East Gippsland Rail Freight and Supply Chain Task Assessment identified significant opportunities for further bulk commodities from the region should the utilisation of water, land and mineral assets of Latrobe City and the broader Gippsland region be expanded. This would generate a significant freight task to support emergent export markets; potentially limited only by the extent of the supporting transport infrastructure network.

Improvements to the Gippsland Regional Rail Link will be essential for the growth of the region. The close connection to prime agricultural land, a skilled workforce, and the Port of Melbourne makes it vital that trade is not deprived by insufficient rail infrastructure linking these assets.

Latrobe City has been influential in the development of the 64-hectare Gippsland Logistics Precinct, which is expected to enhance rail related freight trade and services to Melbourne. The project has the full support of rail authorities, and state and local governments.

The provision of road and rail access is vital for the efficient flow of export/import containers between Gippsland and any existing or proposed port. Both are required to provide transport mode competition, to reduce rapidly growing road congestion and to future-proof port access.

The new Melbourne Metro Tunnel has been designed to alleviate rail traffic congestion. Our understanding is that significant infrastructure upgrades are required between South Yarra and Caulfield to cope with anticipated demand, including outer East (Metro) passenger demand, Gippsland (Vline) passenger demand and freight demand.

Without solutions to Gippsland's container freight transport issues a significant part of Victoria's agriculture/manufacturing export business is at risk through increased transport congestion and costs.



The Gippsland Local Government Network (GLGN) collaborated with the Department of Transport and industry representatives to develop the Gippsland Freight Strategy that was released in 2013. The Strategy sets out the actions to support the growing freight task to accommodate new and emerging industries. These include investments in critical infrastructure, and regulatory reforms to facilitate heavy vehicle access between Gippsland and other regions (including southern New South Wales).

The strategy advocates for the capacity increase direct rail access from the Gippsland line to the Port of Hastings and Melbourne and line upgrades sufficient to provide the capacity increase without detriment to passenger traffic, as well as appropriate planning and design work for capacity increases, including appropriate land reservation.

Another action mentioned in the strategy is to improve the capacity of the Bairnsdale-Melbourne rail line to capture opportunities to grow freight on rail, particularly via new emerging bulk freight tasks to support the minerals sector and to increase rail capacity along the Dandenong Rail Corridor to improve freight services to and from Gippsland. It also called on the duplication of the remaining single track sections of the rail line between Pakenham and Moe, and linking the Melbourne-Bairnsdale rail line on the National Network. The freight task could be further supported by the development of rail-road intermodal facilities in locations like Morwell subject to a valid business case.

The Victorian Government recently announced the approval of new on-dock rail to be built at the Port of Melbourne, with an investment of \$125 million in new rail infrastructure. While the Government has also expressed its support for the Port Rail Shuttle Network that includes improvements in the regional rail freight network, the Gippsland shuttle has not been mentioned. Linking Latrobe Valley freight trains to the path of the Port Shuttle would increase the efficiency of the freight task from Gippsland and Latrobe City.

Nearly all container movements to and from the Port of Melbourne are currently by road. Road movement has led to major road congestion in the suburbs near the Port.

In terms of road transport, the Princes Highway is the main transport 'spine' of Gippsland, supporting key regional industries and the major regional centres of Latrobe City, Warragul, Sale and Bairnsdale. In accordance with the Gippsland Freight Strategy 2013, average traffic volumes on the Princes Highway, between Pakenham and Traralgon vary between 15,000 and 25,000 vehicles per day, with daily traffic volumes between Traralgon and Bairnsdale between 5,000 and 10,000.

Latrobe City Council has requested the State Government to allocate the \$33 million required to complete the final two stages of the duplication of the Princes Highway between Traralgon and Sale.

A duplicated highway would improve safety for all road users, including Gippslanders, provide better and safer road connections into Gippsland to improve accessibility for visitors



and to support the growing tourist economy; and provide safer and more efficient roads for freight traffic.

The length of road to be duplicated between Traralgon and Sale is 42 kilometres in length. This project has been underway since 2010, and nine of the 11 stages have been completed i.e. 30 kilometres have been completed, while 12 kilometres remain a single carriageway.

The Federal Government has allocated 80% (\$132 million) of the funding needed for the tenth and eleventh stages at Flynn and Kilmany. The works have been completed on all other sections, meaning the project will remain stalled until the State Government announces its funding share.

Do you have ideas for infrastructure related solutions, or exceptional examples of what's working well that could be duplicated in other areas?

These examples are provided in the previous sections.

Please provide business plans, service plans, program evaluations or other evidence to support your submission.

No plans or other documentation are provided.



### 3. Regional Disadvantage

Have we captured the main issues of disadvantage in your region? If not, can you provide further evidence?

Latrobe City is one of Victoria's major Regional Cities that has been in economic transition for many years, following the Hazelwood Power Station and Mine closures in 2017 and the subsequent significant Government investment in the region. With the anticipated future closures of AGL Loy Yang and Yallourn, our region is expected to continue its transition for years to come.

There is a need to ensure that these continuing economic changes in our region do not further exacerbate the disadvantage and high levels of unemployment that parts of Latrobe City are currently experiencing, and the region is not disproportionately affected as the host to power industry and the region directly impacted by the related job losses.

These anticipated closures of the remaining Latrobe Valley power stations will further impact on this region's economy and stable employment. Therefore, we see a successful and well planned transition and diversification of Latrobe's economy, supported by capacity building of its workforce as critically important to Latrobe City's future.

Despite its strength and resilience, the Latrobe community continues to experience higher rates of disadvantage across a broad range of indicators in parts of the city. In Latrobe City this issue is compounded by the inter-generational nature of that disadvantage, with some families experiencing second and third generation unemployment and social disadvantage.

The average unemployment in Latrobe City is currently 5.5%, with Morwell experiencing the highest level of unemployment at 10.7%, followed by Moe/ Newborough at 7.4%.

Latrobe City on average has a higher level of Alcohol and Drug treatment per capita, hospital admissions and ambulance attendances are also higher than the Victorian average. At present the State Government has committed to building a rehabilitation centre in Traralgon; this facility will support younger people between the ages of 16-21 and is yet to be constructed.

According to the SEIFA Index of Disadvantage Latrobe City is ranked the 4th out of 79 Councils in Victoria. Demand for emergency relief and other social services in the Latrobe area is consistently high, as stated by Foodbank (2018) Australians in regional areas are 33% more likely to experience food insecurity than those living in major and capital cities.



Latrobe City has the highest per capita rates of police attendance at family violence incidents in Victoria, three times the state average.

Latrobe City Council has addressed these issues in its community-led Municipal Public Health and Wellbeing Plan (MPHWP) 2017-2021 - *Living Well Latrobe* to promote positive health and wellbeing in this community, and to facilitate local health planning through partnerships.

Our Aboriginal community faces its own unique challenges, including the services system in the Latrobe Valley that can be hard to navigate. A more coordinated approach is required to ensure that people can access the help they need when they need it.

More effort is also needed to support Aboriginal children and young people in the Latrobe Valley to stay in school and be engaged in education. There are gaps in social support services that can make it challenging for many Aboriginal people to stay in education, training and employment.

There are also reported gaps in mainstream education, training and employment services, including discrimination and poor service; generally Aboriginal-specific providers are better at supporting Aboriginal groups. There are some programs that are effective in supporting Aboriginal people, including PaCE program, Steps to the Future program and the Koorie Unit at Federation Training. These could be used as models for best practice that could be replicated elsewhere.

Latrobe City Council has operated an Indigenous Employment Program for over 18 years. The Steps to the Future Indigenous Employment Program (IEP) is fully funded by the Federal Government through the Department of Prime Minister and Cabinet (DPMC) Vocational Training and Employment Centre (VTEC) program.

Latrobe City Council is recognised as a leading organisation for Indigenous employment and has demonstrated a track record of sustainable employment outcomes, establishing strong relationships with the Aboriginal organisations and all levels of Government across the Gippsland region. It has a high level of credibility within the Indigenous community, and employment and Government agencies.

Since 2003 more than 700 people have been employed as part of this program in a diverse range of areas, averaging around an 80 to 85% retention rate. The overall outcome has had a marked impact on the quality of life for program participants as well as race relations.

And finally, in Latrobe City, as is the case in many other regional areas, university campuses form a foundation for skills development and workforce capacity building across the community, while contributing to the region's economic, social and cultural fabric.

In Latrobe City we are fortunate to have Federation University's regional campus in Churchill. This university is integrally linked with the overall economic and social development of this region, and the capacity building of its workforce.



Federation University in Churchill is well positioned through its partnerships with TAFE Gippsland and with industry to determine the skills and education programs that are needed to support businesses and workers in the region's transition. Federation University has a mission to "Transform Lives, and Enhance Communities" – this can be accomplished by providing programmes that are regionally relevant, and will help students gain secure full-time employment. It also hosts an Aboriginal Education Centre to support Aboriginal and Torres Strait Islander students to refer students to services and support at Federation University and other community organisations.

The ability of the regional campuses and tertiary education providers like the Churchill Campus to retain and grow their student numbers and to match skills with the demand will be imperative to a successful economic transition.

It is well known that when students study regionally, they are more likely to stay in regions – 85% of students studying at the Churchill campus are from Gippsland, predominantly Latrobe City.

68% of Federation University Bachelor graduates and 63% of postgraduates are employed in the region (compared with a national average of 23%).

In conclusion, supporting access to employment and study by addressing the complex issues around social disadvantage in a collaborative way would have many far-reaching implications to this transitioning community, including equity of access, and increased community participation and pride. As always, Council invites the Government to collaborate with Latrobe City and its community to address these issues.

#### *Investment Opportunities and Constraints*

A more coordinated approach is needed to services to include service, education, employment providers, as well as business to support the individual to access and remain in study and employment; this support should be extended to the broader family as well.

More investment in early intervention programs are required for early education and secondary school retention strategies; this is particularly important for young Aboriginal people.

The Government could introduce further measures to drive place-based approach to regional higher education so that campuses and courses can be expanded to suit the local industry and employment needs and support innovation. While we recognise that this type of planning is important, it has not been comprehensive to date.

Government's support for the Federation University Churchill Campus to retain and grow their student numbers (including international students) and match skills with the demand will be imperative to a successful economic transition. This could be done through targeted scholarships to attract students to regional parts of Australia.



Government's support to ensure that the regional skills development and needs are aligned and pathways from training to employment continue to be well defined and supported by long-term planning; this could include the development of flexible employment initiatives for young people.

Improved transport connections, adequate bus timetabling and travel subsidies (or free travel) for study and employment, including to and from the Federation University Churchill Campus could assist particularly our young people.

Can you provide evidence of an infrastructure barrier that is contributing to poor outcomes in this region? This could include (among other things) barriers related to transport, access to digital services, or a need for new or upgraded facilities.

There are many complex challenges that can exacerbate disadvantage in our region. In this community these barriers include low educational attainment, lower socio economic ranking and limited public transport connectivity to mention a few.

Particularly for our young people limited transport connectivity remains an issue; this affects both access to employment and study. The limited public transport connectivity from the Federation University Churchill campus to the Latrobe City's main townships has been identified as a significant issue.

Council recognises the importance of young people for the future of Latrobe City. Latrobe City has a strong commitment to the ongoing engagement and support of young people, their ongoing development, health and wellbeing, creating opportunity for future careers and encouraging active engagement in community and participation in civic life.

In its Youth Policy, Latrobe City recognises the infrastructure to provide access to safe places and experiences as important; this includes providing appropriate places for young people to gather and connect, providing opportunities for young people to network, and building and maintaining infrastructure for young people.

In its previous approaches to the Government, Latrobe City has advocated for the Traralgon Youth Precinct Construction at the estimated cost \$1 million and Moe AAA/Lions/Apex Play Space Master Plan (stage 2) at the estimated cost \$410,000.

As for older Latrobe City residents, as part of the consultations undertaken for the development of the Latrobe City's *Positive Ageing Strategy*, the requirement for improved public transport options across smaller settlements was highlighted as an enabler to access a range of services (e.g. health services).





In relation to transport infrastructure, the strategy recommends that:

- Council work with Vline and bus services to improve and synchronise public transport, especially for people who live in small rural towns.
- Bus shelters will be audited to ensure there are adequate numbers, they are strategically located near health services and places where services for older people are located, close to residential aged care facilities and an internal bus stop is placed at Kernot Hall.

Other recommendations in the strategy for infrastructure improvements related to outdoor spaces and buildings, including:

- New developments will ensure adequate pedestrian access and egress, adequate signage and lighting taking into consideration people with mobility challenges.
- Council will encourage commercial property owners to ensure their buildings are accessible, age-friendly and have adequate disabled parking.
- An audit of outdoor seating will be made to ensure positioning; seat height and design are age-friendly.

In addition, the Strategy recommends Council to advocate to the State Government, where applicable, for improvement to pedestrian crossing safety. Clean well-lit public toilets with 'pull up' bars in each cubical will be a consistent Latrobe City Council standard. Signage for the location and distance to toilets will be assessed and appropriate improvements made.

*Living Well Latrobe* identifies solutions to improve the health and social outcomes for this community.

It has six focus areas, including:

1. Social and Community Connectedness
2. Active Living
3. Health and Wellbeing
4. Safe at Home
5. Safe in the Community
6. Lifelong Learning and Opportunities

For Active Living, some identified solutions include building environments that create opportunities to move and build physical health, investment in infrastructure that provides low cost physical activity that can be used by all members of the community, and improvement of low cost physical activity facilities to promote walking, cycling and use of public transport.



For Safe in the Community, the Plan identifies pedestrian and transport safety solutions such as pedestrian crossings, bike and walking paths and lighting.

Council could, with sufficient investment, expedite and concentrate delivery of its long-term plan for intergenerational change in health and social outcomes.

Do you have ideas for infrastructure related solutions to address disadvantage in your region, or exceptional examples of what's working well that could be duplicated in other areas?

In addition to some of the challenges and solutions provided above, the Latrobe City community has called for enhanced liveability and the creation of attractive, well-serviced and connected communities. These are known core drivers for the growing community connectedness; a sense of belonging which is essential for good mental health and social outcomes.

The region's CBDs serve as important hubs for community connectedness, social inclusion and commercial activity for the Latrobe Valley and Gippsland. The Latrobe City townships, as is the case across regional Victoria, rely upon vibrant and attractive CBDs for their continued vitality and growth. Building on the unique strengths of these townships and their centres, attractive and appealing landscapes in CBD precincts celebrate community spirit and strength, and provide a setting for local place-based economic growth to support a brighter and more prosperous future.

The Traralgon Activity Centre Plan 2018 (TACP) seeks to activate and enhance the CBD of Traralgon through major public realm improvements, clear land use objectives, better building design, allocation of additional car parking and support for inner city living. The plan will guide the major changes that together can achieve economic, social and environmental objectives for the city over the next 20 years.

The Traralgon Station Precinct Master Plan 2011 (TSPM) presents a strategic and conceptual plan to guide future development of land adjacent to the Traralgon Train Station. The plan outlines opportunities for a bus interchange, plaza and new station building to the north side of the Precinct, a new overpass building, additional commuter car parking to the south as well as encouraging development of residential and/or community facilities within the precinct.

The implementation of both plans is integral to the success of Traralgon, given the Princes Highway and the railway line are divisive barriers to the effective integration of the northern and southern parts of Traralgon. There are significant opportunities to create an efficient



transport interchange which can facilitate the safe flow of passengers across all public transport modes as well as pedestrians accessing the town centre. Other opportunities include the adaptive reuse of key historical buildings, creation of user-friendly and attractive open areas, redevelopment of the higher density and residential uses, integration of the precinct internally and with the surrounding area, and consolidation of office and commercial development.

The Hazelwood Mine Fire prompted the State Government to invest in Morwell and support the development of the 20-year Future Morwell Urban Design Revitalisation Plan. Building on the town's existing assets and rich heritage, this Plan encourages the establishment of a socially healthy, environmentally sustainable, culturally rich and economically strong town.

Thus far, Future Morwell has been instrumental in improving walkability, uplifting the commercial business district, greening the public space, and creating greater connectedness and cohesion between the town's green and blue assets.

Future Morwell incorporates five projects that have been funded by the State Government, including Revitalisation Plan, Morwell Circuit, Township Entry, Events and Branding.

In addition, the Plan puts forth recommendations to support economic outcomes for the town, which remain unfunded.

Morwell also requires an Activity Centre Plan to provide for a more detailed longer-term planning for vibrant community hubs.

Moe Activity Centre Plan builds on the drive to "activate" the township of Moe as a Transit City, and as part of the Victorian Government's Transit Cities Program create a safe, vibrant and accessible community.

The Moe Activity Centre Plan (MACP) – Rail Precinct Revitalisation Stage 1 has been recently completed through the construction of Library, Council Operations, Café, Community Meeting and Training Rooms, Consultancy Rooms, Civic Plaza, Green Roof, and Garden and Community Commercial Kitchen.

Rail Precinct Revitalisation Stage 2, however, remains unfunded.

This phase of the project includes Car Park, Events Space, Extension of Rail Trail to the Town Centre, Undercover BBQ Area, Youth Precinct and Moore Street Shared Zone.



Please provide business plans, service plans, program evaluations or other evidence to support your submission.

No plans or other documentation are provided.

**Infrastructure Victoria**

**Victoria's 30-year Infrastructure Strategy**

**Latrobe City Council Submission**

**February 2021**



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## Introduction

Latrobe City Council thanks Infrastructure Victoria for the opportunity to make this submission to the Victoria's draft 30-year Infrastructure Strategy.

Latrobe City is one of Victoria's four major Regional Cities and Gippsland's only Regional City, less than two hours from Melbourne. It is home to approximately 75,000 people; the Gippsland regional population exceeds 260,000 people. Latrobe City is resource rich with abundant forests, rich agricultural land, water resources and large deposits of brown coal. Latrobe City is home to 5,000 businesses and currently around 32,000 jobs. Its Gross Regional Product (GRP) is over \$5.6 billion per annum.

Latrobe City is known for its excellence in engineering capability, public administration, education and health care - and as a cultural and commercial centre for Gippsland. It is also home to a highly skilled and diverse workforce.

Latrobe City is ideally placed to embrace emerging new industries and leading-edge innovation to stabilise and grow the region's and Victoria's economy in the midst of energy sector change and the COVID-19 pandemic. These opportunities are driven by the existing strengths and competitive advantages that the region has to offer due its long-standing history as the hub of Victoria's power generation.

The purpose of this document is to provide Latrobe City Council's feedback to Infrastructure Victoria in relation to the draft 30-year Infrastructure Strategy.

This document responds to three major sections of the Strategy and the key points highlighted are outlined below:

### Section 1: Confront long-term challenges

Latrobe City Council is focused on supporting the region's energy transition as the means to diversify the local economy and invite investment in alternative technologies and innovation. This can be driven by the existing energy production and distribution industries and infrastructure that can support alternative and new energy technology investments. The newly established Gippsland Renewable Energy Zone is well placed to take advantage of these opportunities, although more information is required on the related planning and potential land-use implications, as well as impacts on residents within these zones.

The Centre of Australian Automotive Futures (CAAF) is highlighted as an innovative project for cutting-edge technologies in mobility, autonomous vehicles and renewable energy that can further position Latrobe City as the alternative energy and innovation hub.



Latrobe City's connectivity to global markets is critical and can be delivered by optimising capacity at the Port of Melbourne and the construction an outer metropolitan road and rail corridor to bolster our vibrant export sectors. Latrobe City Council has also a keen interest in building Victoria's circular economy through the improved recycling infrastructure for priority materials potentially to be located in Latrobe City.

#### Section 2: Manage urban change

Latrobe City Council suggests that a more integrated infrastructure approach is adopted to support urban change, so as to apply consistent approach to different sectors. We also concur with the need to adapt infrastructure for modern needs predominantly by expanding the legislated definition of critical infrastructure and improving information flows.

#### Section 4: Develop regional Victoria

Latrobe City Council makes various suggestions for mechanisms to develop regional Victoria and Latrobe City further, e.g. through investing in road and rail freight upgrades for regional areas as well as upgrades to power supplies for agriculture and regional manufacturing. The Council supports the unlocking of regional economic growth opportunities through various projects we are spearheading, such as the Food Manufacturing Precinct.

Furthermore, the Council puts forward suggestions in relation to regional Victorians' health, safety and inclusion. The mechanisms to deliver these positive outcomes could include integrated shared social services, climate adapted facilities, expansion of social housing in regional centres, improved technology and access to libraries, and equitable access to regional residential and post-residential alcohol and drug rehabilitation treatment services, as well as a strong community involvement when community infrastructure is updated, repurposed or retired.

Council is also enquiring why Latrobe City as one of four major Regional Cities is not included in Recommendation 39: Transform cycling in Melbourne, Ballarat, Bendigo and Geelong.

The development of this document has been informed by the various Council Departments including:

- Strategic Planning
- Business Development
- Community Health & Wellbeing
- Economic Investment & Transition
- Resource Recovery & Environment
- Libraries & Customer Services
- Events & Tourism & Creative Arts



This feedback responds to the various draft recommendations presented in the 30-year Infrastructure Strategy that are of relevance to Latrobe City's continued growth and development as a Regional City.

## Submission

### Section 1: Confront long-term challenges

#### **1.1 Navigate the energy transition**

##### 1. Accelerate the uptake of zero emissions vehicles

Latrobe City Council is supportive of this recommendation and wants to be at the forefront of the development of advanced automotive technologies, with its proposal to establish the Centre for Australian Automotive Futures (CAAF) to advance a range of advanced automotive technologies, automotive materials and autonomous vehicle technologies.

The intent is to embrace emerging technologies such as renewable energy power (electric and hydrogen) and future technologies such as mobility, autonomous vehicles and materials for automotive equipment and parts into one Centre.

The Centre will encompass research, development and commercialisation activities, delivering education, training and testbed facilities on site for industry and the development community.

Latrobe City Council will look to partner with government, universities, vocational training, research organisations and, importantly, industry and investors. These partners will include national and international organisations.

In this context, Latrobe City Council is also supportive of the recommendations under section 1.3 Embrace Technological Opportunities, particularly 17. Prepare for increasingly automated vehicle fleets.

##### 2. Augment electricity transmission for renewable energy and resilience

The Infrastructure Victoria's draft strategy states *"electricity transmission infrastructure has historically been configured to carry power from the Latrobe Valley power stations to places with high energy use, like Melbourne. But future large-scale renewable energy will be sourced from places with good sun and wind resources, such as the western region of the state."*





Latrobe City has significant energy production and distribution industries and infrastructure, including an electricity grid with connections to Tasmania, South Australia and New South Wales. These assets provide Latrobe City with significant opportunities to attract alternative and new energy technology investments, leveraging not only existing infrastructure but the extensive skill base and engineering capabilities of this region. This places Latrobe City at an advantage as an ideal location to generate and transmit large-scale renewable energy, supported by its abundant natural resources. Governments at all levels can capitalise on existing transmission infrastructure by working with local communities on the siting of suitable renewable energy projects in Latrobe City.

### 3. Identify and coordinate priority Renewable Energy Zones

Latrobe City Council welcomes the Government announcement for the establishment of the Gippsland Renewable Energy Zone, however more information is required to be made available on the identification process of these zones and how will they be placed into the planning scheme. We also recommend a process to be implemented that will inform those residents that are located within a renewable energy zone and has protections regarding future land use conflicts in these areas.

We note that the Renewable Energy Zone does not seem to incorporate Latrobe Valley. Therefore, the Council urges the Government to clarify its plan to capitalise on the infrastructure existing in the Valley for transmission.

#### 1.2 Respond to the changing climate

Generally speaking, following the establishment of the Biogas Generator and a Micro Grid under Councils' new Power Purchase Agreement (PPA) we are, as a Council, expecting to see 80% of our energy needs being powered from low carbon and renewable energy sources by the end of 2021. Moving forward, we have the opportunity to achieve all our energy needs for running Council assets from clean energy sources over the next two to three years (subject to future grants and other funding being approved) for the expansion of solar and battery assets being integrated.

Planning for climate change and adaption is now mandated within the *Local Government Act 2020* and the *Municipal Health and Wellbeing Act 2008*. The only mandated section to be included in the new Municipal Public Health & Wellbeing Plan (MPHWP) is that the Council's is to have a response to Climate Change and Adaption. In this context, Latrobe City Council believes that the recommended actions appear to be sound. Bushfire risk, water security and major weather events are all relevant to Latrobe City and region.



#### 11. Consider all water supply sources

Latrobe City Council is highly supportive of careful consideration of the impacts on water supply sources, including for mine rehabilitation. This has been expressed by Latrobe City Council in numerous submissions to the Latrobe Valley Regional Rehabilitation Strategy. The impacts on existing and future uses of utilising available water for filling mine voids should be treated with caution.

#### 1.4 Stay connected to global markets

#### 24. Optimise capacity at the Port of Melbourne

Latrobe City Council is supportive of the inclusion of this recommendation and in our previous submission to Infrastructure Victoria, raised the port capacity issues that relate to the pulp, paper and converted paper product manufacturing in Latrobe City.

These matters included rail freight and related port access to be considered, alongside with road freight infrastructure; and additional items as advocated for previously by Australian Paper:

- Provision within the port to accept regional freight trains up to 1200 meters and flexible stabling;
- Stevedores to provide complete train services including empty container marshalling and loading at a fair market rate;
- The new port infrastructure costs to be collected via an increase to the import tariff only, or alternatively, for this cost to be covered by the Victorian Government.

#### 27. Construct an outer metropolitan road and rail corridor

Latrobe City Council would like to see metropolitan train upgrades to align with the upgrade to existing Gippsland line services and infrastructure in support of the region's growth.

Some solutions for the Gippsland line have previously been presented through the Stronger Together report, commissioned by the City of Geelong, which puts forward a case for a 200km/ hour fully electrified community rail program between Melbourne and Latrobe (Traralgon). Similarly, Rail Futures Incorporated (RFI) has developed a 30-year blueprint for rail development in Melbourne called Melbourne Rail Plan 2020-2050 that includes a South-East Fastline (SEFL) as a solution for the Gippsland line.

These programs, however, are estimated to require significant net investment over a timeframe of 17+ years. Therefore, shorter-term interim solutions are required and need to be planned for.



The Federal Government has committed to funding a \$8M faster rail business case for the Melbourne to Traralgon rail corridor. This could include investigations into an interim solution to support investment in short-term delivery of improvements in service reliability and journey time reductions on the Gippsland line. Some options could include the completion of Caulfield-Dandenong quadruplication, other metropolitan area works and further Gippsland line infrastructure improvements.

### **1.5 Build a circular economy**

#### **28. Facilitate improved recycling infrastructure for priority materials**

Latrobe City Council is supportive of the increasing regional capacity for the recovery of materials as outlined in Infrastructure Victoria's previous advice to Government in April 2020. The Council's direction to support the creation of Victoria's Circular Economy is outlined in the newly adopted Latrobe City Investment Roadmap 2020.

The suitability of Morwell's Heavy Industry Precincts for investment in regional resource recovery infrastructure is bolstered by its central location within Eastern Victoria, land zoning, the presence of buffers, access to national highways, rail networks, energy and water utilities. Additionally, the extent of large vacant land within the industry precinct provides the opportunity to collocate symbiotic processors of recovered material.

These efforts are being undertaken as part of the Gippswide Kerbside collaborative tender process, which is expected to support opportunities for the consolidation of services and aggregation of recovered products and is to be released first half 2021. This tender will be a vehicle for reform and the catalyst for industry certainty to invest in the infrastructure and capital required to transform waste services.

Morwell's industry precincts are well placed to support the establishment of a regionally significant hub for waste resource recovery industries and re-manufacturing. This is considered essential to ensuring contingency and viability of waste services now and in the future.

These efforts are being undertaken as part of the Gippswide Kerbside collaborative tender process, which is expected to support opportunities for the consolidation of services and aggregation of recovered products and is to be released first half 2021. This tender will be a vehicle for reform and the catalyst for industry certainty to invest in the infrastructure and capital required to transform waste services.

Gippsland is well placed to be leaders of the circular economy, with an accessible workforce and current expertise in reprocessing of green waste, plastics, cardboard and paper.



## **Section 2: Manage urban change**

### **2.1 Integrate land use and infrastructure planning**

#### **32. Produce public plans for priority infrastructure sectors**

Latrobe City Council suggests that a whole of infrastructure approach is adopted, so as to apply consistent approach to different sectors. This should involve reviewing sequencing plans so that they match the growth, development and strategic work, and aligning public plans for priority infrastructure with existing growth plans and servicing authority business planning.

#### **34. Review Victoria's infrastructure contribution system to cover gaps**

Latrobe City Council suggests making VicRoads responsible for the delivery of intersections on their roads and addressing any shortfalls, instead of Council, and ensuring that all infrastructure items are covered within the Development Contribution Plan (DCP). Currently, water infrastructure is omitted from DCPs and this appears to be due to Melbourne Water having their own funding arrangements.

### **2.2 Create thriving urban spaces**

#### **39. Transform cycling in Melbourne, Ballarat, Bendigo and Geelong**

Why is Latrobe City as one of major Regional Cities and given its current population growth excluded from this recommendation? Cycling is a popular sport and activity in Latrobe City, having hosted major cycling events such as Jayco Sun Tour. We are also home to Haunted Hills Bike Park.

### **2.4 Adapt infrastructure for modern needs**

#### **60. Expand the legislated definition of critical infrastructure and improve information flows**

Latrobe City Council would appreciate the inclusion of the provision of guidance and support to Councils where infrastructure delivery is hindered by infrastructure costs and land fragmentation.



#### **Section 4: Develop regional Victoria**

##### **4.1 Assess market access and productivity**

77. Deliver funding certainty for regional road maintenance and upgrades

This recommendation is highly supported by Latrobe City Council.

79. Fund an ongoing regional rail freight maintenance program

This recommendation raises systemic problems that have been decades in the making. Latrobe City Council encourages the Government to make the necessary commitments to rail to overcome these issues.

We continue to argue that there is a need to rail freight infrastructure for Gippsland, particularly access to the Port of Melbourne for containerised freight and better access to the Port of Hastings for bulk product to both maintain and help grow industry within Latrobe City. In addition, linking Latrobe Valley freight trains to the path of the Port Shuttle would increase the efficiency of the freight task from Gippsland and Latrobe City.

81. Upgrade power supply for agriculture and regional manufacturing

Latrobe City Council would like to see further investigations into these, and opportunities for other services to be upgraded, such as manufacturing etc.

##### **4.2 Unlock regional economic growth opportunities**

In general terms, Latrobe City Council is calling for support for regional Victoria for large scale investment in support of employment and regional development through appropriate funding mechanisms.

Infrastructure costs and constraints continue to hinder economic growth opportunities. As an example, Council has a Food Manufacturing Precinct and the cost to access the site is significant. There are also servicing constraints surrounding water which affects the ability for the precinct to be developed for its intended purpose. State Government assistance for unlocking these types of precincts through appropriate funding models would greatly assist regional councils such as Latrobe City.

In relation to tourism, Latrobe City Council suggests utilising and updating existing infrastructure rather than re-inventing the wheel. The Regional Tourism Boards could lead the identification of region-specific projects. Support is required for regions to carry out tourism audits to ensure that the monies are spent on long term infrastructure – ensuring



continued funding/support for the works implemented, as well as for ongoing promotion and upkeep.

Accommodation providers and attractions in non-coastal locations such as Latrobe City, Wellington and Baw Baw could be supported to encourage more overnight stays.

#### **4.3 Connect the regions to help strengthen wellbeing**

Latrobe City Council is supportive of connecting smaller towns to larger ones through public transport routes to encourage population growth outside of CBD areas. Similarly, there is a need to connect public transport routes to local attractions.

##### **87. Fund libraries to provide better Internet access**

Libraries currently assist with 'closing the gap' for those community members who are already, or are in danger of being left behind in terms of access, capacity and understanding of technology due to poor or no reliable or affordable Internet access. However, it is also likely, based on current experience that the number of technological-disadvantaged people, irrespective of socio-economic status, will increase over the coming years.

To further boost the capacity of the library services capacity to support the community and minimise the impact of technological-disadvantage, it is important to be adaptable to demand for accessible hours, combined with an appropriate level of staffed hours to provide customer support. This may require a move to self-service operations for a portion of this time.

Furthermore, library buildings would require a relatively seamless retro-fitting to enable new technology to be easily implemented during the life of the buildings. Similarly, resources could be dedicated to identify and evaluate technological trends in the library industry and broader community, as well as their value to the community.

We also recommend the development of a city-wide integrated technology training strategy with other local service providers and organisations to ensure that there are options for people who are no longer active in formal education networks or for whom formal education networks are inappropriate.

Additional supports should be provided for active learning programs within the library service and training for staff to keep abreast of the changing technological environment, as well as library lending of devices/ equipment/ software to enable community members to use and test new technology/software that enhances their quality of life as well as their connection capacity, competitiveness and creativity.



#### 4.4 Foster regional Victorians' health, safety and inclusion

##### 89. Deliver multipurpose shared social service facilities in the regions

Latrobe City Council recommends that immediately collaborative inter-agency planning for regional social services is undertaken to identify opportunities for multipurpose shared facilities, which are then delivered, where appropriate, in partnership with councils and community organisations.

The fragmentation of social service delivery is well known and complicated by the funding models that promote competition over collaboration. With many agencies providing services, all which have business imperatives to ensure their sustainability, their capacity to undertake real place based contemporary service provision is diminished. The funding models associated with the National Disability Insurance Scheme (NDIS) and Aged Care have further complicated the service system for the consumer with confusing entry points and processes. The role of local government as a trusted point of contact to support people to enter in to the service system for the support they require is more important than ever.

Shared facilities and a more 'one stop shop' approach can support the consumer to know where to go, however it alone does not promote collaboration for the best possible outcomes.

The Municipal Public Health and Wellbeing Plan (MPHWP) could be a useful vehicle to better plan for local infrastructure and collaboration. To assist service sector collaboration, collaborative planning would be helped if local government had articulated governance authority to promote collaboration and services in receipt of State Government funding and have this included in the service agreement.

Shared facilities would also be assisted by a funded navigator role that is managed by local government to assist consumers to access the services and to provide one point of data on demand for future service development. Again, the Municipal Public Health and Wellbeing could be the tool to support this work.

##### 90. Support regional councils to update, repurpose or retire outdated community infrastructure

Latrobe City Council would be supportive of the opportunity to update, repurpose or retire outdated community infrastructure. The nature of rural areas often sees strong community attachment to physical infrastructure which would need to be taken into account during this process. Therefore, funding guidelines need to be cognisant of the time it takes to work with community through this process.



Latrobe City Council also considers it a priority for all community infrastructure to be established with excellent IT connectivity that can remain operational during a natural disaster such as a bushfire, and the highest possible energy rating to ensure affordability for council to maintain.

#### 91. Create climate-adapted facilities for rural communities

Latrobe City Council welcomes this initiative to provide safe local spaces that support climate change adaptation. However, significant resources and clarity of intent needs to be allocated for the planning of these facilities to accessibility for high risk communities throughout regional Victoria. In Latrobe City, there are four main town centres and over seven smaller communities, all of which have been affected by fire and extreme weather events. A network of climate adapted facilities needs to be able to accommodate people within reasonable travel times and be able to support people who need to relocate from their homes for varying periods of time during emergency incidents.

#### 92. Build regional residential alcohol and drug rehabilitation facilities

Latrobe City Council is supportive of the provision of equitable access to residential treatment services. However, post residential rehabilitation services are equally or even more important for people as they return to contribute to the economic and social prosperity of their communities. For some, this requires ongoing specialist medical and pharmacotherapy services which are scarce in regional Victoria, particularly access to addiction medicine specialists and community pharmacies to manage pharmacotherapy. Additional resources to explore the models of community-based services are required to address these.

#### 94. Expand social housing in regional centres, in locations with good access

Latrobe City Council welcomes this investment, however would like further clarification on how the new and existing developments and communities can be created with a focus on sustainability, high quality amenities and the diversity of properties and residents.



**Agenda Item: 14.6**

**Agenda Item: Submission to the Legislative Council's Inquiry into Health Impacts of Air Pollution in Victoria**

**Sponsor:**

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

**Status: For Decision**

Cr Dale Harriman left the meeting, the time being 7.58pm.

**MOTION**

**Moved:** Cr Lund

**Seconded:** Cr Ferguson

**That Council adopts the submission to the Legislative Council's Inquiry into Health Impacts of Air Pollution at Attachment 1.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

On 4 February 2020, Latrobe City Council was contacted by the Committee Manager of the Legislative Council Standing Committee on Environment and Planning, seeking input for the Inquiry into Health Impacts of Air Pollution in Victoria.

<https://parliament.vic.gov.au/epc-lc/inquiry/994>

There is no Discussion Paper on the matter however the Inquiry asks submitters to address any aspect of the Terms of Reference considered appropriate. The Terms of Reference are provided at Attachment 1.

Submissions are open until Friday, 2 April 2021, however officers have requested an extension of time to ensure Councillor input, which has been granted until 15 April 2021.

This has allowed officers to prepare a Councillor Briefing Report for the 22 March 2021 and a Council Report for 12 April 2021 Council Meeting.

Input has been sought from a range of departments across Council, including active communities and partnerships, environment, environmental health, planning

and economic development.

In addition, the key concerns relevant to air pollution, that were raised by the community and conveyed at the community listening posts and Council meeting by the community, as a result of the ULAB proposal, will be summarised and presented as part of the submission.

There has/continues to be opportunities for Councillor feedback;

1. Preliminary comment sought from Councillors by email, for inclusion prior to the 22 March Briefing Paper, (no preliminary comments received as yet)
2. At the Councillor Briefing on 22 March 2021
3. At the Councillor Briefing on 29 March 2021 – Points of Clarification on the 12 April 2021 Council Report Agenda

In summary the submission identifies;

a) that Latrobe Valley has significant heavy industry that underpins the economy however there is community concern about health implications and as such the community should have a voice in this discussion;

(b) Community response to the recent Used Lead Acid Battery Recycling Facility highlighted a lack of confidence in the EPA to ensure compliance with emission standards. Adequacy of current standards for lead emissions and separation/buffer distances from sensitive uses were called into question by the community. The capacity to meaningfully respond to these concerns was limited due to the lack of monitoring and benchmarking against international standards.

(c) Community rely on the EPA and other agencies for protection from health impacts of pollution. EPA monitoring however is incomplete (as shown by LVIN), reactive and much of any proactive monitoring relies on reporting which our community is not always in a position to do. When monitoring is reported eg by LVIN this can be disregarded; and

(d) public confidence in an appropriate level of emissions would be improved by transparency in how emission regulatory levels are set, as well as, better reporting of monitoring and outcomes when breaches do occur.

Next Steps:

Councillors to provide feedback to the attached submission (Attachment 2) for finalisation and adoption at the 12 April Ordinary Council meeting.

### **Background:**

Health impacts resulting from air pollution continue to be a key concern for the Latrobe City Council community.

Relevant to air pollution the Gippsland Primary Health Network findings from 2016 community engagement reported that the community is concerned about air pollution in the Latrobe Valley.

Data from the Gippsland Primary Health Network indicates that avoidable deaths from respiratory disease are approximately double in the Latrobe Valley compared with the Victorian average. Deaths and hospitalisations from chronic obstructive lung disease are also close to double the Victorian average. It is acknowledged that there is a high proportion of smoking within the community, however this is likely to be less relevant within younger age demographics who also present poor respiratory health.

Information published by the LHIZ has found that the Latrobe Valley has amongst the highest percentage of use of asthma medications with 37% of children aged 3 to 19 using asthma medications (compared to 24% for the state average).

Latrobe Valley is home to some of the heaviest industry in Victoria and during 2014 residents experienced months of poor air quality as a result of the Hazelwood Mine Fire. Most recently community concern regarding air quality were voiced as part of Councillor listening posts associated with a proposal for a Used Lead Acid Battery Facility for Hazelwood North.

A draft submission is provided at Attachment 2.

The key aspects of the submission include:

- The impact of major employing industries to air quality and overall community health outcomes and acknowledging the centrality of these industries to socio – economic conditions of Latrobe City is both significant and complex.
- Whilst appreciating the importance of major industry developments, Latrobe City Council understand that community health must also be a central consideration. Latrobe City Council therefore holds the strong view that the consideration of actions to monitor and improve air quality should be undertaken with appropriate engagement with the Latrobe City community.
- Latrobe Valley is home to some of the heaviest industry in Victoria and during 2014 residents experienced months of poor air quality as a result of the Hazelwood Mine Fire. Community concerns regarding air quality were recently voiced as part of Councillor listening posts associated with a proposal for a Used Lead Acid Battery (ULAB) Facility for Hazelwood North. The capacity to meaningfully respond to these concerns was limited due to the lack of monitoring and benchmarking against international standards.
- The actioning of recommendations provided by the Victorian Auditor General's Office (VAGO) audit of Environment Protection Authority (EPA) air monitoring should be prioritised, in particular improving oversight of 'high-risk operators' air quality monitoring and reporting.
- Community response to the recent Used Lead Acid Battery Recycling Facility highlighted a lack of confidence in the EPA to ensure compliance with emission standards. Adequacy of current standards for lead emissions and separation/buffer distances from sensitive uses were called into question by the community.

- The requirement for continuous monitoring and ‘real time’ reporting and posting of air pollution information from major industries would likely support greater confidence by the community and ensure greater accountability of operators due to the transparency and dissemination of information. The Latrobe Valley Information Network (LVIN) provides a working example of this.
- Early deployment of available technologies to reduce emissions (including Carbon Capture and Storage) from existing generators and would dramatically improve air quality in the short term and may provide opportunities to support their extended operation, delivering immediate health benefits and aligning with State Government 2050 emissions targets.
- The impact of changes to regulations, to further reduce air pollution from major industries must be accompanied by Government assistance to support compliance whilst not resulting in undue financial burden and risk to local employment opportunities. Such assistance being provided to industry is considered appropriate acknowledging the public good outcome of improved community health.
- The scope and focus of the Latrobe Health Innovation Zone (LHIZ) could be broadened to directly consider air pollution and its impacts on local health outcomes. The LHIZ would be well placed to support conversations with the community regarding possible measures to reduce air pollution in Latrobe City and broader region.
- The support from all portfolios of Government will be necessary to achieving the necessary structural changes to substantially reduce air pollution.

**Issues:**

**Strategy Implications**

OBJECTIVE 3

*Improve the liveability and connectedness of Latrobe City*

OBJECTIVE 5

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

**Communication**

Any submission of Council will be adopted at a Council meeting and will be available to the public.

Public submissions are available on Council’s website.

**Financial Implications**

There are no financial implications associated with this report.

Officers are currently considering opportunities to strengthen policy development and planning scheme changes to strengthen a focus on health as a key consideration in all activities it undertakes.

***Risk Analysis***

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Council is not seen as supporting the community if no submission is made. This is an opportunity for Council to further advocate for improved health outcomes.</p>	5	Ensure a submission is made to the Inquiry.
<p><b>Strategic Risk</b></p> <p>Council is not seen as a leader in providing strategic direction on issues that impact the health of its community</p>	5	Ensure a submission is made to the Inquiry and work with stakeholders to implement any outcomes of the Inquiry.

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

***Legal and Compliance***

There are no legal and compliance issues associated with this report.

***Community Implications***

This is an advocacy opportunity for Council to advocate for better health outcomes for its community.

***Environmental Implications***

Similarly, this is an advocacy opportunity for Council to advocate for better environmental outcomes for its community.

### **Consultation**

Historically there has been significant community consultation on the issue of air pollution in the Latrobe Valley. This has occurred during the Inquiry into the functions of the EPA as well as the Hazelwood Mine Fire Inquiry, Power Station Licence Review and recently through Councillor Listening Posts associated with the Used Lead Acid Battery Recycling Facility development.




### **Declaration of Interests:**

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

### **Supporting Documents:**

Nil

### **Attachments**

1.   Terms of Reference Inquiry into Health Impacts of Air Pollution
2.   LCC Submission Parliamentary Inquiry into Health Impacts of Air Pollution

## **14.6**

### **Submission to the Legislative Council's Inquiry into Health Impacts of Air Pollution in Victoria**

- 1 Terms of Reference Inquiry into Health Impacts of Air  
Pollution ..... 279**
- 2 LCC Submission Parliamentary Inquiry into Health  
Impacts of Air Pollution ..... 280**



PARLIAMENT OF VICTORIA – COMMITTEES

**LEGISLATIVE COUNCIL  
ENVIRONMENT AND PLANNING COMMITTEE**

**Terms of Reference**

59th Parliament

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**Inquiry into Air Pollution in Victoria**

**On 19 February 2020 the Legislative Council agreed to the following motion:**

That this House requires the Environment and Planning Committee to inquire into, consider and report, by 29 October 2020, on actions to minimise the health impacts of air pollution, including, but not limited to —

- (a) state-wide practical, real-time, cost-effective mitigation strategies;
- (b) ensuring that Victorian air quality continues to track towards meeting or exceeding current international best practice standards and is enforced;
- (c) the impact of economic and population growth on air pollution and health outcomes;
- (d) strengthening commitments across all Victorian Government portfolios to reduce air pollution and minimise the impact on health; and
- (e) any other related matters.



# Submission to the Legislative Council's Inquiry into Air Pollution in Victoria

Latrobe City Council

March 2021



For any enquiries about this submission, please contact:

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Chief Executive Officer

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## INTRODUCTION

Latrobe City Council welcomes the opportunity to provide a submission to the Inquiry into Air Pollution in Victoria. We congratulate the State Government for the initiation of this Inquiry to examine in greater detail actions to minimise the negative health impacts of air pollution acknowledging the relevance of this Inquiry to the Latrobe City community.

Latrobe City Council understands that the Environment and Planning Committee is to prepare a report by 29

October 2021, identifying actions to minimise the health impacts of air pollution, including, but not limited to:

- (a) state-wide practical, real-time, cost-effective mitigation strategies;
- (b) ensuring that Victorian air quality continues to track towards meeting or exceeding current international best practice standards and is enforced;
- (c) the impact of economic and population growth on air pollution and health outcomes;
- (d) strengthening commitments across all Victorian Government portfolios to reduce air pollution and minimise the impact on health; and
- (e) any other related matters

This submission responds to each element of the inquiry.

In preparing this submission, Latrobe City Council considered its various roles and responsibilities including:

- Emergency management planning and response
- Responsible Planning authority
- Our role in advocacy representing the interests of our community
- Responsibility for preparation and implementation of a Municipal Public Health and Wellbeing Plan.

It is the ongoing commitment of Council to speak on behalf of its community. It is through this theme that Council makes its comments to the Environment and Planning Committee.

We note that our response is preliminary in nature and welcome the opportunity to participate in further consultations offering our support to the Environment and Planning Committee in undertaking its Inquiry.



## EXECUTIVE SUMMARY

An overview of Latrobe City Council observations and recommendations to the Environment and Planning Committee is provided below. Each of these are further expanded upon within the remaining submission.

Key observations and recommendations:

- The impact of major employing industries to air quality and overall community health outcomes and acknowledging the centrality of these industries to socio – economic conditions of Latrobe City is both significant and complex.
- Whilst appreciating the importance of major industry developments, Latrobe City Council understand that community health must also be a central consideration. Latrobe City Council therefore holds the strong view that the consideration of actions to monitor and improve air quality should be undertaken with appropriate engagement with the Latrobe City community.
- Latrobe Valley is home to some of the heaviest industry in Victoria and during 2014 residents experienced months of poor air quality as a result of the Hazelwood Mine Fire. Community concerns regarding air quality were recently voiced as part of Councillor listening posts associated with a proposal for a Used Lead Acid Battery (Ulab) Facility for Hazelwood North. The capacity to meaningfully respond to these concerns was limited due to the lack of monitoring and benchmarking against international standards .
- The actioning of recommendations provided by the Victorian Auditor General's Office (VAGO) audit of Environment Protection Authority (EPA) air monitoring should be prioritised, in particular improving oversight of 'high-risk operators' air quality monitoring and reporting.
- Community response to the recent Used Lead Acid Battery Recycling Facility highlighted a lack of confidence in the EPA to ensure compliance with emission standards. Adequacy of current standards for lead emissions and separation/buffer distances from sensitive uses were called into question by the community.
- The requirement for continuous monitoring and 'real time' reporting and posting of air pollution information from major industries would likely support greater confidence by the community and ensure greater accountability of operators due to the transparency and dissemination of information. The Latrobe Valley Intelligence Network (LVIN) provides a working example of this.
- The impact of changed regulations to further reduce air pollution from major industries must be accompanied by Government assistance to support compliance whilst not resulting in undue financial burden and risk to local employment opportunities. Such assistance being provided to industry is considered appropriate acknowledging the public good outcome of improved community health.



- The scope and focus of the Latrobe Health Innovation Zone (LHIZ) could be broadened to directly consider air pollution and its impacts on local health outcomes. The LHIZ would be well placed to support conversations with the community regarding possible measures to reduce air pollution in Latrobe City and broader region.
- The support from all portfolios of Government will be necessary to achieving the necessary structural changes to substantially reduce air pollution.

### **(a) STATE-WIDE PRACTICAL, REAL-TIME, COST-EFFECTIVE MITIGATION STRATEGIES;**

Clean Air for All Victorians.

The Victorian government initiated the development of an Air Quality Strategy in 2018 - Clean Air for All Victorians. The release of Victoria's Air Quality Statement saw the commencement of engagement about future air quality management and included some ideas on what could be done to protect air quality over the coming decades, such as:

- Improving understanding of where and when air pollution occurs
- Reducing the occurrence of air pollution
- Empowering communities to tackle local air pollution issues
- Tackling emerging air quality challenges

It is understood that consultations commenced from May 2018 and included public forums being held in Melbourne, Ballarat and the Yarra Valley. No similar events were held within the Latrobe City or Gippsland Region.

The release of the Victorian Air Quality Strategy was anticipated during 2019, however no policy has yet been released. It is assumed that the current Inquiry to examine in greater detail, actions to minimise air pollution may be utilised to inform the anticipated completion of such strategy.

### **Improving Victoria's Air Quality - Audit Report March 2018**

The Victorian Auditor General's Office (VAGO) audit of Environment Protection Authority (EPA) air monitoring obligations were completed March 2018. This audit assessed Victoria's air quality, ozone and PM (Particulate Matter pollution) standards. It is also understood that the audit included a review of the EPA's monitoring, reporting and regulation of air quality.

The EPA is established as the principal agency responsible for the protection of Victoria's environment, including preventing or controlling pollution such as the discharge or emission of waste into the atmosphere.

The report explained that the EPA primarily relies upon the community and industry operators to report inappropriate or noncompliant air emissions. EPA then investigates these reports to confirm whether any noncompliance has occurred.



The VAGO reports notes that self-regulation assumes that operators have appropriate processes to reliably monitor air discharges and will voluntarily report any breaches of their licences. However, many of the operators audited by EPA between 2014 and 2016 either did not have monitoring plans, had weak monitoring processes, or under-reported breaches. Further, EPA advised that obtaining sufficient and reliable evidence to show operators' noncompliance with air discharge conditions is a major challenge for its enforcement efforts.

The recently revised Environment Protection (EP) legislation which came into effect mid 2020 focuses on preventing waste and pollution impacts, rather than managing those impacts after they have occurred. The cornerstone of the new EP legislation is the General Environmental Duty (GED). Acknowledging VAGO's observations, continued reliance on self-regulation and identification of breaches is concerning and does not support increased community confidence nor education or awareness.

Key observations from the 2018 VAGO audit include:

- EPA does not currently produce a reliable or representative measures of ambient air quality, has not implemented monitoring systems required and does not collect information on air quality for most of the state despite being required to do so under air pollution law.
- Instances of inaccurate assessments against PM air quality standards were identified—all of which overstated air quality, and so serve to undermine confidence in publicly reported data.
- That the responsibilities of agencies for air quality management remain unclear and not well understood. Consequently, attempts to address air quality issues have not always been well coordinated and implemented.
- EPA regulation of air pollution sources has begun to improve through embedding its risk-based approach into its licensing requirements and developing programs to enhance its compliance efforts—for example, with its major industry assessments and annual performance statement (APS) audits

VAGO recommended that the EPA:

- Expand its air quality monitoring network, including reviewing and updating its current air quality management plan and better aligning monitoring coverage with air pollution risks.
- Improve its air quality reporting, by introducing a rigorous data quality review process and developing readable and easily accessible reports, highlighting assessments against standards and recorded exceedances.
- Expand and update its knowledge of Victoria's air quality, through completing a comprehensive emissions inventory, improving oversight of high-risk operators' air quality monitoring and better understanding and responding to air emissions.



- Recommended that the Department of Environment, Land, Water and Planning (DELWP) and EPA clarify government agencies' roles and responsibilities in air quality management, and ensure accountabilities are understood and coordination is achieved.

The recommendations of VAGO are supported by Latrobe City Council.

### **Power Station Licence Review:**

The Environment Protection Authority (EPA) recently completed its review of the licences of the three Latrobe Valley power stations – AGL Loy Yang A, Alinta Loy Yang B and Energy Australia Yallourn – as part of its periodic licence review program.

Section 20 of the Act prohibits the discharge of emissions or waste by the Power Stations unless licenced under the Act. Waste is defined in the Act to include Greenhouse Gas substance discharged into the environment.

According to air modelling undertaken as part of the 2018 power station licence review on behalf of power station generators, standards for a range of air contaminants are often breached and/or routinely reaching the standard in Latrobe Valley (Grey, Andrew, Review of GHD's Modelling Assessment and Analysis of the Coal-Fired Power Stations in the Latrobe Valley (September 2018). Where exceedances were captured by industry-run monitors, it remains unclear what response actions may have been undertaken by industry or EPA.

The lack of real time monitoring also impedes the capacity of local communities to take precautionary measures when there is a breach. This adds to the risk of an illness episode for people with respiratory conditions.

The results of the license review were recently released, the EPA announcing that the three brown coal-fired station licences will have limits for oxides of nitrogen (NOx), sulphur dioxide (SO<sub>2</sub>), carbon monoxide (CO), mercury (Hg) (new), coarse particles (PM<sub>10</sub>) and fine particles (PM<sub>2.5</sub>) (currently just total particles) to comply with the State Environment Protection Policy (Air Quality Management).

These announcements are welcomed however it is unclear how monitoring these will support the community to respond on a poorer air quality day given reporting will be retrospective and indicating in general terms whether emissions are within range.

It is understood that no limitations were introduced to the emission of CO<sub>2</sub> and that licence requirements for Power Station Operations in Victoria remain below those of other countries including the United States, Europe and China.

Latrobe City Council is unclear of the relationship between the recent announcement of EPA license renewals for energy generators, the extent of new emission controls now required under the revised licenses and whether the current Inquiry into Air Pollution will explore further improvements to the reduce emissions from energy generators operating within Latrobe City.

It is understandable that there would likely be a reluctance to invest in further substantial emission reductions treatments of power stations within Victoria given pending closures (most recently



announced for the Yallourn Power Station closure to 2028). However, should such measures be required by government regulation, this would necessarily be accompanied by Government support acknowledging the public good outcomes of immediate community health benefits from reduced air pollution, provide potential for such industries to increase their operating life beyond current forecasts and align with State Government Emission Reduction targets for 2050.

In considering the issue of energy and mining operations it is Council's view that the needs and aspirations of the community in regard to environmental and public health considerations should be given a high priority.

**(b) ENSURING THAT VICTORIAN AIR QUALITY CONTINUES TO TRACK TOWARDS MEETING OR EXCEEDING CURRENT INTERNATIONAL BEST PRACTICE STANDARDS AND IS ENFORCED;**

**Environment Protection Authority (EPA) responsibilities**

The EPA are responsible to protect Victoria's air quality through implementing environmental laws, policies and regulations, and by working in partnership with Victorian communities and business. The Environment Protection Act (the Act) provides powers to deliver upon these responsibilities. Clause 18(3) of the SEPP AQM states that Generators must:

- a) Pursue continuous improvement in their environmental management practices and environmental performance; and
- b) Apply best practice to the management of their emissions or, if they emit Class 3 indicators, reduce those emissions to the maximum extent possible.

The State environment protection policy (SEPP) (Air Quality Management) 2001 currently defines best practice "means the best combination of eco-efficient techniques, methods, processes or technology used in an industry sector or activity that demonstrably minimises the environmental impact of a generator of emissions in that industry sector or activity"

The EPA's Variation to SEPP (AQM) and (AAQ) Policy Impact Assessment 10 states that 'Generators of emissions should be seeking to employ what is regarded as the best approach in their industry sector or activity to the minimisation of emissions.'

In circumstances where the Generators' have demonstrated non-compliance with the legislative framework, the Act requires the EPA to provide specific guidance and update licence obligations to ensure compliance.

Acknowledging the 2018 VAGO audit and the limitations of EPA in meeting its requirements, it is considered that greater resourcing and support to the EPA to fulfil its duties would provide greater confidence to community that industry air pollution is being actively addressed.

Given concerns raised by the Latrobe City community regarding outdated standards applied to the assessment of industrial emissions, Latrobe City Council would also support a direction whereby the



EPA standards were to be reviewed and amended in alignment with best practice international standards. Any changes required to subordinate instruments would require a Regulatory Impact Statement allowing industry comment and implications to be understood.

### **(c) THE IMPACT OF ECONOMIC AND POPULATION GROWTH ON AIR POLLUTION AND HEALTH OUTCOMES;**

While the broader community understands the economic importance of the coal resource, council advises there is a degree of sensitivity about existing and future land use conflicts and the associated community health and safety concerns resulting from energy and mining operations and other major industry developments.

Latrobe City Council therefore expects that future heavy industry developments will be largely dependent on projects that are technically sound, commercially viable and socially acceptable. This view is emphasised by recent events including the Hazelwood mine fire and the recent approval by the Planning Minister of the Used Lead Acid Battery Recycling Plant near Morwell.

The consideration of air pollution within the context of the Latrobe City remains challenging, given the long standing associations with energy generation and other heavy industry developments ( i.e. coal fire power stations, pulp and paper production). The impact of these major employing industries to air quality and the centrality of these industries to socio – economic conditions along with overall community health outcomes are significant and complex.

Latrobe City Council acknowledges the dichotomy whereby the phased closure of coal fire powered stations would result in improved air quality and community health outcomes, however is also mindful of the potential secondary health and wellbeing impacts – including unemployment, reduced housing security, domestic violence and broader mental health considerations which may result.

The Latrobe City community and government, have over the previous decade, shared the common objective of diversifying the economy and supporting alternate industry investment and employment creation necessary for a 'just transition' and to mitigate the extent of disruption to community and economy.

An alternative view however might suggest that the early deployment of available technologies to reduce emissions (including point source treatment options and / or secondary Carbon Capture and Storage) from generators and industry would dramatically improve air quality in the short term and with this may provide opportunities to support their extended operation, delivering immediate health benefits and aligning with State Government 2050 emissions targets.

Whilst appreciating the importance of these industries, Latrobe City Council also understands that community health must also be a central consideration. Latrobe City Council therefore holds the strong view that the consideration of actions to improve air quality should be undertaken with appropriate engagement with the Latrobe City community.





### **(d) STRENGTHENING COMMITMENTS ACROSS ALL VICTORIAN GOVERNMENT PORTFOLIOS TO REDUCE AIR POLLUTION AND MINIMISE THE IMPACT ON HEALTH; AND**

The support from all portfolios of Government will be necessary to achieving the necessary structural changes to substantially reduce air pollution.

Latrobe City Council is itself active in reducing carbon emissions and energy usage across its operations, focusing primarily on Carbon emission reductions. Example activities currently being undertaken include:

- Continued investment in solar panels across Council assets.
- Offsetting Council fleet emissions through annual tree planting,
- Introduction of hybrid pool fleet vehicles,
- Management of landfill emissions through capture, flaring and energy generation technology.
- Utility auditing and reporting.
- Ongoing membership and support to the Gippsland Climate Change Network.
- Representation on the CarbonNet Community Consultative Committee.

Local Government responsibilities for Municipal Public Health and Wellbeing

Latrobe City Council is charged by the State under the Public Health and Wellbeing Act, to develop and implement a Municipal Public Health and Wellbeing Plan.

The aim of the Municipal Public Health and Wellbeing Plan (MPHWP) is to achieve maximum levels of health and wellbeing through identifying and assessing the actual and potential public health issues in the community and outlining strategies and actions to prevent or minimise them.

The Municipal Health and Wellbeing Plan is the overarching strategic vehicle through which all partners and the community should seek to deliver change, arrest or transform a range of health outcomes currently within the Latrobe Valley.

Council's interest in working to enhance the health and wellbeing outcomes of its community are central to its work in this space and is naturally aligned to the Inquiry's consideration of implications of air pollution to community health outcomes. Council is therefore supportive of the Terms of Reference of the Board of Inquiry and recommends that it consider the role of the MPHWP in actions it may recommend.

### **(E) OTHER RELATED MATTERS**

#### **Latrobe Health Innovation Zone**



The Victorian Government established the Latrobe Health Innovation Zone (LHIZ) in 2016 to improve the health and wellbeing of residents in Latrobe City, with partners, local health providers and the community working together to drive innovation and change.

The LHIZ provides a focal point for coordination and integration of health services and supports a range of health-related projects.

Relevant to air pollution the Gippsland Primary Health Network findings from 2016 community engagement reported that the community is concerned about air pollution in the Latrobe Valley.

Information published by the LHIZ has found that the Latrobe Valley has amongst the highest percentage of use of asthma medications with 37% of children aged 3 to 19 using asthma medications (compared to 24% for the state average).

Data from the Gippsland Primary Health Network indicates that avoidable deaths from respiratory disease are approximately double in the Latrobe Valley compared with the Victorian average. Deaths and hospitalisations from chronic obstructive lung disease are also close to double the Victorian average. It is acknowledged that there is a high proportion of smoking within the community, however this is likely to be less relevant within younger age demographics who also present poor respiratory health.

Council supports any ongoing, long term financial investment in the health and wellbeing of the Latrobe City community, but notes that this investment must include the funding and delivery of transformational actions with a view to a strength's based community led approach. As such, a focus on prevention and early intervention is considered a priority.

Relevant to this Inquiry the scope and focus of actions being undertaken by the LHIZ may be broadened to directly consider air pollution and its impacts on local health outcomes.

Council continues to support opportunities for the community to be involved and to have considerable ownership and input into both the concept, operations and development of a Health Innovation Zone.

The Health Innovation Zone may provide a valuable forum from which the Environment and Planning Committee is well placed to work in partnership with Council for ongoing conversations with the community about possible measures to reduce air pollution and its impact on health within Latrobe City and broader region.

### **Improvements to Air quality monitoring and reporting**

Improvement to air quality monitoring is essential to transparency, accountability and with this community confidence in industry and regulators.

No industry in Victoria, is legally obliged to make its stack emissions monitoring data publicly available. Access to stack emissions monitoring data is presently subject to a Freedom of Information request which is a lengthy and cumbersome process, subject to review and redaction.



It is however understood that Continuous Emissions Monitoring Systems (CEMS) for PM's are widely available and have been for at least 18 years.

An example of this is provided by the Office of Environment and Heritage in NSW provides real-time air pollution information, including the Upper Hunter Air Quality Monitoring Network. Victoria has no similar data capture or reporting systems, rather it is understood that the EPA AirWatch displays air quality information on a 48-hour and 1- hour rolling average.

The Latrobe Valley Air Monitoring Network (LVAMD) comprises a total of 7 monitors located at Rosedale, Jeeralang and Traralgon. The remaining four monitors are operated by the EPA and situated at Morwell south and east, Moe and Churchill (commissioned a part of a response to the Hazelwood Coal Mine fire).

Data from all sites are logged and polled on a daily basis by remote central computer systems. All data is validated before final reporting by the EPA.

Information from these is published periodically online, however the network was criticised to its effectiveness by the Auditor General in their report 'Improving Victoria's Air Quality Audit Report (March 2018).

Latrobe City Council considers that the current system has a number of limitations including:

- Limited number of locations
- Does not capture or report on a number of recognised air pollutants
- information and reports are not real time
- Information reported is not generally presented in a format and text that is accessible to the majority of the community

It is unclear at this point in time as to whether the results of the recent licence review will bring about change to the capture and dissemination of emission data from power generators.

### **Latrobe Valley Information Network (LVIN)**

The Latrobe Valley Information Network (LVIN) was designed and built by Australian engineering company Attentis with support from the Australian Government. The network is considered as a world leading example of real time air monitoring comprising 45 sensors that combine bushfire ignition detection, river and stream level monitoring, air quality tracking and 24-hour microclimate weather conditions to provide early notification of fires, floods and air quality issues.

The project was designed to connect the Latrobe City community with relevant, real-time, local environmental information to create community resilience and awareness of conditions that impact their daily lives. The Latrobe Valley has experienced significant events (Black Saturday, Hazelwood Mine Fire etc) that impacted residents. The LVIN aims to inform all community members, industries and agencies through a greater understanding of local conditions and support mitigation through early detection.



As a result, Latrobe City's 75,000 residents have free access to a real-time, region-wide, air quality network. The network supports a range of needs of the community and industry. For example:

- Allergy sufferers can view live air concentration levels and movement to avoid contact and the impact of airborne pollens and contaminants including smoke from planned burns and the bushfires. The ability to set personalised warnings is also available to residents.
- Farmers throughout the region have access to live and historic rainfall, soil moisture, localised micro climate weather conditions and a range of analytical tools and automation options to optimise water consumption and drive productivity.
- Assist in providing 24 hour monitoring of risk to plantations, coal mines and power stations to protect industry resources in the region, a mitigation step to future proof local industry, reducing the possibility of large scale bushfire events. Further targeted sites include dam wall safety and landfill monitoring.
- Relevant to the inquiry, a range of air pollutants are currently monitored in real time by the system including carbon monoxide, carbon dioxide along with PM1, PM2.5 and PM10.

An example of air quality analytics able to be obtained for large and small town locations across Latrobe City over a 12 month period is provided as attachment to this submission.

The implementation of the network was supported by the Municipal Emergency Management Planning Committee (MEMPC), incorporating representation from Victoria Police, Vic Roads, State Emergency Service, Country Fire Authority, Gippsland Water, Water Catchment Management Authority and local communities.

Community response to recent Ulab Lead Battery Recycling proposal (since approved);

Provided below is an overview of submissions Latrobe City Council received in the assessment of the recent ULAB Battery Recycling application. Also included are the findings from an independent assessment undertaken on behalf of the Latrobe City Council to assist its consideration of the proposed development.

A summary of primary concerns raised by submissions in relation to air pollution included:

- Concerns about the existing levels of air pollution in the Latrobe Valley with reference was made in the majority of submissions to the following an article published in the Latrobe Valley Express on 22 August 2019 - 'Valley tops worldwide rates of air pollution.'

"The report related to SO2 emissions and noted that lead and copper smelters emit the most Sulphur pollution in Australia. The proposed Hazelwood North plant, if approved will only further add to this issue."

- Reference was made to the Latrobe Valley community being highly sensitised to the health impacts of air pollution and occupational safety as a result of decades of harm-related open cut brown coal mining and energy generation.
- Reference was made to the physical, mental and social consequences of the 2016 Hazelwood Mine Fire.



- EPA's standards relating to air emission for lead are out of date and were set in 1998. Australia's standards are three times lower than the US Standard.
- Submissions raised concerns regarding EPA Victoria's publication 1518: Recommended Separation Distances for Industrial Residual Air Emissions - Guideline (EPA 2013), in particular the following section: 'It needs to be recognised that where there are industrial air emissions from premises, even which must be anticipated and allowed for. While it is an objective of SEPP (AQM) that such emissions should be eliminated, it is recognised that even 'state of the art' facilities are not always guaranteed to achieve this 100 per cent of the time. Equipment failure, accidents and abnormal weather conditions are among the causes that can lead to emissions affecting sensitive land uses beyond the boundary of the source premises.'
- Concerns were raised about the proximity of the proposal to Hazelwood North Primary School, dwellings and agricultural activities within a 2km radius of the proposed ULAB recycling facility noting the following:
  - People can absorb lead into their bodies by breathing air that contains very fine particles of lead by swallowing contaminated dust, soil, water or food.
  - link between exposure to lead and crime.
  - The effects of early life lead exposure and the associated behavioural consequences can set a lifelong trajectory of similar behaviours which may be expressed in criminal activities in adulthood.
  - possibility of animals (cattle, chickens, sheep etc.), crops and home grown produce being contaminated by lead and other pollutants and the possibility of the transfer of these pollutants to the edible produce.
  - That air pollution from the proposed ULAB recycling facility may decrease the bee population in the area and contaminate honey.
- Importantly submissions raised the fact that EPA currently does not effectively monitor or measure lead levels and other contaminants in the air and concerns were raised about whether power stations are meeting air quality standards in their operating licences or obligations under EPA Regulations.

The Works Approval issued by EPA included maximum emissions for the proposal, requirements in relation to fugitive air emission control systems and a requirement for the design of a continuous and periodical air emission monitoring program to demonstrate compliance with air quality standards, including testing of stack emissions, as well as site boundary, soil and surface water monitoring.

Whilst such measures are appropriate and supported, no requirement for continuous monitoring and 'real time' reporting of information being made publicly available was included. It is considered that the inclusion of such requirements would likely support greater confidence by the community



and ensure greater accountability of operators due to the transparency and dissemination of information.

An independent assessment undertaken on behalf of the Latrobe City Council to assist its consideration of the proposed development. The review provided information about primary and secondary lead smelters in Australia, and examined the site location, proposed buildings, storage, potential emissions, and alternative technologies.

The review provided the following conclusions about the proposal:

In conclusion, environmental compliance of the proposed ULAB recycling facility can be achieved by virtue of:

- The buffer distance between the proposed facility and sensitive receptors is well in excess of that required and that recommended by EPA.
- All processing occurring within a fully enclosed building that is maintained under a negative atmospheric pressure.
- The relatively few similarities between primary lead smelting and the more sophisticated process involving secondary lead smelting outlined by the proponent.
- The highly automated emissions management systems, each with designed redundancy.
- These features provide a sound foundation for achieving a high standard of environmental performance. Should they be absent then we would not be making such a conclusion.
- The large margin of safety between the maximum predicted ground level concentrations and the maximum allowed ground level concentrations.
- The offer from the proponent to make available live and on-line emissions monitoring data.
- The regulatory powers available to the EPA and council.
- The soon to become available rights of affected individuals to commence their own court actions in the event of alleged environmental breaches.

Based on the above conclusions, it was considered that the proposal would achieve a high standard of environmental performance with emissions from the use would be able to be contained and treated within the enclosed confines of the plant building through the use of dedicated air pollution control equipment.

## **CONCLUSION**

Latrobe City Council is supportive of the current inquiry and well positioned to support future research and interventions relating to air pollution due to its current impact on the health of our community.



**ATTACHMENT**

Attentis – Latrobe Valley Information Network Annual Air Quality Report March 2021



# Latrobe Valley Information Network Air Quality Report 2020-21

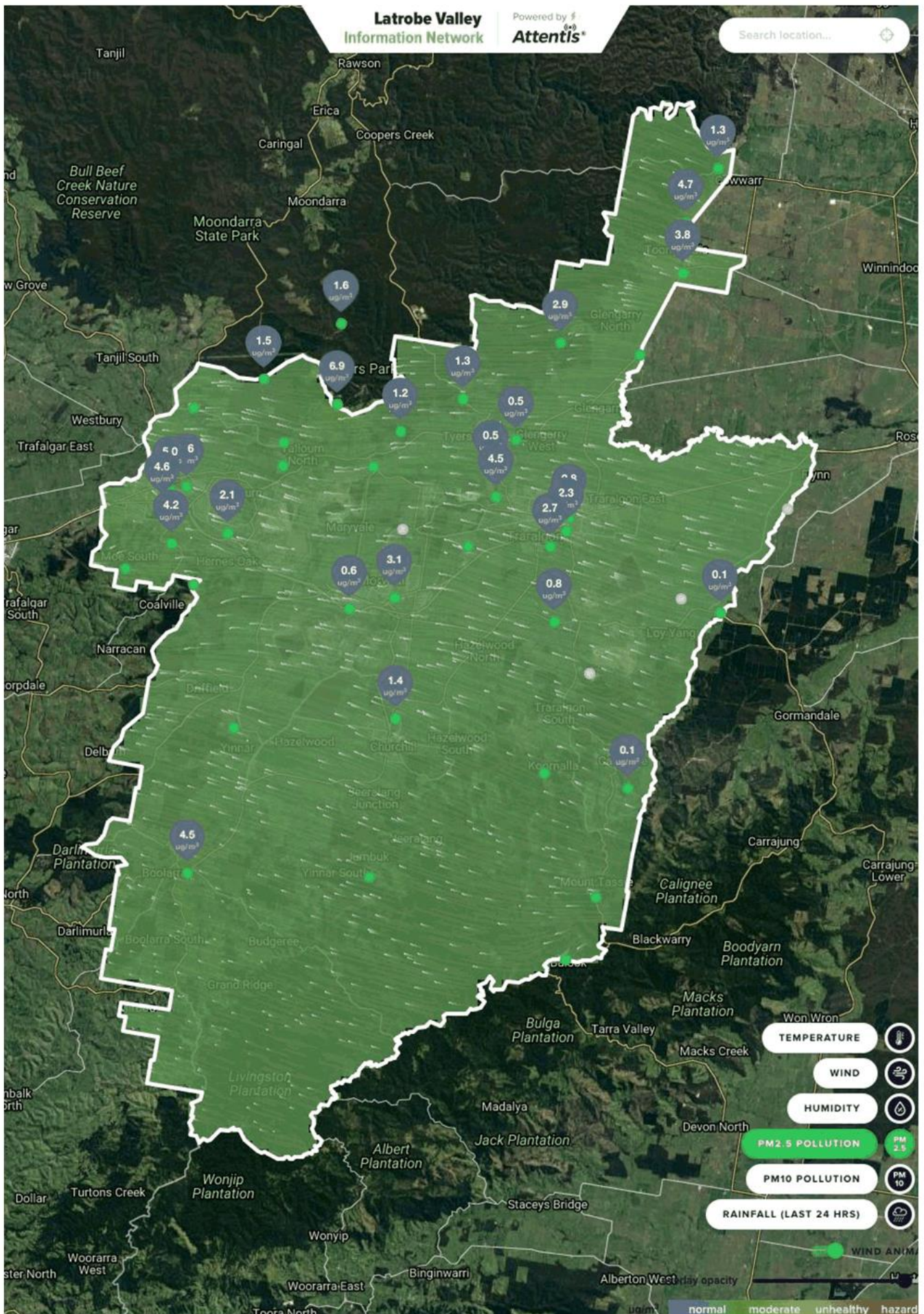
Real-time air quality, micro and macro climate weather, bushfire and flood detection, public health and community resilience in a single network.

March 2021

**STRICTLY COMMERCIAL IN CONFIDENCE**

The enclosed contents can only be disclosed to a third party with the express written approval of Attentis® Pty Ltd.





## The Latrobe Valley Information Network

A region wide real-time air quality network everyone can access, everyday.

The Latrobe Valley Information Network (LVIN) was constructed in the wake of the Hazelwood Mine Fire disaster that impacted the quality of air throughout the Latrobe Valley.

The LVIN network was designed and constructed to deliver and enhance the recommendations of the of Hazelwood Mine Fire Inquiry, notably;

### RECOMMENDATION 5

The State equip itself to **undertake rapid air quality monitoring in any location in Victoria, to: collect all relevant data, including data on PM2.5, carbon monoxide and ozone; and ensure this data is used to inform decision-making within 24 hours of the incident occurring.**

### RECOMMENDATION 9

The State develop and widely **disseminate an integrated State Smoke Guide**, to: incorporate the proposed State Smoke Plan for the **management of public health impacts from large scale, extended smoke events; include updated Bushfire Smoke, carbon monoxide and PM2.5 protocols; and provide practical advice and support materials to employers, communities and individuals on how to minimise the harmful effects of smoke.**

### RECOMMENDATION 11

The State review and revise its communication strategy, to: ensure all emergency response agencies have, or have access to, the capability and resources needed for effective and **rapid public communications during an emergency**; and ensure, where appropriate, **that private operators of essential infrastructure are included in the coordination of public communications during an emergency concerning that infrastructure.**

Key deliverables from the LVIN network that deliver these recommendations are:

The LVIN provides access to real-time 24-hour, air quality monitoring for PM1, PM2.5, PM10, carbon dioxide, carbon monoxide and ozone throughout the region. All residents, emergency service agencies, businesses, local government and major infrastructure providers have access to view live conditions and air movement throughout the region to effect immediate response, notification and mitigation measures to reduce impact on communities and key operational assets.

During the East Gippsland fires, the LVIN was accessed by over 11,000 individuals and organisations to view high concentration hot spots and air movement to limit exposure and impact from the smoke from these fires.

This technology would have reduced the number of deaths and respiratory impacts on residents statewide had the LVIN technology been applied to other regions throughout Victoria.

The following pages detail the fine scale continuous recording of air quality conditions at all major towns throughout the Latrobe City Council footprint, the focus of the LVIN.

The towns include:

- Boolarra
- Churchill
- Moe
- Morwell
- Newborough
- Toongabbie
- Traralgon
- Tyres.

All minimums and maximums are recorded to maintain a clear understanding of air quality conditions experienced at each town throughout the 12 month period.

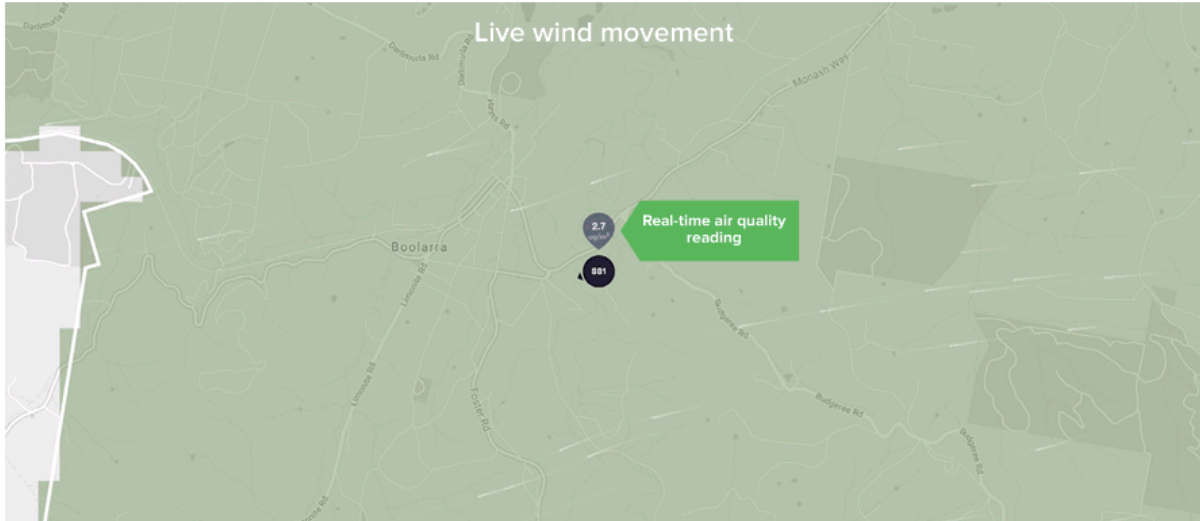
As detailed in each location, minimum and maximum readings show the lowest and highest reading at a specific time, on a specific day.

All live conditions are available on our LVIN App.





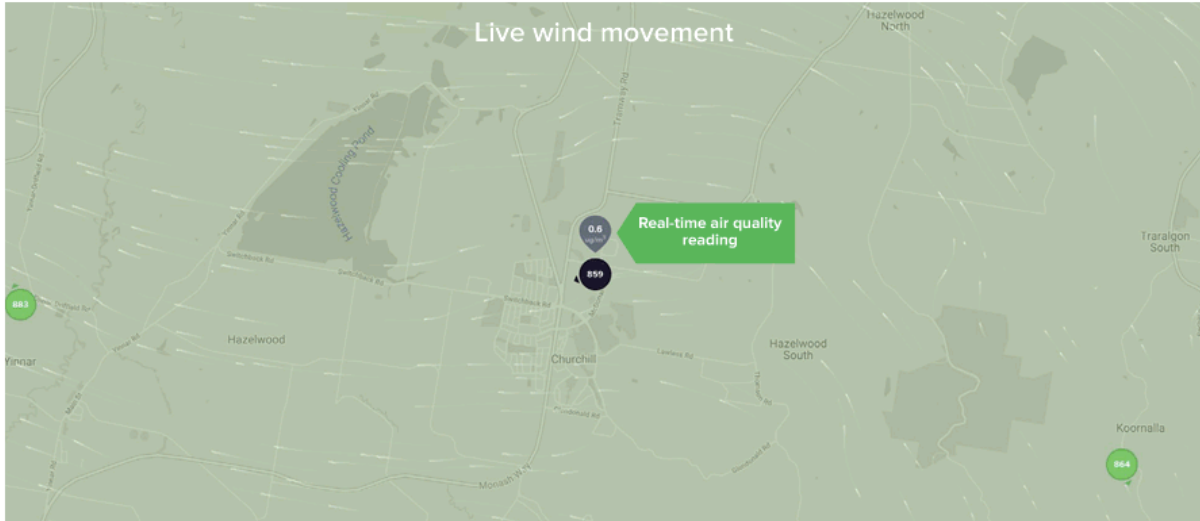
Site location: **Boolarra**  
 Sensor #: **881**



This graph details the PM<sub>1</sub>, PM<sub>2.5</sub> and PM<sub>10</sub> readings from the town of Boolarra through the 12 month period - March 2020 - March 2021.



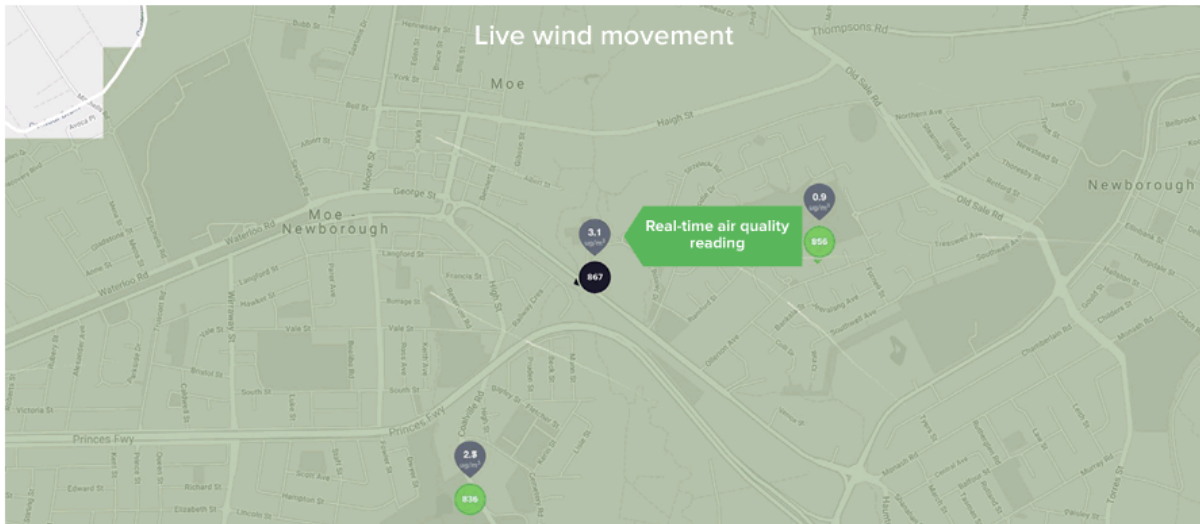
Site location: **Churchill**  
 Sensor #: **859**



This graph details the PM<sub>1</sub>, PM<sub>2.5</sub> and PM<sub>10</sub> readings from the town of Churchill through the 12 month period - March 2020 - March 2021.



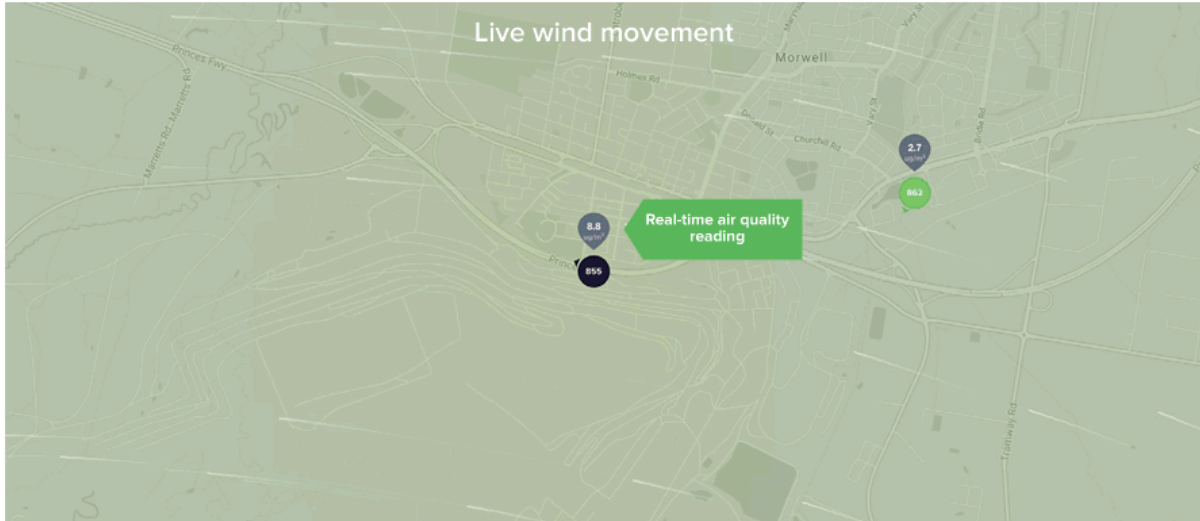
Site location: **Moe**  
 Sensor #: **867**



This graph details the PM<sub>1</sub>, PM<sub>2.5</sub> and PM<sub>10</sub> readings from the town of Moe through the 12 month period - March 2020 - March 2021.



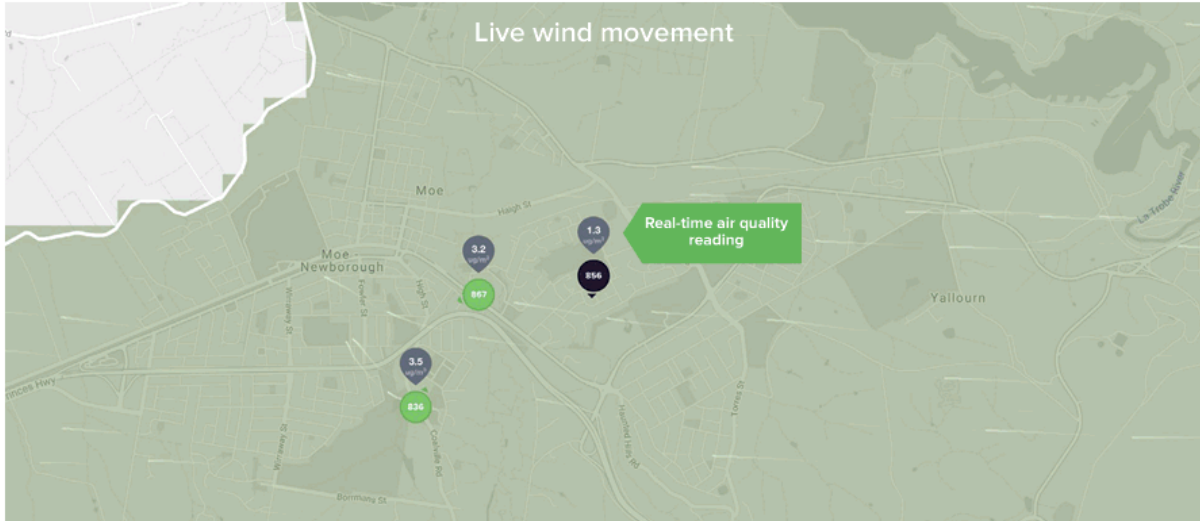
Site location: **Morwell**  
 Sensor #: **855**



This graph details the PM<sub>10</sub>, PM<sub>2.5</sub> and PM<sub>10</sub> readings from the town of Morwell through the 12 month period - March 2020 - March 2021.



Site location: **Newborough**  
 Sensor #: **856**



Particulate Matter



COMBINED

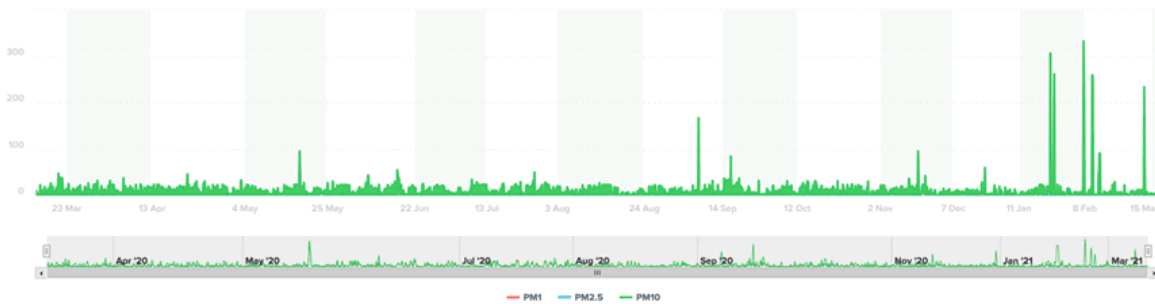
PM1

PM2.5

PM10

Custom date range

MIN	MAX
PM1: <b>0.0</b> (µg/m <sup>3</sup> ) normal 12:27 AM (17 MAR 2020)	PM1: <b>84.7</b> (µg/m <sup>3</sup> ) unhealthy 05:32 PM (17 MAY 2020)
PM2.5: <b>0.0</b> (µg/m <sup>3</sup> ) normal 06:16 PM (03 NOV 2020)	PM2.5: <b>94.6</b> (µg/m <sup>3</sup> ) unhealthy 05:32 PM (17 MAY 2020)
PM10: <b>0.0</b> (µg/m <sup>3</sup> ) normal 06:16 PM (03 NOV 2020)	PM10: <b>331.8</b> (µg/m <sup>3</sup> ) very unhealthy 03:37 PM (04 FEB 2021)



COMBINED

PM1

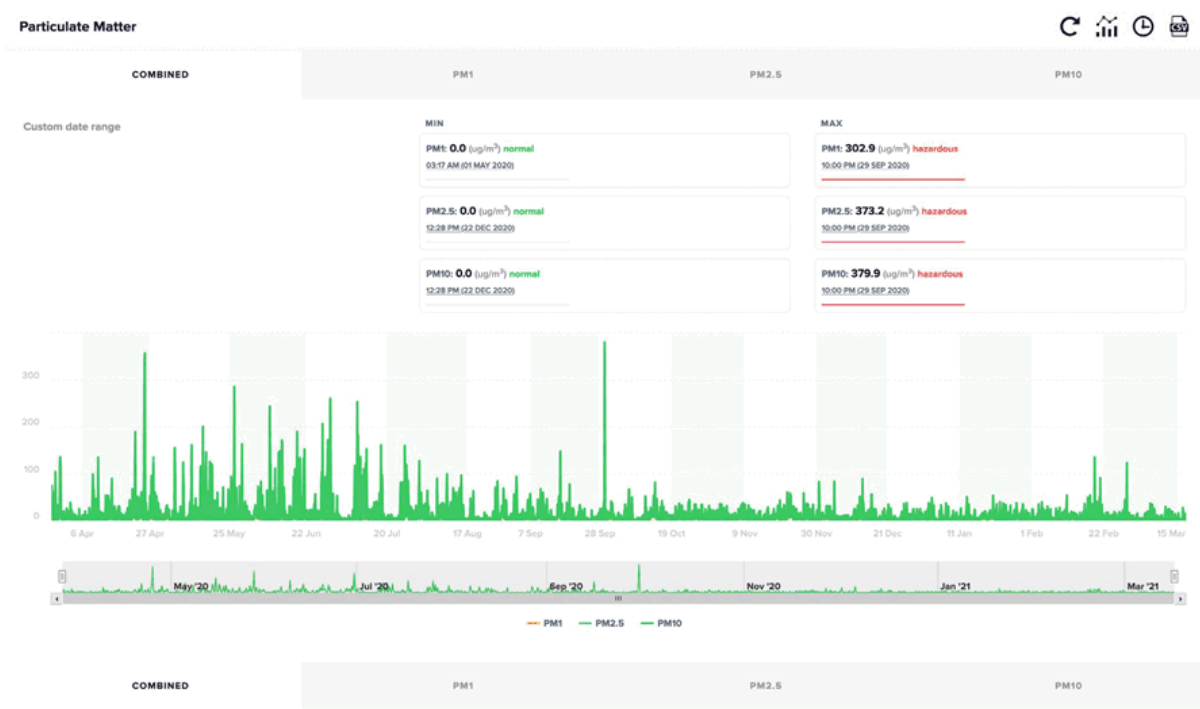
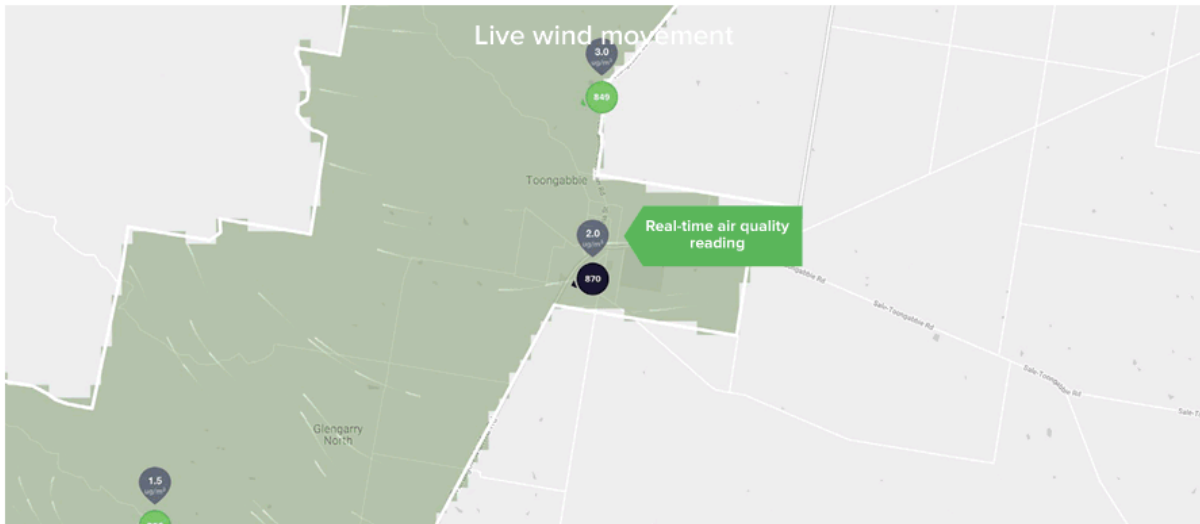
PM2.5

PM10

This graph details the PM<sub>1</sub>, PM<sub>2.5</sub> and PM<sub>10</sub> readings from the town of Newborough through the 12 month period - March 2020 - March 2021.



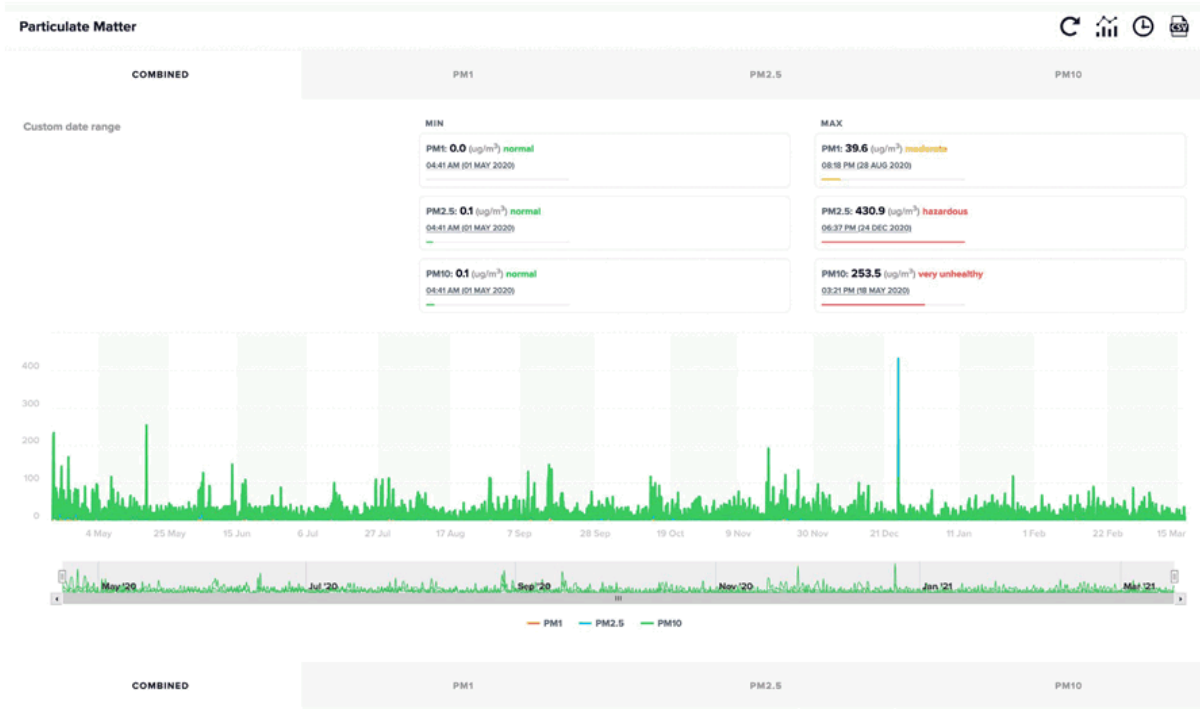
Site location: **Toongabbie**  
 Sensor #: **870**



This graph details the PM<sub>1</sub>, PM<sub>2.5</sub> and PM<sub>10</sub> readings from the town of Toongabbie through the 12 month period - March 2020 - March 2021.



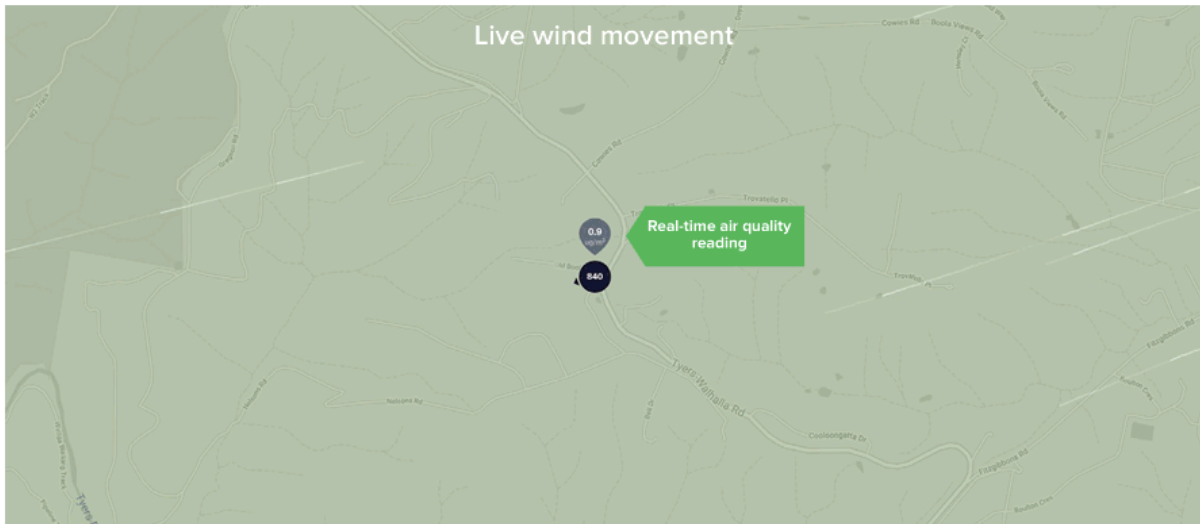
Site location: **Traralgon**  
 Sensor #: **845**



This graph details the PM<sub>1</sub>, PM<sub>2.5</sub> and PM<sub>10</sub> readings from the town of Traralgon through the 12 month period - March 2020 - March 2021.



Site location: **Tyres**  
 Sensor #: **840**



This graph details the PM<sub>1</sub>, PM<sub>2.5</sub> and PM<sub>10</sub> readings from the town of Tyres through the 12 month period - March 2020 - March 2021.

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Attentis® Technology has invested years of research and development, testing our networks in extreme conditions to ensure reliability.

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**Agenda Item: 14.7**

**Agenda Item: LCC Submission to Victorian Renewable Energy Zones Development Plan Directions Paper**

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

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

**Status: For Decision**

**MOTION**

**Moved:** Cr Clancey

**Seconded:** Cr Howe

**That Council adopts the Latrobe City Councils submission to the Victorian Renewable Energy Zones Development Plan Directions Paper.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- The Renewable Energy Zones Development Plan Directions Paper claims the Victorian Government is committed to the development of its Renewable Energy Zones (REZs). The purposeful development of REZs will allow new renewable energy projects to be connected in a timely manner, reducing risk premiums for investors, achieving better energy affordability and reliability outcomes for consumers, helping to achieve our climate change goals and furthering regional economic development goals. In reality however, the Directions Paper does not appear to capitalise on opportunities for Latrobe City Council created by a substantial existing electricity grid infrastructure network. This lost opportunity is identified in the attached submission at Attachment 2.
- The plan outlined in this directions paper will unlock 10 GW of new renewable energy capacity in Victoria, taking the total capacity across Victorian REZs to 16 GW. This will be enabled by the Victorian Government's \$540 million REZ Fund to invest in needed REZ network infrastructure and the establishment of a new body, VicGrid, to actively plan and develop Victorian REZs.
- This directions paper sets out four topics which are, Purpose; Context; Initial

Development Plan and Governance, and Funding.

- The directions paper (Attachment 1) is currently out for public consultation. Public submissions to the directions paper close on the 31 March 2021, however a Latrobe City Council request for an extension to this deadline was sought and granted until the 21 April 2021.
- The directions paper sets out six energy regions, these being Gippsland; Murray River; Western Victoria; South West Vic; Central North and Ovens Murray. These are broken down into two stages for implementation. Stage one is for projects that can be completed by 2025 and stage two longer term. Gippsland is currently earmarked as a stage two project.
- Latrobe City Council submission is calling for the Gippsland project that is earmarked under stage two to be brought forward under stage one. Furthermore, with the establishment of a new energy body under this plan, called VicGrid, LCC wants to ensure that this new body adds value and not another layer of red tape to any approval process. To minimise this occurring Latrobe City is also recommending that VicGrid set up advisory committees or community consultative committees. In Gippsland this would consist of representatives of Local Government; relevant government authorities and Traditional Owners, to ensure local concerns and opportunities are catered for and will provide a level of comfort that the body is considering local issues not a one size fits all scenario.
- With the recent announcement of the closure of Energy Australia's Yallourn power station and as we progress with COVID -19 recovery, this is a very timely direction paper. As a result of the above, having Gippsland noted for upgrades during stage two of the REZ Plan could result in lost investment opportunities, hence officers view to bring Gippsland into stage one, for immediate upgrade.

### **Background:**

As part of Victoria's commitment to the development of its Renewable Energy Zones (REZ) the State Government has provided a development plan to help deliver the REZs across Victoria. This will allow for new renewable energy projects to be connected in a timely manner, reducing risk premiums to investors and help to achieve Victoria's climate change goals and further stimulate regional economic growth.

This directions paper provides the purpose, as well as the context that is driving this change including ageing coal fired power stations and ever-increasing questions about reliability as well as ensuring jobs into the future.

It also discusses barriers to the transition and the need for having a centrally coordinated approach beyond the constraints of the traditional network planning. This will enable Victoria's strong pipeline of new power supply to be built in time to offer reliable power when large ageing power generators retire.

This paper also suggests that an initial implementation plan is structured into two stages over the six zones. It also proposes the governance and funding model for this REZ Development Plan with the creation of VicGrid and a \$540 Million REZ fund to invest in REZ infrastructure solutions .

**Issues:**

*Strategy Implications*

Objective One

Support job creation and industry diversification to enable economic growth and jobs here in Latrobe City.

The timely upgrading of our most significant asset will allow for considerable growth and a pipeline of renewable projects that will develop jobs and provide employment for our existing highly skilled work force.

*Communication*

An information session was held by Department of Environment Land Water & Planning (DELWP) on the 17 March 2021. It is also worth noting that Officers' submission highlights the need for future consultation with both stakeholders and the community.

A further report will be brought back to Council on the outcome of our submission.

*Financial Implications*

There are no financial implications from this report.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Negative impact on the reputation of Latrobe City Council if we did not prepare a submission</p>	3	Prepare a formal submission
<p><b>Strategic Risk</b></p> <p>Potential loss of impetus for investment growth in the renewable space growth to our city.</p>	3	LCC submission being clear on our needs

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

### *Legal and Compliance*

There are no legal or compliance issues from this report.

### *Community Implications*

*High expectation for LCC to show leadership in this important matter.*

### *Environmental Implications*

The REZ Development Plan directions paper will have significant implications on the community if renewable opportunities are realised in a timely manner.

### *Consultation*

Consultations internally and with external stakeholders on an as needs basis as this discussion progresses.

### **Declaration of Interests:**

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

### **Supporting Documents:**

Victorian Renewable Energy Zones Development Plan Directions Paper

Latrobe City Council Submission to Victorian Renewable Energy Zones Development Plan Directions Paper

### **Attachments**


1.  DELWP Renewable Energy Zones Development Plan Directions Paper
2.  Draft LCC Submission to the REZ Development Plan Directions Paper

## **14.7**

### **LCC Submission to Victorian Renewable Energy Zones Development Plan Directions Paper**

- |          |  |            |
|----------|--|------------|
| <b>1</b> | <b>DELWP Renewable Energy Zones Development Plan<br/>Directions Paper .....</b>    | <b>312</b> |
| <b>2</b> | <b>Draft LCC Submission to the REZ Development Plan<br/>Directions Paper .....</b> | <b>360</b> |





# Victorian Renewable Energy Zones Development Plan Directions Paper

February 2021

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# 1. Purpose of this Directions Paper

The Victorian Government is committed to the development of its Renewable Energy Zones (REZs). The purposeful development of REZs will allow new renewable energy projects to be connected in a timely manner, reducing risk premiums for investors, achieving better energy affordability and reliability outcomes for consumers, helping to achieve our climate change goals and furthering regional economic development goals.

The plan outlined in this Directions Paper will unlock 10 GW of new renewable energy capacity in Victoria, taking the total capacity across Victorian REZs to 16 GW. This will be enabled by the Victorian Government's \$540 million REZ Fund to invest in needed REZ network infrastructure and the establishment of a new body, VicGrid, to actively plan and develop Victorian REZs.

As part of this development the Government seeks to deliver better outcomes for local communities by supporting locally appropriate network investment and renewable energy development, and will build consultation with local residents, industry and farming communities into its REZ planning.

This Directions Paper outlines three key actions that the Victorian Government intends to undertake to fully develop REZs in Victoria, as well as seeking feedback from key stakeholders on certain issues:

## 1. The Government has prepared an initial REZ Development Plan that includes network investments that could be delivered immediately.

The Government has worked with the Victorian transmission network planner, the Australian Energy Market Operator (AEMO), to produce an initial REZ Development Plan (RDP) which outlines network investments that enable the full development of Victorian REZs.

Included in this initial RDP are key network investments that the Victorian Government could progress immediately, as well as medium term projects that VicGrid will continue to plan and develop.

Stakeholder views are sought on the potential network investments outlined in the RDP and the Victorian Government's identification of key projects for immediate investment, as well as procurement and cost recovery options for priority projects.

## 2. The Government will establish VicGrid to actively plan and develop Victoria's REZs.

The Government is establishing VicGrid to actively plan and develop Victoria's REZs, including planning and investing in REZ network infrastructure, identifying and applying appropriate procurement, cost recovery and co-funding approaches, facilitating renewable energy generation projects in Victorian REZs, and working with communities to plan REZs and ensure local benefits from REZ development.

This Directions Paper invites feedback from stakeholders on the structure and functions of VicGrid needed to achieve its objectives.

## 3. The Government will release an Implementation Plan that will outline how Victoria will plan, develop and invest in Victorian REZs

Following feedback from stakeholders on this initial RDP, the Government will undertake further assessment of identified priorities for investment and release details of projects for immediate funding under the REZ Fund in May 2021, including the procurement and cost recovery models for such investment, including local content requirements.

This will be followed by a broader REZ Implementation Plan that will be released in July 2021 which will update the RDP, establish and outline the work agenda of VicGrid, set out the framework for determining future investment and government funding in RDP projects, outline the ongoing process for delivering and updating the RDP, establish how VicGrid will engage and work with local governments, communities and businesses, and lay out the Government's broader approach to planning and developing Victorian REZs.

Through this Directions Paper, the Victorian Government is seeking the views of renewable energy development proponents and energy businesses on the network projects and financing options identified in the initial RDP. The Government is also interested in hearing from a wide range of stakeholders including energy market participants, as well as local governments and consumer, environmental and local community groups on VicGrid's establishment and broader REZ development matters.

## 2. Context

### 2.1 Victoria's renewable energy transformation

Victoria's coal-fired power stations are increasingly aged and unreliable. The future reliability of Victoria's energy supply, and the economic and social benefits that this provides, is contingent on the development of a diverse, secure and affordable state-wide generation portfolio, delivered in a timely fashion.

Victoria is delivering on an ambitious agenda to increase the share of electricity produced from renewable sources. The Victorian Government has legislated renewable energy targets (VRET) of 25 per cent of electricity generation by 2020, 40 per cent by 2025, and 50 per cent by 2030. The 2020 target has been achieved and we are on track to achieve the 2025 and 2030 targets.

Significant investments have been made to support the achievement of the VRET, including the Victorian Renewable Energy Auction Scheme which has contracted for 928MW installed generation capacity. This year, the Government will be holding its second VRET auction, to deliver at least 600MW of new renewable generation. The Government has also partnered with industry to implement large scale battery projects in key areas of the state, including the 300MW Victorian Big Battery near Geelong.

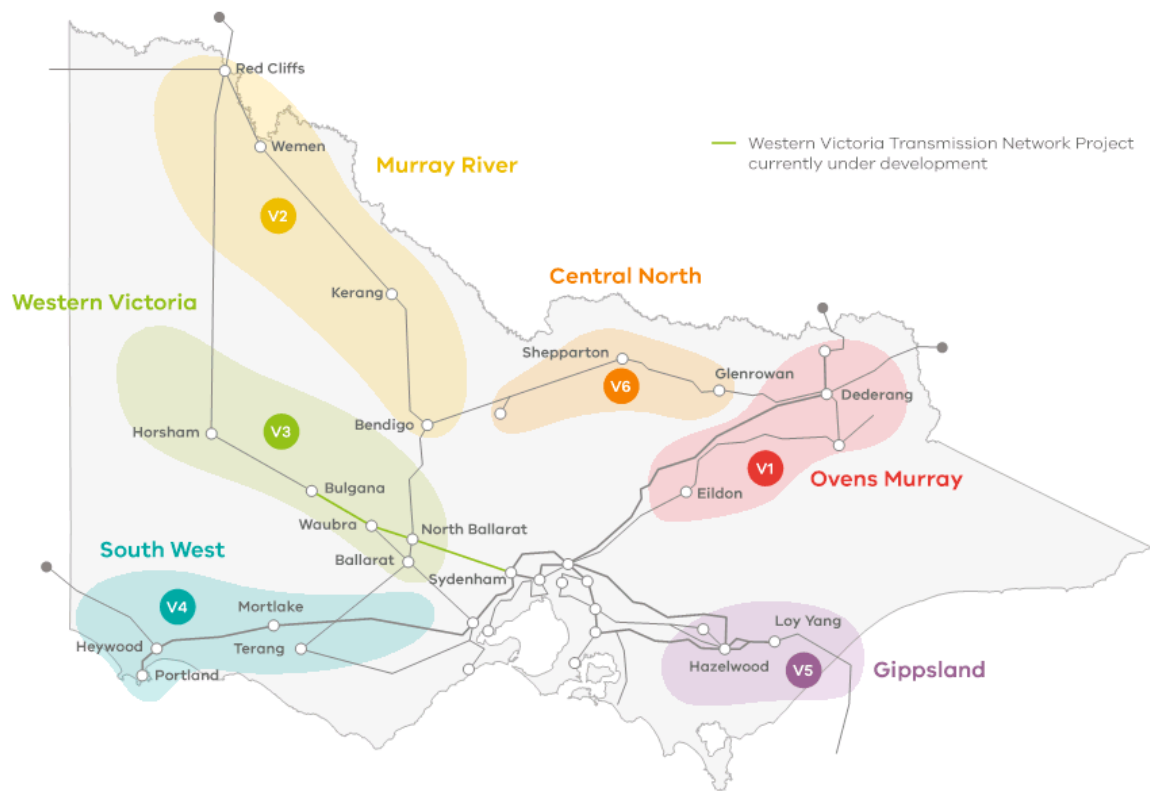
The benefits of this energy transformation are clear. As well as being vital to Victoria's need to decarbonise its economy to reduce the risks of climate change, the transition to renewable energy provides a key economic development opportunity for the state, and in particular regional Victoria. The steady increase in renewable energy projects in Victoria is contributing to lower prices and greater reliability for consumers. The REZ Development Plan will be designed to ensure this trend can continue.

The development of REZs across the state is a key initiative in Victoria's energy transformation. REZs are areas of abundant renewable energy resources such as solar and wind, the full development of which can ensure the timely and cost-effective delivery of secure and clean energy for Victoria. Figure 1 shows a map of the six REZs that have been identified in Victoria through the AEMO Integrated System Plan (ISP): South West Victoria, Western Victoria, Murray River, Central North, Ovens Murray and Gippsland.

The benefits of developing Victoria's REZs extend beyond direct increases to renewable energy generation, to include supporting investment in local economies, creating local jobs, and strengthening local supply chains. Victoria currently leads other states in renewable energy jobs, accounting for 7,800 jobs in 2020, or 30 per cent of total jobs in the renewables sector in Australia. The development of the Renewable Energy Zones will generate thousands of construction jobs right across regional Victoria, as workers build our next generation of solar and wind farms, energy storage and connecting transmission infrastructure.

Developing the renewable energy opportunities presented in all regions will necessitate transformation from a power system that has traditionally supplied electricity from a small number of very large electricity generators to a new system that connects the many new generation projects geographically dispersed across REZs. This will involve significant investment in transmission network infrastructure in areas that currently have limited capacity to carry energy from these new projects.

Figure 1 Victoria's Renewable Energy Zones



## 2.2 Barriers to the transition

Many renewable energy projects in Victoria are experiencing long and costly connection processes and/or restrictions due to a lack of thermal capacity and/or low network system strength in some REZs.

AEMO's 2020 Victorian Annual Planning Report (VAPR) includes network projects that will deliver system requirements and legislated policy targets, as prescribed under the current regulatory framework. However, AEMO notes that there continues to be strong developer interest beyond this expansion plan, often in locations with excellent renewable resources such as REZs.

AEMO notes that the current regulatory framework can result in extended generator constraints when imbalance between network and generation investment emerge, which could lead to less efficient utilisation of the state's renewable resources and higher project risk premiums that could be passed through into electricity market prices.

Internationally, jurisdictions are recognising the need for the anticipatory development of efficient transmission infrastructure to support the development of renewable energy zones. However, the current national regulatory framework for investment in transmission network infrastructure in Australia is designed for incremental transmission augmentation in response to generation-led investment.

This framework does not encourage centrally coordinated scale efficient solutions and anticipatory investments that pave the way for the transformation required in Victoria by 2030, and results in complex connection processes, increased investor risk and therefore reduced incentives for renewable energy investment.

A coordinated approach, beyond the constraints of traditional network planning, will help enable Victoria's strong pipeline of new power supply to be built and to be operating in time to provide reliable power when large ageing generators retire.



### 2.3 Victorian Government actions to date to support the transformation

In response to barriers to timely delivery of transmission network hosting capacity and REZ development in Victoria, the Victorian Government has actively pursued several strategies:

- **Driven changes to national reform processes**

The Victorian Government has already taken significant foundational steps to achieve better coordination of network investments and generation. It has driven changes to national reform processes to bring forward Energy Security Board (ESB) reforms for transmission including the Actionable ISP rule change which streamlines and adjusts the RIT-T (Regulatory Investment Test for Transmission) to improve delivery timeframes for ISP projects, and a Renewable Energy Zone rules package which requires jurisdictional planning bodies (AEMO for Victoria) to prepare REZ development plans for priority REZs. Victoria has also taken a lead role in advocating for the ESB's Post 2025 National Electricity Market Review.

- **Introduced NEVA legislation to ensure necessary network development**

In March 2020 the Government passed amendments to the National Electricity (Victoria) Act 2005 (NEVA) to allow it to depart from the national electricity rules where needed to expedite necessary network investments. So far the Government has utilised its powers under the amended NEVA to fast track the AEMO's procurement of a 300MW battery to enable increased import capacity of the Victoria New South Wales Interconnector (VNI) by 250MW in peak demand periods. The battery will be installed at the Moorabool Terminal Station, near Geelong, ahead of the 2021-22 summer period.

- **MOU with the Commonwealth Government to support the development of VNI West via KerangLink**

On 22 November 2020 a memorandum of understanding (MOU) was announced between the Victorian and the Commonwealth Governments to support the development of VNI West via KerangLink. VNI West is a proposed new 500 kilovolt (kV) electricity transmission interconnector between Victoria and NSW. It will increase power export capacity to NSW by 1930MW and capacity to Victoria by 1800MW as well as unlocking investment in over 2000MW of renewable energy projects.

The two governments have agreed to jointly underwrite up to \$200 million to enable immediate progress on early works including detailed design and specifications, field, geotechnical and environmental assessments, negotiation of easement and land acquisitions and equipment ordering.

KerangLink will facilitate the development of Victorian Renewable Energy Zones and this agreement will help to bring forward significant network capacity to connect renewable energy projects in Victoria and support regional jobs.

- **Regional Renewable Energy Roadmaps**

The Victorian Government supported development of Regional Renewable Energy Roadmaps across regional Victoria. Specific to each region, these Roadmaps were developed in consultation with local communities and include analysis of supply chain opportunities, skills, infrastructure, manufacturing and transmission opportunities. Each Roadmap provides critical intelligence to business, industry and communities seeking to establish or expand new energy technology development, manufacturing or renewable energy generation in Victoria.

## 2.4 New initiatives

The Victorian Government as part of the 2020-21 State Budget further announced a number of initiatives to develop REZs across the state.

These initiatives will actively plan, invest and develop Victorian REZ electricity network infrastructure, and facilitate beneficial renewable energy generation in each REZ. Together these initiatives aim to reduce costs and complexity in connecting renewable energy projects to the grid, ensure that the REZ network is capable of hosting the generation required to achieve the state's energy transformation, enable strong community engagement, and support local economic and social benefits from renewable energy development across Victoria.

This REZ development work agenda includes:

- **Release of a REZ Development Plan**

The Government is determined to bring forward network solutions that support the efficient development and connection of renewable energy projects in REZs, and is creating a REZ Development Plan (RDP) to achieve this. The RDP will identify key investments or other solutions that should be made on the Victorian network, where necessary extending beyond the initiatives in current planning documents such as the national ISP and the VAPR produced by AEMO. The RDP will provide appropriate solutions to:

- improve system strength and alleviate immediate connection and curtailment constraints in the short-term; and
- facilitate scale efficient and anticipatory investment in preparation for more renewables in the electricity system in the medium-term.

This Directions Paper includes an initial RDP that includes potential short-term priority network improvements that could be made. Following stakeholder feedback a final RDP will be released as part of the REZ Implementation Plan in July 2021.

- **Establishment of VicGrid to actively plan and develop Victoria's REZs**

The Government is establishing VicGrid to actively plan and develop Victoria's REZs, including planning and investing in REZ network infrastructure, identifying and applying appropriate procurement, cost recovery and co-funding approaches, facilitating renewable energy generation projects in Victorian REZs, and working with communities to plan REZs and ensure local benefits from REZ development.

- **\$540m REZ Fund to assist financing of REZ network investments, including immediate priority projects.**

As part of the 2020-21 State Budget, \$540 million has been made available over four years for the Victorian Government to invest in network solutions in REZs. The Victorian Government will identify funding pathways for beneficial investments in network solutions, including the appropriate use of NEVA powers and government funding.

Importantly, any project that is considered for government support must demonstrate a net benefit. When assessing the use of the REZ Fund, the Government will consider the benefits of public funding in REZ infrastructure including: network and consumer benefits; support for achieving government VRET targets; economic and industry development objectives; the priorities of local communities; local content opportunities; and the ability to provide value for taxpayer funding.

Cost recovery options will be actively considered where government financing is provided for projects. The Government will explore options that can leverage its investment, and complementarity with other government initiatives such as the Energy Innovation Fund and possible Clean Energy Finance Corporation or Australian Renewable Energy Agency support will also be investigated.



### 3. Initial REZ Development Plan

The Victorian Government has worked with AEMO to identify potential network investments that support more timely and efficient development of Victoria's REZs. Together these investments could enable an additional 10GW of renewable energy generation capacity in Victorian REZs, taking total REZ capacity to 16GW. These are potential network solutions that have been identified in addition to those in current Victorian transmission planning documents such as the AEMO VAPR and ISP, and options to bring those planned projects forward, to assist efficient renewable energy transition.

The potential solutions identified reflect both anticipatory medium-term transmission developments to enable future REZ development, as well as technical solutions that could be progressed in the near term to support the efficient connection of Victoria's existing pipeline of renewable energy projects. This initial RDP exclusively focuses on transmission network development within Victorian REZs and is divided into two stages:

- Stage 1 projects are investments that the Victorian Government could immediately progress to deliver shorter-term grid remediation solutions in areas where network limitations are impeding renewable energy projects.
- Stage 2 projects are potential medium-term investments in REZ infrastructure that will involve further assessment and community and stakeholder consultation.

This initial plan will be developed further following consultation and further detailed analysis, and a final RDP will be released along with a broader REZ Implementation Plan in July 2021. The RDP will be maintained and updated by VicGrid when it is established as part of new institutional arrangements.

There are also significant opportunities for the development of renewable generation and storage projects in REZs that have good hosting capacity such as in Ovens Murray and Gippsland. From a network perspective the Ovens Murray REZ is not experiencing immediate system strength issues and has adequate network capacity to accommodate expected generation development. VicGrid will play an active role in planning and facilitating significant renewable energy development in all six REZs including the need for continued monitoring of emerging required network investments.





### 3.1 Stage 1: Immediate priority projects to support REZs

The Victorian Government and AEMO have worked together to develop a list of potential immediate priority transmission network upgrade projects to support existing and future renewable energy generation development in Victoria's REZs. These investments aim to strengthen the Victorian transmission network and resolve the network connection issues that are causing significant project delays and acting as an impediment to timely development in REZs.

Stage 1 candidate projects have been identified using the following criteria:

- able to be delivered by 2025;
- address a present or projected need due to progression of generator projects in the connections pipeline (e.g. system strength, hosting capacity shortfall etc);
- provide standalone benefits to the network and/or connecting parties which are not dependent on future long-lead time network upgrade plans from either AEMO's 2020 VAPR or ISP; and
- can efficiently meet planning and environmental requirements as well as community expectations (for example, they have existing site or land available to deliver, and likely do not require complex planning or environmental assessments).

Projects that could be delivered by the market or where the commercial model is more complex, for example battery storage projects, are not included in Stage 1.

A coordinated approach, beyond the constraints of traditional network planning, will help enable Victoria's strong pipeline of new power supply to be built and operating in time to provide reliable power when large ageing generators retire.

By supporting these investments sooner than the long timeframes of regulatory investments, such as the RIT-T, means more lower cost renewable generation can enter the market for the benefit of consumers, as well as providing non-market benefits such as local economic activity and jobs. Such scale efficient investments can also reduce connection costs and improve connection certainty for generators, reducing project development costs which flow down to lower energy costs for consumers, overcoming the barriers that exist in the current national regulatory framework.








Stage 1 projects have been further divided into two categories. The first category includes projects aimed at immediate grid operation, system strength and curtailment issues which the Government is considering financing via the \$540 million REZ Fund. Following stakeholder feedback on these projects, further technical analysis and detailed assessment of their costs and benefits, the Government intends to release details of approved projects for immediate financing from the REZ Fund in May 2021, including procurement and cost recovery models for each investment, including local content requirements.

Table 1 details the seven candidate Stage 1 projects that are being considered for immediate REZ Fund financing. These are grouped by REZ with several key metrics associated with each project - capital costs, expected benefits, delivery timeframe and delivery risk. Delivery risk is generally determined by assessing the project against environmental, planning and community criteria. These projects are expected to be developed at established sites and not require new land or easements and should generate minimal community concern.

Individual project overviews, which contain more detailed project information, are available at the Appendix.



**Table 1 Stage 1 Projects – REZ Fund immediate network investments**

Project	Capital Cost (\$M)	Expected network benefit	Delivery timeframe (years)	Delivery risk (low, medium, high)
<b>Murray River: V2</b>				
125MVar synchronous condenser at Red Cliffs	\$42-\$98	Scale efficient solution to address system strength and connection issues.  This is estimated to benefit up to 761MW of renewable energy generation and save \$38M* on capital costs through scale efficiency.	2-3	
Minor augmentation	\$1-\$3	43-67MW of added network capacity, thereby avoiding generator curtailment due to network thermal limitations.	2-3	
<b>Western: V3</b>				
250MVar synchronous condenser at Horsham	\$32-\$76 <sup>1</sup>	Scale efficient solution to address system strength and connection issues.  This is estimated to benefit up to 1818MW of renewable energy generation and save \$29M* on capital costs through scale efficiency.	2.5-4	
<b>South West: V4</b>				
Minor augmentation	\$10-\$24	25-40MW of added network capacity, thereby avoiding generator curtailment due to network thermal limitations.	3-4	
South West communications upgrade	\$3-\$8	Enable connecting generators to meet their GPS obligations relating to remote control, protection.	3-4	
250MVar synchronous condenser at Haunted Gully	\$40-\$140	Scale efficient solution to address system strength and connection issues.  This is estimated to benefit up to 3202MW of renewable energy generation and save \$54M* on capital costs through scale efficiency.	2.5-4	
<b>Central North: V6</b>				
Minor augmentations	\$1-\$3	18MW of added network capacity, thereby avoiding generator curtailment due to network thermal limitations.	2-3	

<sup>1</sup> This cost assumes coordination with a planned AusNet network augmentation

\* Calculated as 35% reduction in capital costs from individual system strength investments based on AEMO advice.

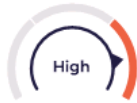

The second category of Stage 1 projects includes priority line upgrades that enable the connection of additional renewable energy capacity in the West and South West REZs. These REZs currently have thermal constraints that are preventing connection of immediate and future renewable energy projects.

The Government will consider how current regulatory arrangements can progress these projects. If it is evident that these projects are not able to be delivered effectively under the current national regulatory framework to enable significant new renewable energy capacity to connect, and that the projects are assessed to provide net benefits, the Government will consider further options to deliver them, including the use of NEVA powers.

The Government will undertake further detailed analysis and provide an update on its assessment of these projects in May 2021 when REZ Fund announcements are made for the other Stage 1 projects. The Government will announce a decision on funding for these projects in the REZ Implementation Plan to be released in mid 2021.

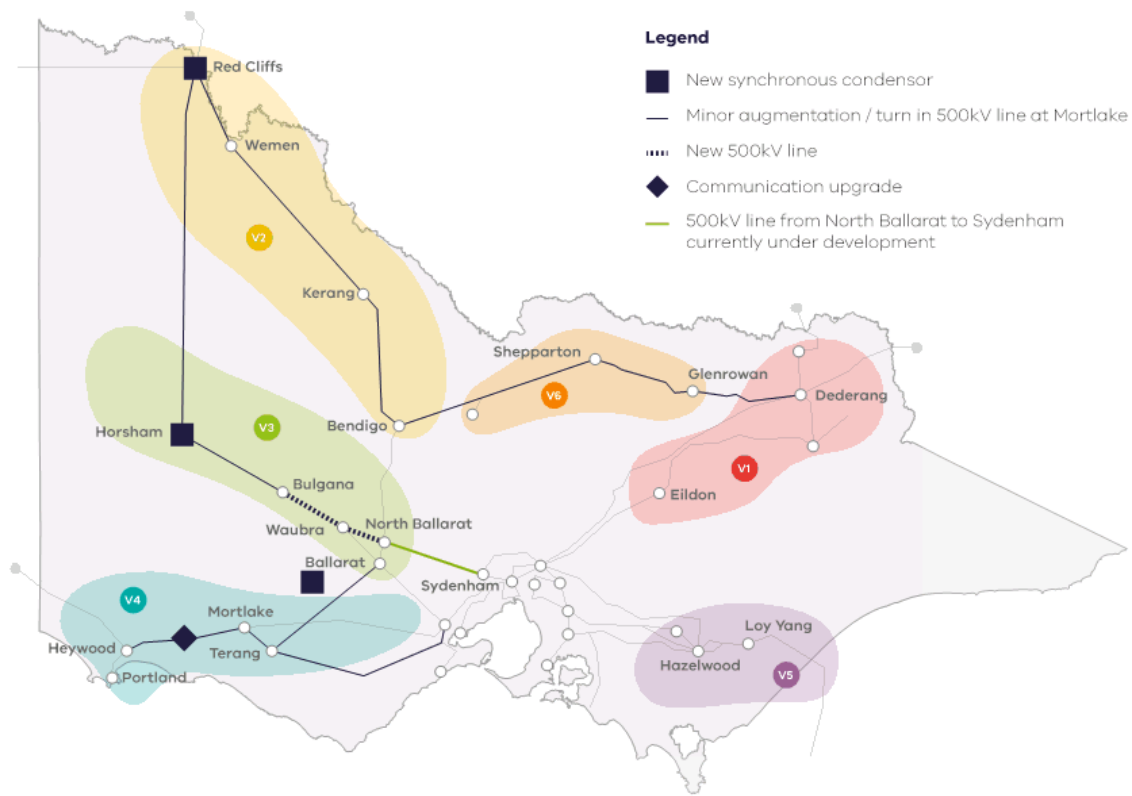
Table 2 below details the two proposed Stage 1 network augmentation projects. These are grouped by REZ with several key metrics associated with each project - capital costs, expected benefits, delivery timeframe and delivery risk (environmental, planning and community). Individual project overviews, which contain more detailed project information, are available at the Appendix.

**Table 2 Stage 1 Projects – larger network augmentations with alternative delivery options**

Project	Capital Cost (\$M)	Expected benefit	Delivery timeframe (years)	Delivery risk (low, medium, high)
<b>Western: V3</b>				
Increase the rating of the Western Victoria Transmission Network Project (WVTNP) from 220kV to 500kV from North Ballarat to Bulgana <sup>2</sup>	\$132-\$308	Enable the connection of up to 1200MW of renewable energy projects above the existing WVTNP.	5 <sup>3</sup>	
<b>South West: V4</b>				
Turn in existing Haunted Gully to Tarrone 500kV line at Mortlake	\$15-\$35	2500MW of additional network capacity thereby reducing generator curtailment due to network stability limitations.	2-3	

<sup>2</sup> This project is subject to the existing WVTNP and will only progress if it does not delay the delivery of the existing WVTNP, and will be the subject to EES processes.

<sup>3</sup> Ausnet estimate of project delivery.

**Figure 2 Victoria's REZs overlaid with immediate network solutions**

### 3.2 Stage 2: Future projects to support REZs

Stage 2 of the RDP focuses on potential medium-term REZ network projects that could be implemented to fully develop Victorian REZs.

These Stage 2 projects require further technical analysis, assessment of costs and benefits, as well as analysis of appropriate funding and business models and significant stakeholder and community consultation. These projects include:

- significant anticipatory augmentations to Victorian REZ transmission infrastructure which require complex planning and financial considerations or are subject to the outcome of other RIT-T projects (Victoria New South Wales interconnector (VNI) West, WVTNP, etc.);
- battery energy storage system (BESS) projects that may be funded by the private sector or may require innovative business models and tailored funding mechanisms to attract private sector investment; and
- smaller scale efficient system strengthening projects that require further analysis.

VicGrid will be responsible for the future development and possible delivery of projects identified in Stage 2 of the RDP. This will involve identifying priorities for next stage development and determining appropriate funding and delivery models for identified projects, including through the use of public funds. VicGrid will also actively consider cost recovery and ownership models for these assets.

Table 3 details the candidate projects for Stage 2 development under the RDP. These are grouped by REZ with several key metrics associated with each project - capital costs, expected benefits, delivery timeframe and delivery risk (environmental, planning and community). Individual project overviews, which contain more detailed project information, are available at the Appendix.

The Stage 2 project list is not exhaustive or limiting and more projects may be included either through this consultation process or through further detailed analysis conducted by VicGrid over time.

**Table 3 Stage 2 Projects - potential medium-term investments<sup>4</sup>**


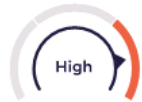


Project	Capital Cost (\$M)	Expected benefit	Delivery timeframe (years)	Delivery risk (low, medium, high)
<b>Murray River: V2</b>				
450MW × 3h of storage capacity (assuming BESS)	\$354-\$826	Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 493GWh annually and provide benefit of 2015MW to renewable energy generation.	2.5-4	 Low
**New 220kV OH line from Kerang to Red Cliffs via Wemen (~230km)	\$308-\$720	Provide up to 800MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 2365GWh annually.	5.5-7	 High
125MVAR synchronous condenser at Kerang	\$42-\$98	Scale efficient solution to address system strength and connection issues. This is estimated to benefit up to 1000MW of renewable energy generation and save \$38M* on capital costs through scale efficiency.	2-3	 Low
Second 350MW × 3h of storage capacity (assuming BESS)	\$194-\$454	Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 383GWh annually and provide benefit of a further 2698MW to renewable energy generation.	2.5-4	 Low
<b>Western: V3</b>				
125MVAR synchronous condenser at Murra Warra	\$40-\$105	Scale efficient solution to address system strength and connection issues. This is estimated to benefit up to 2344MW of renewable energy generation and save \$40M* on capital costs through scale efficiency.	2.5-4	 Low
350MW × 3h of storage capacity (assuming BESS)	\$275-\$643	Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 383GWh annually and provide benefit to 1765MW of renewable energy generation.	2.5-4	 Low
**New 220kV OH DCCT line from Murra Warra to Bulgana via Horsham (~125km)	\$170-\$396	Provide up to 1000MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 3835GWh annually.	5-6	 High
Second 350MW × 3h of storage capacity (assuming BESS)	\$194-\$454	Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 383GWh annually and provide benefit to a further 1765MW of renewable energy generation.	2.5-4	 Low

<sup>4</sup> Key acronyms in project names include the following: DCCT = Double circuit, SCCT = Single circuit, OH = Overhead

\* Calculated as 35% reduction in capital costs from individual system strength investments based on AEMO advice

\*\* Subject to outcome of other RIT-T projects (VNI West, WVTNP, etc.)

Project	Capital Cost (\$M)	Expected benefit	Delivery timeframe (years)	Delivery risk (low, medium, high)
<b>South West: V4</b>				
250MVar synchronous condenser at South Morang	\$60-\$140	Scale efficient solution to address system strength and connection issues. This is expected to provide benefit to 1906MW of renewable energy generation and save \$54M' on capital costs through scale efficiency.	2.5-4	
Second 300MW x 3h of storage capacity (assuming BESS)	\$167-\$389	Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 329GWh annually and provide benefit to a further 2587MW of renewable energy generation.	2.5-4	
350MW x 3h of storage capacity (assuming BESS)	\$275- \$643	Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 383GWh annually and provide benefit to 2587MW of renewable energy generation.	2.4-4	
Additional 220kV SCCT from Elaine to Moorabool (~43km)	\$54-\$126	Provide up to 600MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 630GWh annually.	5-6	
**New 500kV OH SCCT line from Mortlake to North Ballarat (~130km)	\$318-\$742	Provide up to 3000MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 4920GWh annually.	5-6.5	
**500kV OH line from Bulgana to Mortlake	\$398-\$930	Provide up to 2500MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 4290GWh annually.	5-6.5	
<b>Gippsland: V5</b>				
New 500kV OH DDCT from Hazelwood or Loy Yang to Gippsland (~65km)	\$300-\$700	Provide up to 2100MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 7270GWh.	4-5	

Project	Capital Cost (\$M)	Expected benefit	Delivery timeframe (years)	Delivery risk (low, medium, high)
<b>Central North: V6</b>				
200MW × 3h of storage capacity (Assuming BESS)	\$157-\$367	Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 219GWh annually and provide benefit to 778MW of renewable energy generation.	2.5-4	 Low
Second 300MW × 3h of storage capacity (Assuming BESS)	\$167-\$390	Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 329GWh annually and provide benefit to a further 1580MW of renewable energy generation.	2.5-4	 Low
**New 220kV SCCT from Shepparton to Dederang via Glenrowan	\$260-\$608	Provide up to 800MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 1708GWh annually.	5.5-7	 High
**New 220kV DCCT from Bendigo to Shepparton (~120km)	\$205-\$480	Provide up to 800MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 1576GWh annually.	5.5-7	 High
125MVAR synchronous condenser at Shepparton	\$42-\$98	Scale efficient solution to address system strength and connection issues. This is estimated to benefit up to 863MW of renewable energy generation and save \$38M* on capital costs through scale efficiency	2.5-4	 Low
Second 125MVAR syncon at Shepparton	\$42-\$98	Scale efficient solution to address system strength and connection issues. This is estimated to benefit up to a further 1506MW of renewable energy generation and save \$38M* on capital costs through scale efficiency	2.5-4	 Low

### Questions:

- What are stakeholder views on the Stage 1 projects prioritised for immediate investment for example type, location and feasibility?
- What are stakeholder views on the appropriate procurement, and cost recovery and asset ownership mechanisms for these prioritised projects?
- Are there alternative medium-term investments to the above that should be considered in the RDP?

## 4. REZ Governance and Funding

As part of the 2020-21 Budget, the Victorian Government announced two major new initiatives that will deliver faster and better coordinated development of REZs. These two measures are:

- The creation of a REZ development body responsible for actively delivering Victorian REZs (VicGrid); and
- The \$540 million REZ Fund, to invest in REZ network infrastructure solutions.

VicGrid will build on the Victorian Government's existing leadership to address barriers to the timely delivery of transmission network hosting capacity and REZ development in Victoria. VicGrid will seek to leverage and complement initiatives such as the Energy Security Board's REZ framework and the proposed 'efficient management of system strength' rule change currently being assessed by the Australian Energy Market Commission to enable timely and efficient development of Victoria's REZs.

### 4.1 Establishing VicGrid

The Victorian Government will establish VicGrid in mid 2021, tasked with the overarching planning and development of Victorian REZs. VicGrid will actively engage with regional communities to ensure appropriate and beneficial development in each REZ.

The Government is currently considering the precise form, functions and powers of VicGrid, and will look to other jurisdictions in Australia and internationally for key insights and learnings. The Government is seeking further feedback through this consultation process on options for VicGrid to effectively achieve its objectives, including consideration of VicGrid's role in the Victorian Transmission Planning Framework.

The role and powers of VicGrid could include:

- broadly planning, developing and delivering timely and coordinated transmission, generation, storage and network firming projects in REZ areas;
- facilitating delivery of renewable energy projects in REZ areas;
- leading community engagement and benefit sharing from REZ development;
- supporting state and regional economic development opportunities through REZ development;
- identifying and applying appropriate procurement, cost recovery and co-funding approaches; and
- financial support for REZ development projects.

#### Questions:

- What functions would stakeholders like VicGrid to perform and what governance model would be appropriate?
- Are there effective features of REZ development bodies in other jurisdictions in Australia and internationally which stakeholders consider would be most effective for Victoria's VicGrid?
- How best should VicGrid engage with local communities, businesses and local governments to ensure appropriate and beneficial REZ development?
- Victoria is contributing to national market and regulatory reforms in REZ development and careful consideration will be given to these arrangements. What features are important for consideration in the establishment of VicGrid to support complementarity of these reforms and effective outcomes in Victorian renewable energy development?



## 4.2 Funding pathways for RDP projects and REZ Fund

The Government intends to release details of the Stage 1 RDP projects for immediate financing from the REZ Fund in May 2021, including procurement and cost recovery models for each investment, including local content requirements. Projects outlined in Stage 2 of the RDP could be financed through several pathways, including the use of regulatory powers (e.g. use of Victorian NEVA powers to modify or disapply the RIT-T process), public funding (including the REZ fund), private investment or a combination of these pathways.

Future development and financing of network projects in the RDP will be guided by an assessment of net beneficial investment for Victoria, aligned with supporting efficient and sustainable renewable energy development in the REZs, and achieving value for money for taxpayers and electricity consumers. Funding pathways for projects identified in the RDP will be case-specific in order to achieve the above objectives.

The Government is developing a framework to guide investment in RDP projects and to determine the most appropriate funding pathways and government funding options for RDP projects once approved. This framework will be released as part of the REZ Implementation Plan in July 2021. Initial development suggests several factors will be considered when determining the most appropriate funding pathway, including whether:

1. the investment can be undertaken under the existing regulatory framework;
2. the investment is scale efficient and enables multiple new generators to connect to the network, now or in the future;
3. beneficiaries can be readily identified to contribute to the cost of the investment;
4. the investment delivers on key public policy objectives.

The Government's \$540m REZ Fund can be used in a variety of different ways to facilitate RDP solutions including:

- funding investment gaps to bring forward network projects under RIT-T processes where appropriate;
- direct grant funding or co-funding of projects; and
- financing of investments with cost recovery from beneficiaries.

Importantly, any project that is considered for government support must demonstrate a net benefit. When assessing the use of the REZ Fund, the Government will consider the benefits of public funding in REZ infrastructure including network and consumer benefits, support for achieving government VRET targets, economic and industry development objectives, the priorities of local communities, local content opportunities, and the ability to provide value for taxpayer funding, including cost recovery of investment.

## 5. Next Steps

Following feedback from stakeholders on the initial RDP and VicGrid governance, the Victorian Government will undertake the following steps:

- By the end of May 2021, the Government will release details of the priority network projects it intends to immediately finance through the REZ Fund, informed by stakeholder feedback, further detailed technical assessment and analysis of costs and benefits and including procurement and cost recovery models for these projects.
- In July 2021, the Government will establish VicGrid to develop and deliver Renewable Energy Zones for Victoria.
- In July 2021, the Government will release the REZ Implementation Plan which will include the finalised RDP, the establishment of VicGrid, the Government's framework for further investment and funding of RDP projects, the ongoing work agenda of VicGrid in delivering and updating the RDP and further developing Victorian REZs in consultation with local communities.

### 5.1 How to provide feedback

Thank you for taking the time to engage with this process. All responses are highly appreciated and are welcome before **midnight Wednesday, 31 March 2021**.

Please email [REZDevelopment@delwp.vic.gov.au](mailto:REZDevelopment@delwp.vic.gov.au) to submit responses to this consultation paper.

For any queries regarding the process, please email [REZDevelopment@delwp.vic.gov.au](mailto:REZDevelopment@delwp.vic.gov.au).

DELWP may publicly release responses to this consultation paper; respondents should indicate where any material is commercial-in-confidence and should not be released.



# Appendix: Detailed Project Overviews

Stage 1 | Category 1

## 125MVA<sub>r</sub> synchronous condenser at Red Cliffs



**REZ**  
Murray River (V2)

**Location**  
Likely within existing substation or easement within Red Cliffs area

**Delivery timeframe**  
2-3 years

**Cost**  
\$42M-98M

**Benefit**  
Scale efficient solution to address system strength and connection issues.  
Estimated to benefit up to 761MW of renewable energy and save \$38M on capital costs.

**Beneficiaries**

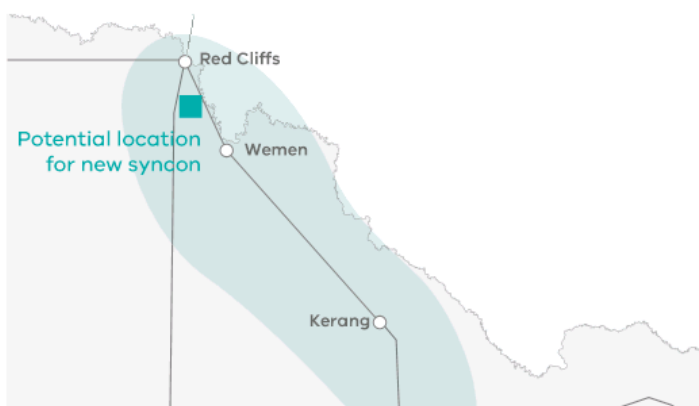
Solar (MW)	761
Wind (MW)	0
Total (MW)	761

### Project description (overview and purpose)

Installation of a new synchronous condenser in the Red Cliffs area. This project would support the immediate need for more system strength in the area. Following construction of Project EnergyConnect and the associated synchronous condensers at Buronga, this synchronous condenser will provide additional system strength for more renewable energy projects built in the area. This project will increase system strength and ensure sufficient available fault level for new renewable generators to comply with their system strength connection compliance obligations. This project would avoid the need for individual syncons to be constructed and represents a scale-efficient solution to system strength remediation, reducing capital expenditure overall.

### Technical specification

125MVA<sub>r</sub> nameplate rating.



### Risk of delivery



- Environment**  
Greenfield area – vegetation clearing required.  
Infrastructure may be close to sensitive areas.  
Environmental impacts may be avoided due to flexibility in the asset location.
- Planning**  
Project is located within an existing transmission line easement or substation site.  
Uncertainty regarding land availability; new terminal station and easements required, may necessitate compulsory processes – time and cost uncertain.
- Community**  
Potential community concerns regarding visual impacts and environmental impacts.  
Potential concerns regarding loss of agricultural land.

Stage 1 | Category 1

## Minor augmentation projects to support additional capacity



**REZ**  
 Murray River (V2)

**Location**  
 All upgrades within existing substation and easement sites

**Delivery timeframe**  
 2-3 years

**Cost**  
 \$1M-3M

**Benefit**  
 43-67 MW of added network capacity, thereby avoiding generator curtailment due to network thermal limitations.

**Beneficiaries**  
 Generators in the Murray River REZ.

**Risk of delivery**



**Environment**  
 Greenfield and brownfield secondary systems upgrades only.

**Planning**  
 Greenfield and brownfield secondary systems upgrades only.

**Community**  
 Greenfield and brownfield secondary systems upgrades only.

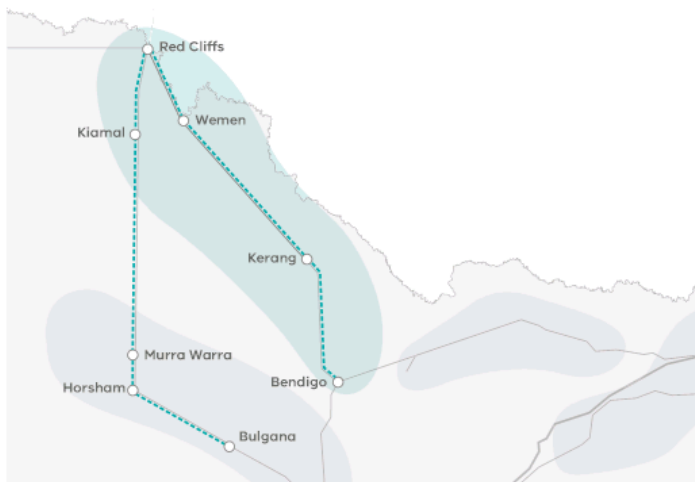
**Project description (overview and purpose)**

Minor augmentation projects in the Murray River REZ include automatic load and generation tripping and run back schemes for generators. The purpose of these projects is to enable higher levels of existing network capacity utilisation while maintaining system security. These projects are effectively a method of unlocking capacity on the existing network to accommodate greater levels of renewable generation at a lower cost than new network build.

**Technical specification**

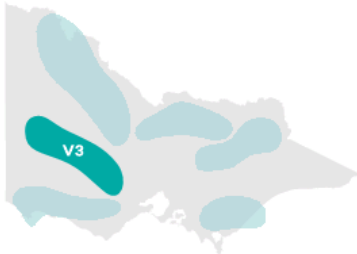
Automatic load/generation tripping/runback schemes to relieve thermal constraints on:

- RCTS-KMTS-MUTS-HOTS-BGTS
- RCTS – WETS – KGTS – BETS



Stage 1 | Category 1

## 250MVAR synchronous condenser at Horsham



**REZ**

Western (V3)

**Location**

In Horsham area, likely within existing Horsham substation site

**Delivery timeframe**

2.5-4 years

**Cost**

\$32M-\$76M

*(Estimate of the incremental cost of replacing the end-of-life Horsham SVC with a synchronous condenser)*

**Benefit**

Scale efficient solution to address system strength and connection issues. Estimated to benefit up to 1818MW of renewable energy generation and save \$29M on capital costs.

**Beneficiaries**

Solar (MW)	365
Wind (MW)	1453
Total (MW)	1818

**Risk of delivery**



**Environment**

There is flexibility in the asset location therefore, environmental impacts may be avoided.

**Planning**

Project is located within the existing Horsham substation site therefore, likely to be low planning risk and land availability risk.

**Community**

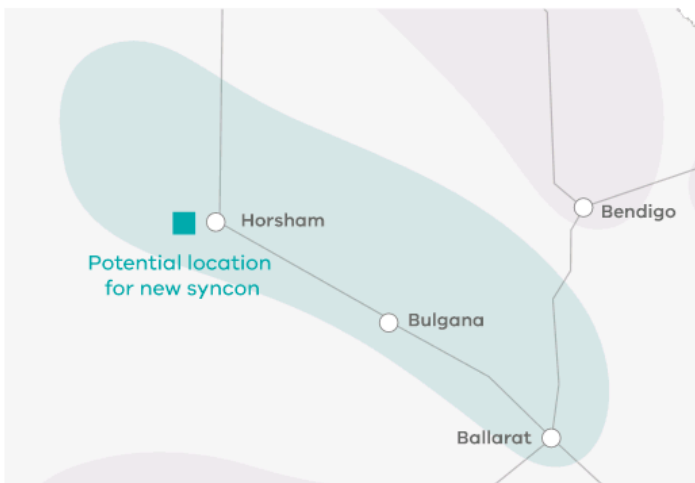
Community concern may be low due to co-location with existing infrastructure at substation.

**Project description (overview and purpose)**

Installation of a new synchronous condenser in the Horsham area. This project will increase system strength and ensure sufficient available fault level for new renewable generators to comply with their system strength connection compliance obligations. The existing Horsham static VAR compensator (SVC) is reaching end of life. Replacement with a modern equivalent SVC will cost \$45M. Replacement with a synchronous condenser rather than a new SVC will would cost \$100M. This project would avoid the need for individual synchronous condensers to be constructed and represents a scale efficient solution to system strength remediation, reducing capital expenditure overall.

**Technical specification**

250MVAR nameplate rating.



Stage 1 | Category 1

## Minor augmentation projects to support additional capacity



**REZ**  
 South West (V4)

**Location**  
 Upgrades within existing substations and easements

**Delivery timeframe**  
 3-4 years

**Cost**  
 \$10M-\$24M

**Benefit**  
 25-40MW of added network capacity, 100MVA to 300MVA for transformers, thereby avoiding generator curtailment due to network thermal limitations.

**Beneficiaries**  
 Generators in the South West zone.

### Project description (overview and purpose)

Minor augmentation projects in the South West REZ. Minor augmentation projects in the South West REZ include automatic load and generation tripping and run back schemes for generators. Secondary systems bay upgrades are also included to boost the ratings of transformers. The purpose of these projects is to enable a higher levels of existing network capacity utilisation while maintaining system security. These projects are effectively a method of unlocking capacity on the existing network to accommodate greater levels of renewable generation at a lower cost than new network build.

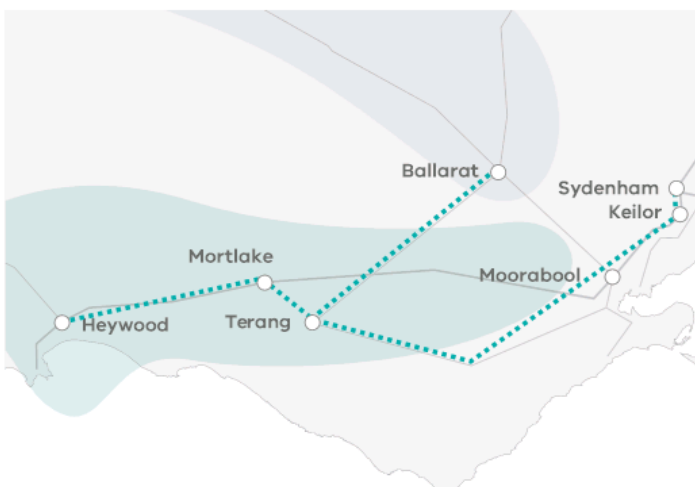
### Technical specification

BATS-TGTS-MLTS line; HYTS-MLTS line; MLTS-GTS-DPTS-KTS line; SYTS-KTS line; MLTS 220kV Transformer; DDTS 330/220kV Transformer.

### Risk of delivery



- **Environment**  
 Greenfield and brownfield secondary systems upgrades only.
- **Planning**  
 Greenfield and brownfield secondary systems upgrades only.
- **Community**  
 Greenfield and brownfield secondary systems upgrades only.



Stage 1 | Category 1

## South West communications upgrade



**REZ**  
 South West (V4)

**Location**  
 Upgrades within existing substations and easements

**Delivery timeframe**  
 3-4 years

**Cost**  
 \$3M-\$8M  
*(Balance of additional \$29M will be covered by TNSP RIT-T)*

### Project description (overview and purpose)

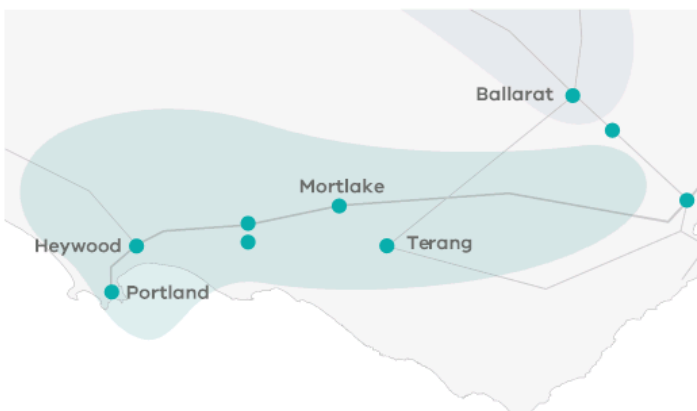
South West telecommunications network upgrade.

This project adds telecommunications network capacity in the South West area to provide the bandwidth to enable SCADA, signaling and protection for new generator connections in the area. This project helps generator connections in the area by pre-building the necessary telecommunications infrastructure required to integrate these generators into the transmission system. Unless built sooner, this investment will be triggered by a replacement expenditure driver in 2024. The cost quoted above is therefore the estimated advancement cost from the nominal replacement expenditure timing.

### Technical specification

Replace radio redundant path from Terang (TGTS) to APD with fibre. Involves a redundant path from TGTS to APD underground through road networks etc.

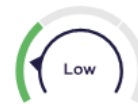
This is listed in the AusNet asset replacement plan (refer to page 8 of asset replacement plan – SDH/PDH replace – South West Region Loop).



**Benefit**  
 Enable connecting generators to meet their GPS obligations relating to remote control, protection.

**Beneficiaries**  
 New generators connecting in the South West REZ area.

### Risk of delivery



**Environment**  
 Infrastructure will be located underground within the road reserve, reducing environmental impacts.  
 Infrastructure may be close to sensitive areas e.g. Enfield State Park. However, siting may avoid impacts to sensitivity areas.

**Planning**  
 Conflicting land use: Works could intercept Farming Zone, Rural Activity Zones, Residential and Township Zones, Rural Conversation Zone and Public Conservation and Resource zone.  
 Native vegetation removal required.  
 Land unavailable: new easement required, may necessitate compulsory processes – time and cost constraint.

**Community**  
 Community concern may be lower due to co-location with existing infrastructure.  
 Placement of network underground should ease community concerns.

Stage 1 | Category 1

## 250MVAR synchronous condenser at Haunted Gully



**REZ**  
 South West (V4)

**Location**  
 Likely located within existing substation or easement in the Haunted Gully area

**Delivery timeframe**  
 2.5-4 years

**Cost**  
 \$40M-\$140M

**Benefit**  
 This is estimated to benefit up to 3202MW of renewable energy generation and save \$54M on capital costs through scale efficiency.

**Beneficiaries**

Solar (MW)	0
Wind (MW)	3202
Total (MW)	3202

**Project description (overview and purpose)**

Installation of a new synchronous condenser in the Haunted Gully area.

This project will increase system strength and ensure sufficient available fault level for new renewable generators to comply with their system strength connection compliance obligations. This project would avoid the need for individual synchronous condensers to be constructed and represents a scale efficient solution to system strength remediation, reducing capital expenditure overall.

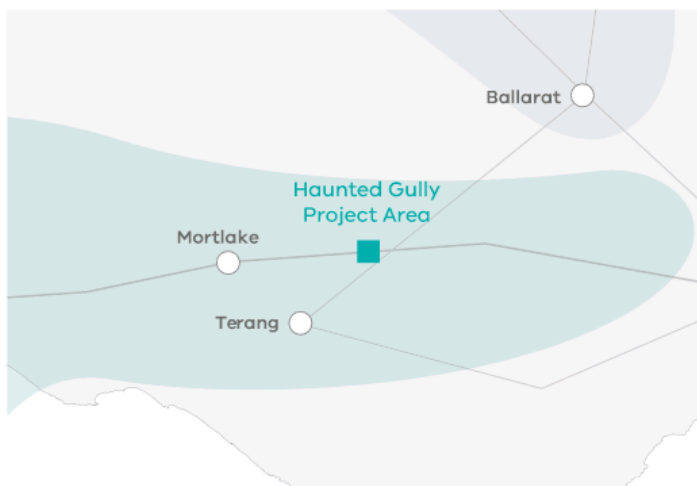
**Technical specification**

250MVAR nameplate rating.

**Risk of delivery**



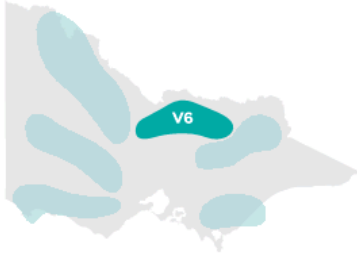
- Environment**  
 Project location within cleared agriculture land may minimise environmental risk.
- Planning**  
 Conflicting land use: works could intercept Farming Zone. Project is not within an existing easement therefore land availability is not guaranteed.
- Community**  
 Potential concerns regarding loss of agricultural land.





Stage 1 | Category 1

## Minor augmentation projects to support additional capacity



**REZ**  
 Central North (V6)

**Location**  
 All upgrades within existing substations or easements

**Delivery timeframe**  
 2-3 years

**Cost**  
 \$1M-3M

**Benefit**  
 18MW of added network capacity, thereby avoiding generator curtailment due to network thermal limitations.

**Risk of delivery**



- **Environment**  
 Greenfield and brownfield secondary systems upgrades only.
- **Planning**  
 Greenfield and brownfield secondary systems upgrades only.
- **Community**  
 Greenfield and brownfield secondary systems upgrades only.

**Project description (overview and purpose)**

Minor augmentation projects in the Central North REZ. The project include automatic load and generation tripping and run back schemes for generators. The purpose of these projects is to enable higher levels of existing network capacity utilisation while maintaining system security. These projects are effectively a method of unlocking capacity on the existing network to accommodate greater levels of renewable generation at a lower cost than new network build.

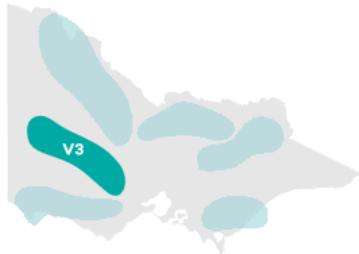
**Technical specification**

DDTS-GNTS-SHTS-BETS line: Automatic load/generation tripping/runback schemes.



Stage 1 | Category 2

# Western Victoria Transmission Network Project (WVTNP) North Ballarat to Bulgana



**REZ**  
Western (V3)

**Location**  
New easement between Bulgana – North Ballarat

**Delivery timeframe**  
5 years

**Cost**  
\$132M-\$308M

**Benefit**  
Enable the connection of up to 1200MW of renewable energy projects above the existing WVTNP.

**Beneficiaries**

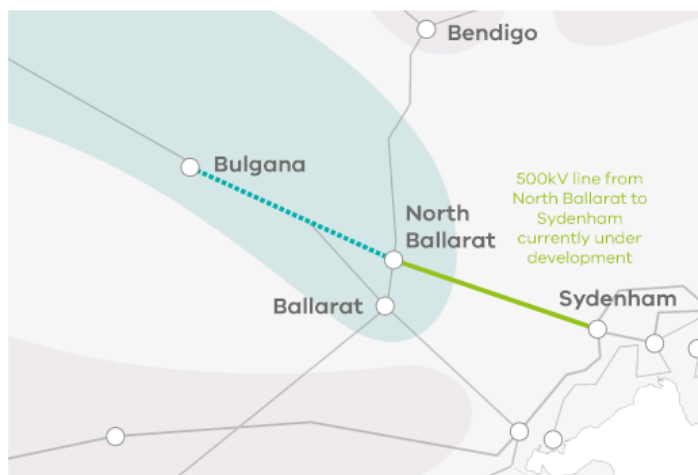
Solar (MW)	365
Wind (MW)	1453
Total (MW)	1818

**Project description (overview and purpose)**

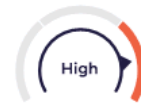
This project involves constructing a new 500kV double circuit overhead transmission line from North Ballarat to Bulgana. This represents an alternative to the existing WVTNP which is presently a 220kV upgrade from North Ballarat to Bulgana and a 500kV upgrade from North Ballarat to Sydenham. Additional new wind and solar project connections along the route will require increased network capacity to support unconstrained transmission of power. This project is aimed at preventing generator curtailment during high levels of renewable generation due to network capacity limitations, thereby supporting unconstrained operation of generators in the area.

**Technical specification**

112-125km line length, 500kV voltage rating, 3000MVA Nominal rating (per circuit) (35°C).



**Risk of delivery**



- Environment**  
Corridor assessment and constraint analysis for WVTNP will need to be updated.  
Project within greenfield area therefore vegetation clearing required.  
Infrastructure close to sensitive areas.
- Planning**  
Planning assessments underway as part of WVTNP need to be amended to include 500kV to Bulgana.  
Conflicting land use.  
Potential conflicting regarding future residential development.  
Land unavailable – new terminal station and easements required.
- Community**  
Potential community concerns regarding increased visual impacts and environmental impacts.  
Potential concerns regarding increased loss if agriculture land.

Stage 1 | Category 2

# Turn in existing Haunted Gully to Tarrone 500kV line at Mortlake



**REZ**  
 South West (V4)

**Location**  
 Within existing TL easement

**Delivery timeframe**  
 2-3 years

**Cost**  
 \$15-35M\*  
*(Capital cost developed by AusNet Services)*

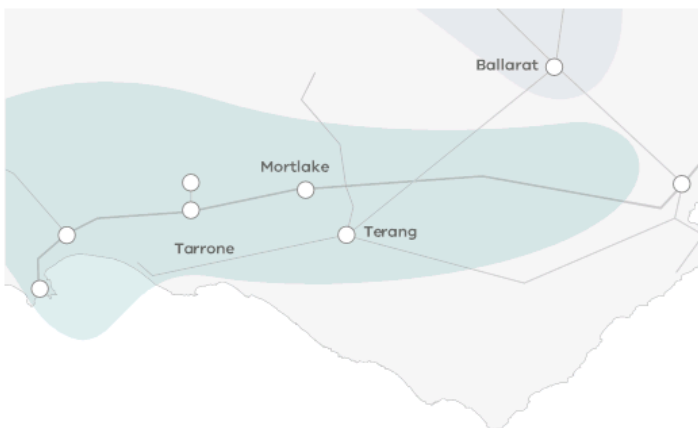
**Project description (overview and purpose)**

Turn the existing 500kV Tarrone to Moorabool line in at Mortlake terminal station.

Additional new wind and solar project connections within the state will require increased network capacity and enhanced system stability to allow unconstrained transmission of power. This project is aimed at preventing generator curtailment during high levels of renewable generation due to network stability limitations, thereby supporting unconstrained operation of generators in the South West REZ.

**Technical specification**

Upgrade substation equipment/protection to achieve higher rating; Implement dynamic line rating; Stringing and adjustment to switchgear for 500kV assets in existing substation.



**Benefit**  
 Increase thermal limits, enabling between 2500MW of additional renewable energy projects to connect.

**Beneficiaries**  
 State-wide beneficiaries when combined with 500kV Mortlake – North Ballarat, or 500kV Mortlake – Bulgana options.

**Risk of delivery**



- Environment**  
 Project located within existing transmission line easement – may minimize environmental impacts. Infrastructure may be close to sensitive areas.
- Planning**  
 Conflicting land use and work could intercept Farming Zone. Co-location with existing infrastructure may reduce approvals complexity. Native vegetation removal required. Moyne Shire Council preference for underground transmission.
- Community**  
 Community concern may be lower due to co-location with existing infrastructure. Potential concerns regarding loss of agriculture land.

Stage 2

## 450MW x 3h of storage capacity (assuming BESS)



**REZ**  
 Murray River V2

**Location**  
 Likely located within existing easement or substation site

**Delivery timeframe**  
 2.5-4 years

**Cost**  
 \$354M-\$826M

**Benefit**  
 Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 493GWh annually and provide benefit to 2015MW of renewable energy generation.

**Project description (overview and purpose)**

Construction of a new Battery Energy Storage System (BESS) installation within the Murray River REZ.

Note: These will be staged in line with renewables buildout.

These BESS projects will enable the absorption of excess energy from transmission connected renewable generation during periods of negative demand at the customer level due to rooftop solar PV. It is expected these batteries will discharge during the night as scheduled, dispatchable generation or as required by the market.

These batteries will avoid large scale renewables (solar in particular) from being switched off during periods of negative demand and will also improve marginal loss factors for generators in the area.

Additionally, the batteries may be used to manage network loading to better utilise existing network capacity prior to new transmission lines being constructed. Operating the batteries in this manner will require additional refinement on sizing and operating protocols.

**Technical specification**

450MW nominal MW capacity rating, 1350MWh storage capacity. Expected operating protocol is to charge during periods of solar peak (e.g. 11am to 3pm) discharge during evenings.

**Beneficiaries**

Solar (MW)	1943
Wind (MW)	72
Total (MW)	2015

**Risk of delivery**



**Environment**

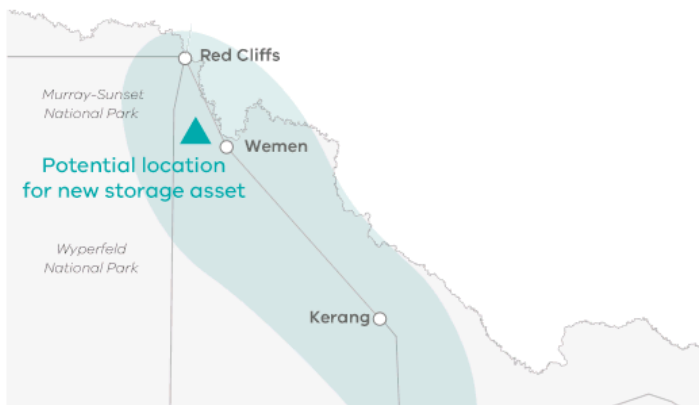
There is flexibility in the asset location – environmental impacts may be avoided.

**Planning**

Project is likely located within an existing transmission line easement or substation site – likely to be low planning risk and land availability risk.

**Community**

Community concern may be lower due to co-location with existing infrastructure.



Stage 2

## New 220kV double circuit overhead line from Kerang to Red Cliffs via Wemen



**REZ**  
Murray River V2

**Location**  
New easement required

**Delivery timeframe**  
5.5-7 years

**Cost**  
\$308M-\$720M

### Project description (overview and purpose)

This project involves constructing a new 220kV double circuit overhead transmission line from Red Cliffs to Kerang.

Additional new wind and solar project connections along the route will require increased network capacity to allow unconstrained transmission of power. This project is aimed at preventing generator curtailment during high levels of renewable generation due to network capacity limitations, thereby supporting unconstrained operation of generators in the area.

### Technical specification

-230km line length 220kV voltage rating.  
 800MVA Nominal rating (per circuit) (35°C).



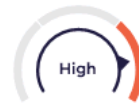
### Benefit

Provide up to 1200MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 2365GWh annually.

### Beneficiaries

Solar (MW)	1937
Wind (MW)	0
Total (MW)	1937

### Risk of delivery



#### Environment

Project located within greenfield area; native vegetation clearing required.

Infrastructure may be close to sensitive areas – Euston Regional Park, Hattah-Kulkyne National Park and Ramsar Wetlands

#### Planning

Conflicting land use – Use and works could intercept Farming Zone, Residential and Township Zones, Public Conservation.

Native vegetation removal required

Land unavailable; new terminal station and easement required, may necessitate compulsory processes.

#### Community

Potential community concerns regarding environmental impacts  
 Potential concerns regarding loss of agriculture land.

Stage 2

## 125MVar synchronous condenser at Kerang



**REZ**  
Murray River V2

**Location**  
Likely within existing substation or easement in Kerang area

**Delivery timeframe**  
2-3 years

**Cost**  
\$42M-\$98M

**Benefit**  
Scale efficient solution to address system strength and connection issues. This is estimated to benefit up to 761MW of renewable energy generation and save \$38M on capital costs through scale efficiency.

**Beneficiaries**

Solar (MW)	1000
Wind (MW)	0
Total (MW)	1000

**Project description (overview and purpose)**

Installation of a new synchronous condenser in the Kerang area. This project will increase system strength and ensure sufficient available fault level for new renewable generators to comply with their system strength connection compliance obligations. This project would avoid the need for individual synchronous condensers to be constructed and represents a scale efficient solution to system strength remediation, reducing capital expenditure overall.

**Risk of delivery**



**Technical specification**

125MVar nameplate rating.

**Environment**  
There is flexibility in the asset location therefore environmental impacts may be avoided.



**Planning**  
Project is likely located within an existing transmission line easement or substation site therefore likely to be low planning risk and land availability risk.

**Community**  
Community concern may be lower due to co-location with existing infrastructure.

\* Subject to outcome of other RIT-T projects (VNI West, WVTNP, etc.)

Stage 2

## Second 350MW x 3h of storage capacity (assuming BESS)



**REZ**

Murray River V2

**Location**

Likely within existing substation or easement in Kerang area

**Delivery timeframe**

2.5-4 years

**Cost**

\$194M-\$454M

**Benefit**

Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 3771GWh annually and provide benefit to 2698MW of renewable energy generation.

**Beneficiaries**

Solar (MW)	2626
Wind (MW)	72
Total (MW)	2698

**Risk of delivery**



**Environment**

There is flexibility in the asset location therefore environmental impacts may be avoided.

**Planning**

Project is likely located within an existing transmission line easement or substation site therefore likely to be low planning risk and land availability risk.

**Community**

Community concern may be lower due to co-location with existing infrastructure.

**Project description (overview and purpose)**

Construction of a new Battery Energy Storage System (BESS) installation.

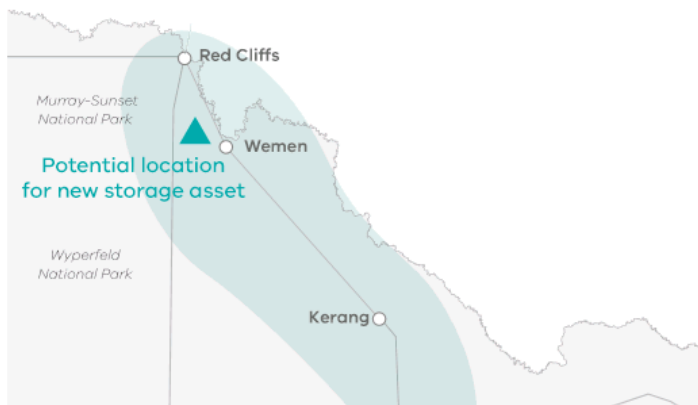
This BESS project will enable the absorption of excess energy from transmission connected renewable generation during periods of negative demand at the customer level due to rooftop solar PV. It is expected the battery will discharge during the night as scheduled, dispatchable generation or as required by the market.

The batteries will avoid large scale renewables (solar in particular) from being switched off during periods of negative demand and will also improve marginal loss factors for generators in the area.

Additionally, the batteries may be used to manage network loading to better utilise existing network capacity prior to new transmission lines being constructed. Operating the batteries in this manner will require additional refinement on sizing and operating protocols.

**Technical specification**

350MW nominal MW capacity rating, 1050MWh storage capacity. Expected operating protocol is to charge during periods of solar peak (e.g. 11am to 3pm) and discharge during evenings.



Stage 2

## New 125MVA synchronous condenser at Murra Warra



**REZ**

Western (V3)

**Location**

Likely location for synchronous condenser at Murra Warra substation

**Delivery timeframe**

2.5-4 years

**Cost**

\$40M-\$105M

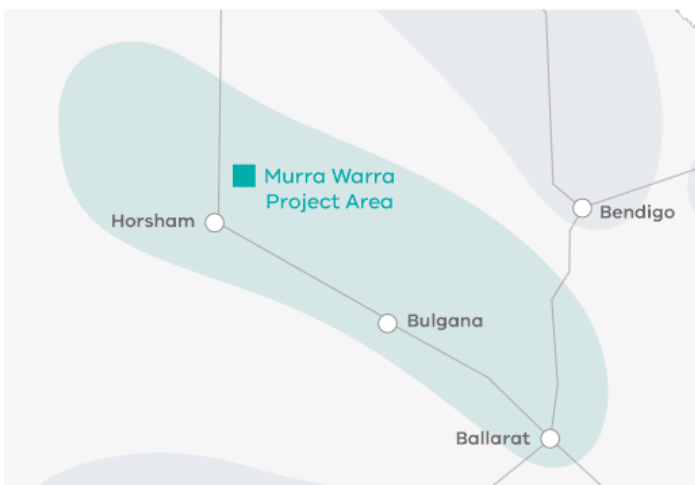
**Project description (overview and purpose)**

Installation of a new synchronous condenser in the Murra Warra area.

This project will increase system strength and ensure sufficient available fault level for new renewable generators to comply with their system strength connection compliance obligations. The project is expected to be required when the proposed Horsham synchronous condenser’s capacity has been fully utilised if generator projects in the connections pipeline progress. This project would avoid the need for individual synchronous condensers to be constructed and represents a scale efficient solution to system strength remediation, reducing capital expenditure overall.

**Technical specification**

125MVA nameplate rating.



**Benefit**

Scale efficient solution to address system strength and connection issues. This is estimated to benefit up to 2344MW of renewable energy generation and save \$40M on capital costs through scale efficiency.

**Beneficiaries**

Solar (MW)	644
Wind (MW)	1700
Total (MW)	2344

**Risk of delivery**



**Environment**

There is flexibility in the asset location – environmental impacts may be avoided.

**Planning**

Project is likely located within the Murra Warra Wind Farm substation (MWTS) – likely to be low planning and land availability risk.

Potential native vegetation removal.

**Community**

Community concern may be lower due to co-location with existing infrastructure at substation.



Stage 2

## 350MW x 3h of storage capacity (assuming BESS)



**REZ**  
Western (V3)

**Location**  
Likely located within existing easement or substation in the Horsham area

**Delivery timeframe**  
2.5-4 years

**Cost**  
\$275M-\$643M

### Project description (overview and purpose)

Construction of a new Battery Energy Storage System (BESS) installation within the Western REZ.

This BESS project will enable the absorption of excess energy from transmission connected renewable generation during periods of negative demand at the customer level due to rooftop solar PV. It is expected that this battery will discharge during the night as scheduled, dispatchable generation or as required by the market. This battery will avoid large scale renewables (solar in particular) from being switched off during periods of negative demand and will also improve marginal loss factors for generators in the area.

It is expected that a second battery would be required in the area following staged build-out of renewables. Additionally, the batteries may be used to manage network loading to better utilise existing network capacity prior to new transmission lines being constructed. Operating the batteries in this manner will require additional refinement on sizing and operating protocols.

### Technical specification

350MW nominal MW capacity rating, 1050MWh storage capacity. Expected operating protocol is to charge during periods of solar peak (e.g. 11am to 3pm) discharge during evenings.



### Benefit

Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 383GWh annually and provide benefit to 1765MW of renewable energy generation.

### Beneficiaries

Solar (MW)	365
Wind (MW)	1400
Total (MW)	1765

### Risk of delivery



#### Environment

There is flexibility in the asset location – environmental impacts may be avoided.

#### Planning

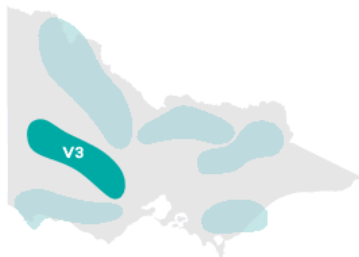
Project is likely located within an existing transmission line easement or substation site – likely to be low planning and land availability risk.

#### Community

Community concern may be lower due to co-location with existing infrastructure at substation.

## Stage 2

## New 220kV double circuit overhead line from Murra Warra to Bulgana via Horsham (~125km)

**REZ**

Western Victoria (V3)

**Location****Delivery timeframe**

5-6 years

**Cost**

\$170M-\$396M

**Project description (overview and purpose)**

This project involves constructing a new double circuit overhead transmission line from Murra Warra to Bulgana, via Horsham.

Additional new wind and solar project connections around Horsham and Murra Warra will require increased network capacity to allow unconstrained transmission of power. This project is aimed at preventing generator curtailment during high levels of renewable generation due to network capacity limitations, thereby supporting unconstrained operation of generators in the area.

**Technical specification**

125km line length, 800MVA nominal rating (per circuit).  
220kV nominal voltage rating.

**Benefit**

Provide up to 1000MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 3835GWh annually.

**Beneficiaries**

Solar (MW)	1126
Wind (MW)	907
Total (MW)	2033

**Risk of delivery****Environment**

Project located within greenfield area – vegetation clearing required.

Infrastructure may be close to sensitive areas.

**Planning**

Conflicting land use ad works could intercept farming zone, residential and rural living zones and, public conservation and resources zone.

**Community**

Potential community concerns regarding environmental impacts.  
Potential concerns regarding loss of agriculture.

Stage 2

## Second 350MW x 3h of storage capacity (assuming BESS)



**REZ**  
Western (V3)

**Location**

**Delivery timeframe**  
2.5-4 years

**Cost**  
\$194M-\$454M

### Project description (overview and purpose)

Construction of a new Battery Energy Storage System (BESS) installation within the Western REZ.

This BESS project will enable the absorption of excess energy from transmission connected renewable generation during periods of negative demand at the customer level due to rooftop solar PV. It is expected that this battery will discharge during the night as scheduled, dispatchable generation or as required by the market. This battery will avoid large scale renewables (solar in particular) from being switched off during periods of negative demand and will also improve marginal loss factors for generators in the area.

It is expected that a second battery would be required in the area following staged build-out of renewables. Additionally, the batteries may be used to manage network loading to better utilise existing network capacity prior to new transmission lines being constructed. Operating the batteries in this manner will require additional refinement on sizing and operating protocols.

### Technical specification

350MW nominal MW capacity rating, 1050MWh storage capacity. Expected operating protocol is to charge during periods of solar peak (e.g. 11am to 3pm) and discharge during evenings.



### Benefit

Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 383GWh annually and provide benefit to 1765MW of renewable energy generation.

### Beneficiaries

Solar (MW)	365
Wind (MW)	1400
Total (MW)	1765

### Risk of delivery



#### Environment

There is flexibility in the asset location – environment impacts may be avoided.

#### Planning

Project is likely located within an existing transmission line easement or substation site – likely to be low planning and land availability risk.

#### Community

Community concern may be lower due to co-location with existing infrastructure.

Stage 2

## South Morang 250MVar synchronous condenser



**REZ**

South West (V4)

**Location**

Likely located within existing substation or easement in the South Morang area

**Delivery timeframe**

2.5-4 years

**Cost**

\$60M-\$140M

**Project description (overview and purpose)**

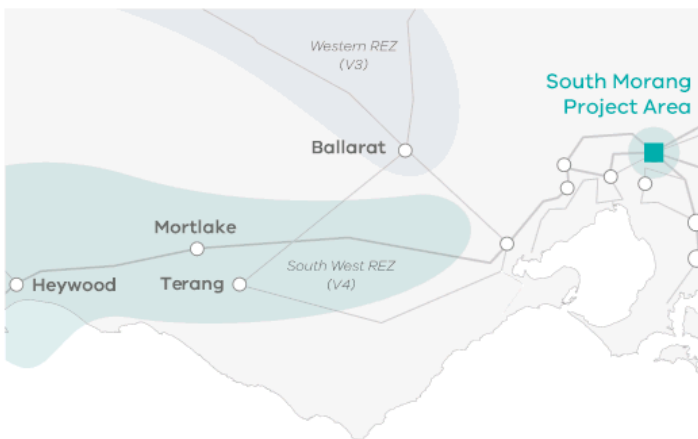
Installation of a new synchronous condenser in the South Morang area.

This project will increase system strength and ensure sufficient available fault level for new renewable generators to comply with their system strength connection compliance obligations.

This project would avoid the need for individual synchronous condensers to be constructed and represents a scale efficient solution to system strength remediation, reducing capital expenditure overall.

**Technical specification**

250MVar nameplate rating.



**Benefit**

Scale efficient solution to address system strength and connection issues. This is estimated to benefit up to 1906MW of renewable energy generation and save \$54M on capital costs through scale efficiency.

**Beneficiaries**

Solar (MW)	1051
Wind (MW)	855
Total (MW)	1906

**Risk of delivery**



**Environment**

There is flexibility in the asset location – environment impacts may be avoided.

**Planning**

Project is likely located within an existing transmission line easement or substation site – likely to be low planning and land availability risk.

**Community**

Community concern may be lower due to co-location with existing infrastructure.

**Stage 2**

## 300MW × 3h of storage capacity (assuming BESS)



**REZ**  
 South West (V4)

**Location**  
 Likely located within existing substation or easement

**Delivery timeframe**  
 2.5-4 years

**Cost**  
 \$167M-\$389M

**Benefit**  
 Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilised renewable energy by 329GWh annually and provide benefit to 2587MW of renewable energy generation.

**Project description (overview and purpose)**

Construction of new Battery Energy Storage System (BESS) installation within the South West REZ.

This BESS project will enable the absorption of excess energy from transmission connected renewable generation during periods of negative demand at the customer level due to rooftop solar PV. It is expected this battery will discharge during the night as scheduled dispatchable generation, or as required by the market. The battery will avoid large-scale renewables from being switched off during periods of negative demand and will also improve MLFs for generators in the area. Additionally, the batteries may be used to manage network loading to better utilise existing network capacity prior to new transmission lines being constructed. Operating the batteries in this manner will require additional refinement on sizing and operating protocols.

**Technical specification**

300MW/120MVar nominal capacity rating, 900MWh storage capacity.

Expected operating protocol is to charge during periods of solar peak (e.g. 11am to 3pm) and discharge during evenings.

**Beneficiaries**

Solar (MW)	0
Wind (MW)	2587
Total (MW)	2587

**Risk of delivery**



**Environment**

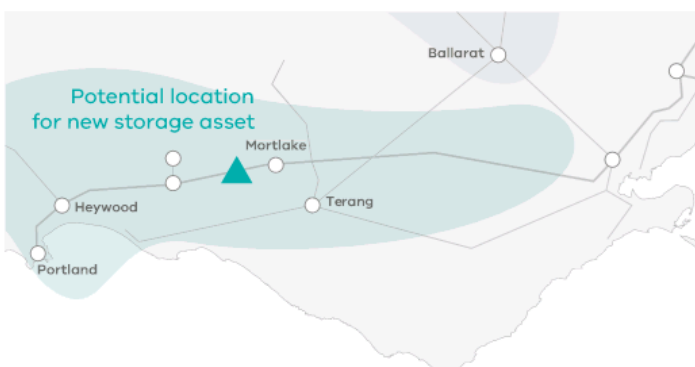
There is flexibility in the asset location – environment impacts may be avoided.

**Planning**

Project is likely located within an existing transmission line easement or substation site – likely to be low planning and land availability risk.

**Community**

Community concern may be lower due to co-location with existing infrastructure.



Stage 2

## 350MW × 3h of storage capacity (assuming BESS)



**REZ**  
 South West (V4)

**Location**  
 New easement required

**Delivery timeframe**  
 2.5-4 years

**Cost**  
 \$275M-\$643M

### Project description (overview and purpose)

Construction of new Battery Energy Storage System (BESS) installation within the South West REZ.

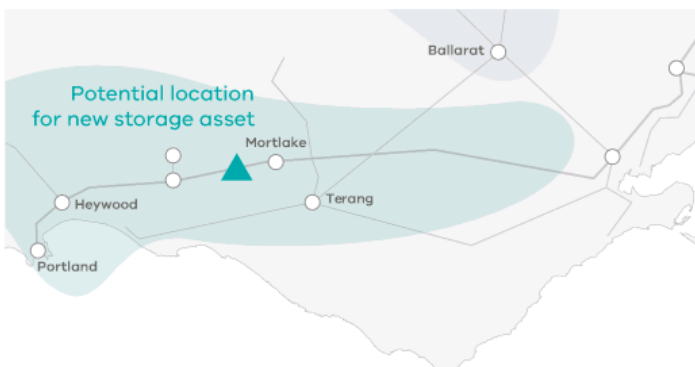
This BESS project will enable the absorption of excess energy from transmission connected renewable generation during periods of negative demand at the customer level due to rooftop solar PV. It is expected this battery will discharge during the night as scheduled, dispatchable generation or as required by the market. The battery will avoid large scale renewables (solar in particular) from being switched off during periods of negative demand and will also improve marginal loss factors for generators in the area.

Additionally, the batteries may be used to manage network loading to better utilise existing network capacity prior to new transmission lines being constructed. Operating the batteries in this manner will require additional refinement on sizing and operating protocols.

### Technical specification

350MW/138MVAR nominal capacity rating, 1050MWh storage capacity.

Expected operating protocol is to charge during periods of solar peak (e.g. 11am to 3pm) and discharge during evenings.



### Benefit

Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative demand. This is expected to increase utilized renewable energy by 383GWh annually and provide benefit to 2587MW of renewable energy generation.

### Beneficiaries

Solar (MW)	0
Wind (MW)	2587
Total (MW)	2587

### Risk of delivery



#### Environment

There is flexibility in the asset location – environment impacts may be avoided.

#### Planning

Project location is likely within an existing transmission line easement or substation site, therefore likely to be lower planning and land availability risk.

#### Community

Community concern may be lower due to co-location with existing infrastructure.

Stage 2

## Additional 220kV single circuit overhead line from Elaine to Moorabool (~43km)



**REZ**  
 South West (V4)

**Location**  
 Within existing Elaine – Moorabool transmission line easement

**Delivery timeframe**  
 5-6 years

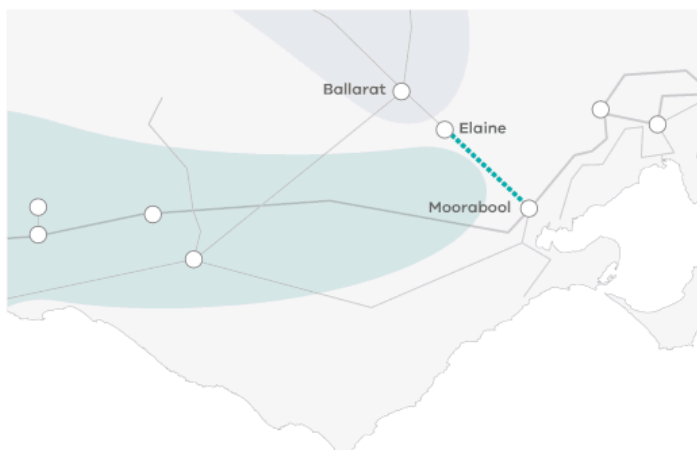
**Cost**  
 \$54M-\$126M

### Project description (overview and purpose)

This project involves constructing a new 220kV single circuit overhead transmission line from Elaine to Moorabool. Additional new wind and solar project connections along the route will require increased network capacity to support unconstrained transmission of power. This project is aimed at preventing generator curtailment during high levels of renewable generation due to network capacity limitations, thereby supporting unconstrained operation of generators in the area.

### Technical specification

~43km line length, 220kV, 800MVA Nominal rating (per circuit).



### Benefit

Provide up to 600MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 630GWh annually.

### Beneficiaries

Solar (MW)	365
Wind (MW)	1987
Total (MW)	2352

### Risk of delivery



#### Environment

Project located within existing transmission line easement which may minimise environmental impacts.

#### Planning

Conflicting land use – intercept farming zone, residential, township and rural living zone, public conservation and resource zone. Potential concern regarding impact on future development in activity area. Co-location with existing infrastructure may reduce approvals complexity. Likely native vegetation removal.

#### Community

Community concern may be lower due to co-location with existing infrastructure.

Stage 2

## New 500kV single circuit overhead line from Mortlake to North Ballarat (~130km)



**REZ**  
 South West (V4)

**Location**  
 New easement required

**Delivery timeframe**  
 5-6.5 years

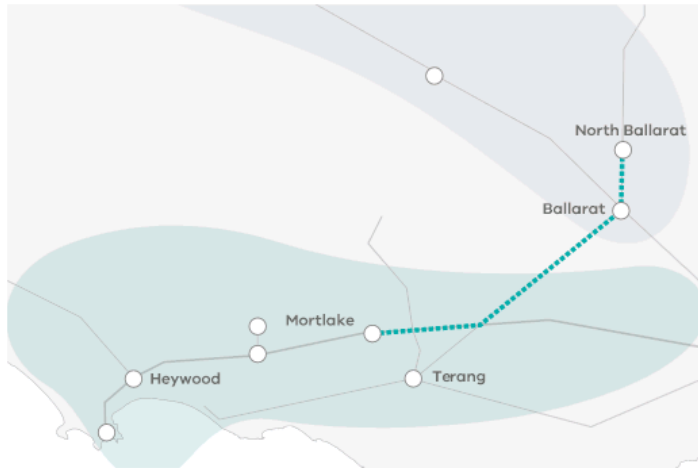
**Cost**  
 \$318M-\$742M

### Project description (overview and purpose)

This project involves constructing a new 500kV single circuit overhead transmission line from Mortlake to North Ballarat. Additional new wind and solar project connections within the state will require increased network capacity and enhanced system stability to support unconstrained transmission of power. This project is aimed at preventing generator curtailment during high levels of renewable generation due to network stability limitations, thereby supporting unconstrained operation of generators in the South West REZ.

### Technical specification

~130km line length, 500kV; 3000MVA Nominal rating (per circuit) .



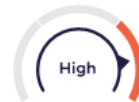
### Benefit

Provide up to 3000MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 4920GWh annually.

### Beneficiaries

State-wide beneficiaries.

### Risk of delivery



#### Environment

Project within greenfield area – native vegetation clearing required.

Infrastructure may be close to sensitive areas.

#### Planning

Conflicting land use – intercept farming zone, residential, township and rural living zone, public conservation and resource zone. Native vegetation removal required.

Moyne Shire Council preference for underground transmission.

Land unavailable; new terminal station and easements required.

#### Community

Potential community concerns regarding visual and other impacts.

Potential concerns regarding loss of agriculture land.



Stage 2

# 500kV double circuit overhead line from Bulgana to Mortlake



**REZ**  
 South West (V4)

**Location**  
 New easement required

**Delivery timeframe**  
 5-6.5 years

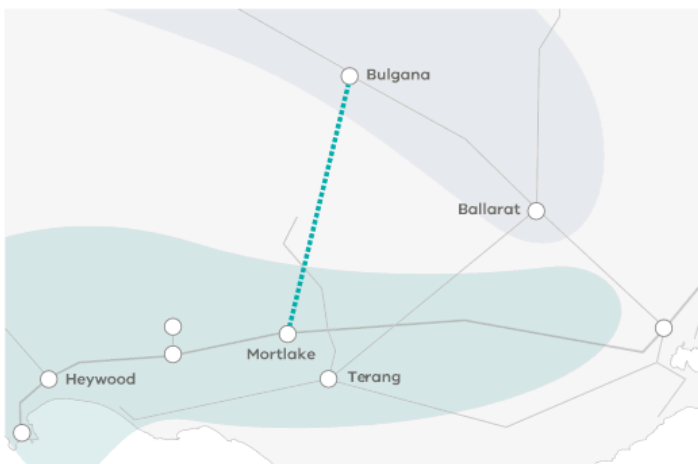
**Cost**  
 \$398M-\$930M

**Project description (overview and purpose)**

This project involves constructing a new 500kV double circuit overhead transmission line from Mortlake to Bulgana. Additional new wind and solar project connections along the route will require increased network capacity to support unconstrained transmission of power. This project is aimed at preventing generator curtailment during high levels of renewable generation due to network capacity limitations, thereby supporting unconstrained operation of generators in the area. Project will enable a 500kV loop in the South West area which will improve network security, system strength and stability within this REZ.

**Technical specification**

~119km line length, 500kV, 3000MVA Nominal rating (per circuit).



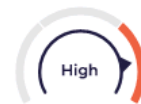
**Benefit**

Provide up to 2500MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 4290GWh annually.

**Beneficiaries**

State-wide beneficiaries.

**Risk of delivery**



**Environment**

Project within greenfield area – native vegetation clearing required  
 Infrastructure may be close to sensitive areas, e.g. Woorndoo-Hopkins Wetlands. Complete avoidance of impacts unlikely.

**Planning**

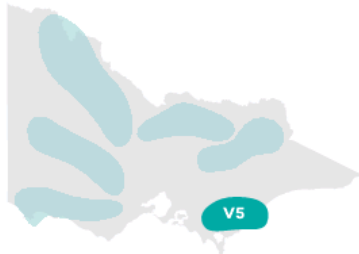
Conflicting land use – intercept farming zone, residential, township and rural living zone, public conservation and resource zone. Native vegetation removal required.  
 Moyne Shire Council preference for underground transmission.  
 Land unavailable; new terminal station and easements required.

**Community**

Potential community concerns regarding visual impacts.  
 Potential concerns regarding loss of agriculture land.

## Stage 2

## New 500kV double circuit overhead line from Hazelwood or Loy Yang to Gippsland

**REZ**

Gippsland (V5)

**Location**

New easement required

**Delivery timeframe**

4-5 years

**Cost**

\$300M-\$700M

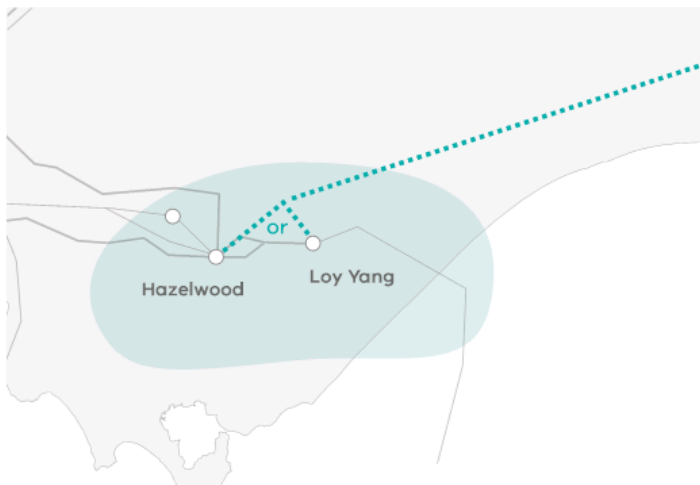
**Project description (overview and purpose)**

The project involves the construction of a new double circuit 500kV overhead transmission line from the Latrobe Valley (either Hazelwood or Loy Yang) to Gippsland.

The project targets renewable developments in Gippsland that have access to a good and diverse wind resource in the region as well as potential solar and storage projects. The projects require an extension of the transmission network to provide access to a strong and unconstrained part of the network. Project will provide a REZ with access to wind to developments that provide diversity to the Western Victoria and South West Victoria REZs.

**Technical specification**

65km in length, 500kV, 3000MVA nominal rating per circuit.

**Benefit**

Provide up to 2100MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 7270GWh annually.

**Beneficiaries**

Wind and solar projects in the Gippsland REZ.

**Risk of delivery****Environment**

Project within greenfield area – native vegetation clearing required.

Infrastructure may be close to sensitive areas – e.g. Holey Plains State Park, Stradbroke Flora and Fauna Reserve and Mullungdung State Forest.

**Planning**

Conflicting land use – intercept farming zone, residential, township and rural living zone, public conservation and resource zone, and public park and recreational zone.

Land unavailable; new terminal station and easements required, may necessitate compulsory processes – time and cost uncertain. Potential native vegetation removal.

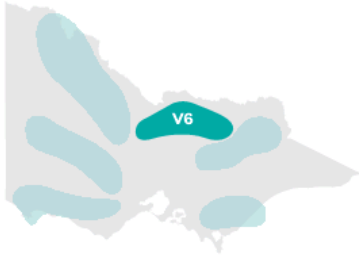
**Community**

Potential community concerns regarding visual impacts.

Potential concerns regarding loss of agriculture land.

Stage 2

## 200MW × 3h of storage capacity (assuming BESS)



**REZ**  
 Central North (V6)

**Location**  
 Likely location within existing substation or easement

**Delivery timeframe**  
 2.5-4 years

**Cost**  
 \$157M-\$367M

**Benefit**  
 Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative customer demand. This is expected to increase utilised renewable energy by 219GWh annually and provide benefit to 778MW of renewable energy generation.

**Project description (overview and purpose)**

Construction of new Battery Energy Storage System (BESS) installations within the Central North REZ.

These BESS projects will enable the absorption of excess energy from transmission connected renewable generation during periods of negative demand at the customer level due to rooftop solar PV. It is expected these batteries will discharge during the night as scheduled, dispatchable generation or as required by the market. These batteries will avoid large scale renewables (solar in particular) from being switched off during periods of negative demand and will also improve marginal loss factors for generators in the area. Additionally, the batteries may be used to manage network loading to better utilise existing network capacity prior to new transmission lines being constructed. Operating the batteries in this manner will require additional refinement on sizing and operating protocols.

**Technical specification**

200MW nominal MW capacity rating, 600MWh storage capacity. Expected operating protocol is to charge during periods of solar peak (e.g. 11am to 3pm) and discharge during evenings.



**Beneficiaries**

Solar (MW)	778
Wind (MW)	0
Total (MW)	778

**Risk of delivery**



**Environment**  
 There is flexibility in the asset location – environment impacts may be avoided.

**Planning**  
 Project is likely located within an existing transmission line easement or substation site – likely to be low planning and land availability risk.

**Community**  
 Community concern may be lower due to co-location with existing infrastructure.

**Stage 2**

## Second 300MW × 3h of storage capacity (assuming BESS)



**REZ**  
 Central North (V6)

**Location**  
 Likely location within existing substation or easement

**Delivery timeframe**  
 2.5-4 years

**Cost**  
 \$167M-\$390M

**Benefit**  
 Increase utilisation of renewable energy by enabling the absorption of excess energy from renewable generation during periods of negative customer demand. This is expected to increase utilised renewable energy by 329GWh annually and provide benefit to 1580MW of renewable energy generation.

**Project description (overview and purpose)**

Construction of a second stage of Battery Energy Storage System (BESS) installation within the Central North REZ.

This BESS project will enable the absorption of excess energy from transmission connected renewable generation during periods of negative demand at the customer level due to rooftop solar PV. It is expected these batteries will discharge during the night as scheduled, dispatchable generation or as required by the market. These batteries will avoid large scale renewables (solar in particular) from being switched off during periods of negative demand and will also improve marginal loss factors for generators in the area. Additionally, the batteries may be used to manage network loading to better utilise existing network capacity prior to new transmission lines being constructed.

**Beneficiaries**

Solar (MW)	1580
Wind (MW)	0
Total (MW)	1580

**Technical specification**

300MW nominal MW capacity rating, 900MWh storage capacity. Expected operating protocol is to charge during periods of solar peak (e.g. 11am to 3pm) and discharge during evenings.

**Risk of delivery**

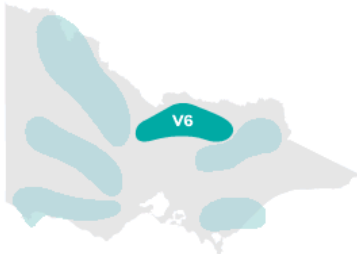


- **Environment**  
 There is flexibility in the asset location – environment impacts may be avoided.
- **Planning**  
 Project location is likely within an existing transmission line easement or substation site, therefore likely to be low planning and land availability risk.
- **Community**  
 Community concern may be lower due to co-location with existing infrastructure.



Stage 2

## New 220kV single circuit overhead line from Shepparton to Dederang via Glenrowan



**REZ**  
 Central North (V6)

**Location**  
 Located within existing easement

**Delivery timeframe**  
 5.5-7 years

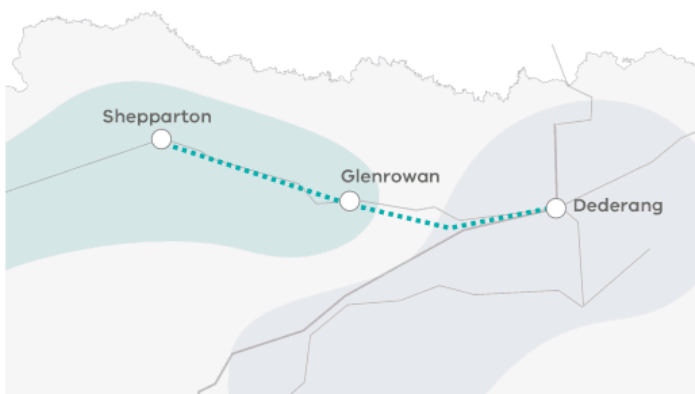
**Cost**  
 \$260M-\$608M

### Project description (overview and purpose)

This project involves constructing a new single circuit overhead transmission line from Shepparton to Dederang, via Glenrowan. Additional new wind and solar project connections around Shepparton and Glenrowan will require increased network capacity to support unconstrained transmission of power. This project is aimed at preventing generator curtailment during high levels of renewable generation due to network capacity limitations, thereby supporting unconstrained operation of generators in the area.

### Technical specification

150km line length, 800MVA nominal rating (per circuit) (35°C).  
 220kV nominal voltage rating



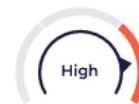
### Benefit

Provide up to 800MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 1708GWh annually.

### Beneficiaries

Solar (MW)	1495
Wind (MW)	0
Total (MW)	1495

### Risk of delivery



#### Environment

Project is likely located within an existing transmission line easement which may minimise environmental impacts. Infrastructure may be close to sensitive areas.

#### Planning

Conflicting land use – intercept farming zone, residential, township and rural living zone, public conservation and resource zone.

Native vegetation removal required.

Project is likely located within an existing transmission line – land availability risk.

#### Community

Community concerns may be lower due to co-location with existing infrastructure.

Potential concerns regarding loss of agriculture land.

Stage 2

## New 220kV double circuit overhead line from Bendigo to Shepparton (~120km)



**REZ**  
 Central North (V6)

**Location**  
 Not within existing easement

**Delivery timeframe**  
 5.5-7 years

**Cost**  
 \$205M-\$690M

### Project description (overview and purpose)

This project involves constructing a new double circuit overhead transmission line from Shepparton to Bendigo.

Additional new wind and solar project connections around Shepparton will require increased network capacity to support unconstrained transmission of power.

This project is aimed at preventing generator curtailment during high levels of renewable generation due to network capacity limitations, thereby supporting unconstrained operation of generators in the area.

### Technical specification

~120km line length, 800MVA nominal rating (per circuit) (35°C).  
 220kV nominal voltage rating.



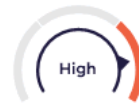
### Benefit

Provide up to 800MW of anticipatory network capacity for future renewable energy generation projects. This is expected to increase utilised renewable energy by 1576GWh annually.

### Beneficiaries

Solar (MW)	1495
Wind (MW)	0
Total (MW)	1495

### Risk of delivery



#### Environment

Project is likely located within an existing transmission line easement which may minimise environmental impacts.

Infrastructure may be close to sensitive areas.

#### Planning

Conflicting land use – intercept farming zone, residential, township and rural living zone, public conservation and resource zone.

Native vegetation removal required.

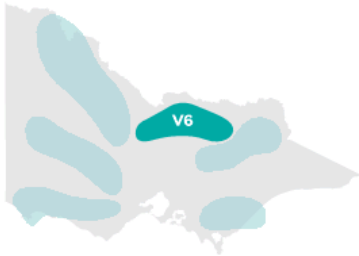
Land unavailable; new terminal station and easements required, may necessitate compulsory processes.

#### Community

Potential concerns regarding loss of agriculture land.

Stage 2

## 125MVA synchronous condenser at Shepparton



**REZ**

Central North (V6)

**Location**

Likely to be located within an existing substation or easement

**Delivery timeframe**

2.5-4 years

**Cost**

\$42M-\$98M

**Project description (overview and purpose)**

Installation of a new synchronous condenser in the Shepparton area.

This project will increase system strength and ensure sufficient available fault level for new renewable generators to comply with their system strength connection compliance obligations. This project would avoid the need for individual synchronous condensers to be constructed and represents a scale efficient solution to system strength remediation, reducing capital expenditure overall.

**Technical specification**

125MVA nameplate rating.



**Benefit**

Scale efficient solution to address system strength and connection issues. This is estimated to benefit up to 863MW of renewable energy generation and save \$38M on capital costs through scale efficiency.

**Beneficiaries**

Solar (MW)	863
Wind (MW)	0
Total (MW)	863

**Risk of delivery**



**Environment**

There is flexibility in the asset location therefore, environmental impacts may be avoided.

**Planning**

Project is located within the existing Shepparton substation site therefore, likely to be low planning risk and land availability risk.

**Community**

Community concern may be low due to co-location with existing infrastructure at substation.

Stage 2

## Second 125MVar synchronous condenser at Shepparton



**REZ**

Central North (V6)

**Location**

Likely to be located within an existing substation or easement

**Delivery timeframe**

2.5-4 years

**Cost**

\$42M-\$98M

**Project description (overview and purpose)**

Installation of a second synchronous condenser in the Shepparton area.

This project will increase system strength and ensure sufficient available fault level for new renewable generators to comply with their system strength connection compliance obligations. The project is expected to be required when the first 125MVar Shepparton synchronous condenser’s capacity has been fully utilised, from additional renewables buildout.

This project would avoid the need for individual synchronous condensers to be constructed and represents a scale efficient solution to system strength remediation, reducing capital expenditure overall.

**Technical specification**

125MVar nameplate rating.



**Benefit**

Scale efficient solution to address system strength and connection issues. This is estimated to benefit up to 863MW of renewable energy generation and save \$38M on capital costs through scale efficiency.

**Beneficiaries**

Solar (MW)	1506
Wind (MW)	0
Total (MW)	1506

**Risk of delivery**



**Environment**

There is flexibility in the asset location – environment impacts may be avoided.

**Planning**

Project is likely located within an existing transmission line easement or substation site – likely to be low planning and land availability risk.

**Community**

Community concern may be lower due to co-location with existing infrastructure.



**Victorian Renewable Energy Zones Development Plan  
Directions Paper  
Latrobe City Council Submission  
March 2021**



**For any enquiries about this submission, please contact:**

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## Introduction

### Introduction

Latrobe City Council thanks Department of Environment Land Water and Planning (DELWP) for the opportunity to make this submission to the Victorian Renewable Energy Zones – Directions Paper.

### About Latrobe City

Latrobe City is one of Victoria's four major regional cities, less than two hours from Melbourne. It is home to approximately 75,000 people; the Gippsland regional population exceeds 260,000 people. Latrobe City is resource rich with abundant forests, rich agricultural land, water resources and large deposits of brown coal. Latrobe City is home to 5,000 businesses and currently around 32,000 jobs. Its Gross Regional Product (GRP) is over \$5.6 billion per annum.

Latrobe City is a significant centre of Victoria's energy industry, historically it has produced approximately 85% of the electricity for the entire state of Victoria. The low-cost electricity generated from the Latrobe Valley's extensive brown coal resources has contributed to the Victoria's economic prosperity for nearly the past 100 years.

As a result of our long history of electricity generation, the region hosts an extensive electricity distribution infrastructure that connects to the existing generation facilities in Melbourne and broader Victoria. Not surprisingly, historically this sector has dominated the economic profile of Latrobe City, with employment and economic prosperity of the region relying heavily upon electricity generation.

While coal related industries are still an important and supported industry in Latrobe City, there is a growing interest in renewable energy as we transition away from coal in line with the rest of the state. Recently Latrobe City Council endorsed its Investment Roadmap which provides a high-level strategy looking at new and emerging industries and technology to aid in this transition, which includes renewables such as Hydrogen and Geothermal. This Investment Roadmap can be viewed here-

<https://www.latrobe.vic.gov.au/sites/default/files/2021-01/Investment%20Roadmap%20%28document%202021%29%20spreads2.pdf>

Latrobe City is ideally placed to embrace emerging new industries and leading-edge innovation to stabilise and grow the region's and Australia's economy in the midst of the energy sector transition. These opportunities are driven by the existing strengths and competitive advantages that the region has to offer due its long-standing history



as the hub of Victoria's power generation.

To this end, Latrobe City Council can play an active role in our state's renewable energy future and as such supports the *Victorian Renewable Energy Zones Development Plan Directions Paper* as well as providing the following feedback.

#### RESPONSES TO THE DIRECTIONS PAPER

The Directions Paper sets out four headings which are-

- 1 Purpose of this Directions Paper;
- 2 Context;
- 3 Initial REZ Development Plan; and
- 4 Governance & Funding.

Our submission will concentrate on sections 3 the REZ Development Plan and section 4 the REZ Governance & Funding suggestions.

Should there be any questions regarding this submission, please contact Gregory Lawrence, Manager Economic Investment & Transition on 51285742 or email [gregory.lawrence@latrobe.vic.gov.au](mailto:gregory.lawrence@latrobe.vic.gov.au)



## RESPONSE TO PART 3 Initial REZ

### **REZ Development Plan**

#### Immediate priority projects to support REZs –

Latrobe City Council understands from the Directions Paper that the Victorian Government and AEMO have worked together to develop a list of potential immediate priority transmission network upgrade projects to support existing and future renewable energy generation development in Victoria's REZs. These investments aim to strengthen the Victorian transmission network and resolve the network connection issues that are causing significant project delays and acting as an impediment to timely development in REZs.

Stage 1 projects are investments that the Victorian Government could immediately progress to deliver shorter-term grid remediation solutions in areas where network limitations are impeding renewable energy projects. Stage 1 projects have been further divided into two categories. The first category includes projects aimed at immediate grid operation, system strength and curtailment issues which the Government is considering financing via the \$540 million REZ Fund. Following stakeholder feedback on these projects, further technical analysis and detailed assessment of their costs and benefits, the Government intends to release details of approved projects for immediate financing from the REZ Fund in May 2021, including procurement and cost recovery models for each investment, including local content requirements.

Stage 2 projects (which includes a single project Gippsland) are potential medium-term investments in REZ infrastructure that will involve further assessment and community and stakeholder consultation.

Latrobe City Council offers the following feedback:

#### 1. Consistency with other strategic plans

The Victorian draft 30 Year Infrastructure Strategy (consultation process recently closed) identified on pg. 43 'candidate renewable energy zones'. Latrobe City Council seeks clarification as to the consistency between this renewable energy zone and that in this Directions Paper, although the boundaries aren't detailed the shape and location of the zone seem slightly different, which causes confusion for the community. Consistency in documentation would be appreciated in clarifying the location of the zone.



## 2. Relationship to planning schemes

Further detail as to how the state government intends to include the Renewable Energy Zones into local planning schemes would also be appreciated. Are the Renewable Energy Zones meant to be a land use planning zone with particular provisions for projects in these areas? Further clarification on this would be appreciated.

## 3. Leveraging of existing transmission infrastructure

The Victorian draft 30 Year Infrastructure Strategy states that;

*“Victoria’s electricity transmission infrastructure has historically been configured to carry power from the Latrobe Valley power stations to places with high energy use, like Melbourne.....*

*In some areas, weak transmission networks cannot currently carry large amounts of electricity and renewable energy generators are already having trouble exporting their electricity”.*

Latrobe City has significant energy production and distribution industries and infrastructure, including an electricity grid with connections to Tasmania, South Australia and New South Wales. These assets provide Latrobe City with significant opportunities to attract alternative and new energy technology investments, leveraging not only existing infrastructure but the extensive skill base and engineering capabilities of this region. This places Latrobe City at an advantage as an ideal location to generate and transmit large-scale renewable energy, supported by its abundant natural resources.

Governments at all levels can capitalise on existing transmission infrastructure by working with local communities on the siting of suitable renewable energy projects in Latrobe City subject to appropriate siting and social licence.

Despite this significant existing and proven infrastructure, the Directions Paper identifies only one project for Gippsland, which connects projects further west of the Latrobe City municipality into the existing infrastructure network. This project is identified as part of the Stage 2 projects.

Therefore, the Directions Paper indicates a failure to capitalise on the existing grid network of the Latrobe Valley and the skilled workforce that currently exists here? It also fails to encourage suitable renewable projects and battery storage projects in the Latrobe City municipality and is enough being done to inform, consult and involve the community so that social licence is achieved.



#### 4. Transition Planning

Recently the Latrobe City community were advised of the intention of Energy Australia to close Yallourn Power Station in 2028. This closure timeline is earlier than previously communicated and will be the second major energy sector employer to close within a decade, with significant job losses and flow on economic impacts.

Unfortunately, this announcement was made in the absence of any state government Transition Plan for the Latrobe Valley.

##### Recommendation

Latrobe City Council recommends that the Gippsland project that is earmarked under stage two is brought forward under stage one.

Considering that our region has suffered heavily with the closing of Hazelwood Power Station, Drought, Bushfires and COVID -19, there is considerable uncertainty around the future employment for our highly skilled workforce.

We do not want to be in a position, that we see an exodus of this skilled labour force to the detriment of Latrobe City and the state of Victoria. The Gippsland Zone has the strongest network of all the zones but has the most to lose if we wait too long. Furthermore, by bringing the Gippsland project forward to stage one will provide the Gippsland REZ with access to wind developments that provide diversity to the Western Victoria and South West Victoria REZs and encourage further renewable investment pipeline.

This would also send a clear message to the community that action is being undertaken now to ensure there is a certain future for our community by not only upgrading our lines to ensure future growth for our region but also the flow on effect of the construction jobs that would be welcome and provide an economic injection into our region. A clear signal would sent to Investors that are looking to invest in the renewables sector.

Finally, we know that Australia's shrinking capacity to generate reliable energy, as well as ageing infrastructure has been a major cause of rising energy household power prices.

We note the risks listed for the Gippsland project but feel that they can be overcome with proper consultation and co-design with the community. Another reason why the commencement of this project should not be delayed until stage 2. Capitalising on the strong network of the Latrobe Valley can be done if the government is prepared to work alongside the local community.



## RESPONSE TO Part 4 REZ Governance & Funding

It is Latrobe City Council's understanding from the Directions Paper that as part of the 2020-21 Budget, the Victorian Government announced two major new initiatives that will deliver faster and better coordinated development of REZs. These two measures are:

- The creation of a REZ development body responsible for actively delivering Victorian REZs (VicGrid); and
- The \$540 million REZ Fund, to invest in REZ network infrastructure solutions.

### **Establishing VicGrid**

The Directions Paper outlines that the Victorian Government will establish VicGrid in mid-2021, tasked with the overarching planning and development of Victorian REZs. VicGrid will actively engage with regional communities to ensure appropriate and beneficial development in each REZ.

The Government is currently considering the precise form, functions and powers of VicGrid, and will look to other jurisdictions in Australia and internationally for key insights and learnings.

The Government is seeking further feedback through this consultation process on options for VicGrid to effectively achieve its objectives, including consideration of VicGrid's role in the Victorian Transmission Planning Framework.



Council welcomes the opportunity to be part of this consultation process so that local communities can help co-design the energy future of their economies and that of the state.

The Directions Paper summarises that the role and powers of VicGrid could include:

- Broadly planning, developing and delivering timely and coordinated transmission, generation, storage and network firming projects in REZ areas;
- Facilitating delivery of renewable energy projects in REZ areas;
- Leading community engagement and benefit sharing from REZ development;
- Supporting state and regional economic development opportunities through REZ development;
- Identifying and applying appropriate procurement, cost recovery and co-funding approaches; and
- Financial support for REZ development projects.

VicGrid will build on the Victorian Government's existing leadership to address barriers to the timely delivery of transmission network hosting capacity and REZ development in Victoria. VicGrid will seek to leverage and complement initiatives such as the Energy Security Board's REZ framework and the proposed 'efficient management of system strength' rule change currently being assessed by the Australian Energy Market Commission to enable timely and efficient development of Victoria's REZs.

### Recommendation

We support that establishment of a body that is focused on the delivery of the REZ such as VicGrid. It is not clear from the Directions Paper whether VicGrid would be a statutory body or not?

We would however recommend the following to be part of VicGrid's mandate-

1. Ensure that this new body adds value and not another layer of red tape to any approval process. To minimise this occurring Latrobe City recommends VicGrid set up advisory committees or community consultative committees. In Gippsland this would consist of representatives of Local Government; relevant government authorities and Traditional Owners, to ensure local concerns and opportunities are catered for and will provide a level of comfort that the body is considering local issues not a one size fits all scenario.





2. We would also recommend in addition to business engagement that extensive community consultation takes place to ensure communities are made aware of the plans and the opportunities. This will ensure that rural communities are heard and the community is kept well informed.
3. There is also another great opportunity for local procurement and we would recommend working with local government and organisations such as Industry Capability Network (ICN) and others in ensuring that local businesses are utilised in the development of the Gippsland REZ. We would also recommend including both TAFE Gippsland and Federation University in your discussions especially for the future development of ongoing training.
4. Latrobe City Council welcomes the State Governments commitment to the REZ Plan with the establishment of a \$540 million REZ Fund, to invest in REZ network infrastructure solutions with the following caveat that local procurement weighting is called for in any tender process and that clear value for money is provided to meet the REZ objectives and not just providing general upgrades to the energy providers.

We do fear however with the need to start some stage 2 projects like the Gippsland project sooner, a larger budget be will be needed.

ENDS

# **ASSETS AND PRESENTATION**

## **15. ASSETS AND PRESENTATION**

**Agenda Item: 15.1**

**Agenda Item: Glengarry Mechanics Institute - CEO delegation for upgrades to Hall**

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

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

**Status: For Decision**

### **MOTION**

**Moved: Cr O'Callaghan**

**Seconded: Cr Clancey**

**That Council delegates the authority to the Chief Executive Officer (CEO) to award the contract for upgrades to the Glengarry Mechanics Institute that is expected to exceed the CEO's financial delegation of \$500,000 including GST, subject to the recommended tender being within Council's budget allocations and grant funding limitations, and the procurement process complying with Council's Procurement Policy.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

This report presents information to Council seeking authorisation for the Chief Executive Officer (CEO) to be delegated the authority to award a contract for upgrades to the Glengarry Mechanics Institute.

Latrobe City Council and the Glengarry Mechanics Institute Committee of Management (COM) have received external funding for upgrades to the Mechanics Institute. Latrobe City Council has allocated \$250,000 in funding from round 1 and round 2 from the Federal government's Drought Community's Program and the COM have received funding \$159,600 from the Latrobe Valley Authority.

Officers have been collaborating with the COM in the development a concept plan and detailed design that incorporates all elements of the funding agreements for the project (Table 1).

A cost plan obtained by Latrobe City Council based on the concept plan estimates the construction cost to be approximately \$550,000. The total budget for this

project, including Council's Drought funding and the COM's Latrobe Valley Authority funding is \$434,650.

Council's intention is to deliver this project within the existing budget, however if additional funding is required, there is approximately \$100,000 in funds remaining from costs savings from other Federal government Drought Funding program projects. The funding body has indicated that funds can be moved around from project to project.

Following engagement with the COM, Latrobe City Council will now tender the proposed upgrades as a single project as this is the most expedient and cost-efficient way to proceed.

The tender will procure the key elements to be delivered as part of the external funding agreements and prioritise these elements, with discretionary elements of the project detailed in the tender as options. These options will only proceed if there are sufficient funds to do so.

Delegation for the Chief Executive Officer to award contracts is currently \$500,000 including GST. Officers are seeking delegation for the CEO to award this contract if the tender price exceeds this to ensure that the project is able to commence as soon as possible.

### **Background:**

Latrobe City Council and the Glengarry Mechanics Institute Committee of Management (COM) have received funding from external funding partners for the upgrade of the Mechanics Institute.

Latrobe City Council has received \$250,000 from Round 1 (\$50,000) and Round 2 (\$200,000) from the Federal Government's Drought Community's Program and the Glengarry Mechanics Institute COM has committed \$25,000 of their own funds and has received \$159,660 from the Latrobe Valley Authority.

Table 1. Funding for upgrades to the Glengarry Mechanics Institute

Federal Funding	Amount	Deliverables
Drought Community Fund - Round One	\$50,000	<ul style="list-style-type: none"> <li>New Hall flooring</li> </ul>
Drought Community Fund - Round Two	\$200,000	<ul style="list-style-type: none"> <li>Upgrades to kitchen</li> <li>Renew external north side of building including weatherboards</li> <li>Acoustic panelling installation in the main hall</li> </ul>

		<ul style="list-style-type: none"> <li>• Install sound system</li> <li>• Paint supper, meeting room and toilets</li> </ul>
State Government	Amount	Deliverables
Latrobe Valley Authority	\$159, 660	<ul style="list-style-type: none"> <li>• Replace existing hall flooring</li> <li>• Termite treatment</li> <li>• Engineering design works</li> <li>• External weatherboard restoration</li> <li>• Accessible toilet and upgrades to existing toilets</li> <li>• Asbestos removal</li> <li>• Structural works and front entry accessibility</li> <li>• Surface drainage works</li> </ul>
Other		
Glengarry Mechanics Institute (Hall Committee)	\$25,000	<ul style="list-style-type: none"> <li>• As above in LVA Deliverables</li> </ul>
Total	\$434,660	

As detailed in Table 1 the proposed upgrades to the Glengarry Mechanics Institute are extensive. Whilst the project budget is \$434,660, and therefore within the CEO's delegation, it is expected the cost of delivering the project may exceed the \$500,000 threshold. If additional funding is required for this project, it may be available from savings from other projects already completed with funding through the Federal Drought Communities Program.

The Glengarry Mechanics Institute is listed as having historical significance in the Latrobe City Council Heritage Study. As a requirement under the Latrobe Planning Scheme, a Heritage Advisor has been engaged by Latrobe City Council to ensure that any upgrades or construction associated with the Mechanics Institute is sympathetic to the heritage value of the hall.

The Heritage report has now been completed and planning permission for the proposed works has been provided. Latrobe City Council has collaborated with the

Glengarry Mechanics Institute COM to progress the upgrade and construction of all the deliverables in Table 1.

A concept plan has been developed and the key elements of the project have been agreed upon by the COM. A cost plan was also undertaken on the agreed concept plan and the cost estimate for the project is approximately \$550,000.

To ensure that all priority elements of the project are able to be delivered in the most time and cost-effective manner, Latrobe City Council has engaged a designer to complete the detailed design and construction drawings which incorporates all elements of the project.

Latrobe City Council and the Glengarry Mechanics Institute COM have agreed that Latrobe City Council will now manage the procurement and project management of the upgrades.

Procurement for this project is scheduled to commence at the end of March 2021, with a contractor appointed at the beginning of May 2021.

In the possibility that this project tender comes in over \$500,000, the project team is keen to ensure that the procurement of the project is streamlined to avoid project delays. If the contract price is under \$500,000 then the project can be awarded under the CEO's existing delegation.

Contracts are typically advertised for three weeks, followed by a period to evaluate tenders, clarify any tender issues, carry out necessary referee checks, and then prepare the tender evaluation report and associated report either to Council or the CEO. Council has delegated the CEO authority to award contract works up to \$500,000 including GST.

Where a tender is over the CEO's delegated authority, the tender must be presented to Council for approval adding 3 – 5 weeks prior to the process depending on the timing of the tender closing and the timing of the tender evaluation. This delay will extend the timeline a further four weeks and will impact on Council's ability to deliver this project within the timeframes imposed by the funding bodies.

In addition, in order to meet the reporting milestone requirements of the funding agreements with both the Federal Government and the Latrobe Valley Authority, the procurement for this project needs to be finalised by the end of May 2021.

## **Issues:**

### ***Strategy Implications***

This report is consistent with Latrobe 2026: The Community Vision for Latrobe Valley and the Latrobe City Council Plan 2017-2021.

**Communication**

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

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

**Financial Implications**

As detailed in Table 1 the proposed upgrades to the Glengarry Mechanics Institute are extensive. Whilst the project budget is \$434,660, and therefore within the CEO's delegation, it is expected the cost of delivering the project may exceed the \$500,000 threshold.

Should additional funding be required for this project, this may be sourced from savings from other projects already completed as part of the Federal Drought Communities Program fund.

**Risk Analysis**

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

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Service Delivery Risk</b></p> <p>Delay in awarding contracts if sent to Council for adoption</p>	Possible	Providing delegation to the CEO will reduce the risk of delays associated with the time to award contracts.
<p><b>Reputational Risk</b></p> <p>There is a risk to Council's reputation both within the community and by the funding bodies should this project not be delivered in a timely manner.</p>	Possible	Authorising the CEO to award contracts up to the agreed budget amount will allow for projects to be delivered promptly.

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

**Legal and Compliance**

All processes will comply with legal guidelines and Council Policy.

***Community Implications***

The proposal will have a positive impact on the community by allowing projects to commence earlier than if a Council report was required.

***Environmental Implications***

There are no environment impacts associated with this report.

***Consultation***

Community consultation was undertaken to identify the scope of each project.

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

Nil



**Agenda Item: 15.2**

**Agenda Item: Draft Road Management Plan 2021-2025 -  
Endorsement for Consultation**

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

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

**Status: For Decision**

**MOTION**

**Moved: Cr Howe**

**Seconded: Cr Law**

**That Council:**

- 1. Endorses taking the Road Management Plan 2021-2025 as attached to this report for public consultation in accordance with the *Road Management Act 2004*; and**
- 2. Requests that a report be presented to Council as soon as practical following the consultation and after due consideration of community feedback, to seek endorsement of the revised Road Management Plan 2021-2025.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Council's Road Management Plan, created under the *Road Management Act 2004*, documents how Council will manage the risk of providing the Transport Service (primarily roads and footpaths).

Council is obliged to review its Road Management Plan every four years, and to undertake public consultation, and to consider the results of that consultation.

Council officers have undertaken a review of the Road Management Plan 2017-2021 as required under section 54(5) of the *Road Management Act 2004*, and find that it is working well.

The bulk of the proposed changes are administrative. The primary change is to introduce a third intervention level for trip hazards in footpaths, being a reactive

response (2 days) to make safe a trip hazard defect over 30mm. This is a rare occurrence and part of the City Presentation department's current practice and thus, will not affect the cost to provide the service.

Council's endorsement is to be sought at the 12 April 2021 Council Meeting to undertake the prescribed public consultation prior to adoption of the revised plan.

The Road Management Plan is to be adopted by August 2021.

### **Background:**

The *Road Management Act 2004* (Act) defines Council as a road authority and as such is responsible for carrying out the management functions on local roads and footpaths (i.e. roads within the municipal area other than Regional Roads Victoria (RRV) controlled roads). A Council's Road Management Plan (RMP) documents its procedures and systems for managing the risk of public roads and footpaths.

It is focused on providing safe roads and footpaths and as such is concerned primarily with managing defects related to safety – not amenity. The Act does not oblige Council to have industry best practice roads, but to consciously assess:

- Its ability to provide roads and footpaths to a set standard;
- To determine the standard that it can afford to provide balancing resources against risk; and
- To develop management processes to provide that standard of safety.

The RMP in particular defines a road authority's:

- Intervention Levels,
- Inspection regimes, and
- Response times.

The intervention levels that define a defect are related to risk management. It does not define the community's desired service levels, nor does it consider strategic aspects of providing the service – that is the role of an Asset Management Plan.

To explain further, the RMP would define the dimensions of a pothole such that the road would not create a danger, whereas Council may define in its Road Asset Management Plan how rough a road should be in relation to a motorist's desired comfort.

This review of the RMP ensures it reflects current risk management principles, that the intervention levels and that the response and response times are achievable and affordable. It is important that these be achievable because Council may rely on meeting them to protect itself from a successful claim.

### Municipal Association of Victoria (MAV Insurance) Recommended Changes

The MAV was engaged during the development of the current 2017-2021 Road Management Plan. Some of their recommendations at that time were considered too stringent and not reflective of the Latrobe City experience with respect to road user feedback (pathway requests), nor did the level of insurance claims warrant adopting all recommendations in that review.

The MAV Insurance provided “Road Management Plan Guidance Document” to Latrobe City in August 2018. Their recommendations and comments have been considered during this review to ensure the intent of their document has been considered.

This draft of the Road Management Plan 2021-2025 (Attachment 2) is consistent with the majority of the recommendations from MAV Insurance. Attachment 1 tables the recommendations and includes a note where Council Officers consider a different approach should be maintained.

Changes to the Road Management Plan 2021-2025

There are numerous minor administrative changes to improve clarity or currency of the Plan, however the only change of note is to introduce a third intervention level for trip hazards in footpaths, being a reactive response (2 days in High Use areas) to make safe a trip hazard defect over 30mm. This is a rare occurrence and part of the City Presentation department’s current practice and thus, will not affect the cost to provide the service.

The change can be found in Appendix E of the RMP that for footpaths, has intervention levels and the corresponding response time to address the defect. The core information is included in Table 1.

Table 1 – Extract of footpath defect intervention levels and response times  
(new intervention level shaded)

Description	High Usage Zone Footpaths,  High Use Shared Paths (PMC1)	Medium Usage Zone Footpaths,  Medium Use Shared Paths (PMC2)	Low Usage Zone Footpaths,  Low use Shared Paths (PMC3)
Defective pedestrian areas with a step greater than 10 mm and less than 20 mm. (Proactive Inspection Response)	2 Months	N/A	N/A
Defective pedestrian areas with a step greater than 20 mm and less than 30 mm. (Proactive Inspection Response)	2 Days	12 Months	18 Months

Defective pedestrian areas with a step greater than 30 mm. (Proactive Inspection Response & Reactive Response)	2 Days	5 Days	2 Weeks
Vegetation over paths, intruding into a minimum of 2.1 m height clearance over pedestrian areas. <sup>15</sup> (Proactive Inspection Response & Reactive Response)	4 Weeks	4 Weeks	4 Weeks

**Issues:**

This report relates to the Council Plan Strategic Objective 3: *‘Improve the liveability and connectedness of Latrobe City’* and the Strategy to “Provide Community Infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens” and the objectives of:

- Improve the liveability and connectedness of Latrobe City;
- Improve the amenity and accessibility of Council services; and
- Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.

*Communication*

The *Road Management Act 2004* obliges Council to undertake public notification including hearing submissions as per section 223 of the Local Government Act 1989.

Once endorsed by Council for consultation (proposed to be at the 12 April 2021 Council meeting), the public will be informed and encouraged to participate in the review process. Draft copies of the RMP will be available for viewing on Council’s website and service centres.

Table 1 is the proposed timeline for the review and consultation process subject to adjustment according to any changes resulting from public submissions or further requests for information.

**Table 1 – Proposed Review and consultation timetable**

<b>Process</b>	<b>Time</b>
Review (Internal) of Road Management Plan 2017- 2021 (Current Version)	Completed
Consultation with Internal stakeholders (i.e. Infrastructure Maintenance, Asset management etc). Develop an initial draft Road Management Plan 2021-2025	Completed

<b>Process</b>	<b>Time</b>
Receive advice from Council's Insurer's legal staff regarding proposed amendments to RMP. Develop and revise draft Road Management Plan 2021-2025	Completed
Report to Council (Briefing)	22 March 2021
Report to Ordinary Council Meeting for endorsement to undertake public consultation	12 April 2021
Exhibit the Road Management Plan 2021/2025 at: <ul style="list-style-type: none"> <li>• Council's Service Centres</li> <li>• Council's Social Media outlets</li> </ul> Advertise its availability for comment and review in the: <ul style="list-style-type: none"> <li>• Latrobe Valley Express</li> <li>• Victoria Government Gazette</li> </ul>	4 weeks May/June
Final Report and revised draft of the RMP to Council presenting submissions and requesting adoption of the RMP 2021 - 2025	August 2021

### *Financial Implications*

The RMP 2021 – 2025 does not alter the inspection regimes or hazards identification from the RMP 2017 – 2021 and therefore it is expected that meeting the requirements will be achieved through the existing budget allocation.

### *Risk Analysis*

The draft Road Management Plan 2021-2025 is directly related to the management of road asset risk through proactive inspections and response to defects identified.

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Service Delivery Risk</b> Inspections not carried out	2 (Unlikely)	Currently this is managed through activity planning and in the future through the Maintenance Management System which is being developed

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Occupational Health and Safety Risk</b> Injury occurring during inspections	1 (Rare)	It is not considered likely that any injury would occur during the inspection process and therefore no specific controls are required
<b>Financial Risk</b> Increased Budget Requirements	2 (Unlikely)	As the intervention levels have been developed with budget considerations in mind it is not considered that additional budget will be required through the life of this RMP and as such no controls are required
<b>Reputational Risk</b> Inspections or remedial action not undertaken	2 (Unlikely)	Inspections are conducted through standard management planning activities, and defects are rectified through Pathways which identifies if items are not completed within the nominated timeframe. No addition controls are required
<b>Legal/Regulatory Risk</b> Roads are not maintained appropriately	2 (Unlikely)	The purpose of the RMP is to ensure Council complies with relevant legislation. The RMP is a control to manage this risk.

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

#### *Legal and Compliance*

The review of the Latrobe City Council's Road Management Plan is a requirement under Section 54 of the *Road Management Act 2004*.

#### *Community Implications*

The RMP has been developed to ensure that the Transport Network with Latrobe City is maintained to a level that is safe and affordable. The RMP does not cover the levels that may be requested by the community as that is covered through the Levels of Service within the Road Asset Management Plan.

#### *Environmental Implications*

Nil

### *Consultation*

The consultation process has been included in Communication section above.

Feedback is required from the community on the details specified within the RMP. Once the feedback has been received the financial and practical implications of the submissions will be evaluated and the RMP will be amended as required prior to being submitted to Council for adoption.

### *Other*

Nil

### **Declaration of Interests:**

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

### **Supporting Documents:**

Nil

### **Attachments**

1.   MAV Insurance Review
2.   Road Management Plan 2021-2025 for adoption

## **15.2**

### **Draft Road Management Plan 2021-2025 - Endorsement for Consultation**

<b>1</b>	<b>MAV Insurance Review .....</b>	<b>384</b>
<b>2</b>	<b>Road Management Plan 2021-2025 for adoption .....</b>	<b>390</b>



MAV Road Management Plan Guidance Document MAV Insurance (August 2018)	Review Checklist Latrobe City Consideration	Considered Action
4.1 The Code of Practice Requirements		
- A Public Roads Register	✓	
- Hierarchical Classification System	✓	
- Inspection standards	✓	
- Maintenance standards	✓	
- Management System	✓	
4.2 Duties of the Road user	✓	
4.3 Exceptional Circumstances Clause	✓	
4.4 Identification of stakeholders	See Note 1	
<b>Note: 1 Identification of Stakeholders</b> An RMP will normally identify the stakeholders within the municipality, to determine the level and type of consultation that will be required.	It is considered that all road users are stakeholders, and no particular user group is more important than that of another stakeholders.	Individual stakeholders not listed in plan.
4.5 Demarcation of responsibilities	✓	
- Between Council and VicRoads	✓	
- Between Council and infrastructure managers	See Note 2	
<b>Note: 2 Demarcation of responsibilities:</b> RMPs will also usually clarify that not all infrastructure within a road reserve is the responsibility of Council as the road authority and will refer to the obligations the RMA places on infrastructure managers.	The relationship between Council and other infrastructure owners is outlined in the RMA – Code of Practice Operational Responsibility for Public Roads.	The detail of the Code has not been repeated in the Road Management Plan
- Between Council and the resident	✓	
4.6 Bike Paths/Shared pathways	✓	
5.1 Proactive defect inspections	✓	
5.2 reactive inspections	✓	
5.3 Condition inspections	✓	

**MAV Road Management Plan Guidance Document  
MAV Insurance (August 2018)**

5.4 Inspection Methods

**Note: 3 Inspection Methods:**

*When preparing the inspection plan, consider the following points:*

- *Training*
- *Skill levels*
- *Tools Used*
- *Inspection Manual*
- *Inspection of footpaths and Kerb not to be done from a moving car.*
- *Inspectors Name.*
- *Inspection Date*
- *Location of the inspection.*

5.5 Scope of Inspections

5.6 Measuring Road and Footpath/Pathway Defects

6.1 Clear and Objective Measures

6.2 Description of Repair Standards

7.1 Timeframes for Repairs

7.2 Temporary or Permanent Repair

7.3 Temporary Measures

7.4 Works done below intervention level

8.1 Avoid policies outside RMP

8.2 Some things not to include

- Potential for remedial work below intervention level
- Roadside
- Non-Road infrastructure
- Roadside tree maintenance
- Reference to incident inspections

8.3 Achievable versus Aspirational

**Review Checklist  
Latrobe City Consideration**

*See Note 3*

*These matters are very procedural and are best dealt with in separate documents.*

**Considered Action**

*Not included in the Road Management Plan*

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

✓

**MAV Road Management Plan Guidance Document  
MAV Insurance (August 2018)**

8.4 What is a reasonable footpath trip height

**Note: 4 What is a reasonable footpath trip height?**

*There has been some judicial support for 20mm – 25mm as being a reasonable intervention level for a footpath bay displacement (refer Lombardi v Holroyd City Council & Anor [2002] NSWCA 252 per Hodgson JA and Rankilor v City of South Perth [2016] WASCA).*

*We have seen examples of RMPs which have differing footpath intervention levels based on whether they are high or low traffic. For example, 10mm lip in high traffic area and 20mm in the low traffic areas. We would recommend not to do this; logic says people don't walk differently in a main street as opposed to a residential street so the trip hazard should be the same.*

8.5 The Use of Contractors

9 Accessibility of RMP to the General Public

- Ensure review is in accordance with regulations
- Is available on the website
- Use plain English where possible
- Inclusion of glossary of term
- Use of consistent categories
- Limit repetition between RMA and other relevant documents

10 Register of Public Roads

**Review Checklist  
Latrobe City Consideration**

*See Note 4*

*Latrobe City implements a two-tiered intervention level system for footpath trip steps:*

- > 10 mm in High Use Zones*
- > 20 mm trip step in Medium and Low Use Zones.*

*Latrobe has been able to resource a tighter defect allowance in the High Use Zones which is done on the basis of the greater concentration of pedestrians including vulnerable users in these zones.*

*The MAV Insurance recommendation would result in an increase the trip step from > 10 mm to > 20 mm for the High Use Zones as we do not have the resources to implement 10 mm across the entire path network.*

**Considered Action**

*Continue with the current two-tiered system.*

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

**MAV Road Management Plan Guidance Document  
MAV Insurance (August 2018)**

10.1 Supporting Documentation

10.2 To determine what roads should be included in the register

10.3 What roads should not be included

**Note: 5 To determine what roads should be included in the register:**

Conduct a thorough audit of roads in your municipality;

- Clarify responsibilities for maintaining roads;
- RMA details the information that the public register must include, e.g.:
  - Name of the public road;
  - Date on which the road became a public;
  - The classification of the public road;

**What roads should not be included:**

- Roads for which Council is not the responsible road authority;
- Private Roads.

10.4 Relationship between RMP and Road Register

11 Classification of Assets

12.1 Internal Audits/Reviews

**Note: 6 Internal Audits / Reviews:**

We suggest that formal internal audits / reviews of Council's compliance with their RMP's.

It is recommended that the process for undertaking the internal audits / reviews is specified within the RMP.

Where non-compliance has been identified, such issues are formally documented, responded to and escalated (e.g. senior management and/or the Audit and Risk Committee).

12.2 Legislative Reviews

13 Documented Policies and Procedures

- Establishing the Road Register

**Review Checklist  
Latrobe City Consideration**

✓

See Note 5

See Note 5

These matters are very procedural and are best dealt with in separate documents.

Latrobe City includes some roads on the Public Road Register that are recommended not to be included – these roads are marked as Not maintained by Council to ensure the demarcation id very clear.

**Considered Action**

Continue with current format of the Public Road Register.

✓

✓

See Note 6

There is a 2020-21 Audit Action to document the RMP review process beyond that which is briefly outlined in the RMP.

Document the RMP review process and close out the Audit Action.

✓

See Note 7

See Note 7

**MAV Road Management Plan Guidance Document  
MAV Insurance (August 2018)**

- Establishing the road and footpath classification system
- Determining intervention levels
- Determining maintenance and repair standards for road infrastructure
- Developing the inspection program, including frequencies of inspections
- Conducting reactive inspections
- Conducting proactive inspections
- Conducting rectification works
- Completing inspections sheets/updating the database
- Auditing compliance of the RM Plan

**Note: 7 Documented Policies and Procedures**

We suggest that all processes that have been developed to support the RMP be documented and used when training staff and reviewing compliance with the RMP. These processes include:

- ☑ Establishing the road register;
- ☑ Establishing the road and footpath classification system;
- ☑ Determining intervention levels;
- ☑ Determining maintenance and repair standards for roads infrastructure;
- ☑ Developing the inspection program, including frequencies of inspections;
- ☑ Conducting reactive inspections;
- ☑ Conducting proactive inspections;
- ☑ Conducting the rectification works safely, including preparing traffic management plans and having appropriately trained and qualified staff;
- ☑ Completing the inspection sheet/ updating the database;
- ☑ Auditing compliance with the RM Plan;
- ☑ Activating the “Exceptional Circumstances clause;

Reactivating the RMP following activation of the “Exceptional Circumstances”

**Review Checklist  
Latrobe City Consideration**

- See Note 7*
- See Note 7*
- See Note 7*
- See Note 7*
- See Note 7*
- See Note 7*
- See Note 7*
- See Note 7*
- See Note 7*

Most of these processes are documented in the Road and Path Asset management Plans, where processes require further documentation they will be included when reviewing the associated Business Process Manuals.

**Considered Action**

Check completeness of documentation and schedule document reviews as resources allow.

**MAV Road Management Plan Guidance Document  
MAV Insurance (August 2018)**

- Activating the "Exceptional Circumstances' clause
- Reactivating the RMP following the "Exceptional Circumstances" clause

**14 Staff/Contractor Training**

- Training needs analysis
- Training Strategy

**Note: 8 Staff / Contractor Training and Awareness**

We recommend that Council staff / contractors responsible for conducting road asset inspections and/or undertaking maintenance works have received sufficient training and/or awareness.

**15 References**

- Code of Practice for Operational Responsibility for Public Roads
- Code of Practice for Road Management Plans
- Local Government Act 1989
- Road Management Act 2004
- Road Management Act (General) Regulations 2005
- Road Management Act (Works and Infrastructure) Regulations 2005
- Wrongs Act 1958
- Austroads Guidelines

**Review Checklist  
Latrobe City Consideration**

✓

✓

*See Note 8*

*See Note 8*

*See Note 8*

Current staff are competent, new staff or contractors will be trained prior to undertaking their duties.

✓

✓

✓

✓

✓

✓

✓

✓

Guidance Material

**Considered Action**

Continue with current practices.

Not Referenced



## Road Management Plan

---



# DRAFT Road Management Plan

Version (No 5)

Approval Date: (xxx 2021)  
Review Date: (October 2025)



## Road Management Plan

### DOCUMENT CONTROL

Responsible GM	Larry Sengstock		
Division	General Manager Assets and Presentation		
Last Updated (who & when)	Manager City Assets	Kevan Delaney	(2021)
DOCUMENT HISTORY			
Authority	Date	Description of change	
LCC	2005	RMP V1.0 – Final Adopted	
LCC	2009	RMP V2.0 – Final Adopted	
LCC	2013	RMP V3.0 – Final Adopted	
LCC	2017	RMP V4.0 – Final Adopted	
LCC	2021	RMP V5.0 – Draft for Adoption	
References	Refer to Section 2 & 15 of this policy		
Next Review Date	1 July 2025		
Published on website	(Yes)		
Document Reference No	TBA		

Approved by Latrobe City Council

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# Road Management Plan

## 1.0 Introduction

Latrobe City Council has developed this Road Management Plan (RMP) in response to the Road Management Act 2004 (RMA). The RMP was originally adopted by Council in 2005, this is the fifth revision of that plan.

This plan is made under Division 5 of the RMA with regard to the principle object of road management and to establish a management system based on policy and operational objectives, available resources, and to set relevant standards related to public safety in the performance of those road management functions.

This RMP sets out the responsibilities of Council and also the responsibilities of other stakeholders including road users.

The primary objective of this plan is to balance community expectations for service and risk management with the ability of Council to fund the capital and operational costs. The road, carparks and path assets should provide an appropriate level of service that is fit for purpose, accessible, responsive and sustainable to the community in accordance with the Council Plan, Asset Management Policy and Asset Management Strategy.

The long-term assessment of the asset management requirements will be detailed in individual Asset Management Plans for Road, Carparks, Bridges and Major Culverts and Paths.

## 2.0 Legislation

The following Victorian legislation applies to the Road Management Plan:

- Road Management Act 2004
- Road Management (General) Regulations 2016
- Road Safety Act 1986
- Road Management (Works and Infrastructure) Regulations, 2015
- Local Government Act, 1989
- Local Government Act 1989 s.208B (Best Value Principles)
- Local Government Act 2020
- Equal Opportunity Act 2010
- Wrongs Act 1958

## 3.0 Scope of this Plan

This plan addresses the maintenance standards and systems for road management functions and the levels of service for Latrobe City's bridges, road pavement, carparks, bridges, paths and associated infrastructure on 1455 km of sealed and unsealed municipal road network for which the Council is the coordinating or responsible road authority.

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# Road Management Plan

The full list of roads for which Council is responsible can be viewed on Council's website via the following link:  
[http://www.latrobe.vic.gov.au/Our\\_Services/Roads\\_Drains\\_Lights\\_and\\_Trees/Roads\\_and\\_Drains/Road\\_Register](http://www.latrobe.vic.gov.au/Our_Services/Roads_Drains_Lights_and_Trees/Roads_and_Drains/Road_Register)

Freeways and Arterial roads in rural areas, including their associated road related infrastructure are the sole responsibility of the Department of Transport through its agency Regional Roads Victoria, formerly known as VicRoads. In urban areas the road pavement on Arterial roads is also maintained by VicRoads with Council maintaining the area outside the road pavement and kerbs. Each party's exact areas of responsibility for different road situations is set out in the Code of Practice – Operational Responsibility for Public Roads which is accessible on the VicRoads website via the following link :[Code of Practice - Operational Responsibility for Public Roads](https://www.vicroads.vic.gov.au/about-vicroads/acts-and-regulations/road-management-act-regulations-and-codes/codes-of-practice-under-the-road-management-act) or <https://www.vicroads.vic.gov.au/about-vicroads/acts-and-regulations/road-management-act-regulations-and-codes/codes-of-practice-under-the-road-management-act>.

Figure 1 below shows a typical cross section showing Council's area of responsibility outside the kerbs of the VicRoads declared main road. Any service lanes and paths outside of this area whether on a single or dual carriageway are Council's responsibility. Although not shown, defined parking lanes on an arterial road and the kerbing supporting this is a council responsibility.

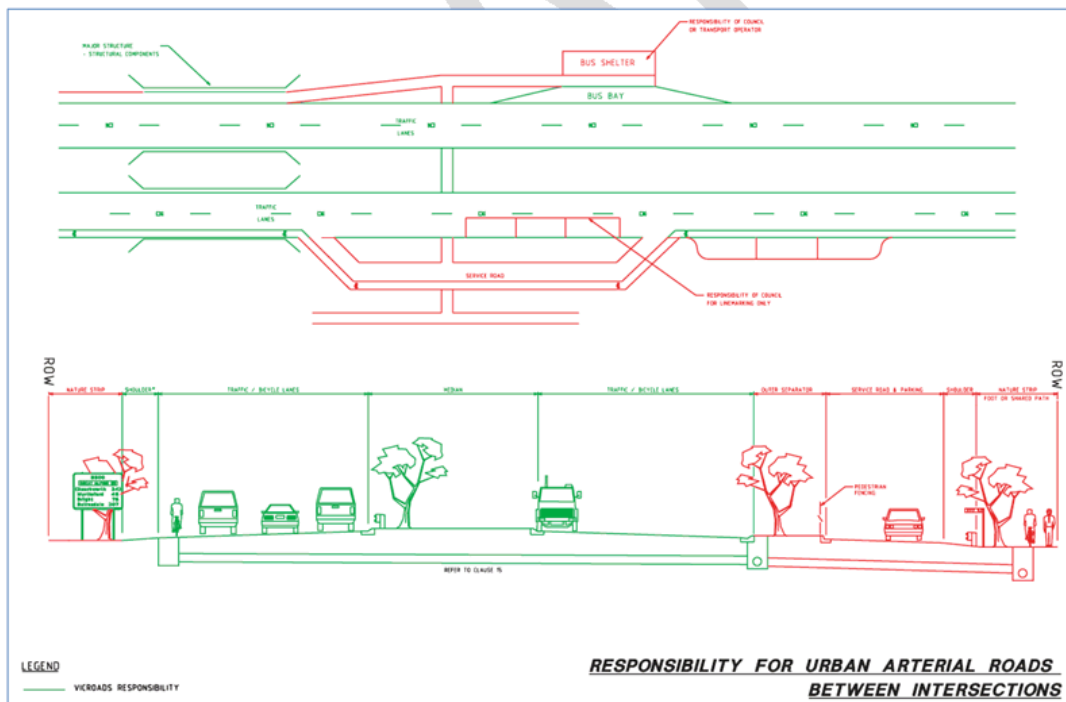


Figure 1 - Typical VicRoads / Council responsibilities

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## Road Management Plan

### 4.0 Demarcation of Responsibility

A list of Regional Roads Victoria controlled roads is listed in the table below. Full details of extent of responsibility see the VicRoads Road Register on the VicRoads website at the following link: [Register of Declared Roads](https://www.vicroads.vic.gov.au/~media/files/documents/utilities/registerofpublicroadsparanovember2013.pdf) or: (https://www.vicroads.vic.gov.au/~media/files/documents/utilities/registerofpublicroadsparanovember2013.pdf)

List of VicRoads Declared Main Roads	
Boolarra Churchill Road	Morwell Yallourn North Road
Boolarra Road	Morwell Yallourn Road
Brodribb Road	Princes Drive
Grand Ridge Road	Princes Freeway
Hyland Highway	Princes Highway
Loy Yang Morwell Road	Strzelecki Highway
Maryvale Road	Tramway Road
Moe Glengarry Road	Traralgon Balook Road
Moe North Road	Traralgon Creek Road
Moe Rawson Road	Traralgon Maffra Road
Moe Walhalla Road	Traralgon West Road
Monash Way	Tyers Road
Morwell Thorpdale Road	Tyers Thomson Valley Road
Morwell Traralgon Road	

### 4.1 Boundary roads

In the instance of boundary roads with neighbouring municipal councils/authorities, Council has arrangements for the management functions in the form of Memoranda of Understanding between the relevant municipalities and government agencies listed as follows:

- Wellington Shire;
- South Gippsland Shire;
- Baw Baw Shire Council.
- Department of Environment, Water, Land and Planning (DEWLP)
- VicTrack

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## Road Management Plan

### 4.2 Assets Not Encompassed By This Plan

The following road and access related assets are not encompassed by the RMP:

- Any road or road segment not listed in Latrobe City's Register of Public Roads.
- Assets on arterial roads, tourist roads, forest roads and private roads.
- Private roads, unformed roads, tracks, laneways and private streets not constructed under the provisions of the Local Government Act, (this includes roads and paths Not Maintained or Not on Register).
- Private driveways located on public road reserves that serve a single property or a group of properties which are aligned along a reserve to link with the Latrobe City road network.
- Rail and tramway structures.
- Vehicle crossings (driveways), the portion of a vehicle crossing located between the carriageway and the property boundary or footpath is the responsibility of the adjoining property owner to maintain. (Refer Latrobe City Vehicle Crossing Policy)
- Pedestrian crossings (path links), the portion of a pedestrian crossing located between the carriageway and the property boundary or the property boundary and the Council footpath is the responsibility of the adjoining property owner to maintain. (Refer Latrobe City Vehicle Crossing Policy)
- Roads under the control of other Road Authorities, inclusive of Vic Roads, the Department of Environment Lands Water and Planning (DELWP).
- Roads being boundary roads that are maintained by another Council or another Road Authority by the way of a formal agreement.
- Nature Strips & infill areas as per s.107 of the *Road Management Act* a road authority is not required to inspect maintain or repair "roadside" such as those residual areas between the road formation and the property boundary not occupied by footpath and private road crossings. These are normally sown to grass with the responsibility for maintenance of the grass being left to the property owner.
- Property stormwater drains, a property stormwater discharge point in the kerb or drain or underground drainage pipe. They are there to benefit the property and as such are the responsibility of the owner of the property being served to maintain.
- Paths that are not within the boundaries of the road reserve and not defined in Latrobe City's Path and Shared Path hierarchy.

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# Road Management Plan

- Cattle underpass structures, box culvert type structures built for the purpose of providing safe crossing under a road for cattle. The culvert is installed and owned by the property owner and owner responsibility for the maintenance of these structures is established through a Section 173 (Local Government Act 1989) Agreement with the adjacent landowner. After the initial 12 month construction defect liability period, Council assumes responsibility for the road pavement, seal, markings, and guideposts only. Responsibility for the structure, including attachments such as guardrail, farm access approaches, fencing and underpass drainage remains with the owner for the duration of the agreement.
- Street furniture that is non-road infrastructure including bollards, seats and bins.
- Street Lights, are generally an asset owned by Council but maintained by AusNet Services through an agreement. AusNet Services retains maintenance responsibility as part of that agreement.
- Minor Culverts, are culverts which have not been classified as Major Culverts. These generally have a cross sectional area less than 3.4 square metres, or a diameter less than 1800mm.

## 5.0 Relationship of RMP with other Key Council Documents

The Road Management Act offers Council the opportunity to produce a Road Management Plan to gain protection in certain circumstances. Although derived from and gains authority from the Road Management Act 2004, it is a companion document to the Road Asset Management Plan developed under the following hierarchy. See Figure 2.

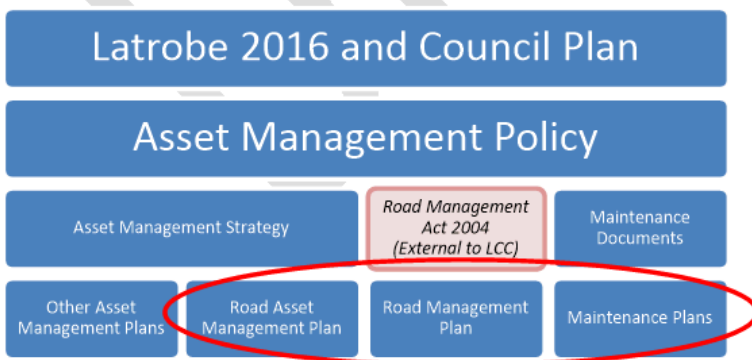


Figure 2 – Relationship between the RMP and other key Council documents

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## Road Management Plan

### 6.0 Responsibility of Road Users

All road users have a duty of care under Section 105 of the RMA, with particular obligations prescribed in Section 17A of the Road Safety Act 1986 that requires the following:

#### 6.1 Obligations of Road Users

A person who drives a motor vehicle on a public road must drive in a safe manner having regard to all the relevant factors including (without limiting the generality) the:

- Physical characteristics of the road;
- Prevailing weather conditions;
- Level of visibility;
- Condition of the motor vehicle;
- Prevailing traffic conditions;
- Relevant road laws and advisory signs;
- Physical and mental condition of driver.

A road user other than a person driving a motor vehicle must use a public road in a safe manner having regard to all the relevant factors.

A road user must:

- Have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
- Have regard to the rights of the community and infrastructure managers in relation to the road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure on the road reserve;
- Have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

### 7.0 Road and Path Hierarchy/Classification

All of Council's roadways and pathways have been classified by a hierarchal system which looks at the function and importance of particular roads or pathways, thus determining the level of service provided.

#### 7.1 Road Assets Hierarchy

Council road assets are classified the following basis:

- RDMC1, Link Road;
- RDMC1, Collector Road;

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## Road Management Plan

- RDMC2, Sealed Access Road speed limit greater than 60 km/hr;
- RDMC2, Unsealed Access Road;
- RDMC3, Sealed Access Road speed limit less than or equal to 60 km/hr;
- RDMC3, Minor Access Road;
- RDMC4, Limited Access Road.
- RDMC0, Not Maintained by Council

The hierarchal classifications reflect the relative community importance of roads and enables Council to efficiently define an appropriate level of service to all roads in the network.

A brief description of each hierarchy class and associated design and maintenance levels of service are detailed in Appendix A.

### 7.2 Carparks Hierarchy

Carparks within a road reserve:

- RDMC is as per the road which the carpark is associated with

Off Road Carparks:

- CPMC1, High Use;
- CPMC2, Medium Use;
- CPMC3, Low Use;
- CPMC0, Not Maintained by Council

### 7.3 Footpaths and Shared Paths Hierarchy

A separate hierarchy system has been established for the management of Council's pathways which include both footpaths and shared paths. Pathways are classified into:

- PMC1, High Usage Zone footpaths & shared pathways;
- PMC2, Medium Usage Zone footpaths & shared pathways;
- PMC3, Low Usage Zone footpaths & shared pathways;
- PMC4, Tracks & Trails;
- PMC5, Bicycle Lanes (excluding urban on road marked lanes);
- PMC0, Not Maintained by Council

A brief description of each hierarchal class is detailed in Appendix A.

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## Road Management Plan

### 8.0 Inspection Schedules

Council schedules a recurring program of inspections of the road and path network aimed at identifying instances where the stated target intervention levels are exceeded. The frequency of inspections varies depending on the usage and level of importance of the asset. These frequencies are detailed in Appendix B.

#### 8.1 Defect Inspections - Roads and Footpaths

To satisfy the requirements of the Road Management Act proactive defect inspections are undertaken to identify and prioritise defects that exceed the stated intervention level as set out in Appendix C. This is achieved by measuring the level of defect against established intervention and response levels. A summary of intervention levels and response times for roads and paths are detailed in Appendices E.

Reactive site specific defect inspections also occur after a customer reports a perceived hazard or defect to council through the customer request process as identified in Appendix C. The reported defect will be assessed to determine if it exceeds the stated intervention level.

In addition to the proactive defect inspections for the Road Management Plan Council undertakes road, carpark, bridge & major culvert and path condition inspections to undertake asset management functions (i.e. asset life cycle review, development of rehabilitation and capital works programs etc.). The condition assessments are not related to the maintenance actions under the Road Management Plan.

#### 8.2 Bridges & Major Culverts

Inspections of bridges and major culverts are programmed in accordance with the VicRoads Road Structures Inspection Manual for all structures with a single span or have been classified as Major Culverts. Additional structures may be added following a formal Risk Assessment process, and nominated in the Road Register.

- Level 1 - Inspections carried out two times per year and after major accidents, flood, earthquake, bushfires or other incidents that impact the particular structure.
- Level 2 - Inspections carried out within 12 months of the completion of major maintenance/ opening to traffic and then on a 2-5 year cycle in accordance with the VicRoads Road Structures Inspection Manual.
- Level 3 - Inspections carried out on the recommendation of a Level 1 or 2 inspections.

Road or path assets (i.e. sealed bridge approaches) adjacent or incorporated into bridge structures are (also) inspected as part of road and path defect asset inspections according to the RDMC/PMC for the road section. (Refer Appendix B).

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## Road Management Plan

### 9.0 Maintenance Standards

Latrobe City Council has identified the critical maintenance defects for all paths and roads for which it is responsible. For each defect, the following criteria have been developed:

1. The level at which a defect reaches a point requiring intervention based on reasonable balance between potential risk and potential use of Council's limited resources considering all competing priorities.
2. The maximum time allowable within which defects that exceed those intervention levels must be repaired.

The defects identified as critical for roads, carparks and paths are grouped under the following Headings:

- 1.0 Obstructions in Traffic Lane (All Road Surfaces)
- 2.0 Pavement or Surface Defects (Sealed Roads)
- 3.0 Pavement or Surface Defects (Unsealed Roads)
- 4.0 Drainage (All Road Surfaces)
- 5.0 Vegetation (All Road Surfaces)
- 6.0 Roadside Signage & Furniture (All Road Surfaces)
- 7.0 Structures (including bridges)
- 8.0 Traffic Signals and Controls (All Road Surfaces)
- 9.0 Off Street Carparks
- 10.0 Paths

A broad description of maintenance service level standards for each of the roadway, carpark and pathway RDMC/CPMC/PMC are detailed in Appendix E.

### 10.0 Intervention Levels and Response Times

#### 10.1 Intervention levels and Response Times

The Intervention Levels and Response Times are included in Appendix E. The service level tables include:

1. Defect Code.
2. Description of defect.
3. Response Time according to RDMC/CPMC/PMC.

The intervention levels are a maximum allowable figure. Major repairs will not be carried out on roads that are scheduled to be reconstructed or rehabilitated, where temporary repairs will be carried out to isolated effects that exceed stated intervention levels or alternately warning signs may be used to highlight defects if major works are imminent.

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### 10.2 Force Majeure

Although Council will make every endeavour to meet its obligations under this plan, circumstances may arise where Council may not meet all or any of its obligations. If these circumstances are beyond the control of Council, then Council reserves its right to suspend this plan.

In the event of natural disasters and events such as fires, storms and floods, as well as human factors, but not limited to lack of Council staff or suitably qualified contractors, because of Section 83 of the Victorian Wrongs Act, 1958, as amended, Council reserves the right to suspend compliance with its Plan.

In the event that the Chief Executive Officer (CEO) of Latrobe City Council, has to, pursuant to Section 83 of the Victorian Wrongs Act, consider the limited financial resources of Council and its other conflicting priorities, meaning Council's RMP cannot be met, the CEO will inform the Manager Asset Presentation that some or all of the timeframes and responses in Council's Plan, are to be suspended. After the event the outstanding defects will be addressed as fast as practical given resources and the risk.

Once the events beyond the control of Council have abated, or if the events have partly abated, Council's Chief Executive Officer will write to inform the Manager Asset Presentation which parts of Council's RMP are to be reactivated and when.

### 11.0 Basis for Developing Service Levels

In line with the requirements of the Road Management Act, Latrobe City's initial process of developing service levels for the original RMP involved the following:

1. Assessment of what the community wanted through the Best Value Review Process and collating the available data available on service level responsiveness through Council's Customer Request and Tracking System.
2. Determined the areas and functions of priority, based on customer complaints data, insurance claims data and maintenance staff knowledge.

Determined informally the financial gaps between current strategic service levels and expected strategic service levels through a process of strategic financial modelling.

Since the review of the RMP in 2009, Council has had the opportunity to evaluate the adopted service levels and confirm that they are achievable with the existing budget. This amended RMP uses that information to provide a degree of confidence in the hierarchies and service levels.

Council acknowledges that the level of service provided to all roads will not necessarily please all stakeholders however these levels have been determined by the resources available to Council, both financial and physical.

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### 12.0 Management System

#### 12.1 Customer Requests

Council operates a commercially supplied customer request system. The system utilises a computer database which records details of the person making the request, the location and the problem details.

If the customer service officer cannot respond to the request at the point of contact, the system then allocates the investigation of the problem to a specified staff member who must determine an action. The person making the request should be advised that the request has been entered into the database for follow up action. If required, they are also advised of the outcome of the investigation and the action proposed, i.e.:

1. No action.
2. Referred to forward programs.
3. To be corrected within a certain timeframe.

Response times to investigate are set out in Appendices C (Proactive Response Timeframes) and D (Response Times from Inspection to Remedial Action) which aligns the level of responsiveness to the type and hierarchical classification of the asset.

A person who intends to make an insurance claim or to take court proceedings in relation to a claim for damages arising out of the condition of a public road or infrastructure must first lodge a written notice with the Council. This notice must be lodged with the Council within 30 days of the incident occurring. Upon receiving such written notice, an inspection may be arranged and a report prepared.

#### 12.2 Inspections

Council's management system records the defects identified by trained personnel while carrying out inspections in accordance with the timeframes listed in Section 8 – Inspection Schedules.

There are different regimes in place for inspections of sealed and unsealed roads, bridges and also for path inspections. The defects identified during the road and bridge inspections are directly entered onto a running sheet which is later entered into Council's Customer/Request Management System – Pathway. This system is then used to monitor the defects and to ensure that they are rectified within the timeframes set for that particular defect and hierarchy. This is an area where continuous improvement may see the introduction of a more integrated Maintenance Management System (MMS) including electronic data capture.

The defects identified during the path inspections are directly entered into an electronic device which automatically records location and saves any other inspection data. Upon returning to the office this data is downloaded into an

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electronic database and then loaded into Council's Geographical Information System. Repairs are then programmed according to the intervention levels and hierarchy.

Upon completion of the repair the date and time of the repair is recorded against the defect in the database.

### 13.0 Definitions

Term	Definitions
AMS	Asset Management System
MMS	Maintenance Management System
DEWLP	Department of Environment Water Land and Planning
RAMP	Road Asset Management Plan
RMA	Road Management Act 2004 (Vic)
RMP	Road Management Plan

### 14.0 Review

#### 14.1 Review Process

The Road Management Plan will be reviewed every four years within 2 years of a local government election. The review shall reflect changes in Asset Management Policies, Standards, Processes and Practices, or changes in level of service standards identified for consideration or adopted since the last review.

Referenced documents such as Acts, Regulations or Design Standards listed in Section 15, which do not cause an alteration to the defined Level of Service or management system, will be the applied reference in terms of Council's operation at any point in time.

#### 14.2 Adoption and Amendments

Before adopting or amending this plan Council must undertake a process of:

- Giving notice of the Plan or amendment;
- Allow 28 days for submissions;
- Consider any submissions;

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- Give notice of intention to adopt the plan or amendment.

The notice must be published in the Government Gazette and a local daily newspaper. Upon review of the Plan, Council must also give notice of the review and the proposed Plan amendments and where copies may be inspected or obtained. The final phase of review involves Council publishing a notice of intention to adopt the plan amendments in the Government Gazette. During exhibition phases, copies of the draft version of the plan will be located at the following locations:

- Latrobe City Corporate Headquarters 141 Commercial Road Morwell
- Online on the Council's web site [www.latrobe.vic.gov.au](http://www.latrobe.vic.gov.au)

A hard copy of both the draft Road Management Plan for consultation and Public Road Register will be available for inspection at the Latrobe City Corporate Headquarters during normal working hours. Both documents may also be viewed on the Council web site via:

[http://www.latrobe.vic.gov.au/Our\\_Services/Roads\\_Drains\\_Lights\\_and\\_Trees/Roads\\_and\\_Drains](http://www.latrobe.vic.gov.au/Our_Services/Roads_Drains_Lights_and_Trees/Roads_and_Drains)

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### 15.0 References

Legislation, Standards Codes of Practice, Guidelines, Council Strategies, Policies, Quality Plans and Procedures that are relevant to this RMP include:

<b>REFERENCED DOCUMENTS</b>
<b>Ministerial Acts &amp; Regulations</b>
Road Management Act 2004
Road Management (General) Regulations 2016
Road Safety Act 1986
Road Management (Works and Infrastructure) Regulations, 2015
Local Government Act, 1989 Rev 11 (01/12/2020)
Local Government Act 2020
Local Government Act 1989 s.208B (Best Value Principles)
Equal Opportunity Act 2010
Wrongs Act 1958
<b>Ministerial Codes of Practice</b>
Operational Responsibility for Public Roads 2004
Code of Practice for Road Management Plans
<b>External Sourced Documents</b>
VicRoads -Register of Declared Roads
<b>Council Documents</b>
Council Plan 2017-2021
Asset Management Policy
Asset Management Strategy
Asset Management Plans for Bridges, Paths and Roads.
Public Road Register
Latrobe 2026- the community vision for Latrobe Valley

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### Appendices

- Appendix A - Road Hierarchy
- Appendix B - Proactive Inspection Schedules
- Appendix C - Reactive Inspection Response Timeframes
- Appendix D - Response Times from Inspection to Remedial Action
- Appendix E - Intervention Levels
- Appendix F - Register of Public Road

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## Appendix A - Hierarchy

The following tables provide an overview on how Latrobe City's roads and paths have been classified. Roads may be segmented along their length with the result being that a road may be classified under more than one hierarchy.

Maintenance Category	Hierarchy Type	Primary Function
<b>Roads</b>		
RDMC1	Link	<ul style="list-style-type: none"> <li>-High usage strategic Freight linkage routes.</li> <li>-Heavy vehicle linkage from the State Arterial Road network to local commercial or industrial focal points.</li> <li>-Also includes heavy vehicle bypass routes of major urban centres.</li> </ul>
RDMC1	Collector	<ul style="list-style-type: none"> <li>-High usage strategic Collector routes.</li> <li>-Rural/Urban collector routes from local access roads to community centres or popular focal points.</li> <li>-High usage connector routes to the Arterial road network.</li> </ul>
RDMC2	Sealed Access >60km/h	<ul style="list-style-type: none"> <li>-Medium usage property access routes.</li> <li>-STD road providing property access to rural developed areas incorporating at least 3 rateable properties with occupied houses.</li> <li>-Medium usage access to rural properties generating regular and consistent vehicle usage.</li> <li>-Bus Route minimum standard.</li> </ul>
RDMC2	Unsealed Access	<ul style="list-style-type: none"> <li>- Medium usage property access routes.</li> <li>- STD road providing property access to rural developed areas incorporating at least 3 rateable properties with occupied houses.</li> <li>- Medium usage access to rural properties generating regular and consistent vehicle usage.</li> <li>- Bus Route minimum standard.</li> </ul>
RDMC3	Sealed Access <=60km/h	<ul style="list-style-type: none"> <li>- Medium usage property access routes.</li> <li>- STD road providing property access to rural developed areas incorporating at least 3 rateable properties with occupied houses.</li> <li>- Medium usage access to rural properties generating regular and consistent vehicle usage.</li> <li>- Bus Route minimum standard.</li> </ul>
RDMC3	Minor Access	<ul style="list-style-type: none"> <li>- Low usage property access routes.</li> <li>- Occasional usage property access routes.</li> <li>- STD road that provides access to rural developed areas incorporating 1 or 2 rateable properties with occupied houses.</li> <li>- STD road with 2 or more farmland or plantation rateable properties.</li> <li>- Non-STD road that provides access to rural developed areas incorporating at least 3 rateable properties with occupied houses.</li> </ul>

**Appendix A - Hierarchy (Continued)**

Maintenance Category	Hierarchy Type	Primary Function
RDMC4	Limited Access	<ul style="list-style-type: none"> <li>- Low usage property access route streets/lanes</li> <li>- Occasional usage access to rural properties generating spasmodic vehicle usage.</li> <li>- STD road that provides alternate/secondary side or rear property access to urban residential or commercial allotments.</li> <li>- STD road servicing a rateable property with a single unoccupied house on Farmland/Private plantation.</li> <li>- Non-STD road that provides property access to rural developed areas incorporating up to 1 or 2 rateable properties with occupied houses.</li> <li>- Non-STD road with 2 or more Farmland/Private rateable properties.</li> </ul>
RDMC0	Not Maintained by Council	<ul style="list-style-type: none"> <li>- Any road which has not been assessed for inclusion in any other Road Maintenance Category</li> <li>- Any road for which a decision has been made not to maintain</li> <li>- Any road which does not conform to LCC Standards</li> <li>- Private driveways on road reserves for which Latrobe City Council is the Coordinating Road Authority.</li> </ul>

Note 1 - A Standard Constructed road (STD) is one that was built to a level that was acceptable to Council at the time of construction. It would have a reasonable formation width, depth and quality of pavement material, table drains, culverts and if required and guideposts and signage installed. Standard Constructed roads generally do not present conditions that practically restrict/constrain maintenance response actions and timeframes. A Non-Standard Road (Non-STD) may have some of these features of a Standard Constructed road, for example some minor earthworks and even some road pavement material however Council will not automatically categorise these roads as "Standard Constructed". Non-Standard Constructed roads may present conditions that practically restrict/constrain maintenance response actions and timeframes during extended periods of extreme dryness and / or wetness; such conditions may limit Council's ability to undertake maintenance to provide all weather access.

Note 2 - The maintenance levels in this plan are not intended to increase the level of service of a road, but are designed to only maintain what already exists.

Note 3 - All of Council's roads have been classified by a hierarchal system which considers the function and importance of each road, thus determining the level of service provided in terms of inspection interval, intervention levels and response time. This hierarchy is separate to the road hierarchy used to determine the appropriate level of service with respect to design / configuration for roads that are provided through new development. The standard of the existing road network is as a result of historical standards and circumstances that gave rise to roads that may differ markedly from that which would be expected from that of a new development.

Note 5- Changes to the design / configuration of a road may occur where there is a nexus to new development such that road use is expected to change; or may result from requests from property owners where they contribute entirely to the cost of a design / configuration upgrade of a road as required by Council prior to a road being included onto the Public Road Register; or for a road on the Public Road Register where property owners contribute to the cost of a design / configuration upgrade through a declared Special Charge Scheme. Where a request is received for a road segment / road reserve segment to be included on the Public Road Register the property owner will need to arrange at their cost for the road segment / road reserve segment to be constructed to a standard which can be effectively maintained by Council. The minimum standard of road that Council will accept is the standard required by the CFA that ensures access by fire appliances. In considering the extent of road included on the Public Road Register Council implements the principle of the closest point of access to the rateable property.

Note.6 - When a road reaches the end of its useful life and is scheduled for full reconstruction the appropriate design / configuration will be determined based on the level of use, the type of use, and what the road environment can practically accommodate in terms of design / configuration and available Council funds.



### **Appendix A - Hierarchy (Continued)**

The following table is a guide to the classification to Council's Carparks:

A Carpark classification has been developed, based principally on the volume of usage.

The carpark classifications are defined in the table below:

Maintenance Category	Hierarchy Type	Primary Function
<b>Carparks</b>		
RDMC0-4	On Road Carpark	All on-road carparks
RDMC0-4	Reserve Access & Carparks	Off Road Carparks within a road reserve
CPMC1	High Use Carparks	High Use Off Road Carparks and access roads NOT within a road reserve
CPMC2	Medium Use Carparks	Medium Use Off Road Carparks and access roads NOT within a road reserve
CPMC3	Low Use Carparks	Low Use Off Road Carparks and access roads NOT within a road reserve
CPMC0	Not Maintained by Council	<ul style="list-style-type: none"> <li>- Any carpark which has not been assessed for inclusion in any other carpark maintenance category.</li> <li>- Any carpark for which a decision has been made not to maintain.</li> <li>- Any carpark which does not conform to LCC Standards.</li> <li>- Private hard stands on road reserves for which City Council is the Coordinating Road Authority.</li> </ul>



### Appendix A - Hierarchy (Continued)

The following table is a guide to the classification to Council's Paths:

A path classification has been developed, based principally on the volume of usage (both pedestrian and cyclists if applicable).

Maintenance Category	Hierarchy Type	Primary Function
<b>Paths</b>		
PMC1	High Use Zone Footpath	Central Business Districts of the following major townships <sup>1</sup>
PMC1	High Use Shared-Path	High use shared bicycle / pedestrian paths in close proximity to Central Business Districts of the following major townships <sup>2</sup> .
PMC2	Medium Use Zone Footpaths	Heavily pedestrianised areas: - minor-shopping areas, schools, collector paths and medium use shared bicycle / pedestrian paths.
PMC2	Medium Shared-Paths	High use shared bicycle / pedestrian paths that form the strategic linking network within of between the following major townships. <sup>3</sup> .
PMC3	Low Use Zone Footpath	Constructed paths in residential and commercial areas, and rural residential areas; including concrete, asphalt, and gravel paths.
PMC3	Low Use Shared-Path	Low use shared bicycle / pedestrian paths.
PMC4	Tracks & Trails	Unsealed walking track/trail typically located through bushland reserves and serving a passive recreational function, designed to fit in with natural environment, not necessarily suitable for mobility impaired users.
PMC5	Bicycle Lanes	Marked bicycle lanes on or adjacent to Public Roads in rural areas
PMC 0	Not Maintained by Council	<ul style="list-style-type: none"> <li>- Any path which has not been assessed for inclusion in any other Path Maintenance Category</li> <li>- Any path for which a decision has been made not to maintain</li> <li>- Any path which does not conform to LCC Standards</li> <li>- Private pathways on road reserves for which Latrobe City Council is the Coordinating Road Authority.</li> </ul>

<sup>1</sup> Moe, Newborough, Morwell, Churchill and Traralgon. Main streets of the townships of Boolarra, Glengarry, Toongabbie, Tyers, Yallourn North and Yinnar. Areas identified as potential high risk due to the volume of pedestrian traffic associated with particular properties adjacent to Council footpaths.



## Appendix B - Proactive Inspection Schedules

Proactive defect inspections shall be conducted in accordance with the following schedule. The frequency of inspections varies with the Road Maintenance Category (RDMC), Carpark Maintenance Category (CPMC) & Path Maintenance Category (PMC).

Maintenance Category	Hierarchy Type	Proactive Hazard Inspection Timeframe
<b>Roads</b>		
RDMC1	Link, Collector	one (1) inspection every 8 weeks.
RDMC2	Sealed Access >60km/h, Unsealed Access	one (1) inspection every 15 weeks.
RDMC3	Sealed Access <=60km/h, Minor Access	one (1) inspection every 30 weeks.
RDMC4	Limited Access	one (1) inspection each year.
RMC0	Not Maintained by Council	Not Inspected
<b>Carparks</b>		
RDMC0 to RDMC4	All on-road carparks	Inspection at the same schedule as the road on which it is located
RDMC0 to RDMC4	Off Road Carparks within a Road Reserve	Inspection at the same schedule as the road on which it is located
CPMC1	High Use Off Road Carpark	one (1) inspection every 15 weeks.
CPMC2	Medium Use Off Road Carpark	one (1) inspection every 30 weeks.
CPMC3	Low Use Off Road Carpark	one (1) inspection each year.
CPMC0	Not Maintained by Council	Not Inspected

**Appendix B - Proactive Inspection Schedules (Continued)**

Road / Carpark / Path Maintenance Category (RDMC/CPMC/PMC)	Hierarchy Type	Proactive Hazard Inspection Timeframe
<b>Footpaths</b>		
PMC1	High Usage Zone Footpaths, High Use Shared Paths	one (1) inspection every 12 months.
PMC2	Medium Usage Zone Footpaths, Medium Use Shared Paths	one (1) inspection every 24 months
PMC3	Low Usage Zone Footpaths, Low use Shared Paths	one (1) inspection every 36 months
PMC4	Tracks & Trails	Not inspected by Council
PMC5	Bicycle Lane	Inspected as per the road hierarchy for the road on which the lane is associated with
PMC0	Not Maintained by Council	Not Inspected

Maintenance Category (Asset Type)	Hierarchy Type	Proactive Hazard Inspection Timeframe
<b>Bridges and Major Culverts<sup>4</sup></b>		
Bridge	Surface of Trafficable Area	Inspections to be conducted at the same frequency as the road to which the bridge is connected
Bridge or Culvert	Level 1 Inspection	Inspections carried out two times per year and after major accidents, flood, earthquake, bushfires or other incidents impacting the structure.
Bridge or Culvert	Level 2 Inspection	Inspections carried out within 12 months of the completion of major maintenance/ opening to traffic and then on a 2 to 5 year cycle in accordance with the VicRoads Road Structures Inspection Manual
Bridge or Culvert	Level 3 Inspection	Inspections carried out on the recommendation resulting from a Level 1 or 2 Inspection

<sup>4</sup> Bridge and Culvert Inspections as per VicRoads Bridge Inspection Manual



### Appendix C - Reactive Inspection Response Timeframes

Response times to investigate customer requests (Reactive inspection Response Timeframes) are set out in the below table for the road, carpark and maintenance categories. See Appendix E for the actual time definition.

Maintenance Category	Hierarchy Type	Emergency Inspection Times <sup>5</sup>	Reactive Inspection Time <sup>678</sup>
<b>Roads</b>			
RDMC1	Link, Collector	<b>ER</b> (2 Hr)	<b>A</b> (1 Day)
RDMC2a	Sealed Access >60km/h, Unsealed Access	<b>ER</b> (2 Hr)	<b>B</b> (2 Day)
RDMC3	Sealed Access <=60km/h, Minor Access	<b>A</b> (1 Day)	<b>C</b> (5 Day)
RDMC4	Limited Access	<b>A</b> (1 Day)	<b>C</b> (5 Day)
RMC0	Not Maintained by Council	N/A	N/A
<b>Carparks</b>			
RDMC1 to RDMC4	All on-road carparks	Refer Road Maintenance Category	Refer Road Maintenance Category
RDMC1 to RDMC4	Off Road Carparks within a road reserve	Refer Road Maintenance Category	Refer Road Maintenance Category
CPMC1	High Use Off Road Carpark	<b>ER</b> (2 Hr)	<b>A</b> (1 Day)
CPMC2	Medium Use Off Road Carpark	<b>ER</b> (2 Hr)	<b>B</b> (2 Day)
CPMC3	Low Use Off Road Carpark	<b>A</b> (1 Day)	<b>C</b> (5 Day)
CPMC0	Not Maintained by Council	N/A	N/A

<sup>5</sup> Emergency Inspection times refer to a request for assistance (with relation to an Emergency situation) from an Emergency Service or other Government Department (i.e. SES, CFA, Fire Police, DELWP etc.)

<sup>6</sup> Emergency Inspection Time/Inspection Time Response Codes as per Appendix D Table





### Appendix C - Reactive Inspection Response Timeframes (Continued)

Response times to investigate customer requests (Reactive inspection Response Timeframes) are set out in the below table for the road, carpark and maintenance categories. See Appendix D for the actual time definition.

Maintenance Category	Hierarchy Type	Emergency Inspection Times <sup>9</sup>	Reactive Inspection Time <sup>101112</sup>
<b>Paths</b>			
PMC1	High Usage Zone Footpaths, High Use Shared Paths	<b>A</b> (1 Day)	<b>D</b> (2 Wk)
PMC2	Medium Usage Zone Footpaths, Medium Use Shared Paths	<b>A</b> (1 Day)	<b>D</b> (2 Wk)
PMC3	Low Usage Zone Footpaths, Low use Shared Paths	<b>A</b> (1 Day)	<b>E</b> (4 Wk)
PMC4	Tracks & Trails	N/A	N/A
PMC5	Bicycle Lane	<b>A</b> (1 Day)	Refer Road Maintenance Category
PMC0	Not Maintained by Council	N/A	N/A

<sup>9</sup> Emergency Inspection times refer to a request for assistance (with relation to an Emergency situation) from an Emergency Service or other Government Department (i.e. SES, CFA, Fire Police, DELWP etc.)

<sup>10</sup> Emergency Inspection Time/Inspection Time Response Codes as per Appendix D Table



## Appendix D- Response Times from Inspection to Remedial Action

Target Response Times and Control Mechanisms are set out in the below table which aligns the level of responsiveness (Response Time) to an appropriate Response Codes (A through to J).

Response Code	Control Mechanism <sup>13</sup>	Response Time to Remedial Action <sup>14</sup>
<b>ER</b> (2 Hr)	Inspect and rectify if possible, or provide appropriate warning	Within 2 hours of inspection notification
<b>A</b> (1 Day)	Inspect and rectify if possible, or provide appropriate warning	Within 1 day of inspection notification
<b>B</b> (2 Day)	Inspect and rectify if possible, or provide appropriate warning	Within 2 days of inspection notification
<b>C</b> (5 Day)	Inspect and rectify if possible, or provide appropriate warning	Within 5 days of inspection notification
<b>D</b> (2 Wk)	Inspect and rectify if possible, or provide appropriate warning	Within 2 weeks of inspection notification
<b>E</b> (4 Wk)	Inspect and rectify if possible, or provide appropriate warning	Within 4 weeks of inspection notification
<b>F</b> (8 Wk)	Inspect and rectify if possible, or provide appropriate warning	Within 8 weeks of inspection notification
<b>G</b> (12 Wk)	Inspect and rectify if possible, or provide appropriate warning	Within 12 weeks of inspection notification
<b>H</b> (routine)	Inspect and rectify if possible, or provide appropriate warning	During routine annual maintenance
<b>I</b> (12 Mnth)	Inspect and rectify if possible, or provide appropriate warning	Within 12 months of inspection notification
<b>J</b> (18 Mnth)	Inspect and rectify if possible, or provide appropriate warning	Within 18 months of inspection notification

<sup>13</sup> Where, because of the nature of the repair required, level of resources required or workload, it is not possible to rectify within the time shown in Appendix E, appropriate warning of the hazard is to be provided until the repair can be completed. Appropriate warning could include, for example Provision of warning signs, Traffic control action, Diversion of traffic around the site, Installation of a temporary speed limit, Lane closure, Closure of the road to certain vehicles (eg. Load limit), Road Closure.

<sup>14</sup> Response Times are from the time the defect exceeding intervention is recorded.



## Appendix E - Intervention Levels

Maintenance standards, as defined in the ministerial code of practice, are considered to be the levels of service or targets set by council consistent with its management of risks and available resources. These intervention levels are not intended to increase the level of service of a road, but are designed to maintain what already exists safely.

An acceptable remedy maybe a longer-term Traffic Management (see footnote 13 Appendix D) until the defect is remedied under a capital works program.

Defect Code	Description of Defect and Intervention Level	Response Times (Refer Appendix D)				
		RDMC1	RDMC2	RDMC3	RDMC4	RDMC0
<b>1.0 Obstructions in Traffic Lane (All Road Surfaces)</b>						
OBS	Materials fallen from vehicles, dead animals, wet clay and other slippery substances, hazardous materials, accumulation of dirt or granular materials on the traffic lane of (sealed roads only) that pose a safety risk to vehicles. (ie run off road, movement into oncoming lanes, loss of traction or braking capability)	A (1 Day)	A (1 Day)	B (2 Day)	B (2 Day)	N/A
OCC	Traffic hazards requiring urgent response to ensure traffic safety - ponding of water >300mm deep, fallen trees, oil spills, stray livestock.	A (1 Day)	A (1 Day)	B (2 Day)	B (2 Day)	N/A
EM	Emergency Event (e.g. road accidents resulting in debris on road surface)	A (1 Day)	A (1 Day)	B (2 Day)	B (2 Day)	N/A
<b>2.0 Pavement or Surface Defects (Sealed Roads)</b>						
S-POT	Potholes in traffic lane of a sealed pavement greater than 300 mm in diameter and greater than 75 mm deep.	C (5 Day)	D (2 Wk)	D (2 Wk)	D (2 Wk)	N/A
S-DRO	Edge drops/breaks onto unsealed shoulder greater than 100 mm over a 1.0 m length.	D (2 Wk)	E (4 Wk)	E (4 Wk)	E (4 Wk)	N/A
S-SHG	Unsealed shoulder grading (to correct pavement drop off, build-up or rutting) where potholes or scouring exceed 75 mm in depth and 300 mm in diameter; or drop off from seal exceeds 75 mm.	E (4 Wk)	E (4 Wk)	E (4 Wk)	E (4 Wk)	N/A
S-RUT	Wheel Rutting /Depressions/Corrugations in the traffic lane of a sealed pavement. Maximum depth under a 1.2 m straightedge exceeds 75 mm (requiring the application of a levelling course of asphalt(<25 m <sup>2</sup> ))	E (4 Wk)	E (4 Wk)	F (8 Wk)	F (8 Wk)	N/A
S-SHO	Pavement Failure /Shoving of the surface in the traffic lane. Maximum depth under a 1.2 m straightedge exceeds 75 mm. (For Areas 1sq.m-50sq.m)	D (2 Wk)	E (4 Wk)	E (4 Wk)	E (4 Wk)	N/A
S-BLE	Bleeding seals (resulting in pickup of binder due to traffic action)	A (1 Day)	A (1 Day)	A (1 Day)	B (2 Day)	N/A

**Appendix E - Intervention Levels (Continued)**

Defect Code	Description of Hazard Defect and Intervention Level	Response Times (Refer Appendix D)				
		RDMC1	RDMC2	RDMC3	RDMC4	RDMC0
<b>3.0 Pavement or Surface Defects (Unsealed Roads)</b>						
U-POT <sub>1</sub>	Potholes in traffic lane of an unsealed pavement greater than 500 mm diameter and 100 mm deep.	E (4 wk)	E (4 wk)	E (4 wk)	N/A	N/A
U-POT <sub>2</sub>	Potholes in traffic lane of an unsealed pavement greater than 1000 mm diameter and 150 mm deep.	N/A	N/A	N/A	E (4 wk)	N/A
U-CSR <sub>1</sub>	Corrugations/Scour/Ruts in the traffic lane of an unsealed pavement 100 mm in depth and over 10% of the area of the total road surface.	D (2 wk)	E (4 wk)	F (8 wk)	N/A	N/A
U-CSR <sub>2</sub>	Corrugations/Scour/Ruts in the traffic lane of an unsealed pavement 150 mm in depth and over 20% of the area of the total road surface.	N/A	N/A	N/A	F (8 wk)	N/A
U-IPM	Slippery unsealed Road - Insufficient pavement Material that pose a safety risk to vehicles (i.e run off road, movement into oncoming lanes, loss of traction or braking capability)	B (2 Day)	B (2 Day)	B (2 Day)	N/A	N/A
<b>4.0 Drainage (All Road Surfaces)</b>						
PIT	Damaged or missing drainage pit lids, surrounds, grates, in pedestrian areas or traffic lanes.	D (2 wk)	E (4 wk)	E (4 wk)	E (4 wk)	N/A
CLE	Drain, culverts and pits cleaning (if impacting Roads) Remove dirt/debris to maintain drainage. Report scour damage, corroded or braided inverts, or structural distortion.	D (2 wk)	E (4 wk)	E (4 wk)	E (4 wk)	N/A
<b>5.0 Vegetation (All Road Surfaces)</b>						
VEG	Trees, shrubs or grasses that have grown to restrict design sight distance to intersections or restrict viewing of safety signs or long dry grass on a road shoulder where a vehicle is required to leave the paved surface of the road to overtake another vehicle.	C (5 Day)	D (2 wk)	E (4 wk)	E (4 wk)	N/A
INT	Vegetation intruding within an envelope over roadways from the back of shoulder and/or kerb and a minimum of 5 m height clearance over pavement and the trafficable portion of shoulders.	C (5 Day)	D (2 wk)	E (4 wk)	E (4 wk)	N/A



Defect Code	Description of Defect and Intervention Level	Target Response Times (Refer Appendix D)				
		RDMC1	RDMC2	RDMC3	RDMC4	RDMC0
<b>6.0 Roadside Signage &amp; Furniture (All Road Surfaces)</b>						
SSI	Safety signs missing, illegible or damaged making them substantially ineffective.	E (4 wk)	F (8 wk)	F (8 wk)	F (8 wk)	N/A
GUI	Guideposts -Missing or damaged at a critical location 2 making them substantially ineffective.	E (4 wk)	E (4 wk)	F (8 wk)	F (8 wk)	N/A
BAR	Safety Barrier and Fencing -Missing or damaged at a critical locations making them substantially ineffective.	E (4 wk)	E (4 wk)	F (8 wk)	F (8 wk)	N/A
MAR	Line marking, missing, illegible or confusing at a critical location	E (4 wk)	E (4 wk)	F (8 wk)	E (4 wk)	N/A
<b>7.0 Structures (including bridges)</b>						
BRI	Damage affecting structural performance eg Bridges and Major Culverts	E (4 wk)	E (4 wk)	E (4 wk)	E (4 wk)	N/A
<b>8.0 Traffic Signals and Controls (All Road Surfaces)</b>						
SIG	Traffic Signal inoperable or confusing	C (5 Day)	C (5 Day)	C (5 Day)	C (5 Day)	N/A
<b>9.0 Off Street Carparks</b>						
TS3	Defective pedestrian areas with a step greater than 30 mm	C (5 Day)	D (2 wk)	D (2 wk)	N/A	
COV	Vegetation over pedestrian areas of carparks, intruding into a minimum of 2.1 m height clearance over pedestrian areas.	C (5 Day)	D (2 wk)	E (4 wk)	N/A	
CPS	Sealed Pavement defects (i.e Potholes >300 mm in diameter and greater than 75 mm deep.)	B (2 Day)	D (2 wk)	D (2 wk)	N/A	
CPU	Unsealed Pavement defects (i.e Potholes >500 mm diameter and 100 mm deep )	E (4 wk)	E (4 wk)	E (4 wk)	N/A	

**Appendix E - Intervention Levels (Continued)**

Defect Code	Description of Defect and Intervention Level	Target Response Times (Refer Appendix D)					
		PMC1	PMC2	PMC3	PMC4	PMC5	PMC0
<b>10.0 Paths</b>							
TS1	Defective pedestrian areas with a step greater than 10 mm and less than 20 mm. (Proactive Inspection Response)	I (12 Mnth)	N/A	N/A	N/A	N/A	N/A
TS2	Defective pedestrian areas with a step greater than 20 mm and less Than 30 mm. (Proactive Inspection Response)	B (2 Day)	I (12 Mnth)	J (18 Mnth)	N/A	N/A	N/A
TS3	Defective pedestrian areas with a step greater than 30 mm. (Proactive Inspection Response & Reactive Response)	B (2 Day)	C (5 Day)	D (2 Wk)	N/A	N/A	N/A
COV	Vegetation over paths, intruding into a minimum of 2.1 m height clearance over pedestrian areas <sup>15</sup> (Proactive Inspection Response & Reactive Response)	E (4 Wk)	E (4 Wk)	E (4 Wk)	N/A	N/A	N/A

Note 1: Council will not maintain nature strips and sweep paths of leaves, nuts and fruits from street trees or loose gravel. Inappropriate street trees that drop nuts and fruits on paths will be replaced under the appropriate tree management plan as funds become available.

Note 2: An appropriate interim repair is made when Customer Request highlights a defect above intervention. Interim repairs may include temporary measures to reduce the defect such as applying asphalt, or may be to highlight the defect such as painting or signage.

<sup>15</sup> Overhanging trees/vegetation : The safety inspections that are undertaken also include looking at overhanging trees and vegetation from both street trees and from private property. Overhanging street trees will be pruned to provide 2.1 m vertical clearance over paths on a programmed basis in accordance with these inspection frequencies. Council's Local Laws staff will follow up the property owners of overhanging private trees in accordance with the Local Law.



## Appendix F – Register of Public Roads



Road Management Plan

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End of Document



**Agenda Item: 15.3**

**Agenda Item: Asset Management Policy 2021 - Adoption**

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

**Council Plan Objective: Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.**

**Status: For Decision**

**MOTION**

**Moved:** Cr Lund

**Seconded:** Cr Ferguson

**That Council:**

- 1. Adopts the Asset Management Policy 2021 with an effective date of 12 April 2021;**
- 2. Notes that with the adoption of this Policy, that any previous versions are now revoked;**
- 3. Requests a copy of the final formatted Policy be provided to all Councillors; and**
- 4. Makes the Asset Management Policy 2021 available on the Council's website and available for inspection at all Council Service Centres.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

Council is the steward of a large portfolio of assets representing a vast investment built up over generations. The Asset Management Policy:

- Documents Council's overarching principles to strategically manage the asset portfolios,
- Provides the framework for the relationship to other Council documents
- Provides direction and structure for the Asset Management Strategy
- Defines the overarching responsibilities for managing assets.

The revised Asset Management Policy (the Policy) conforms with the current Latrobe City policy template and changed to ensure compliance with the new Local

Government Act 2020, primarily the requirement to have an Asset Plan developed by October 2022 using deliberative consultation principles.

Fundamentally the changes to the Policy in this revision are:

- Revised to conform to the new corporate policy template
- Incorporates the need for, and provide an overarching methodology to develop, an Asset Plan, and
- To better define the responsibility for setting:
  - The provision of services (the number and size of assets) and
  - The operation of services (resources, operating costs, maintenance requirements).

Council's endorsement of the Asset Management Plan 2021 is sought.

### **Background:**

Latrobe City Council owns and manages assets for the purpose of providing services to the community. The current portfolio of assets is approximately \$1.6 billion. In order to professionally manage this portfolio Council has a suite of documents to define the practice and philosophy of how it will provide and maintain its assets. These inter-relate with other corporate documents such as the Long Term Financial Plan.

The Asset Management Policy is the primary component of the Asset Management System, which includes:

- Asset Management Policy;
- Asset Management Strategy;
- Asset Plan;
- Asset Demand Plan;
- Asset Management Plan; and
- Asset Process/Business Manuals

The Asset Management Policy:

- Documents Council's overarching principles to strategically manage the asset portfolios,
- Provides the framework for the relationship to other Council documents
- Provides direction and structure for developing the Asset Management Strategy and the Asset Plan

- Defines the overarching responsibilities for managing assets and developing the other components of the Asset Management System.

The Local Government Act 2020 obliges Council to develop and adopt an Asset Plan by October 2022.

The draft Asset Management Policy (the Policy) defines the relationship of the new Asset Plan with other strategic asset documents as shown in Figure 1.

The Asset Management Policy sets out the following framework:

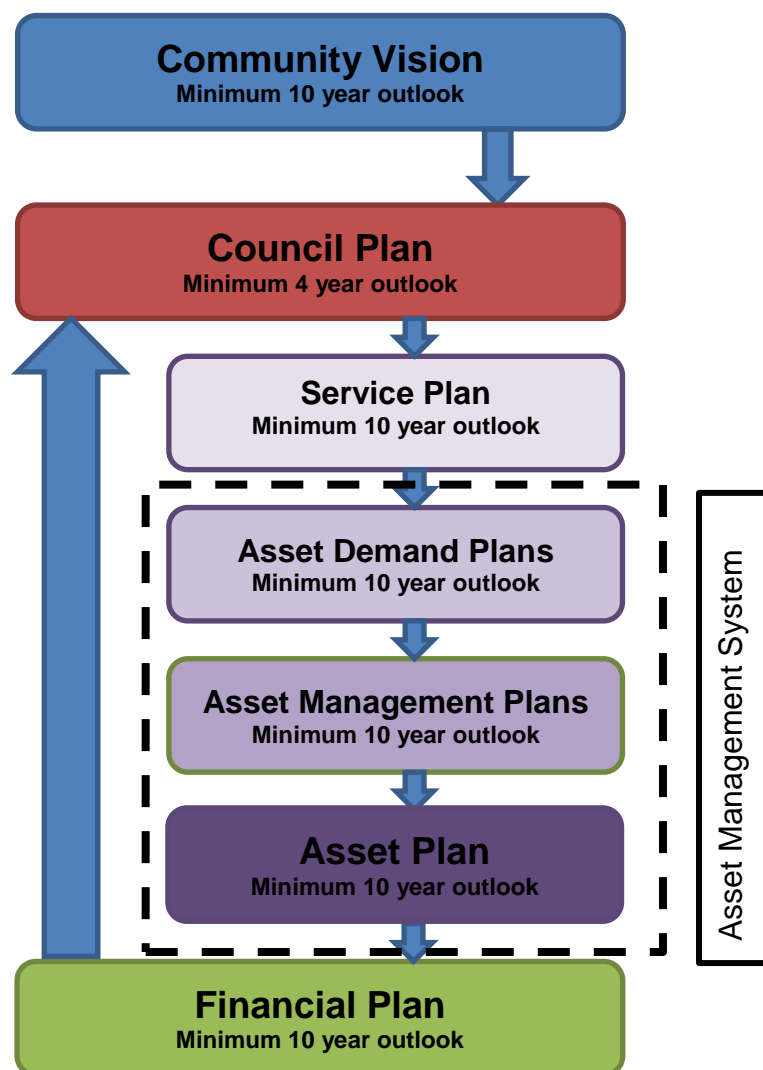


Figure 1 – Relationship of strategic asset planning documents

In order to understand the relationships shown in Figure 1, a brief definition of these documents follows.

Service Plan

A Service Plan is prepared by the team delivering the service and speaks to the resources required to deliver the service, the costs to deliver the service, future changes to the service, etc., and importantly in respect of this document and as

shown in Figure 1, it informs the Asset Demand Plan in respect of the quantity and quality of assets required.

#### Asset Demand Plan

The Asset Demand Plan defines what assets are required to deliver current and future operation of the service. In short it defines:

- The quantity of assets required (Service Provision) now and in the future,
- What standard they are required to be maintained (Level of Service), and
- What level of maintenance is required to deliver their services.

#### Asset Management Plans

The Asset Management Plans (AMPs) are large and complicated documents that (in brief) has information on the existing and future asset quantity, the condition and deterioration of assets, service levels, the philosophy on how the assets will be renewed, maintained and disposed. The primary output is the financial model to sustainably provide the assets at the defined service levels.

#### Asset Plan

The Asset Plan has not been well defined in the LGA, however it is clear that it reflects and considers holistically, the information within the AMPs and informs the Long Term Financial Plan (LTFP).

#### Long Term Financial Plan

The LTFP is shaped by the Council Plan that, informed by the Community Vision, is the financial roadmap for Council. If the Council Plan changes, the LTFP then feeds back to the Service Plans, and any changes to services feeds back through the various asset planning documents to revise the LTFP.

#### Responsibilities

Within the Asset Management Policy, each Council team delivering a service (Service Provider) that is underpinned by infrastructure assets, in conjunction with the Asset Strategy Team, shall establish and maintain an Asset Demand Plan.

The responsibilities in providing the information and decision making over an asset's life cycle are shown in Figure 2, with maroon showing the Service Provider's sphere of influence and blue the Asset Strategy Team's sphere of influence.

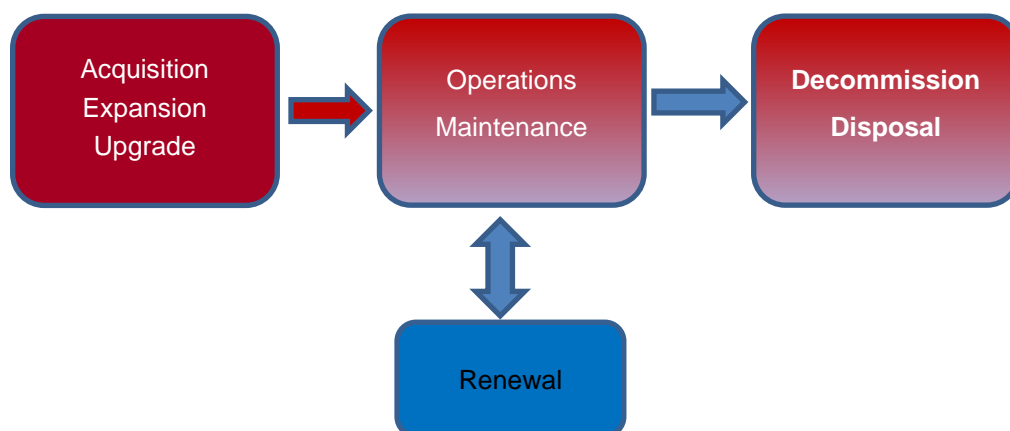


Figure 2 – Core responsibilities in developing information for the Asset Demand Plan

Essentially, a service owner must plan for new (or upgrading) assets required to deliver the service, assist with the operations and maintenance planning, and determine whether an asset is no longer required and should be disposed of. The City Assets department will assist the service owner with planning for these aspects.

The Asset Management Policy does not require public consultation.

### **Issues:**

#### *Strategy Implications*

The adoption of the Asset Management Policy provides the framework to allow Council to meet its Strategic Planning requirements outlined in Division 1 of LGA. The principles outlined in LGA are:

- a) *An integrated approach to planning, monitoring and performance reporting is to be adopted*
- b) *Strategic planning must address the Community Vision*
- c) *Strategic planning must take into account the resources needed for effective implementation*
- d) *Strategic planning must identify and address the risks to effective implementation*
- e) *Strategic planning must provide for ongoing monitoring of progress and regular reviews to identify and address changing circumstances*

The Policy provides a framework for Council to conduct the legislated strategic planning requirements in regards to assets and their ongoing financial requirements.

#### *Communication*

Proposed changes to the Asset Management Policy entail reformatting to the current policy template and that which is legislatively required. It is intended that consultation

with the community will be undertaken during the preparation the Asset Management Strategy and the Asset Plan and be consistent with the Latrobe City deliberative engagement practices.

*Financial Implications*

The draft Policy outlines a process for identifying costs for the ‘maintenance, renewal, acquisition, expansion, upgrade, disposal and decommissioning in relation to each class of infrastructure asset under the control of the Council’. This information feeds into the Long-term Financial Plan.

*Risk Analysis*

One of the primary purposes of the Asset Management Policy is to mitigate risks to Council caused by not managing its asset portfolio.

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Service Delivery Risk</b> Assets not Fit for Purpose	3 (Possible)	The Policy provides an outline as to how this risk will be mitigated through adequate planning of service delivery and financially through the LTFFP
<b>Financial Risk</b> Council has insufficient funds for ongoing maintenance and renewals at current levels requiring a reduction in service levels or asset numbers	2 (Unlikely)	This Policy provides a process for considering the long term (10 year) implications of maintenance and renewal activities when considering new and upgraded assets.
<b>Reputational Risk</b> Assets fall into disrepair	3 (Possible)	The Policy provides guidance as to how funding requirements can be incorporated into the LTFFP to ensure assets are adequately maintained.  If a reduction is required Council can reduce the number of assets
<b>Legal/Regulatory Risk</b> Non-compliance with LGA 2020 if the policy is not adopted as recommended	5 (Almost Certain)	The Policy provides the framework to ensure compliance with the LGA.

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<b>Legal/Regulatory Risk</b> Assets do not meet regulatory requirements	3 (Possible)	The Policy provides direction to ensure assets are adequate and are maintained to various regulatory requirements.
<b>Strategic Risk</b> Assets are not available to delivery promised services	3 (Possible)	The Policy provides a framework for consideration of assets required for service delivery and the ramifications on the LTFP for the long term (10 years).

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

#### *Legal and Compliance*

The Policy has been reviewed to enable Council to comply with the Local Government Act 2020.

It is also developed considering the principles outlined in the National Asset Management Framework and the AS/ISO 55000 series of documents.

#### *Community Implications*

The Policy assists Council in providing Fit for Purpose assets to the community, and enable Council to deliver services to the community.

#### *Environmental Implications*

Nil

#### *Consultation*

The LGA stipulates that the Asset Plan (outlined within the Policy) is to be developed, adopted and kept in force through Council's deliberate engagement practices.

#### *Other*

Nil



#### **Declaration of Interests:**

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

#### **Supporting Documents:**

Nil

**Attachments**

1   Asset Management Policy



## **15.3**

### **Asset Management Policy 2021 - Adoption**

<b>1</b>	<b>Asset Management Policy .....</b>	<b>433</b>
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# Asset Management Policy

Version 2

Approval Date: 12 April 2021

Review Date: October 2025



## Asset Management Policy

### DOCUMENT CONTROL

Responsible GM	Larry Sengstock	
Division	Assets and Presentation	
Last Updated (who & when)	Manager City Assets Kevan Delaney	TBD
<b>DOCUMENT HISTORY</b>		
Authority	Date	Description of change
Council	(day, month & year)	(Insert detail of change to policy)
LCC	2013	Asset Management Plan (v1.0).
LCC	2021	Asset Management Plan (v2.0).
References	Refer to Section 8 and 9 of this policy	
Next Review Date	October 2025	
Published on website	Yes	
Document Reference	No	

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## Asset Management Policy

### 1. Background

Latrobe City Council (LCC) manages over \$1.6b of assets on behalf of the community. These assets are used by the community, or directly by LCC to enable it to provide services to the community. LCC has an obligation to manage these assets in a responsible and sustainable manner for both current and future generations.

In order to manage the assets under its care Council uses a framework of plans, strategies, and related systems.

The Local Government Acts 1994 and 2020 obliges Council to have specific plans including a new requirement in the Local Government Act 2020 (LGA) is for Council to develop an Asset Plan.

### 2. Objectives

LCC owns / manages assets for the purpose of providing services to the community.

All assets that Council manages must:

- Have a purpose;
- Be financially sustainable in both the short and long term;
- Have a lifecycle plan from conception to disposal; and
- Be linked to the Financial Plan (Operational and Capital Budgets).

As an asset manager Council will maintain a suite of strategic plans that document processes that inform decisions and guide the management actions in the provision of assets.

The objective of this policy is to outline the necessary framework and responsibilities to manage Latrobe City's asset portfolio.

### 3. Scope

This policy covers all existing and future infrastructure assets that underpin Council Services.

Although this policy is focused on asset management, as assets are provided to support the services Council provides they naturally are influenced by and influence other key strategic documents. Figure 1 summarises the relationship of strategic asset plans and strategies relative to inter-related Council plans and strategies.

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# Asset Management Policy

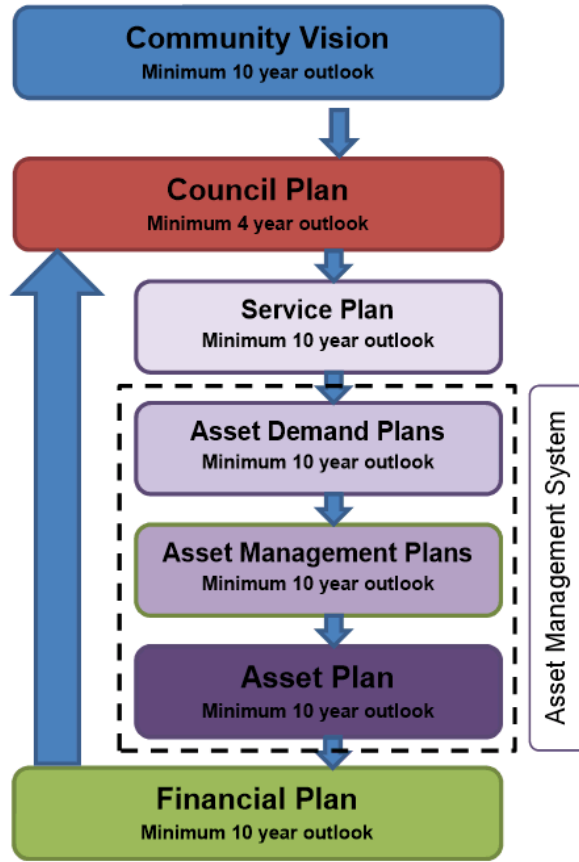


Figure 1 – Relationship of key asset management and strategic documents

In brief: Council will, informed by the Service Plans for each Council service and associated Asset Demand Plans to develop Asset Management Plans (AMP) and the Asset Plan to consolidate the information within the individual AMPs. The Asset Plan in turn will inform the Financial Plan.

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## Asset Management Policy

### 4. Principles of Management

The overarching principle for asset management is that the assets provided are fit for purpose, that the provision of the assets is sustainable such that they do not create an unsustainable operational or maintenance burden.

#### **Strategic plans**

Figure 1 outlines the major strategic documents that underpin good asset management. A short definition of relevant documents follows including responsibility to develop/contribute to the plan.

#### Service Plans

Service Plans are broad reaching but in respect of this policy, they identify the planning and management aspects of providing the Council Service and critically, define the asset requirements to deliver the service that being the Asset Demand Plan.

Service Plans are developed by the team responsible for delivering the service.

#### Asset Demand Plan

The Asset Demand Plan for each service is to be completed prior to the development of Asset Management Plans. It is to be updated on a cycle of every 4 years or whenever a material change occurs. A revised and updated Asset Demand Plan, including details of the impacts to the Financial Plan to be included for all Budget Bids for Capital Works.

The Asset Demand Plan is to cover the following:

- Capital cost of construction, including design, approvals etc for all new assets;
- Ongoing yearly operating costs including general maintenance, utilities, regular inspections, compliance etc;
- Anticipated renewal spending;
- Plan for decommissioning and disposal and associated costs;
- Planned usage, including which community groups / individuals who will be using the asset;
- Anticipated income streams, either grants or fees; and
- KPI's to be used in the evaluation of the asset/asset class.

An Asset Demand Plan will be jointly developed by the service owner who is responsible for the planning and delivery of the service and Council's City Assets department.

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## Asset Management Policy

The responsibilities in providing the information and decision making over an asset's life cycle are outlined in Figure 2, with maroon showing the Service Provider sphere of influence and blue the City Assets department sphere of influence.

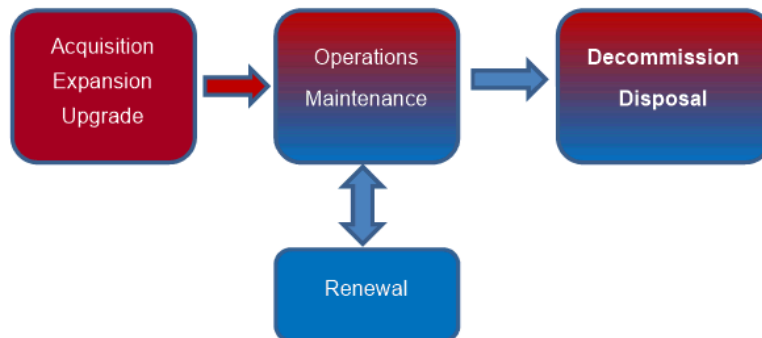


Figure 2 – Responsibilities in developing the Asset Demand Plan and Asset Management Plans

### Asset Management Strategy

An Asset Management Strategy will be developed that guides the development and implementation of the Asset Management system (see Figure 1).

The City Assets department will be responsible for developing the Strategy under the guidance of the Asset Management Working group.

### Asset Management Plans

Asset Management Plans are detailed plans created for each category of assets and are the main strategic document for the provision of the asset. They also inform the Asset Plan of the key information required to strategically plan for the entire asset portfolio.

Asset Management Plans will be developed the City Assets department in conjunction with the service owner (fundamentally through information provided in the Asset Demand Plan).

Asset Management Plans will be developed for the following categories, they will have a planning horizon of 10 years, and be reviewed at least every 4 years.

- Transport (Roads, Bridges, Paths, Aerodromes, Carpark);
- Stormwater;

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## Asset Management Policy

- Buildings;
- Recreation, Leisure and Community Facilities;
- Waste; and
- Parks, Gardens and Streetscapes.

### Asset Plan

The Asset Plan is required under the LGA 2020. It will consolidate the asset information and requirements from the individual Asset Management Plans, be based on a holistic assessment of the financial and resource needs to provide the full suite of Council's assets. As per the LGA Asset Plan will have a 10 year planning horizon and will be reviewed and endorsed by 31 October in the year following a Council election.

The Asset Plan informs the Financial Plan, which in-turn will be a key consideration in the development of the Council Plan.

The Asset Plan will be developed primarily by the City Assets department in conjunction with the Financial Performance department.

The Assets Plan will:

- Be developed in accordance with Councils deliberate engagement practices
- Have a planning horizon of at least 10 years
- Contain the financial requirements for:
  - o Maintenance;
  - o Renewal;
  - o Acquisition;
  - o Expansion;
  - o Upgrade;
  - o Disposal; and
  - o Decommissioning.

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## Asset Management Policy

### **Training**

The competent development and delivery of asset planning depends on officers being well trained in the principles and practice of asset management. Training will be provided to all people developing plans and strategies or similarly influencing the management of assets.

### **Asset Management Working Group**

To provide support in the application of this policy, an Asset Management Working group (AMWG) will be maintained. The functions of this group and the specific membership forms part of a separate document, however the key principles are:

- Be chaired by General Manager Assets and Presentation and consist of internal staff who have a direct role in asset management;
- Coordinate an integrated approach to asset reliant service planning and asset management;
- Support asset management decisions and report progress to the executive team;
- Develop increased understanding and involvement of Latrobe City teams that provide services which are supported by physical assets;
- Monitor the results of relevant audits and guide organisational responses;
- Review the implementation of the Asset Management Policy, Asset Management Strategy, Asset Management procedures and refer relevant documentation to the Latrobe City Audit Committee; and
- Remain operation for the duration of this Policy.

## **5. Accountability and Responsibility**

Accountability and responsibility for this policy is outlined below:

### 5.1. Council

- Responsible to support professional asset management through decisions and strategic development of the systems necessary to do this.
- Responsibility for the decision to develop and 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.

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## Asset Management Policy

- Overall responsibility for performance monitoring.

### 5.3. General Manager

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

The Management Teams listed below are responsible for developing and maintaining Asset Demand Plans for the following services:-

#### 5.3.1 CEO

- Engagement and Customer Focus

#### 5.3.2 Assets and Presentation

- Transport
- Stormwater
- Waste and Landfill
- Recreation and Open Space
- Urban Amenity
- City Presentation
- Environment

#### 5.3.3 Community Health and Wellbeing

- Leisure
- Family Services
- Aged Care Services
- Emergency Management
- Local Laws
- Libraries
- Halls and Meeting Spaces

#### 5.3.4 Regional Growth and Investment

- Latrobe Regional Airport
- Events and Tourism

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## Asset Management Policy

- Creative Arts

### 5.3.4 Organisational Performance

- Property and Statutory

### 5.4. Managers

The Manager City Assets has the responsibility to:

- Develop frameworks and procedures in compliance with this policy.
- Enforce responsibilities to achieve compliance with frameworks and procedures in conjunction with the relevant General Manager.
- Advocate for appropriate resources for the execution of the frameworks and procedures.

### 5.5. Employees, Contractors and Volunteers shall:

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

## 6. Evaluation and Review

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

## 7. Definitions

Definitions used within this Policy specifically and in Asset Management generally are defined in Appendix 1.

## 8. Related Documents

Asset Accounting Policy

Asset Management Strategy

Capital Works Policy

Community Engagement Strategy

Recreation Infrastructure Funding Policy

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## Asset Management Policy

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### 9. Reference Resources

Local Government Act 2020

Local Government Act 1989

ISO 55000

ISO 55001

ISO 55002

ISO 55010

### 10. Appendices

1. Terms, Definitions and Abbreviations used in Asset Management

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**Agenda Item: 15.4**

**Agenda Item: Request to Increase Community Representative Positions on Community Asset Committees**

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

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

**Status: For Decision**

**MOTION**

**Moved:** Cr Howe

**Seconded:** Cr Ferguson

**That Council:**

- 1. Increase the Community Representative positions on the Mathison Park Community Asset Committee from six to nine; and**
- 2. Adopts the updated Mathison Park Community Asset Committee Terms of Reference; and**
- 3. Increases the Community Representative positions on the Baillie Reserve Community Asset Committee from two to four; and**
- 4. Adopts the updated Baillie Reserve Tyers Community Asset Committee Terms of Reference; and**
- 5. Undertakes an Expression of Interest process to recruit Community Representatives to the vacant positions on the Mathison Park Community Asset Committee and the Baillie Reserve Tyers Community Asset Committee and report back to Council with the nominations received; and**
- 6. Informs both committees of Council's decision.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

- Council at its 7 September 2020 Ordinary Council Meeting adopted a Community Asset Committee status for the former Special Committees of Mathison Park and Tyers Recreation Reserve, to comply with the introduction of the *Local Government Act 2020*. At the same meeting Council also adopted

a *Terms of Reference* and *Instrument of Sub-Delegation* by Chief Executive Officer operating document for the Mathison Park CAC and the Baillie Reserve Tyers CAC and re-appointed the existing committee members.

- Each committee's *Terms of Reference* operating document included a 'Composition of Committee' component which stated a number of up to six Community Representatives for the Mathison Park CAC and up to two Community Representatives for the Baillie Reserve Tyers CAC.
- At their 2 February 2021 meeting the Mathison Park CAC proposed that a report be presented to Council requesting that the previously adopted number of Community Representatives on their committee be increased from six to nine due to interest having been expressed from community members to join the committee.
- At their 10 February 2021 meeting the Baillie Reserve Tyers CAC proposed that a report be presented to Council requesting that the previously adopted number of Community Representatives on their committee be increased from two to four due to interest having been expressed from community members to join the committee.
- Those proposed changes would permit the Baillie Reserve Tyers CAC to have up to four Community Representatives and a total of ten committee members and the Mathison Park CAC to have up to nine Community Representatives and a total of thirteen committee members. The additional members would assist the committees to manage their ongoing functions and operations.
- Any adopted change to the number of Community Representatives on either committee would require their *Terms of Reference* operating documents to be amended and adopted by Council.
- Officers recommend that the Community Representative positions on the Mathison Park CAC be increased from six to nine and the Community Representative positions on the Baillie Reserve Tyers CAC be increased from two to four.

**Background:**

The Recreation Liaison and Sporting Reserves Maintenance team have six Community Asset Committees which were appointed by Council at their 7 September 2020 Ordinary Council Meeting to comply with the introduction of the *Local Government Act 2020*. The committees manage and maintain Council owned and managed land through their adopted *Terms of Reference* and *Instrument of Sub-Delegation* by the Chief Executive Officer operating documents and via an Annual Maintenance Grant Program allocation.

The following membership compositions are contained within the following committees *Terms of Reference* current operating documents:

Mathison Park Community Asset Committee

*The Committee will comprise of up to 9 members appointed by the Council being:*

- a) *Up to 2 Councillors;*
- b) *1 Council officer;*
- c) *1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and*
- d) *up to 6 community representatives who must be residents of the Latrobe City municipality unless otherwise approved by Council.*

Baillie Reserve Tyers Community Asset Committee

*The Committee will comprise of up to 8 members being:*

- a) *1 Councillor;*
- b) *1 Council officer;*
- c) *3 representatives nominated from each of the following user groups:*
  - *1 representative of Traralgon Tyers United Football Netball Club;*
  - *1 representative of Tyers Soccer Club; and*
  - *1 representative of Tyers Tennis Club;*
- d) *1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and*
- e) *up to 2 community representatives who must be residents of the Latrobe City municipality (unless otherwise approved by Council) or a number of representatives as determined by Council not connected with user groups specified in paragraph (c).*

The Mathison Park CAC at their 2 February 2021 meeting requested officers to present a report to Council seeking the previously adopted number of Community Representatives in their *Terms of Reference* operating document be increased. They wish to have their Community Representatives positions increased from the current six to the proposed nine positions taking the total committee membership to thirteen. This change is being requested due to interest expressed from community members to join the committee. The Mathison CAC members believe that this increase will greatly assist their capacity to function as a committee and comply with Council's governance requirements.

The Baillie Reserve Tyers CAC at their 10 February 2021 meeting requested officers to present a report to Council seeking the previously adopted number of Community Representatives in their *Terms of Reference* operating document be increased. They wish to have their Community Representatives positions increased from the current two to the proposed four positions taking the total committee membership to ten. This change is being requested due to interest expressed from community members to

join the committee. The Baillie Reserve Tyers CAC members believe that this increase will greatly assist their capacity to function as a committee and comply with Council's governance requirements.

Officers believe that the committees should be supported in attracting further Community Representative members as increased membership will assist in the ongoing functioning and longevity of the committees. This is especially so in relation to occupying future executive positions on the committees. Any additional Community Representatives will assist the committees to share the workload of operating the organisations and their volunteers.

Any additional Community Representative appointments to the committees would be restricted to the remainder of the period of the original three-year Community Asset Committee appointment, which concludes in September 2023.

**Issues:**

The committees are able to attract volunteers to assist them in their governance operations however without being a committee member they are unable to hold executive positions or vote on any motions. Interested community members are able to attend committee meetings and undertake set tasks.

*Strategy Implications*

Improve the liveability and connectedness of Latrobe City

Provide community infrastructure that supports recreation and connectedness including sporting facilities, pathways and community gardens.

*Communication*

Officers have had communication with the Mathison Park CAC and Baillie Reserve Tyers CAC during their February 2021 committee meetings.

*Financial Implications*

There are no financial implications in this report.

*Risk Analysis*

Identified risk	Risk likelihood*	Controls to manage risk
<p><b>Service Delivery Risk</b></p> <p>Committees dissolve due to a lack of representative parties and guidance with management of reserves.</p>	<p>3</p>	<p>Officers to monitor Council's Community Asset Committees and ensure that satisfactory representation is achieved.</p> <p>Officers to undertake an Expression of Interest process for all vacant</p>



		Community Representative positions on the committees.
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\* Inherent likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

### *Legal and Compliance*

Community Asset Committees are required to maintain membership in accordance with their Council adopted operating documents, so any proposal for increased membership must first be incorporated into the Committee Terms of Reference.

### *Community Implications*

There are no community implication matters in this report.

### *Environmental Implications*

There are no environmental implication matters in this report.

### *Consultation*

Officers have conducted consultation with the Mathison Park CAC and Baillie Reserve Tyers CAC during their February committee meetings.

### *Other*

There are no other matters to be considered in this report.



### **Declaration of Interests:**

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

### **Supporting Documents:**

1. Mathison Park Community Asset Committee Terms of Reference
2. Mathison Park Community Asset Committee Instrument of Sub-Delegation by Chief Executive Officer
3. Baillie Reserve Tyers Community Asset Committee Terms of Reference
4. Baillie Reserve Tyers Community Asset Committee Instrument of Sub-Delegation by Chief Executive Officer

### **Attachments**

1.  [Mathison Park Community Asset Committee - Terms of Reference Draft](#)
2.  [Baillie Reserve Tyers Community Asset Committee - Terms of Reference Draft](#)

## **15.4**

### **Request to Increase Community Representative Positions on Community Asset Committees**

- 1 Mathison Park Community Asset Committee - Terms of Reference Draft ..... 450
- 2 Baillie Reserve Tyers Community Asset Committee - Terms of Reference Draft ..... 462

# Mathison Park Community Asset Committee *Terms of Reference*





## Terms of Reference

Pursuant to the exercise of the power conferred by section 65 of the *Local Government Act 2020*, Latrobe City Council (the Council) hereby establishes Mathison Park Community Asset Committee (the Committee), with the purpose and rules set out in the Schedules attached:

1. These Terms of Reference are authorised by a resolution of Council passed on 7 September 2020.

The common seal of Latrobe City Council )  
was affixed in accordance with Local Law )  
No. 1 this day of September 2020 in )  
the presence of:

---

*Steven Piasente Chief Executive Officer*



## Schedule One: Role, Membership and Meeting Procedures of the Community Asset Committee

### 1. DEFINITIONS

1.1. In these terms of reference and schedules, the following words have the following meanings:

The Committee	means the Mathison Park Community Asset Committee appointed pursuant to the provisions of section 65 of the <i>Local Government Act 2020</i> .
Community Asset Committee	means a committee established by the Council under section 65 of the <i>Local Government Act 2020</i> and to which the Chief Executive Officer delegates a duty, function or power under section 47 of the <i>Local Government Act 2020</i> .
Council	means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.
Councillor	means a person who holds the office of a member of Latrobe City Council.
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Facility	means the reserve and buildings known as Mathison Park which is identified on the attached plan in Schedule 2 that is subject to these Terms of Reference.
Governance Rules	means the Governance Rules of Latrobe City Council adopted pursuant to section 60 of the <i>Local Government Act 2020</i> and as amended from time to time.
Management	includes the maintenance, hire, control, operation, conservation, promotion and/or development of property exercised subject to any limitations or restrictions in these Terms of Reference and any Instrument of Sub-Delegation to the Committee by the Chief Executive



Officer.

## **2. ROLE AND FUNCTIONS OF THE COMMUNITY ASSET COMMITTEE**

- 2.1. The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Facility which is entrusted to the Committee's care and to undertake functions relating to the Facility, in particular:
- (a) Managing the Facility on behalf of Council taking into account the actions to achieve the goals that are identified in the Mathison Park Management Plan;
  - (b) Providing advice and information to Council about the operation, use and future use and activities to be undertaken at the Facility;
  - (c) Liaising between the Council and the community when necessary, including users of the Facility;
  - (d) Encouraging public interest and maximising involvement and participation of the community as far as practicable in any development occurring in the Facility;
  - (e) Undertaking maintenance of the Facility, including equipment, buildings and facilities in it, to enhance it as one of Latrobe City's regional attractions;
  - (f) Ensuring effective financial management and control of funds allocated by way of grants for maintaining and/or improving the Facility and providing amenities for the better use and enjoyment by the community and public; and
  - (g) Carrying out such other functions, matters and things incidental to and in furtherance of achieving the matters set out above.

## **3. DELEGATIONS**

- 3.1. The Committee will exercise the powers, functions and duties delegated to it by the Chief Executive Officer in an instrument of sub-delegation made in accordance with section 47 of the *Local Government Act 2020*.
- 3.2. The Chief Executive Officer may, at any time, review and vary the delegations to the Committee and will notify any variations to the Committee by providing an updated instrument of delegation.



#### **4. COMPOSITION OF COMMITTEE**

##### **4.1. Membership**

The Committee will comprise of up to 13 members appointed by the Council being:

- (a) Up to 2 Councillors;
- (b) 1 Council officer;
- (c) 1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and
- (d) up to 9 community representatives who must be residents of the Latrobe City municipality unless otherwise approved by Council.

4.2. The appointment of the community representatives must be as described in clause 4.5.

4.3. Each member may also nominate a substitute representative to attend meetings of the Committee (with voting rights) in the absence of the appointed person. The substitute representative may attend meetings at other times only as an observer (without voting rights) at the invitation of the Committee.

4.4. No person may be or act as a member of the Committee until endorsed by Council.

##### **4.5. Expression of Interest Process – Community Representatives**

- (a) A public notice calling for expressions of interest from members of the community for Committee membership must be published in a newspaper within 28 days of the Council's decision to appoint a Community Asset Committee;
- (b) Expressions of interest must be in writing and must be received within 14 days of the public notice;
- (c) Council may appoint a person as a community representative whose name has not been submitted through the above process.

##### **4.6. Qualifications for Committee - General**

- (a) Except with the prior approval of the Council, a person cannot be appointed to the Committee unless such person has attained the age of eighteen (18) years and resides, or owns property, or works within the municipality;



- (b) All Committee members must be prepared to comply with Conflict of Interest provisions in the *Local Government Act 2020* and the procedures for disclosure of a conflict of interest set out in the Governance Rules of Latrobe City Council;
  - (c) Committee members must complete a *Nominee Declaration Form* to qualify to be a member of the Committee.
- 4.7. The Committee may co-opt people to assist it from time to time with specific projects or tasks to enable it to fulfil the Committee's objectives.

## 5. TERM OF OFFICE

- 5.1. All members of the Committee will (subject to Clause 6) hold office for a period of three (3) years from the date that their appointment is endorsed by Council but the existing Committee will continue to undertake the functions and powers delegated to it by the Chief Executive Officer until the Council appoints a new Committee following the process required under clause 4.5.
- 5.2. A member appointed to fill a casual vacancy on the Committee will retire at the end of the three year period applicable to that member whose inability to complete their term (for whatever reason) caused the vacancy.
- 5.3. A member of the Committee is eligible for re-nomination at the expiration of the period of office.

## 6. VACANCIES

- 6.1. Notwithstanding anything else contained herein, the Council may at any time terminate the office of any or all of the members of the Committee.
- 6.2. If any Committee member misses three (3) consecutive meetings of the Committee without submitting their apology prior to the meeting such person will cease to be a member of the Committee upon confirmation by Council.
- 6.3. Casual Vacancies
  - (a) 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; and
  - (b) Any vacancy caused by the resignation of a member who is a community representative may only be filled by following an expression of interest process.





## **7. OFFICE BEARERS**

- 7.1. Within 1 month of the Council's endorsement of the appointment of members of the Committee, the Committee must call and hold a meeting to appoint its office bearers.
- 7.2. The office bearers to be appointed and who will hold office for a period of twelve (12) months will be:
  - Chairperson
  - Treasurer
  - Secretary
- 7.3. The Committee must provide all nomination forms and notify the Council of the name and address of each office bearer within seven (7) days of that person's appointment.

## **8. COMMITTEE MEETINGS**

### **8.1. General Provisions**

- (a) Except where a contrary intention is indicated in these Terms of Reference, the Governance Rules of Latrobe City Council apply to the Committee and any meetings of the Committee. In the event of any inconsistency between the Governance Rules and these Terms of Reference, these Terms of Reference shall prevail.
- (b) The Committee must hold at least four (4) meetings during the year on such dates as the Chairperson appoints with the first meeting of the Committee to be held within one (1) month of the Committee's appointment.
- (c) The Secretary must distribute a notice of the meeting to all members of the Committee at least seven (7) clear days prior to the meeting and advise the Council of any Committee meetings.

### **8.2. Meeting Procedures**

- (a) All requirements of the *Local Government Act 2020* must be complied with.
- (b) All requirements of the Governance Rules of Latrobe City Council must be adhered to unless specified otherwise in these Terms of Reference.
- (c) The Chairperson shall take the chair at all meetings at which the



Chairperson is present. If the Chairperson is absent the Chairperson's nominated representative must take the chair and if that nominated representative is not present, the members present may appoint one of their numbers to chair the meeting.

#### 8.3. Quorum

- (a) A meeting of the Committee must not proceed if a quorum cannot be established within 30 minutes of the commencement time contained in the notice of the meeting.
- (b) The quorum must be as defined in the Governance Rules of Latrobe City Council.

#### 8.4. Annual General Meeting

Each year the Committee will hold an annual general meeting which will:

- (a) Elect members to the positions listed in clause 7.2;
- (b) Receive and consider the Committee's annual report;
- (c) Receive and consider a report on the program of activities proposed for the next year; and
- (d) Receive and adopt the annual financial statements.

#### 8.5. Unscheduled Meetings

- (a) The Chairperson may call an unscheduled meeting and must call an unscheduled meeting if a written request is received from 3 members of the Committee and must give notice of the meeting in accordance with the requirements of clause 8.
- (b) The notice of an unscheduled meeting and any request by the 3 Committee members must contain a statement of the purpose of the meeting.
- (c) The meeting will be held on such date and at such time as fixed by the Chairperson.
- (d) In cases where the Chairperson calls a meeting in response to a request from 3 Committee members, the meeting must be held within 21 days of receiving the request. The Chairperson must arrange for notice of the meeting to be given to all Committee members.
- (e) No other business other than that specified in the notice must be



transacted at the meeting.

#### 8.6. Minutes of meetings

- (a) The Chairperson of the Committee must arrange for minutes of each meeting of the Committee to be kept.
- (b) The Chairperson must submit the Minutes of a Committee meeting to the next meeting of the Committee for confirmation. If the minutes are confirmed the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.
- (c) The minutes of a meeting of the Committee must:
  - contain details of the proceedings and resolutions made;
  - be clearly expressed; and
  - be self-explanatory.
- (d) Relevant reports or a summary of the relevant reports considered in the decision making process must be incorporated in relation to resolutions recorded in the minutes.
- (e) The Chairperson must ensure a copy of the minutes of each meeting of the Committee is sent to Council within seven (7) days of the meeting.
- (f) The Chairperson must ensure that the form and availability of all minutes of Committee meetings are otherwise in accordance with the Governance Rules of Latrobe City Council.

#### 8.7. Voting

- (a) Each member present at a meeting of the Committee will have one vote on each matter being considered by the Committee.
- (b) In the event that voting on any matter is equal, the Chairperson shall have a casting vote.
- (c) A motion before a meeting of the Committee is to be determined as follows:
  - (i) Each member of the Committee who is entitled to vote is entitled to one vote;
  - (ii) Unless otherwise prohibited by the *Local Government Act 2020*, each member of the Committee present must vote;
  - (iii) Unless the procedures of the Committee otherwise provide,



voting must be by show of hands;

- (iv) The Motion is determined by a majority of the vote;
- (v) If there is an equality of votes the Chairperson has a second vote.
- (d) Any decision of the Committee which does not relate to a matter delegated to the Committee by the Chief Executive Officer cannot be actioned until approved by Council.
- (e) In the event of any unresolved dispute arising between Committee members, the matter shall be submitted to Council in writing and any decision made thereon by the Council shall be final.
- (f) The Committee may form Sub-Committees from amongst its members for the purpose of recommending on matters pertaining to the provisions of these Terms of Reference or an Instrument of Sub-Delegation to the Committee by the Chief Executive Officer, provided that no decision is made.
- (g) The Chairperson will be an ex-officio member of all Sub-Committees.
- (h) A Sub-Committee may only be established by resolution of the Committee and may only carry out the functions stated in the resolution.

#### 8.8. Conflict of Interest

- (a) If a member of the Committee has a Conflict of Interest in any matter in which the Committee is concerned, the member must disclose the Conflict of Interest in accordance with the procedure contained in the Governance Rules of Latrobe City Council.
- (b) The member must disclose the nature of that interest at the meeting at which the matter is to be discussed and not remain in the room in which the meeting is being held during any discussion or any vote taken on the matter.
- (c) The Minutes must record the Conflict of Interest and the time the member left and returned to the meeting.

### 9. GENERAL REQUIREMENTS

#### 9.1. Communications

The Committee must comply with any Council Policy applying to public



relations, communications and use of social media.

#### 9.2. Disputes

In the event of any dispute between the Committee and any other party, the matter will be referred to the General Manager Assets and Presentation for resolution subject to any dispute process in any written agreement between the Committee and the other party.

#### 9.3. Indemnity

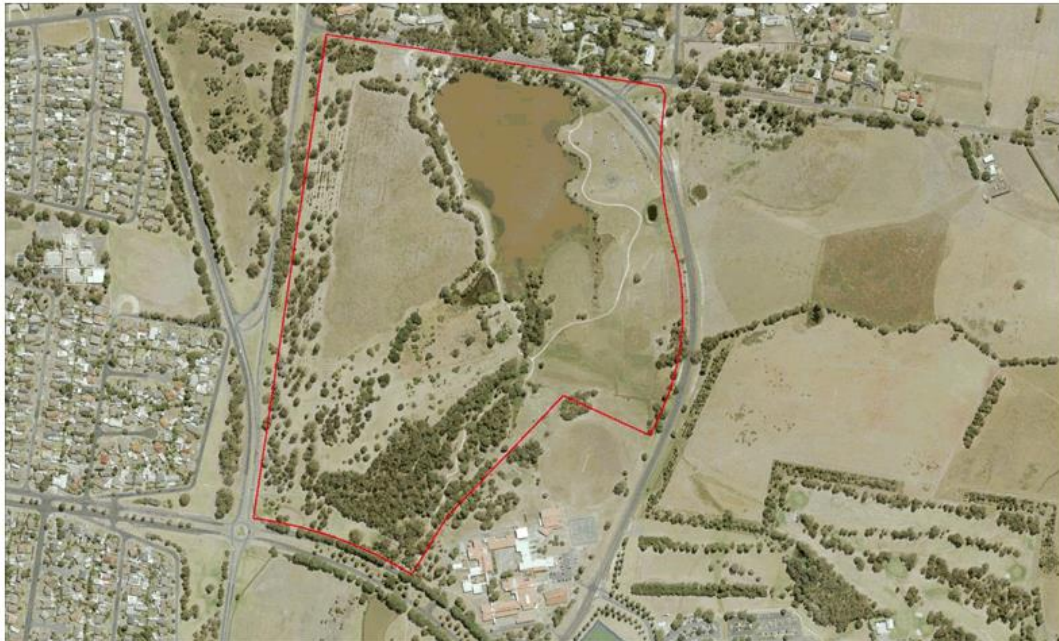
The Council will indemnify members of the Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Committee when they are acting in accordance with these Terms of Reference and an Instrument of Sub-Delegation to the Committee by the Chief Executive Officer and in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Committee.

#### 9.4. Changes to Terms of Reference

No alteration to these Terms of Reference or the schedules shall be effective unless first approved by Council.



## Schedule 2: GIS Imagery of managed land



# Baillie Reserve Tyers Community Asset Committee *Terms of Reference*





## Terms of Reference

Pursuant to the exercise of the power conferred by section 65 of the *Local Government Act 2020*, Latrobe City Council (the Council) hereby establishes Baillie Reserve Tyers Community Asset Committee (the Committee), with the purposes and rules set out in the Schedules attached:

1. These Terms of Reference are authorised by a resolution of Council passed on 7 September 2020.

The common seal of Latrobe City Council )  
was affixed in accordance with Local Law )  
No. 1 this      day of September 2020 in    )  
the presence of:

---

*Steven Piasente Chief Executive Officer*





## Schedule One: Role, Membership and Meeting Procedures of the Community Asset Committee

### 1. DEFINITIONS

1.1. In these terms of reference and schedules, the following words have the following meanings:

The Committee	means the Baillie Reserve Tyers Community Asset Committee appointed pursuant to the provisions of section 65 of the <i>Local Government Act 2020</i> .
Community Asset Committee	means a committee established by the Council under section 65 of the <i>Local Government Act 2020</i> and to which the Chief Executive Officer delegates a duty, function or power under section 47 of the <i>Local Government Act 2020</i> .
Council	means Latrobe City Council, being a body corporate constituted as a municipal Council under the Act.
Councillor	means a person who holds the office of a member of Latrobe City Council.
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Reserve	means the recreation reserve having facilities for football, soccer, tennis and netball situated at Main Road, Tyers which is identified on the attached plan in Schedule 2 that is subject to these Terms of Reference.
Governance Rules	means the Governance Rules of Latrobe City Council adopted pursuant to section 60 of the <i>Local Government Act 2020</i> and as amended from time to time.
Management	includes the maintenance, control, operation, conservation, promotion and/or development of property exercised subject to any limitations or restrictions in these Terms of Reference and any Instrument of Sub-



Delegation to the Committee by the Chief Executive Officer.

## **2. ROLE AND FUNCTIONS OF THE COMMUNITY ASSET COMMITTEE**

2.1. The purpose and role of the Committee is to act as an agent of Latrobe City Council and not as an independent entity in operating and managing the Reserve which is entrusted in the Committee's care and to undertake functions relating to the Reserve, in particular:

- (a) Managing the Reserve on behalf of Council taking into account any directions from Council in relation to the Reserve;
- (b) Providing advice and information to Council about the operation, use and future use and activities to be undertaken at the Reserve;
- (c) Liaising between the Council and the community, including user groups who use the Reserve;
- (d) Undertaking or coordinating maintenance of the Reserve;
- (e) Ensuring effective financial management and control of the funds allocated to the Reserve by way of grants for maintaining and/or improving the Reserve and providing amenities for the better use and enjoyment by the community and public; and
- (f) Carrying out such other functions, matters and things incidental to and in furtherance of achieving the matters set out above.

## **3. DELEGATIONS**

- 3.1. The Committee will exercise the powers, functions and duties delegated to it by the Chief Executive Officer in an instrument of sub-delegation made in accordance with section 47 of the *Local Government Act 2020*.
- 3.2. The Chief Executive Officer may, at any time, review and vary the delegations to the Committee and will notify any variations to the Committee by providing an updated instrument of delegation.

## **4. COMPOSITION OF COMMITTEE**

### **4.1. Membership**

The Committee will comprise of up to 10 members being:

- (a) 1 Councillor;
- (b) 1 Council officer;



- (c) 3 representatives nominated from each of the following user groups:
- 1 representative of Traralgon Tyers United Football Netball Club;
  - 1 representative of Tyers Soccer Club; and
  - 1 representative of Tyers Tennis Club.
- (d) 1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and
- (e) up to 4 community representatives who must be residents of the Latrobe City municipality (unless otherwise approved by Council) or a number of representatives as determined by Council not connected with the user groups specified in paragraph (c).
- 4.2. The appointment of the community representatives must be as described in clause 4.6.
- 4.3. Each member may also nominate a substitute representative to attend meetings of the Committee (with voting rights) in the absence of the appointed person. The substitute representative may attend meetings at other times only as an observer (without voting rights) at the invitation of the Committee.
- 4.4. No person may be or act as a member of the Committee until endorsed by Council.
- 4.5. Nomination Process – Main User Groups
- (a) Council may write to the user groups listed in clause 4.1(c) requesting that they submit a written nomination of a representative for Committee membership within 14 days of the Council's decision to appoint a Community Asset Committee;
- (b) There must not be a majority representation from any single user group on the Committee.
- 4.6. Expression of Interest Process – Community Representatives
- (a) A public notice calling for expressions of interest from members of the community for Committee membership must be published in a newspaper within 14 days of the Council's decision to appoint a Community Asset Committee;
- (b) Expressions of interest must be in writing and must be received within 14 days of the public notice;



- (c) Council may appoint a person as a community representative whose name has not been submitted through the above process.

#### 4.7. Qualifications for Committee - General

- (a) Except with the prior approval of the Council, a person cannot be appointed to the Committee unless such person has attained the age of eighteen (18) years and resides, or owns property, or works within the municipality;
- (b) All Committee members must be prepared to comply with Conflict of Interest provisions in the *Local Government Act 2020* and the procedures for disclosure of a conflict of interest set out in the Governance Rules of Latrobe City Council;
- (c) Committee members must complete a *Nominee Declaration Form* to qualify to be a member of the Committee.

#### 5. TERM OF OFFICE

- 5.1. All members of the Committee will (subject to Clause 6) hold office for a period of three (3) years from the date that their appointment is endorsed by Council but the existing Committee will continue to undertake the functions and powers delegated to it by the Chief Executive Officer until the Council appoints a new Committee following the process required under clauses 4.5 and 4.6.
- 5.2. A member appointed to fill a casual vacancy on the Committee will retire at the end of the three (3) year period applicable to the member whose inability to see out their term (for whatever reason) caused the vacancy.
- 5.3. A member of the Committee is eligible for re-nomination at the expiration of the period of office.

#### 6. VACANCIES

- 6.1. Notwithstanding anything else contained herein, the Council may at any time terminate the office of any or all of the members of the Committee.
- 6.2. If any Committee member misses three (3) consecutive meetings of the Committee without submitting their apology prior to the meeting such person will cease to be a member of the Committee upon confirmation by Council.
- 6.3. Casual Vacancies
  - (a) 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; and

- (b) Any vacancy caused by the resignation of a member who is a community representative may only be filled by Council via an expression of interest process.

## **7. OFFICE BEARERS**

7.1. Within 1 month of the Council's endorsement of the appointment of members of the Committee, the Committee must call and hold a meeting to appoint its office bearers.

7.2. The office bearers to be appointed and who will hold office for a period of twelve (12) months will be:

- Chairperson
- Treasurer
- Secretary

7.3. There must be segregation of duties amongst office bearers i.e. no one person may hold more than one office bearing position. In circumstances where it is not possible to segregate the role, one person may, with the approval of the Council officer appointed to the Committee, hold both the positions of Treasurer and Secretary.

7.4. The Committee must provide all nomination forms and notify the Council of the name and address of each office bearer within seven (7) days of that person's appointment.

## **8. COMMITTEE MEETINGS**

### **8.1. General Provisions**

- (a) Except where a contrary intention is indicated in these Terms of Reference, the Governance Rules of Latrobe City Council apply to the Committee and any meetings of the Committee. In the event of any inconsistency between the Governance Rules and these Terms of Reference, these Terms of Reference shall prevail.
- (b) The Committee must hold at least four (4) meetings during the year on such dates as the Chairperson appoints with the first meeting of the Committee to be held within one (1) month of the Committee's



appointment.

- (c) The Secretary must distribute a notice of the meeting to all members of the Committee at least seven (7) clear days prior to the meeting and advise the Council of any Committee meetings.

#### 8.2. Meeting Procedures

- (a) All requirements of the *Local Government Act 2020* must be complied with.
- (b) All requirements of the Governance Rules of Latrobe City Council must be adhered to unless specified otherwise in these Terms of Reference.
- (c) The Chairperson shall take the chair at all meetings at which the Chairperson is present. If the Chairperson is absent the Chairperson's nominated representative must take the chair and if that nominated representative is not present, the members present may appoint one of their numbers to chair the meeting.

#### 8.3. Quorum

- (a) A meeting of the Committee must not proceed if a quorum cannot be established within 30 minutes of the commencement time contained in the notice of the meeting.
- (b) The quorum must be as defined in the Governance Rules of Latrobe City Council.

#### 8.4. Annual General Meeting

Each year the Committee will hold an annual general meeting which will:

- (a) Elect members to the positions listed in clause 7.2;
- (b) Receive and consider the Committee's annual report;
- (c) Receive and consider a report on the program of activities proposed for the next year; and
- (d) Receive and adopt the annual financial statements.

#### 8.5. Unscheduled Meetings

- (a) The Chairperson may call an unscheduled meeting and must call an unscheduled meeting if a written request is received from 3 members of the Committee and must give notice of the meeting in accordance with the requirements of clause 8.



- (b) The notice of an unscheduled meeting and any request by the 3 Committee members must contain a statement of the purpose of the meeting.
- (c) The meeting will be held on such date and at such time as fixed by the Chairperson.
- (d) In cases where the Chairperson calls a meeting in response to a request from 3 Committee members, the meeting must be held within 21 days of receiving the request. The Chairperson must arrange for notice of the meeting to be given to all Committee members.
- (e) No other business other than that specified in the notice must be transacted at the meeting.

#### 8.6. Minutes of meetings

- (a) The Chairperson of the Committee must arrange for minutes of each meeting of the Committee to be kept.
- (b) The Chairperson must submit the Minutes of a Committee meeting to the next meeting of the Committee for confirmation. If the minutes are confirmed the Chairperson at the meeting must sign the minutes and certify that they have been confirmed.
- (c) The minutes of a meeting of the Committee must:
  - contain details of the proceedings and resolutions made;
  - be clearly expressed; and
  - be self-explanatory.
- (d) Relevant reports or a summary of the relevant reports considered in the decision making process must be incorporated in relation to resolutions recorded in the minutes.
- (e) The Chairperson must ensure a copy of the minutes of each meeting of the Committee is sent to Council within seven (7) days of the meeting.
- (f) The Chairperson must ensure that the form and availability of all minutes of Committee meetings are otherwise in accordance with the Governance Rules of Latrobe City Council.

#### 8.7. Voting

- (a) Each member present at a meeting of the Committee will have one



vote on each matter being considered by the Committee.

- (b) In the event that voting on any matter is equal, the Chairperson shall have a casting vote.
- (c) A motion before a meeting of the Committee is to be determined as follows:
  - (i) Each member of the Committee who is entitled to vote is entitled to one vote;
  - (ii) Unless otherwise prohibited by the *Local Government Act 2020*, each member of the Committee present must vote;
  - (iii) Unless the procedures of the Committee otherwise provide, voting must be by show of hands;
  - (iv) The Motion is determined by a majority of the vote;
  - (v) If there is an equality of votes the Chairperson has a second vote.
- (d) Any decision of the Committee which does not relate to a matter delegated to the Committee by the Chief Executive Officer cannot be actioned until approved by Council.
- (e) In the event of any unresolved dispute arising between Committee members, the matter shall be submitted to Council in writing and any decision made thereon by the Council shall be final.
- (f) The Committee may form Sub-Committees from amongst its members for the purpose of recommending on matters pertaining to the provisions of these Terms of Reference or an Instrument of Sub-Delegation to the Committee by the Chief Executive Officer, provided that no decision is made.
- (g) The Chairperson will be an ex-officio member of all Sub-Committees.
- (h) A Sub-Committee may only be established by resolution of the Committee and may only carry out the functions stated in the resolution.

#### 8.8. Conflict of Interest

- (a) If a member of the Committee has a Conflict of Interest in any matter in which the Committee is concerned, the member must disclose the Conflict of Interest in accordance with the procedure contained in the





Governance Rules of Latrobe City Council.

- (b) The member must disclose the nature of that interest at the meeting at which the matter is to be discussed and not remain in the room in which the meeting is being held during any discussion or any vote taken on the matter.
- (c) The Minutes must record the Conflict of Interest and the time the member left and returned to the meeting.

## **9. GENERAL REQUIREMENTS**

### **9.1. Communications**

The Committee must comply with any Council Policy applying to public relations, communications and use of social media.

### **9.2. Disputes**

In the event of any dispute between the Committee and any other party, the matter will be referred to the General Manager Assets and Presentation for resolution subject to complying with any dispute process in any written agreement between the Committee and the other party.

### **9.3. Indemnity**

The Council will indemnify members of the Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of the Committee when they are acting in accordance with these Terms of Reference and an Instrument of Sub-Delegation to the Committee by the Chief Executive Officer and in the honest and reasonable belief or under a mistake of law that the member was properly exercising any function or power of the Committee.

### **9.4. Changes to Terms of Reference**

No alteration to these Terms of Reference or the schedules shall be effective unless first approved by Council.



## Schedule 2: GIS Imagery of managed land



# **COMMUNITY HEALTH AND WELLBEING**

## **16. COMMUNITY HEALTH AND WELLBEING**

**Agenda Item: 16.1**

**Agenda Item: Establishment of the Latrobe City Community Safety Committee**

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

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

**Status: For Decision**

### **MOTION**

**Moved:** Cr Howe

**Seconded:** Cr Middlemiss

**That Council:**

- 1. Establishes the Latrobe City Community Safety Committee and Adopts the Terms of Reference as detailed in Attachment 1;**
- 2. Undertakes recruitment to the Latrobe City Community Safety Committee and receives a future report to Council for the endorsement of the proposed membership; and,**
- 3. Discontinue the Traralgon Central Business District Safety Committee.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

Community Safety is a focus of Living Well Latrobe, the Municipal Public Health and Wellbeing Plan.

Currently Council has no municipality wide mechanism for building strategic partnerships to enhance community safety.

A Latrobe City Community Safety Committee would have a strategic focus, addressing municipality-wide community safety issues to inform a consistent approach across partners within Latrobe City.

It is proposed that the committee meet quarterly with sub-committees being

convened to deal with specific issues on a time limited basis.

After discussions with the Traralgon CBD Safety Committee, Officers recommend that the Committee be transitioned to a less formal governance structure and discontinued as a formal Committee of Council.

### **Background:**

Living Well Latrobe, the Municipal Public Health and Wellbeing Plan, includes a focus area of 'Safe in the Community'. Initiatives under the focus area include: supporting stronger relationships and partnerships between the Police and the community, and work with the Police and agencies to respond to public perceptions of safety.

Currently Council has no municipality wide mechanism for building partnerships to enhance community safety and perceptions of safety.

#### Latrobe Community Safety Network

In 2018 Victoria Police in partnership with the then Department of Justice and Regulation launched the Latrobe Community Safety Network (LCSN). Twelve (12) Community Safety Networks were launched across the state. The networks aimed to give residents a greater voice in Victoria Police's efforts to combat crime.

The LCSN membership included representatives from Victoria Police, the Department of Justice and Regulation, Latrobe City Council, Latrobe Neighbourhood Watch, other community groups and individual community members. As well as information sharing the LCSN had funding to support a number of crime prevention activities. The largest activity organised by the network was the Emergency Services Expo held at Latrobe Regional Airport on Sunday 18 November 2018.

Funding for the LCSN concluded in June 2019 and the network ceased.

#### Latrobe City Community Safety Committee proposal

Officers have prepared the draft Terms of Reference of a Latrobe City Community Safety Committee (Attachment 1). The Committee would develop strategic partnerships to address municipality-wide community safety concerns. The Committee would work with stakeholders to inform a consistent approach to community safety across the municipality.

It is proposed that the Committee meet quarterly and appoint sub-committees to deal with specific issues on a time limited project basis.

The proposed membership would include representatives from:

- Latrobe City Council Councillors and staff
- Victoria Police
- Department of Justice and Community Safety
- Department of Families, Fairness and Housing

- A Traralgon based community group
- Advance Morwell
- Committee for Moe
- Neighbourhood Watch Latrobe
- Public Transport
- Latrobe City Liquor Accord
- Braiakaulung Advisory Committee
- Four Community members:
  - Two aged between 18 – 24 years of age
  - One Latrobe City resident not residing in Moe, Morwell, Traralgon or Churchill
  - One other community member

If the Committee is established by Council, Officers will undertake a recruitment process and present the proposed members to a future Council meeting for endorsement.

#### Traralgon CBD Safety Committee

The Traralgon CBD Safety Committee was formed as a committee of Council in 2007 and has met continuously since that time. The Committee had an initial focus on the late night entertainment precinct and its associated community safety and amenity issues.

As the community safety and amenity issues related to the late night entertainment precinct have decreased, the Committee has broadened its focus to incorporate the whole CBD area. The majority of issues discussed in recent years have been operational in nature. There is limited opportunity to build strategic partnerships due to the narrow geographical scope of the committee and the limited membership.

Officers recommend to transition the Traralgon CBD Safety Committee to a less formal governance structure to better align with its current membership and activities. Officers recommend that the Traralgon CBD Safety Committee be disbanded as an advisory committee. The current members would then be invited to continue meeting in a less formal structure. The members present at the March 2021 meeting indicated support for this proposal.

**Issues:**

*Strategy Implications*

The development of a Latrobe City Community Safety Committee aligns with Council Plan Objective 5: *Provide a connected, engaged and safe community environment, which is improving the well-being of all Latrobe City citizens.*

*Communication*

The creation of the Latrobe City Community Safety Committee would require communication with key stakeholders to invite membership. No communication with stakeholders has taken place at this stage.

*Financial Implications*

The creation of the Latrobe City Community Safety Committee would be undertaken as part of the Business as Usual activities of the Active Communities and Partnerships Department.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Reputational Risk</b></p> <p>Reputational impact from closing the Traralgon CBD Safety Committee</p>	3	Communicate with committee members and other key stakeholders to inform them of the decision and Council's continued commitment to community safety
<p><b>Strategic Risk</b></p> <p>Council not effectively plan for or respond to community safety issues</p>	3	Establish the Latrobe City Community Safety Committee and ensure it operates effectively.

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

*Legal and Compliance*

No legal or compliance issues have been identified as a result of this report.

*Community Implications*

The establishment of a Latrobe City Community Safety Committee will allow for the development of strategic partnerships to address community safety concerns across Latrobe City. This will in turn provide positive community safety outcomes for the Latrobe City community.

### *Environmental Implications*

No environmental impacts have been identified as a result of this report.

### *Consultation*

The March 2021 Traralgon CBD Safety Committee meeting discussed the proposal to create a Latrobe City Community Safety Committee and disband the Traralgon CBD Safety Committee. The Committee members in attendance expressed a desire to continue meeting in a less formal structure to maintain the relationships they have built through the Committee.

No consultation has been undertaken with proposed members of a Latrobe City Community Safety Committee in the preparation of this report.

### *Other*

Nil.

### **Declaration of Interests:**

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

### **Supporting Documents:**

Traralgon Central Business District Community Safety Committee Terms of Reference

### **Attachments**

1   Draft Latrobe City Community Safety Committee Terms of Reference



## **16.1**

### **Establishment of the Latrobe City Community Safety Committee**

- 1 Draft Latrobe City Community Safety Committee Terms of Reference ..... 481**

# Latrobe City Community Safety Advisory Committee

## *Terms of Reference*



April 2021





## CONTENTS:

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



## 1. Establishment of the Committee

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

## 2. Objectives

- 2.1. The Committee's role is to report to the Council and provide appropriate advice, information and feedback on matters relevant to this Terms of Reference in order to facilitate decision making by the Council in relation to the discharge of its responsibilities.
- 2.2. The Committee is an advisory committee only and has no delegated decision making authority.
- 2.3. The Committee is established to:
  - 2.3.1. Create safe and secure environments for all Latrobe City residents.
  - 2.3.2. Build and maintain strategic partnerships across key community safety stakeholders within Latrobe City.
  - 2.3.3. Identify and work to address community safety issues through information sharing and collaboration on initiatives across jurisdictions and agencies.
  - 2.3.4. Improve perceptions of safety within Latrobe City.
  - 2.3.5. Reduce antisocial behaviour and street crime within identified hotspots and reduce the incidence and prevalence of damage to property.
  - 2.3.6. Promote Responsible Serving of Alcohol in the hospitality industry, thus reducing alcohol related assaults, antisocial behaviour and other forms of crime in partnership with licensed traders.
  - 2.3.7. Encourage the use and support of Crime Prevention Through Environmental Design principles to deal with day time and night time activities within Latrobe City, to encourage and support the use of a safer environment for all Latrobe City residents.
- 2.4. The Committee will carry out the following in order to achieve the objectives set:



2.4.1. The Committee is to provide a consultative forum for all stakeholders that can effectively address the Safety, Security, Health and Wellbeing issues of Latrobe City.

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 Committee

3.1. The Committee shall comprise of up to 23 members, being:

- 3.1.1. Up to two Councillors;
- 3.1.2. Victoria Police - Latrobe Local Area Commander or Delegate;
- 3.1.3. Victoria Police - Crime Preventions Community Liaison Officer;
- 3.1.4. Department of Justice and Community Safety – General Manager Community Services Gippsland Region or Delegate;
- 3.1.5. Department of Families, Fairness and Housing – Executive Director, Inner Gippsland Area or Delegate;
- 3.1.6. V/Line representative;
- 3.1.7. Latrobe Valley Buslines representative;
- 3.1.8. Up to two Latrobe City Liquor Accord representatives;
- 3.1.9. Advance Morwell representative;
- 3.1.10. Committee for Moe representative;
- 3.1.11. Representative from a Traralgon based community group;
- 3.1.12. Stockland Plaza Traralgon representative;
- 3.1.13. MidValley Plaza representative;
- 3.1.14. Neighbourhood Watch Latrobe representative;
- 3.1.15. Braiakaulung Advisory Committee representative;
- 3.1.16. Up to Four Community representatives appointed via expression of interest process:
  - 3.1.16.1. 2 aged between 18 - 24 years of age;
  - 3.1.16.2. 1 Latrobe City resident not residing in Moe, Morwell, Traralgon or



Churchill;

3.1.16.3. 1 other Community Member;

3.1.17. 1 representative of the Gunaikurnai Land and Waters Aboriginal Corporation (GLaWAC) where GLaWAC chooses to nominate a representative; and

3.1.18. Up to two Latrobe City Council Officers.

Length of appointment

3.2. The Committee shall be in place for as long as Latrobe City Council sees fit, and 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 Committee members are able to re-nominate.

Selection of members and filling of vacancies

3.4. Latrobe City Council shall determine the original membership of a Committee based on expressions of interest received from members of the community and nominations received from organisations.

3.5. The Committee may fill any vacancies that occur within the determined period of appointment, subject to the approval of the General Manager of the relevant division and endorsement of Council. Where a vacancy is filled in this way, the appointment shall be limited to the remainder of the period of the original appointment.

Co-option of members

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

Attendance at meetings

3.7. All Committee members are expected to attend each meeting.

3.8. A member who misses two consecutive meetings without a formal apology may at the discretion of Latrobe City Council have their term of office revoked.

3.9. A member who is unable to attend the majority of meetings during the year may at the discretion of Latrobe City Council have their term of office revoked.

Resignations



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

#### 4. Proceedings

##### Chair

- 4.1. The nominated Councillor shall Chair the meetings.
- 4.2. If the Councillor delegate is unavailable he/she shall delegate to the other nominated Councillor to chair the meeting.
- 4.3. If neither Councillor is available, the Chair may nominate a replacement from the current membership of the Committee to chair the meeting.

##### Meeting schedule

- 4.4. The Committee will determine its meeting schedule and times for each of the meetings. The duration of each Committee meeting should generally not exceed two hours.
- 4.5. Meetings of the Committee will be held monthly initially or as may be deemed necessary by Latrobe City Council or the Committee to fulfil the objectives of the Committee. Special meetings may be held on an as-needs basis.

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



4.9. All recommendations, proposals and advice must be directed through the Chair.

Quorum

4.10. A majority of the members constitutes a quorum.

4.11. If at any Committee meeting a quorum is not present within 30 minutes after the time appointed for the meeting, the meeting shall be deemed adjourned.

Voting

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

Minutes of the Meeting

4.13. A Latrobe City Officer or authorised agent shall take the minutes of each Committee meeting.

4.14. The minutes shall be in a standard format including a record of those present, apologies for absence, adoption of previous minutes and a list of adopted actions and resolutions of the Committee (see appendix two for the minutes template).

4.15. The minutes shall be stored in the Latrobe City Council corporate filing system (currently Ci Anywhere electronic document and records management system).

4.16. The agenda shall be distributed at least 48 hours in advance of the meeting to all Committee members, including alternative representatives.

4.17. A copy of the minutes shall be distributed to all Committee members (including alternative representatives) within 10 working days of the meeting.

Reports to Council

4.18. With the approval of the Chair, a report to Council may be tabled on the Committee's progress towards the objectives included in this Terms of Reference.

4.19. Reports to Council should reflect a consensus of view. Where consensus cannot be reached, the report should clearly outline any differing points of view.

4.20. Reports to Council will be co-ordinated through the General Manager of the relevant division that the Committee falls under.





## **5. Review of Committee and Duration of the Committee**

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

## **6. Authority and Compliance Requirements**

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



## Appendix 1: Agenda Template



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



**Appendix 2: Minutes Template**



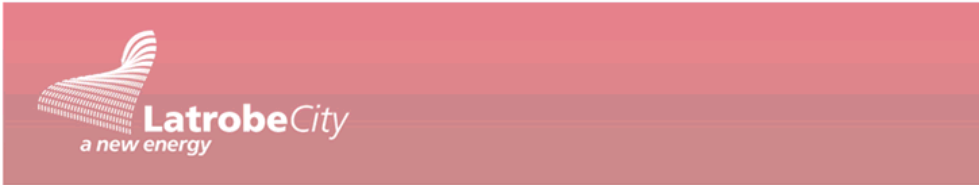
No.	Item	Responsible Person	Timeframe
<p><b>MINUTES</b>  <b>[Name] Advisory Committee Minutes</b></p> <p>Meeting Day, XX Month Year                      Time Commenced: 00:00am/pm Finish Time: 00:00am/pm                      Location: (include specific meeting room and address)</p> <p>Meeting Chair: &lt; Name &gt;</p>			
1.	Present		
2.	Apologies		
3.	<p><b>Interest Disclosures</b></p> <p><i>Members of the Committee declare any Conflicts of interest or Interests in matters discussed at the meeting.</i>                      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>&lt;Name&gt;_ Time left 00:00am/pm, Time returned 00:00am/pm                      &lt;Name&gt;_ Time left 00:00am/pm, Time returned 00:00am/pm                      &lt;Name&gt;_ Time left 00:00am/pm, Time returned 00:00am/pm</p>		





<b>4.</b>	<b>Confirmation of Minutes</b>		
	<i>That the minutes of the meeting held on [Date] of the [Name] Advisory Committee be confirmed.</i>		
<b>5.</b>	<b>Matters arising from previous meeting</b>		
	<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"> <li>•</li> </ul> <p>2. Item Heading Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul>		
<b>6.</b>	<b>Items for Consideration</b>		
	<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"> <li>•</li> </ul> <p>2. Item Heading Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>3. Item Heading Action(s):</p> <ul style="list-style-type: none"> <li>•</li> </ul>		
<b>7.</b>	<b>General Business</b>		
	<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"> <li>•</li> </ul>		





	2. Item Heading Action(s): <ul style="list-style-type: none"><li>•</li></ul>		
<b>Next Meeting:</b> <Provide details of the next meeting date, time and location>.			



# **ORGANISATIONAL PERFORMANCE**

## **17. ORGANISATIONAL PERFORMANCE**

**Agenda Item: 17.1**

**Agenda Item: Setting of Mayoral and Councillor Allowances**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

### **MOTION**

**Moved: Cr Clancey**

**Seconded: Cr Lund**

**That Council:**

- 1. In accordance with Section 74 of the *Local Government Act 1989* gives public notice of its intention to set the Mayoral and Councillor allowances at \$81,204 for the Mayoral Allowance and \$26,245 for the Councillor Allowance; and**
- 2. Advertises the proposed Mayoral and Councillor allowances and accepts submissions from the public in accordance with section 223 of the *Local Government Act 1989*; and**
- 3. If no submissions are received following the advertising of the proposed allowances, authorises the Chief Executive Officer to set the Mayoral Allowance as \$81,204 and Councillor Allowance at \$26,245 as advertised; or**
- 4. If submissions are received, considers submissions received in accordance with Section 223 of the *Local Government Act 1989* at a Council Meeting to be held in May 2021.**

**CARRIED UNANIMOUSLY**

### **Executive Summary:**

- The *Local Government Act 2020* transfers the responsibilities in determining Mayoral and Councillor allowances to the Victorian Independent Remuneration Tribunal. However, as the Minister has not yet requested the Remuneration Tribunal to make a determination, the requirements under the

*Local Government Act 1989* continue to apply.

- In accordance with the *Local Government Act 1989*, Council is required to review and determine the level of Mayoral and Councillor Allowances by the 30 June 2021.
- Latrobe City Council is classified as a Category 2 council. Category 2 Councils may set Mayoral and Councillor allowances within the following range;
  - Mayoral Allowance Up to \$81,204
  - Councillor Allowance \$10,914 - \$26,245
- Mayoral and Councillor allowances are currently set at the maximum amount for a Category 2 council
- Members of the public have the right to make a submission to council under section 223 in regards to the proposed level of allowances. Section 223 requires Council to publish a public notice providing not less than 28 days for submissions to be received.
- It is recommended that Council gives public notice and invite submissions concerning its intention to set the Mayoral and Councillor allowances at the maximum amount for a Category 2 council.
- Any submissions received will be considered by Council at a Special Council Meeting to be held in May 2021.

**Background:**

An important reform as part of the *Local Government Act 2020* (2020 Act) is the transfer of responsibilities in determining Mayoral and Councillor allowances to the Victorian Independent Remuneration Tribunal.

However, until the Remuneration Tribunal makes its first determination on allowances, the allowance framework under the *Local Government Act 1989* (1989 Act) continues to apply, despite the repeal of those relevant provisions last year. Section 39(6) of the 2020 Act provides for this transitional arrangement.

The Minister is yet to request the Remuneration Tribunal to make a determination, and this is not expected to occur until late in 2021, therefore Council's must set the allowances in accordance with the 1989 Act.

In accordance with the 1989 Act section 74(1), A Council must review and determine the level of the Councillor allowance and the Mayoral allowance within the period of 6 months after a general election or by the next 30 June, whichever is later.

The Minister for Local Government is responsible for setting the maximum and minimum limits and ranges of Councillor and Mayoral allowances. These limits are



reviewed at least once every year and have regard to movements in the levels of remuneration of executives within the meaning of the *Public Administration Act 2004*.

Councils are classified into categories based on the number of residents in each municipal area and their total recurrent revenue. The Mayoral and Councillor limits set by the Minister vary for each of the three categories; Latrobe City Council is currently listed as a category 2 council.

The current gazetted allowance limits and ranges are set at;

Mayoral Up to \$81,204 per annum  
Councillor \$10,914 to \$26,245 per annum

In addition to this allowance, the Mayor and Councillors also receive an amount equivalent to the superannuation guarantee under Commonwealth taxation legislation which is currently 9.5% of the current set allowance.

The allowances determined by Council are payable from the date of the resolution of the Council determining the levels of allowances

The existing Mayoral and Councillor allowances as at the 1 December 2020 are currently set at the maximum, being;

Mayoral \$81,204  
Councillors \$26,245

In addition, section 74 (4) requires that "A person has the right to make a submission under section 223 in respect of a review of allowances."

Section 223 (1)(a)(iii) stipulates that the Council must publish a public notice "specifying the date by which submissions are to be submitted, being a date which is not less than 28 days after the date on which the public notice is published.

### **Issues:**

#### *Strategy Implications*

This report supports the Council Plan objective 'Ensure Council operates openly, transparently and responsibly'.

#### *Communication*

Public submissions will be invited through a public notice to be advertised in the Latrobe Valley Express on the 15 April 2021.

#### *Financial Implications*

There are sufficient budget funds in the 2020/2021 budget to enable the Mayoral and Councillor allowances to be set at the maximum level.

*Risk Analysis*

<b>Identified risk</b>	<b>Risk likelihood*</b>	<b>Controls to manage risk</b>
<p><b>Legal/Regulatory Risk</b></p> <p>Delays in setting the allowances could result in Council not meeting its statutory obligations</p>	<p>Unlikely</p>	<p>Sufficient time has been allowed for council to discuss and agree in order to meet the statutory timelines.</p>

*Legal and Compliance*

In order for Council to comply with the *Local Government Act 1989*, Council must set the mayoral and councillor allowances prior to the 30 June 2021.

*Community Implications*

There are no community implications associated with this decision

*Environmental Implications*

Not Applicable

*Consultation*

This is a procedural matter and there is no requirement to consult with the community prior to indicating the proposed level of allowances. Once Council passes a resolution to set the allowances the community will have the opportunity to make a submission in accordance with section 223 of the 1989 Act.

*Other*

Not Applicable

**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

Nil

**Agenda Item: 17.2**

**Agenda Item: 2021/22 Draft Budget (including fees & charges)**

**Sponsor: General Manager, Organisational Performance**

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

**Status: For Decision**

**MOTION**

**Moved: Cr Ferguson**

**Seconded: Cr Law**

**That Council:**

- 1. Confirms the proposed 2021/2022 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* (“the Budget”);**
- 2. Authorises the Chief Executive Officer to:**
  - a. give public notice of the preparation of the draft Budget in accordance with section 223 of the *Local Government Act 1989*;**
  - b. make the draft Budget available for inspection at Council Headquarters, Service Centres and on Council’s website;**
- 3. Hears any submissions in relation to the draft Budget made in accordance with section 223 of the *Local Government Act 1989* at an Unscheduled Meeting of Council to be held on Monday 24 May 2021; and**
- 4. Gives notice of its intention to adopt the Budget at the Meeting of Council to be held on Monday 7 June 2021 at the Corporate Headquarters, Morwell.**

**CARRIED UNANIMOUSLY**

**Executive Summary:**

This report seeks Council’s approval to release for community comment the draft 2021/2022 Budget (the draft budget).

This enables Council to meet its obligations under the *Local Government Act 2020*

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(the Act) and the objectives of Council's Community Engagement Plan.

The draft budget;

- Has been prepared on the basis of a 1.5% increase in overall rates and charges (excluding the State Government EPA Landfill Levy) which is in line with the increase in rates permissible under State Government legislation and ensures Council remains financially sustainable into the future.
- The EPA Landfill Levy is proposed to increase by \$1.80 or 7.8% to \$24.80 to recoup increases the State Government have announced from 1 July 2021.
- Provides for the continued delivery of existing services at current levels, whilst also incorporating the first full year of operations of the Gippsland Regional Aquatic Centre (GRAC) and the commencement of operations at the Gippsland Performing Arts Centre (GPAC).
- Incorporates a capital works program of \$31.196 million. No new borrowings are proposed in 2021/22 however \$10.00 million approved in the 2020/21 budget from the State Government's Community Infrastructure Loan program are proposed to be drawn down in the 2021/22 financial year to fund the Moe Rail Precinct Revitalisation Stage 2 (\$7.5M) and Kernot Hall Upgrade (\$2.5M) projects.
- Expects a return to the pre-COVID levels of support to the business sector and community.
- Has been developed in accordance with the Act, and it is recommended that the document be released for public submission, in line with the requirements of the Act.

### **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 the 30 June each year.

This report forms part of the statutory process for the adoption of the 2021/2022 Budget and complies with Section 96 of *the Act* which states "A Council may develop the first budget under section 94 in accordance with section 223 of the *Local Government Act 1989* if the Council has not adopted its first community engagement policy at the time that the budget is being developed". It is proposed that Council follow the requirements of section 223 as a minimum and further consideration be given to the provisions included in the Community Engagement policy once adopted.

Copies of the proposed budget will be made available for inspection for at least 28 days from the date of publication of the public notice at Council Service Centres and on Council's website.

In accordance with the 1989 Act a person has a right to make a submission under section 223 on any proposal contained in the draft budget. Section 223 further requires that the public notice must specify the date that submissions will be received

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until, and state that any person making a submission is entitled to request in the submission that the person wishes to appear in person, or to be represented by a person specified in the submission, at a meeting to be heard in support of the submission.

The Act requires the budget to be adopted by the 30 June each year.

The draft budget proposes a 1.5% increase in general rates and charges, except for the State Government Landfill Levy. This is in accordance with the increase in rates permissible under State Government legislation.

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

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

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

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

Council's limited ability to increase revenue and the recent expansion of council's infrastructure base which includes the Gippsland Regional Aquatic Centre (GRAC) and the Gippsland Performing Arts Centre (GPAC), which will both be operational during the 2021/22 financial year amongst others, have presented some significant financial challenges in being able to maintain the current array of services at their

existing levels. This will become even more difficult in the future as power generators, which contribute a significant proportion of council's rates revenue, begin to cease operations.

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

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

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

**Issues:**

*Strategy Implications*

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

*Communication*

The draft budget will be advertised in the Latrobe Valley Express, on council's website and through social media, with copies of the document available at council's Service Centres.

*Financial Implications*

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

*Risk Analysis*

Identified risk	Risk likelihood*	Controls to manage risk
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<p><b>Legal/Regulatory Risk</b></p> <p>Non-compliance with financial framework or legislative requirements is identified as a risk. This report begins the process to ensure Council meets the requirements of the Act.</p>	<p>Unlikely</p>	<p>Adhere to budget timetable.</p>
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\* Inherent likelihood ratings: 1 (Rare); 2 (Unlikely); 3 (Possible); 4 (Likely); 5 (Almost Certain)

*Legal and Compliance*

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

*Community Implications*

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

*Environmental Implications*

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

*Consultation*

Upon adoption of the report's recommendation, a public notice will be published in the Latrobe Valley Express on 15 April 2021 notifying the community that copies of the draft budget and rating strategy will be available for inspection at all Council Service Centres and via Council's website.

The community will be invited to make submissions to the budget up until Wednesday 12 May 2021. Anyone who makes a submission will be provided the opportunity to speak to their submission at the Unscheduled Council Meeting to be held on Monday 24 May 2021.

*Other*

Not applicable.



**Declaration of Interests:**

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

**Supporting Documents:**

Nil

**Attachments**

1   Draft 2021/22 Budget (incl. proposed Fees & Charges)



## **17.2**

### **2021/22 Draft Budget (including fees & charges)**

- 1 Draft 2021/22 Budget (incl. proposed Fees & Charges) ..... 505**

DRAFT

**LatrobeCity**  
**Budget**  
**2021/2022**



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## 2021/22 Budget Executive Summary

### Budget Summary

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

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

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

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

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

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

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

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

## **2021/22 Budget Executive Summary**

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

The 2021/22 Operating Budget predicts an operating deficit of \$4.5 million, after raising rates and charges of \$83.2 million out of total revenue of \$132.9 million. When excluding non recurrent capital funding and developer contributions, an underlying operating deficit of \$8.5 million is projected for 2021/22.

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

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

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

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

## 2021/22 Budget

### Link to the Integrated Planning and Reporting Framework

## 1. Link to the Integrated Planning and Reporting Framework

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

### 1.1 Legislative planning and accountability framework

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



Source: Mark Davies (Financial Professional Solutions)

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

### 1.1.2 Key planning considerations

#### Service level planning

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

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

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

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

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

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

**Our mission**

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

**Our values**

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

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

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

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

**Strategic Objectives**

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

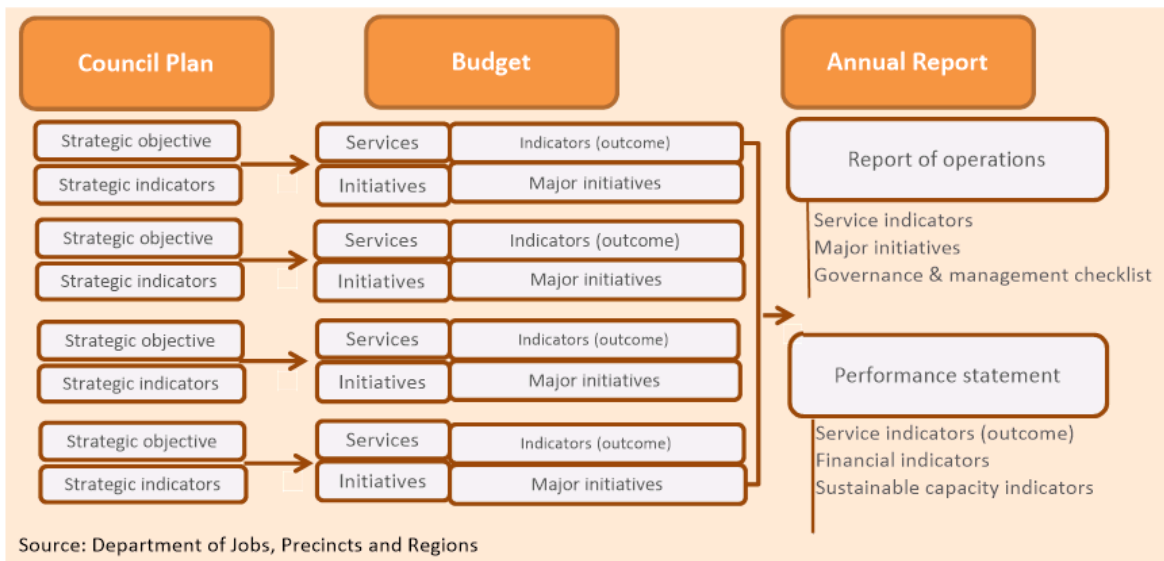


# 2021/22 Budget

## Services & Service Performance Indicators

### 2. Services and service performance indicators

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



## 2021/22 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

#### Service Performance Outcome Indicators

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

## 2021/22 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

#### Major Initiative

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

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

## 2021/22 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

## 2021/22 Budget

### Services & Service Performance Indicators

#### Major Initiatives

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

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

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

## 2021/22 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

#### Major Initiative

MI4) Commence the Kernot Hall refurbishment

## 2021/22 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

## 2021/22 Budget Services & Service Performance Indicators

### Major Initiatives

MI5) COVID-19 recovery.

### Service Performance Outcome Indicators

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



## 2018/19 Budget

### Services & Service Performance Indicators

#### Service Performance Outcome Indicators (cont.)

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

## 2021/22 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

## 2021/22 Budget Services & Service Performance Indicators

### Service Performance Outcome Indicators

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

## 2021/22 Budget

### Services & Service Performance Indicators

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

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

#### Services

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

#### Major Initiatives

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

#### Service Performance Outcome Indicators

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

## 2021/22 Budget

### Services & Service Performance Indicators

#### 2.10 Performance statement

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

#### 2.11 Reconciliation with budgeted operating result

	Net Cost/ (Revenue) \$'000	Expenditure \$'000	Revenue \$'000
Support job creation and industry diversification to enable economic growth in Latrobe City.	1,749	2,559	(810)
Encourage improved education & training outcomes in Latrobe City.	3,561	9,373	(5,811)
Improve the liveability and connectedness of Latrobe City	16,306	20,484	(4,178)
Improve the amenity and accessibility of Council services	3,544	3,611	(67)
Provide a connected, engaged and safe community environment, which is improving the the well-being of all	22,475	41,720	(19,245)
Ensure Council operates openly, transparently and responsibly	15,398	15,951	(554)
Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.	9,949	12,781	(2,832)
<b>Total</b>	<b>72,982</b>	<b>106,480</b>	<b>(\$33,497)</b>
<b>Expenses added in:</b>			
Depreciation and amortisation	30,357		
Finance costs	562		
<b>Deficit before funding sources</b>	<b>103,901</b>		
<b>Funding sources added in:</b>			
Rates & charges revenue	(\$69,487)		
Waste charge revenue	(\$13,755)		
Capital Grants & Contributions	(\$1,700)		
Victoria Grants Commission General Purpose funding	(\$9,668)		
Developer contributions	(\$4,090)		
Interest income	(\$750)		
<b>Total funding sources</b>	<b>(\$99,450)</b>		
<b>Operating (surplus)/deficit for the year</b>	<b>4,451</b>		

## 2021/22 Budget Financial Statements

### 3. Financial Statements

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

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

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

## 2021/22 Budget Financial Statements

### 3.1 Comprehensive Income Statement

For the four years ending 30 June 2025

	Notes	Forecast	Budget	Projections		
		Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>Income</b>						
Rates and charges	4.1.1	81,667	83,242	84,837	86,676	88,554
Statutory fees & fines	4.1.2	2,152	2,545	2,590	2,642	2,695
User fees	4.1.3	9,634	11,666	9,827	10,024	10,224
Grants - Operating	4.1.4	28,125	26,630	23,474	23,708	23,946
Grants - Capital	4.1.4	33,551	1,700	1,700	1,700	1,700
Contributions - Monetary	4.1.5	429	90	92	94	96
Contributions - Non-Monetary	4.1.5	4,000	4,000	4,070	4,151	4,234
Net gain on disposal of property, infrastructure, plant & equipment		-	-	-	-	-
Other Income	4.1.6	3,047	3,074	3,224	3,284	3,344
<b>Total income</b>		<b>162,605</b>	<b>132,947</b>	<b>129,814</b>	<b>132,279</b>	<b>134,793</b>
<b>Expenses</b>						
Employee costs	4.1.7	61,688	66,645	59,398	60,289	61,193
Materials and services	4.1.8	46,505	36,188	35,866	36,550	36,836
Depreciation	4.1.9	29,772	30,226	31,782	32,350	32,929
Amortisation - intangible assets	4.1.10	630	93	703	703	703
Amortisation - right of use assets	4.1.11	39	38	23	23	23
Bad and doubtful debts		10	11	11	11	11
Borrowing Costs		621	562	508	464	506
Finance Costs - leases		29	28	27	27	26
Other Expenses	4.1.12	4,606	3,607	3,669	3,743	3,820
<b>Total expenses</b>		<b>143,900</b>	<b>137,398</b>	<b>131,987</b>	<b>134,160</b>	<b>136,047</b>
<b>Surplus (deficit) for the year</b>		<b>18,705</b>	<b>(4,451)</b>	<b>(2,173)</b>	<b>(1,881)</b>	<b>(1,254)</b>
<b>Other comprehensive income</b>						
Net Asset Revaluation movement		2,000	25,686	25,818	25,894	25,965
<b>Total comprehensive result</b>		<b>20,705</b>	<b>21,235</b>	<b>23,645</b>	<b>24,013</b>	<b>24,711</b>

## 2021/22 Budget Financial Statements

### 3.2 Balance Sheet

For the four years ending 30 June 2025

	Notes	Forecast	Budget	Projections		
		Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>Current assets</b>						
Cash and cash equivalents		14,861	15,000	14,833	15,809	15,797
Trade and other receivables		6,320	6,706	6,562	6,717	6,847
Other financial assets		60,169	41,169	44,257	47,576	51,144
Other Assets		4,778	4,778	4,779	4,778	4,778
<b>Total current assets</b>	<b>4.2.1</b>	<b>86,128</b>	<b>67,653</b>	<b>70,431</b>	<b>74,880</b>	<b>78,566</b>
<b>Non-current assets</b>						
Trade and other receivables		6	6	6	6	6
Other financial assets		2	2	2	2	2
Property, infrastructure, plant and equipment		1,284,282	1,314,565	1,330,665	1,351,090	1,368,762
Right-of-use assets	4.2.4	684	646	623	600	577
Intangible assets		93	-	1,407	704	1
<b>Total non-current assets</b>	<b>4.2.1</b>	<b>1,285,067</b>	<b>1,315,219</b>	<b>1,332,703</b>	<b>1,352,402</b>	<b>1,369,348</b>
<b>Total assets</b>		<b>1,371,195</b>	<b>1,382,872</b>	<b>1,403,134</b>	<b>1,427,282</b>	<b>1,447,914</b>
<b>Current liabilities</b>						
Trade and other payables		17,201	14,452	13,693	13,894	14,085
Trust funds & deposits		3,312	3,362	3,421	3,489	3,559
Provisions		19,093	17,298	16,507	17,202	15,989
Interest bearing liabilities	4.2.3	2,461	2,520	2,439	2,794	6,204
Lease liabilities	4.2.4	28	14	14	15	15
<b>Total current liabilities</b>	<b>4.2.2</b>	<b>42,095</b>	<b>37,646</b>	<b>36,074</b>	<b>37,394</b>	<b>39,852</b>
<b>Non-current liabilities</b>						
Provisions		10,439	7,870	8,512	6,663	6,346
Interest bearing liabilities	4.2.3	23,443	20,918	18,479	19,159	12,955
Lease liabilities	4.2.4	678	663	649	633	617
<b>Total non-current liabilities</b>	<b>4.2.2</b>	<b>34,560</b>	<b>29,451</b>	<b>27,640</b>	<b>26,455</b>	<b>19,918</b>
<b>Total liabilities</b>		<b>76,655</b>	<b>67,097</b>	<b>63,714</b>	<b>63,849</b>	<b>59,770</b>
<b>Net assets</b>		<b>1,294,540</b>	<b>1,315,775</b>	<b>1,339,420</b>	<b>1,363,433</b>	<b>1,388,145</b>
<b>Equity</b>						
Accumulated surplus		803,126	798,585	796,320	794,344	792,995
Reserves		491,414	517,190	543,100	569,089	595,149
<b>Total equity</b>		<b>1,294,540</b>	<b>1,315,775</b>	<b>1,339,420</b>	<b>1,363,433</b>	<b>1,388,145</b>



## 2021/22 Budget Financial Statements

### 3.3 Statement of Changes in Equity

For the four years ending 30 June 2025

Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2021 Forecast Actual</b>				
Balance at beginning of the financial year	1,273,835	784,822	484,435	4,578
Surplus for the year	18,705	18,705	-	-
Net asset revaluation increment	2,000	-	2,000	-
Transfer to other reserves	-	(401)	-	401
Transfer from other reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>1,294,540</b>	<b>803,126</b>	<b>486,435</b>	<b>4,979</b>
<b>2022</b>				
Balance at beginning of the financial year	1,294,540	803,126	486,435	4,979
Surplus for the year	(4,451)	(4,451)	-	-
Net asset revaluation increment	25,686	-	25,686	-
Transfer to other reserves	-	-	-	-
4.3.1	-	-	-	-
Transfer from other reserves	-	(90)	-	90
4.3.1	-	-	-	-
<b>Balance at end of the financial year</b>	<b>1,315,775</b>	<b>798,585</b>	<b>512,121</b>	<b>5,069</b>
<b>2023</b>				
Balance at beginning of the financial year	1,315,775	798,585	512,121	5,069
Deficit for the year	(2,173)	(2,173)	-	-
Net asset revaluation increment	25,818	-	25,818	-
Transfer to other reserves	-	(92)	-	92
Transfer from other reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>1,339,420</b>	<b>796,320</b>	<b>537,939</b>	<b>5,161</b>
<b>2024</b>				
Balance at beginning of the financial year	1,339,420	796,320	537,939	5,161
Deficit for the year	(1,881)	(1,881)	-	-
Net asset revaluation increment	25,894	-	25,894	-
Transfer to other reserves	-	(94)	-	94
Transfer from other reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>1,363,433</b>	<b>794,345</b>	<b>563,834</b>	<b>5,255</b>
<b>2025</b>				
Balance at beginning of the financial year	1,363,434	794,345	563,834	5,255
Deficit for the year	(1,254)	(1,254)	-	-
Net asset revaluation increment	25,965	-	25,965	-
Transfer to other reserves	-	(96)	-	96
Transfer from other reserves	-	-	-	-
<b>Balance at end of the financial year</b>	<b>1,388,145</b>	<b>792,995</b>	<b>589,799</b>	<b>5,350</b>

## 2021/22 Budget Financial Statements

### 3.4 Statement of Cash Flows

For the four years ending 30 June 2025

	Notes	Forecast	Budget	Projections		
		Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
<b>Cash flows from operating activities</b>						
Rates and charges		82,031	83,256	84,735	86,573	88,421
Statutory fees & fines		2,152	2,800	2,846	2,903	2,960
User Fees		9,634	12,835	10,920	11,015	11,232
Grants - operating		28,126	26,631	23,515	23,706	23,941
Grants - capital		33,551	1,700	1,702	1,700	1,700
Contributions - monetary		429	90	92	94	96
Interest received		700	250	250	250	250
Trust funds and deposits taken		12,765	13,050	13,059	13,068	13,070
Other Receipts		2,346	3,106	3,262	3,334	3,399
Net GST refund/payment		4,000	4,581	3,943	4,315	4,142
Employee costs		(61,357)	(67,518)	(59,752)	(59,873)	(60,740)
Materials and services		(55,757)	(41,290)	(39,522)	(40,079)	(40,436)
Short-term, low value and variable lease payments		(134)	(60)	(60)	(60)	(60)
Trust funds and deposits repaid		(12,700)	(13,000)	(13,000)	(13,000)	(13,000)
Other payments		(9,150)	(8,302)	(6,207)	(5,178)	(5,633)
<b>Net cash provided by operating activities</b>	<b>4.4.1</b>	<b>36,636</b>	<b>18,129</b>	<b>25,783</b>	<b>28,768</b>	<b>29,342</b>
<b>Cash flows from investing activities</b>						
Payments for property, infrastructure, plant and equipment		(85,824)	(34,436)	(20,343)	(25,552)	(22,993)
Proceeds from sale of property, infrastructure, plant and equipment		369	531	550	550	550
Payments for investments		(100,000)	(100,000)	(53,088)	(53,319)	(53,568)
Proceeds from sale of investments		110,000	119,000	50,000	50,000	50,000
Loan and advances made						
Payments of loans and advances						
<b>Net cash used in investing activities</b>	<b>4.4.2</b>	<b>(75,455)</b>	<b>(14,905)</b>	<b>(22,881)</b>	<b>(28,321)</b>	<b>(26,011)</b>
<b>Cash flows from financing activities</b>						
Finance costs		(621)	(562)	(508)	(464)	(506)
Proceeds from borrowings		18,200	-	-	3,500	-
Repayment of borrowings		(2,572)	(2,466)	(2,520)	(2,464)	(2,794)
Interest paid - lease liability		(29)	(28)	(27)	(27)	(26)
Repayment of lease liabilities		(29)	(29)	(14)	(15)	(16)
<b>Net cash used in financing activities</b>	<b>4.4.3</b>	<b>14,949</b>	<b>(3,085)</b>	<b>(3,069)</b>	<b>530</b>	<b>(3,342)</b>
<b>Net increase/(decrease) in cash &amp; cash equivalents</b>		<b>(23,870)</b>	<b>139</b>	<b>(167)</b>	<b>977</b>	<b>(11)</b>
Cash & cash equivalents at beginning of year		38,731	14,861	15,000	14,833	15,809
<b>Cash &amp; cash equivalents at end of year</b>		<b>14,861</b>	<b>15,000</b>	<b>14,833</b>	<b>15,809</b>	<b>15,797</b>

## 2021/22 Budget Financial Statements

### 3.5 Statement of Capital Works

For the four years ending 30 June 2025

	Notes	Forecast	Budget	Projections		
		Actual 2020/21 \$'000	2021/22 \$'000	2022/23 \$'000	2023/24 \$'000	2024/25 \$'000
<b>Property</b>						
Land		300	0	0	0	0
Buildings		53,440	4,771	2,330	2,430	2,543
Heritage Buildings		328	0	0	0	0
<b>Total property</b>		<b>54,068</b>	<b>4,771</b>	<b>2,330</b>	<b>2,430</b>	<b>2,543</b>
<b>Plant and Equipment</b>						
Plant, Machinery & Equipment		2,504	2,605	1,925	1,925	1,925
Fixtures, Fittings & Furniture		10	10	10	10	10
Computers & Telecommunications		569	600	600	600	600
Artworks		22	15	15	15	15
<b>Total Plant and Equipment</b>		<b>3,105</b>	<b>3,230</b>	<b>2,550</b>	<b>2,550</b>	<b>2,550</b>
<b>Infrastructure</b>						
Roads		16,863	10,207	10,200	13,750	10,300
Bridges		1,686	445	450	450	450
Footpaths & Cycleways		2,084	1,208	1,235	1,235	1,235
Drainage		158	503	475	525	525
Recreational, Leisure & Community Facilities		1,892	0	354	389	400
Waste Management		2,311	2,530	0	1,000	2,000
Parks, Open Space & Streetscapes		2,472	8,170	650	650	650
Aerodromes		0	0	0	0	0
Off Street Carparks		345	243	250	250	250
Other Infrastructure		840	0	0	0	0
<b>Total Infrastructure</b>		<b>28,651</b>	<b>23,306</b>	<b>13,614</b>	<b>18,249</b>	<b>15,810</b>
<b>Total capital works expenditure</b>	4.5.1	<b>85,824</b>	<b>31,307</b>	<b>18,494</b>	<b>23,229</b>	<b>20,903</b>
<b>Represented by:</b>						
New asset expenditure		50,905	7,945	435	435	435
Asset renewal expenditure		23,733	20,801	18,059	19,294	20,468
Asset expansion expenditure		965	0	0	0	0
Asset upgrade expenditure		10,221	2,560	0	3,500	0
<b>Total capital works expenditure</b>	4.5.1	<b>85,824</b>	<b>31,306</b>	<b>18,494</b>	<b>23,229</b>	<b>20,903</b>
<b>Funding sources represented by:</b>						
Grants		33,551	1,700	1,700	1,700	1,700
Contributions		0	0	0	0	0
Council cash		44,073	29,606	16,794	18,029	19,203
Borrowings		8,200	0	0	3,500	0
<b>Total capital works expenditure</b>	4.5.1	<b>85,824</b>	<b>31,306</b>	<b>18,494</b>	<b>23,229</b>	<b>20,903</b>

## 2021/22 Budget Financial Statements

### 3.6 Statement of Human Resources

For the four years ending 30 June 2025

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

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

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

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

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

## 2021/22 Budget Financial Statements

### Summary of Planned Human Resources Expenditure For the four years ended 30 June 2025

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

## 2021/22 Budget Financial Statements

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

	2021/22 FTE	2022/23 FTE	2023/24 FTE	2024/25 FTE
<b>Office of the CEO</b>				
Permanent - Full time	17.0	17.0	17.0	17.0
Female	11.0	11.0	11.0	11.0
Male	4.0	4.0	4.0	4.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	2.0	2.0	2.0	2.0
Permanent - Part time	5.9	5.9	5.9	5.9
Female	5.9	5.9	5.9	5.9
Male	0.0	0.0	0.0	0.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.0	0.0	0.0	0.0
<b>Total Office of the CEO</b>	<b>22.90</b>	<b>22.9</b>	<b>22.9</b>	<b>22.9</b>

<b>Regional City Growth and Investment</b>				
Permanent - Full time	45.5	45.5	45.5	45.5
Female	22.9	22.9	22.9	22.9
Male	14.0	14.0	14.0	14.0
Self-described gender	0.0	0.0	0.0	0.0
Vacant	8.6	8.6	8.6	8.6
Permanent - Part time	10.3	10.3	10.3	10.3
Female	9.1	9.1	9.1	9.1
Male	0.6	0.6	0.6	0.6
Self-described gender	0.0	0.0	0.0	0.0
Vacant	0.6	0.6	0.6	0.6
<b>Total Regional City Growth and Investment</b>	<b>55.79</b>	<b>55.8</b>	<b>55.8</b>	<b>55.8</b>

## 2021/22 Budget Financial Statements

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

## 2021/22 Budget Notes to the financial statements

### 4. Notes to the financial statements

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

#### 4.1 Comprehensive Income Statement

##### 4.1.1 Rates and charges

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

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

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

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

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

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

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

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



## 2021/22 Budget

### Notes to the financial statements

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

	2020/21 Forecast Actual \$'000	2021/22 Budget \$'000	Change \$'000	%
General Rates*	54,376	55,685	1,309	2.4%
Municipal Charges*	5,415	5,515	100	1.8%
Garbage Charges	12,607	12,865	258	2.0%
Landfill Levy	821	890	69	8.4%
Cultural & Recreational Land Rates	92	93	1	1.1%
Payments in lieu of rates	7,938	8,057	119	1.5%
Supplementary rates & charges	418	137	(281)	(67.2%)
<b>Total rates and charges</b>	<b>81,667</b>	<b>83,242</b>	<b>1,575</b>	<b>1.9%</b>

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

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

Type or class of land	2020/21 cents/\$CIV	2021/22 cents/\$CIV	Change
General rate for rateable residential properties	0.00450056	0.00456839	1.5%
General rate for rateable commercial properties	0.00450056	0.00456839	1.5%
General rate for rateable industrial properties	0.00450056	0.00456839	1.5%
General rate for rateable farm properties	0.00337542	0.00342629	1.5%
General rate for rateable derelict properties	0.01350168	0.01370516	1.5%

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

Type or class of land	2020/21 \$'000	2021/22 \$'000	Change \$'000	%
General	51,908	53,186	1,278	2.5%
Farm	2,435	2,465	30	1.2%
Derelict properties	33	34	1	3.0%
<b>Total amount to be raised by general rates</b>	<b>54,376</b>	<b>55,685</b>	<b>1,309</b>	<b>2.4%</b>

## 2021/22 Budget Notes to the financial statements

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

Type or class of land	2020/21	2021/22	Change	
	Number	Number	No.	%
General	37,902	38,053	151	0.4%
Farm	959	952	(7)	(0.7%)
Derelict properties	8	8	0	0.0%
<b>Total number of assessments</b>	<b>38,869</b>	<b>39,013</b>	<b>144</b>	<b>0.4%</b>

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

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

Type or class of land	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
General	11,533,579	11,642,313	108,734	0.9%
Farm	721,396	719,400	(1,996)	(0.3%)
Derelict properties	2,472	2,472	0	0.0%
<b>Total value of land</b>	<b>12,257,447</b>	<b>12,364,185</b>	<b>106,738</b>	<b>0.9%</b>

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

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

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

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

## 2021/22 Budget

### Notes to the financial statements

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

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

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

Type of Charge	2020/21	2021/22	Change	
	\$'000	\$'000	\$'000	%
Garbage collection	12,607	12,865	258	2.0%
Landfill levy	821	890	69	8.4%
<b>Total</b>	<b>13,428</b>	<b>13,755</b>	<b>327</b>	<b>2.4%</b>

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

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

## 2021/22 Budget Notes to the financial statements

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

	2020/21 \$'000	2021/22 \$'000	Change \$'000	%
General Rates	54,376	55,685	1,309	2.4%
Municipal Charges	5,415	5,515	100	1.8%
Garbage Charges	12,607	12,865	258	2.0%
Landfill Levy	821	890	69	8.4%
Cultural & Recreational Land Rates	92	93	1	1.1%
Payments in lieu of rates	7,938	8,057	119	1.5%
Supplementary rates and charges	418	137	(281)	(67.2%)
<b>Total Rates and charges</b>	<b>81,667</b>	<b>83,242</b>	<b>1,575</b>	<b>1.9%</b>

### 4.1.1(l) Fair Go Rates System Compliance

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

	2020/21	2021/22
Total Base Rates & Municipal Charge*	\$ 59,799,495	\$ 60,295,488
Number of rateable properties*	38,869	39,013
Base Average Rates	1,538.49	1,545.52
Maximum Rate Increase (set by the State Government)	2.00%	1.50%
Capped Average Rate	\$ 1,569.26	\$ 1,568.71
Maximum General Rates and Municipal Charges Revenue	\$ 60,995,485	\$ 61,199,920
Budgeted General Rates and Municipal Charges Revenue	\$ 59,791,000	\$ 61,199,919

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

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

- The making of supplementary valuations (2021/22: estimated \$0.137 million and 2020/21: \$0.418 million)
- The variation of returned levels of value (e.g. valuation appeals)
- Changes of use of land such that rateable land becomes non-rateable land and vice versa
- Changes of use of land such that residential, commercial or industrial land becomes farm or derelict land and vice versa.

## 2021/22 Budget

### Notes to the financial statements

#### 4.1.1(n) Differential rates

##### Rates to be levied

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

- A farm rate of 0.00342629 for all rateable farm properties.
- A derelict properties rate of 0.01370516 for all rateable derelict properties.

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

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

##### Farm Land

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

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

that is used by a business:

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

The reasons for the use of this rate are that:

- (i) the types and classes of land to which the rate applies can be easily identified;
- (ii) it is appropriate to have a farm rate so as to fairly rate farm land;
- (iii) the level of the farm rate is appropriate having regard to all relevant matters including the use to which farm land is put and the amount to be raised by Council's Municipal charge;

(iv) the level of the farm rate is appropriate to ensure that the burden of the payment of general rates is fairly apportioned across all rateable land within the Municipal district; which objectives the Council considers are consistent with the economical and efficient carrying out of its functions.

## 2021/22 Budget Notes to the financial statements

### **Derelict Properties**

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

#### Objective

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

#### Definition/Characteristics

Properties will be considered derelict where 1 and 2 apply –

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

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

and

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

#### Types and Classes of land subject to the differential rate

Any land having the relevant characteristics described above.

#### Geographic Location

Wherever located within the boundaries of the municipality.

#### Use of Land

Any use permitted or described under the relevant planning scheme.

#### Planning Scheme Zoning

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

## 2021/22 Budget Notes to the financial statements

### Types of Buildings

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

### "Use and Level of Differential Rate

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

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

The actual amount of the differential rate for derelict properties will be four times the amount of the lowest differential rate, which is the Farm Rate, which is 75% of the General Rate. The rate in the dollar for the derelict properties will be 0.01370516 and will generate \$33,886, which represents 0.04% of total rates and charges revenue.

### **Recreational Land**

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

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

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

### **General Rate**

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

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

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

## 2021/22 Budget Notes to the financial statements

### 4.1.2 Statutory fees and fines

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

### 4.1.3 User fees

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



## 2021/22 Budget

### Notes to the financial statements

#### 4.1.4 Grants

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

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

## 2018/19 Budget Notes to the financial statements

### 4.1.4 Grants (contd.)

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

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

## 2021/22 Budget Notes to the financial statements

### 4.1.4 Grants (contd.)

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

### 4.1.5 Contributions

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

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

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

### 4.1.6 Other income

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

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

## 2021/22 Budget Notes to the financial statements

### 4.1.7 Employee costs

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

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

### 4.1.8 Materials and services

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

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

## 2021/22 Budget Notes to the financial statements

### 4.1.9 Depreciation

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

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

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

### 4.1.10 Amortisation - Intangible assets

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

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

### 4.1.11 Amortisation - Right of assets

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

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. No material change is anticipated in 2021/22.

## 2021/22 Budget

### Notes to the financial statements

#### 4.1.12 Other expenses

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

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

#### 4.2 Balance Sheet

##### 4.2.1 Assets

Current assets (\$18.475 million decrease) - mainly due to reduced other financial assets (being cash investments) as a result of capital funding received in advance in 2020/21 that will be spent in the 2021/22 financial year. A more detailed analysis of this change is included in section 3.4. "Statement of Cash Flows".

Non current assets (\$30.152 million increase) - net result of the capital works program, asset revaluation movements, the depreciation of non-current assets and the disposal through sale of property, plant and equipment. Intangible assets will decrease due to amortisation of landfill rehabilitation costs with the next cell not currently expected to open until early in the 2022/23 financial year.

##### 4.2.2 Liabilities

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

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

##### 4.2.3 Borrowings

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

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

## 2021/22 Budget Notes to the financial statements

### 4.3 Statement of changes in Equity

#### 4.3.1 Reserves

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

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

#### 4.3.2 Equity

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The decrease in accumulated surplus of \$4.541 million results directly from the deficit for the year together with the movement in statutory reserves.

### 4.4 Statement of Cash Flows

#### 4.4.1 Net cash flows provided by/used in operating activities

A decrease in cash flows from operating activities of \$18.507 million is mainly due to decreased inflow of capital grants \$31.851 million due to one off grants received mainly for the major recreation projects.

#### 4.4.2 Net cash flows provided by/used in investing activities

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

#### 4.4.3 Net cash flows provided by/used in financing activities

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

## 2021/22 Budget Capital Works Program

### 4.5 Capital works program

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

#### 4.5.1 Summary

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

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



## 2021/22 Budget Capital Works Program

### Capital works program

For the year ending 30 June 2021

#### 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	
<b>PROPERTY</b>										
<b>Buildings</b>										
Building Component Renewal Program	1,944	-	1,944	-	-	-	-	1,944	-	-
Bus Shelter	30	-	30	-	-	-	-	30	-	-
Latrobe Leisure Maintenance and Upgrade Program	298	-	298	-	-	-	-	298	-	-
<b>Total Buildings</b>	<b>2,271</b>	<b>-</b>	<b>2,271</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,271</b>	<b>-</b>	<b>-</b>
<b>TOTAL PROPERTY</b>	<b>2,271</b>	<b>-</b>	<b>2,271</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,271</b>	<b>-</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>										
<b>Plant, Machinery and Equipment</b>										
Plant Replacement Program	1,046	-	1,046	-	-	-	-	1,046	-	-
Plant Replacement - Landfill Compactor	700	-	700	-	-	-	-	700	-	-
Fleet Replacement Program	834	-	834	-	-	-	-	834	-	-
Latrobe Leisure Equipment Replacement Program	25	-	25	-	-	-	-	25	-	-
<b>Total Plant, Machinery and Equipment</b>	<b>2,605</b>	<b>-</b>	<b>2,605</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,605</b>	<b>-</b>	<b>-</b>
<b>Fixtures, Fittings and Furniture</b>										
Office Furniture & Equipment Replacement Program	10	-	10	-	-	-	-	10	-	-
<b>Total Fixtures, Fittings and Furniture</b>	<b>10</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10</b>	<b>-</b>	<b>-</b>
<b>Computers and Telecommunications</b>										
IT Equipment Replacement Program	600	-	600	-	-	-	-	600	-	-
<b>Total Computers and Telecommunications</b>	<b>600</b>	<b>-</b>	<b>600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600</b>	<b>-</b>	<b>-</b>
<b>Artworks</b>										
Artwork Acquisitions	15	15	-	-	-	-	-	15	-	-
<b>Total Artworks</b>	<b>15</b>	<b>15</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15</b>	<b>-</b>	<b>-</b>
<b>TOTAL PLANT AND EQUIPMENT</b>	<b>3,230</b>	<b>15</b>	<b>3,215</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,230</b>	<b>-</b>	<b>-</b>

## 2021/22 Budget Capital Works Program

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

## 2021/22 Budget Capital Works Program

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

## 2021/22 Budget Capital Works Program

### 4.5.3 Works carried forward from the 2020/21 year

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

## 2021/22 Budget Capital Works Program

### 4.6 CAPITAL WORKS (OPERATING)

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

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

#### 4.6.1 Current Budget

##### PROPERTY

<b>Buildings</b>									
Demolition of Dilapidated Council Buildings	85	-	-	-	-	-	-	85	-
<b>Total Buildings</b>	<b>85</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>85</b>	<b>-</b>
<b>TOTAL PROPERTY</b>	<b>85</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>85</b>	<b>-</b>

##### INFRASTRUCTURE

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

## 2021/22 Budget Capital Works Program

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

## 2021/22 Budget Capital Works Program

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

2022/23	Asset Expenditure Types					Funding Sources				
	Total	New	Renewal	Expansion	Upgrade	Total	Grants	Contributions	Council Cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>										
Buildings	2,330	0	2,330	0	0	0	0	0	2,330	0
<b>Total Buildings</b>	<b>2,330</b>	<b>0</b>	<b>2,330</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,330</b>	<b>0</b>
<b>Total Property</b>	<b>2,330</b>	<b>0</b>	<b>2,330</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,330</b>	<b>0</b>
<b>Plant and Equipment</b>										
Plant, machinery and equipment	1,925	0	1,925	0	0	0	0	0	1,925	0
Fixtures, fittings and furniture	10	0	10	0	0	0	0	0	10	0
Computers and telecommunications	600	0	600	0	0	0	0	0	600	0
Artworks	15	15	0	0	0	0	0	0	15	0
<b>Total Plant and Equipment</b>	<b>2,550</b>	<b>15</b>	<b>2,535</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,550</b>	<b>0</b>
<b>Infrastructure</b>										
Roads	10,200	0	10,200	0	0	10,200	1,700	0	8,500	0
Bridges	450	0	450	0	0	450	0	0	450	0
Footpaths and cycleways	1,235	200	1,035	0	0	1,235	0	0	1,235	0
Drainage	475	0	475	0	0	475	0	0	475	0
Recreational, leisure and community facilities	354	0	354	0	0	354	0	0	354	0
Waste management	0	0	0	0	0	0	0	0	0	0
Parks, open space and streetscapes	650	220	430	0	0	650	0	0	650	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	250	0	250	0	0	250	0	0	250	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
<b>Total Infrastructure</b>	<b>13,614</b>	<b>420</b>	<b>13,194</b>	<b>0</b>	<b>0</b>	<b>13,614</b>	<b>1,700</b>	<b>0</b>	<b>11,914</b>	<b>0</b>
<b>Total Capital Works Expenditure</b>	<b>18,494</b>	<b>435</b>	<b>18,059</b>	<b>0</b>	<b>0</b>	<b>18,494</b>	<b>1,700</b>	<b>0</b>	<b>16,794</b>	<b>0</b>

## 2021/22 Budget Capital Works Program

2023/24	Asset Expenditure Types					Funding Sources				
	Total	New	Renewal	Expansion	Upgrade	Total	Grants	Contributions	Council Cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>										
Buildings	2,430	0	2,430	0	0	0	0	0	2,430	0
<b>Total Buildings</b>	2,430	0	2,430	0	0	2,430	0	0	2,430	0
<b>Total Property</b>	2,430	0	2,430	0	0	2,430	0	0	2,430	0
<b>Plant and Equipment</b>										
Plant, machinery and equipment	1,925	0	1,925	0	0	0	0	0	1,925	0
Fixtures, fittings and furniture	10	0	10	0	0	0	0	0	10	0
Computers and telecommunications	600	0	600	0	0	0	0	0	600	0
Artworks	15	15	0	0	0	0	0	0	15	0
<b>Total Plant and Equipment</b>	2,550	15	2,535	0	0	0	0	0	2,550	0
<b>Infrastructure</b>										
Roads	10,250	0	10,250	0	0	10,250	1,700	0	8,550	0
Bridges	450	0	450	0	0	450	0	0	450	0
Footpaths and cycleways	1,235	200	1,035	0	0	1,235	0	0	1,235	0
Drainage	525	0	525	0	0	525	0	0	525	0
Recreational, leisure and community facilities	389	0	389	0	0	389	0	0	389	0
Waste management	1,000	0	1,000	0	0	1,000	0	0	1,000	0
Parks, open space and streetscapes	650	220	430	0	0	650	0	0	650	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	250	0	250	0	0	250	0	0	250	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
<b>Total Infrastructure</b>	14,749	420	14,329	0	0	14,749	1,700	0	13,049	0
<b>Total Capital Works Expenditure</b>	19,729	435	19,294	0	0	19,729	1,700	0	18,029	0



## 2021/22 Budget Capital Works Program

2024/25	Asset Expenditure Types					Funding Sources				
	Total	New	Renewal	Expansion	Upgrade	Total	Grants	Contributions	Council Cash	Borrowings
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Property</b>										
Buildings	2,543	0	2,543	0	0	0	0	0	2,543	0
<b>Total Buildings</b>	2,543	0	2,543	0	0	2,543	0	0	2,543	0
<b>Total Property</b>	2,543	0	2,543	0	0	2,543	0	0	2,543	0
<b>Plant and Equipment</b>										
Plant, machinery and equipment	1,925	0	1,925	0	0	0	0	0	1,925	0
Fixtures, fittings and furniture	10	0	10	0	0	0	0	0	10	0
Computers and telecommunications	600	0	600	0	0	0	0	0	600	0
Artworks	15	15	0	0	0	0	0	0	15	0
<b>Total Plant and Equipment</b>	2,550	15	2,535	0	0	0	0	0	2,550	0
<b>Infrastructure</b>										
Roads	10,300	0	10,300	0	0	10,300	1,700	0	8,600	0
Bridges	450	0	450	0	0	450	0	0	450	0
Footpaths and cycleways	1,235	200	1,035	0	0	1,235	0	0	1,235	0
Drainage	525	0	525	0	0	525	0	0	525	0
Recreational, leisure and community facilities	400	0	400	0	0	400	0	0	400	0
Waste management	2,000	0	2,000	0	0	2,000	0	0	2,000	0
Parks, open space and streetscapes	650	220	430	0	0	650	0	0	650	0
Aerodromes	0	0	0	0	0	0	0	0	0	0
Off street car parks	250	0	250	0	0	250	0	0	250	0
Other infrastructure	0	0	0	0	0	0	0	0	0	0
<b>Total Infrastructure</b>	15,810	420	15,390	0	0	15,810	1,700	0	14,110	0
<b>Total Capital Works Expenditure</b>	20,903	435	20,468	0	0	20,903	1,700	0	19,203	0

## 2021/22 Budget Financial Performance Indicators

### 5. Financial performance indicators

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

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

Indicator	Measure	Notes	Actual 2019/20	Forecast 2020/21	Budget 2021/22	Strategic Resource Plan Projections			Trend +/-
						2022/23	2023/24	2024/25	
<b>Operating Position</b>									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	(5.0%)	(13.9%)	(6.6%)	(5.1%)	(4.8%)	(4.3%)	+
<b>Liquidity</b>									
Working Capital	Current assets / current liabilities	2	324.7%	204.6%	179.7%	195.2%	200.2%	197.1%	+
Unrestricted Cash	Unrestricted cash / current liabilities		(71.2%)	27.4%	30.9%	31.6%	32.9%	30.7%	o
<b>Obligations</b>									
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue		19.3%	0.9%	0.8%	0.8%	0.7%	0.7%	o
Loans & Borrowings	Interest and principal repayments / rate revenue		2.9%	3.9%	3.6%	3.6%	3.4%	3.7%	+
Indebtedness	Non-current liabilities / own source revenue	3	26.9%	35.8%	29.3%	27.5%	25.8%	19.0%	+
Asset renewal	Asset renewal and upgrade expense / asset depreciation	4	57.5%	114.0%	77.3%	56.8%	70.5%	62.2%	-
<b>Stability</b>									
Rates concentration	Rate revenue / adjusted underlying revenue	5	60.1%	64.6%	64.6%	67.5%	67.7%	67.9%	-
Rates effort	Rate revenue / property values (CIV)		0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	o

## 2021/22 Budget Financial Performance Indicators

Indicator	Measure	Notes	Forecast		Budget 2021/22	Strategic Resource Plan Projections			Trend +/-
			Actual 2019/20	Actual 2020/21		2022/23	2023/24	2024/25	
<b>Efficiency</b>									
Expenditure level	Total expenses / no. of property assessments		\$3,519	\$3,702	<b>\$3,522</b>	\$3,360	\$3,391	\$3,415	-
Revenue level	Total General rates and Municipal charges / No. of property assessments		\$1,542	\$1,538	<b>\$1,569</b>	\$1,596	\$1,628	\$1,661	+

Key to Forecast Trend:

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

### Notes to indicators

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

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

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

**4 Asset renewal and upgrade** - This percentage indicates the extent of Council's asset renewals and upgrades against its depreciation charge (an indication of the decline in value of its existing capital assets). A percentage greater than 100 indicates Council is maintaining its existing assets, while a percentage less than 100 means its assets are deteriorating faster than they are being renewed and future capital expenditure will be required to renew assets. The current level of renewal expenditure is determined by asset management plans and condition assessments of existing assets. The current ratio of just over 70% and subsequent falling to just under 60% is an indicator that there may be challenges for Council in the future as groups of assets become due for renewal within a short period of time.

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

Draft  
2021/22  
Fees & Charges



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

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



<b>COMMUNITY HEALTH AND WELLBEING</b>				
<i>Public Libraries</i>				
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)	
<b>Consumables</b>	USB Drive – 2GB	<i>Each</i>	9.50	5.00
	Individual Head Sets	<i>Per set</i>	6.50	7.00
<b>Research Fee</b>	Public Request.	<i>Per half hour.</i>	14.70	15.00
	Commercial/Community Group Request.	<i>(Charged in 30 minute blocks, with a minimum 1 block to be charged)</i>	29.50	30.10
<b>Library Meeting Room</b>	Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
	Commercial.	<i>Per hour</i>	31.00	31.60
	Commercial.	<i>Full day – 10am-6pm.</i>	150.00	153.00
<b>Fees</b>	Replacement Cards.		3.70	-
	Inter Library Loan	<i>Other Victorian Public Libraries; All Academic Institutions; Interstate / International Loans.</i>	No Charge POA POA	No Charge POA POA
<b>Damaged or Lost Items</b>	Replacement Cost	<i>Minimum Charge Additional costs will apply for the replacement of covers, cases, barcodes, repairs and replacements</i>	7.90	8.10
	Beyond Repair Magazine	<i>Replacement cost plus processing fee</i>	4.00	4.10
	Talking Books	<i>Replacement cost per CD</i>	17.00	17.30

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

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

<b>COMMUNITY HEALTH AND WELLBEING</b>			
<i>Family &amp; Childrens Services</i>			
SERVICE TYPE FAMILY & CHILDRENS SERVICES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
<b>Moe PLACE</b>			
<b>Moe Early Learning Centre</b>			
Moe Vacation Care	<i>Full Day Care</i>	74.00	76.00
	<i>Excursion Levy -Local</i>	15.50	15.80
	<i>Excursion Levy - Out of Gippsland</i>	20.50	20.90
<b>Basketball Stadium</b>			
Court Hire - General	<i>Per hour</i>	50.00	51.00
Half Court Hire - General	<i>Per hour</i>	26.00	26.50
Court Hire - Schools	<i>Per hour</i>	40.60	41.40
Half Court Hire - Schools	<i>Per hour</i>	20.80	21.20
Court Hire	<i>Per Day (9am - 6pm)</i>	218.50	222.90
<b>Community Kitchen</b>			
Kitchen Hire	<i>Per hour</i>	14.60	14.90
Kitchen Hire	<i>Per day</i>	52.00	53.00
<b>Meeting Rooms</b> (Moe Place, Churchill Hub)			
<b>Meeting Rooms</b>			
Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
Commercial	<i>Per hour</i>	26.50	27.00
	<i>Per Day</i>	159.20	162.40
<b>Preschools</b>			
Enrolment administration fee	<i>3 &amp; 4 year old programs</i>	30.00	31.00
Preschool – 4 yr old program	<i>Per Term (effective Jan 2022)</i>	280.00	290.00
Prekinder – 3 yr old program	<i>Per Term (effective Jan 2022)</i>	240.00	250.00

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

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

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

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



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

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

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

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

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

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

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

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

<b>COMMUNITY HEALTH AND WELLBEING</b>				
<i>Caravan Parks</i>				
SERVICE TYPE CARAVAN PARKS	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)	
<b>Lake Narracan – Caravan &amp; Camping</b>				
<b>Site Fee Schedule</b>	Permanent On Site.	<i>Powered per annum (includes 23 days/nights)</i>	1,571.00	1,603.00
	Powered Site.	<i>Per night (Up to 4 people)</i>	41.00	42.00
	Powered Site.	<i>Weekly (Up to 4 people)</i>	213.00	217.00
	Extra Person.	<i>Per night.</i>	16.50	17.00
	Unpowered Site.	<i>Per night - Family</i>	34.50	35.50
	Unpowered Site.	<i>Weekly - Family</i>	150.00	153.00
	Overnight.	<i>Per person.</i>	13.50	14.00
	Children.	<i>Aged 7 – 17 yrs.</i>	7.50	8.00

<b>COMMUNITY HEALTH AND WELLBEING</b>			
<i>Health Services</i>			
SERVICE TYPE HEALTH SERVICES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
<b>Septic Tanks – New Installations</b>			
Fees are set by EPA Victoria			
All System Types	<i>In excess of two.</i>	685.00	TBA
Inspections.		150.00	TBA
Alteration – Major.		425.00	TBA
Alteration – Minor.		190.00	TBA
Search Fee.	<i>Maximum.</i>	70.00	TBA
Conveyancing Enquiry.		230.00	TBA
Extension to Septic Tank Application.	<i>More than two years old.</i>	360.00	TBA
Septic Tank Report & Consent	<i>Each</i>	685.00	TBA
Additional Fixtures	<i>Each</i>	150.00	TBA
<b>Health Premises</b>			
New Premises Registration	<i>Commercial Hairdressing &amp; Low Risk Beauty (eyelashes, spray tans, makeup)</i>	540.00	550.00
New Premises Registration	<i>Beauty Treatments-Medium</i>	540.00	550.00
New Premises Registration	<i>Beauty Treatments - Home</i>	360.00	370.00
New Premises Registration	<i>Mobile Hairdressing &amp; Low Risk Beauty (eyelashes, spray tans, makeup)</i>	245.00	250.00
New Premises Registration	<i>Comm Skin Pen/Colonic-High</i>	550.00	560.00
New Premises Registration	<i>Ear-piercing Single Use-Medium</i>	305.00	310.00
New Premises Registration	<i>Combination or 2 or more services</i>	535.00	545.00
Renting chair in another premises - New Registration	<i>Skin penetration (incl tattooing, waxing, body piercing) 1-2 days per venue</i>	310.00	315.00
Renewal Premises Registration	<i>Beauty Treatments-Medium</i>	460.00	470.00
Renewal Premises Registration	<i>Beauty Treatments - Home</i>	310.00	315.00
Renewal Premises Registration	<i>Comm Skin Pen/Colonic-High</i>	540.00	550.00
Renewal Premises Registration	<i>Ear-piercing Single Use-Medium</i>	185.00	200.00
Renewal Premises Registration	<i>Combination or 2 or more services</i>	525.00	535.00
Renting chair in another premises - Renewal	<i>Skin penetration (incl tattooing, waxing, body piercing) 1-2 days per venue</i>	300.00	305.00

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

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



<b>COMMUNITY HEALTH AND WELLBEING</b>			
<i>Local Laws</i>			
SERVICE TYPE		2020/21	2021/22
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
<b>Parking</b> (In accordance with Road Safety Act 1986)	Parking Infringements.  <i>Section 1</i>		
Penalties will be applied at maximum value, as per Council resolution on 2 December 2019	<i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>		
<b>Dog &amp; Cat Registration Fees</b> (In accordance with Domestic Animal Act 1994)	Full Registration Pensioner Concession	45.00 22.50	46.00 23.00
	<i>Where Microchipped and Desexed or Microchipped and Registered with applicable organisations as defined by the Domestic Animal Act 1994</i>		
	Non-Desexed Dog Full Registration	128.00	130.00
	Non-Desexed Dog Pensioner Concession	64.00	65.00
	Domestic Animal Business.	250.00	255.00
	Domestic Animal Business - Animal	25.00	25.00
	Dangerous, Menacing or renewals only for Restricted Dog Breeds	205.00	210.00
	Registration as Foster Carer (81/1994 Part 5B)	55.00	60.00
<b>Dog &amp; Cat Infringements</b> (In accordance with Domestic Animal Act 1994)	<i>Section 1 Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>	TBA	TBA

<b>COMMUNITY HEALTH AND WELLBEING</b>			
<i>Local Laws</i>			
SERVICE TYPE		2020/21	2021/22
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
<b>Pound Release Fees – Domestic Animals</b>			
	Dog or cat release (where owner is identifiable by Council)	<i>Per animal plus charges below</i>	34.00
	Dog or cat release (where owner is unidentifiable by Council)	<i>Per animal plus charges below</i>	115.00
<b>*In Addition to Release Fees – Where Applicable</b>			
	Subsequent Releases	<i>Per animal</i>	123.00
	Food and keep fees	<i>Per animal per day</i>	17.00
(In accordance with Domestic Animal Act 1994)	Male dog desexing	<i>Per animal</i>	205.00
	Female dog desexing	<i>Per animal</i>	345.00
	Male cat desexing	<i>Per animal</i>	115.00
	Female cat desexing	<i>Per animal</i>	215.00
	Dog or cat microchipping	<i>Per animal</i>	60.00
	Vaccination fee	<i>Per animal</i>	75.00
	Vet Check fee	<i>Per animal</i>	52.00
	Vet Report	<i>Per animal</i>	91.00
<b>Animal Sales</b>			
(In accordance with Domestic Animal Act 1994)	Cat sale (including desexing fee)	<i>Per animal</i>	220.00
	Dog sale (including desexing fee)	<i>Per animal</i>	380.00
	Dog or cat sale (already desexed)	<i>Per animal</i>	170.00
<b>Livestock</b>			
	Pound Release Large (horse, cow, bull, etc).	<i>Per animal</i>	178.50
	Pound Release Small (sheep, pig, goat etc)	<i>Per animal</i>	97.00
	Pound Release (Poultry)	<i>Per animal</i>	10.00
	Food and Keep Fees.	<i>Per animal per day.</i>	27.50
	Livestock Infringements	<i>Penalties will be applied as per the Livestock Act.</i>	28.00
	Livestock attendance for VicRoads	<i>Per Attendance</i>	617.00

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

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

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

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

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

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

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



<b>ASSETS &amp; PRESENTATION</b>			
<i>Sports Stadiums, Grounds &amp; Reserves</i>			
SERVICE TYPE	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Personal Trainers/Boot Camps/Sports Coaches  All trainers/boot camp/coaches	<i>per month</i>	55.20	56.30
	<i>6 month - Summer</i>	350.00	357.00
	<i>6 month - Winter</i>	150.00	153.00

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

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

^ Bar hire is subject to Liquor License and other conditions

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

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

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

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

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

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

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

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

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

<b>ASSETS &amp; PRESENTATION</b>			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE TRANSFER STATION FEES	BASIS	2020/21 \$ (GST Inc)	2021/22 \$ (GST Inc)
Mattress or Base	Single	18.90	20.00
	Double/Queen/King	26.00	28.00
Medium Items	Lounge Chairs.	15.30	16.00
	Small Cupboards.	15.30	16.00
	2 Seat Sofa.	15.30	16.00
Large Items	Large Cupboards.	25.00	28.00
	3 Seat Sofa.	25.00	25.50
Tyres	Car and Motor Cycle.	7.10	7.50
	Light Truck & 4WD.	12.20	15.00
Tyres on Rims	Car.	12.80	13.50
	Light Truck and Fork Lifts.	24.00	25.00
Recyclable Goods – Free of Charge (1)		No Charge	No Charge
Other Waste Management	Domestic Waste Card (2)	202.90	210.00
	Synthetic Mineral Fibre (SMF) Plastic Bags	4.70	4.80
General Heavy Waste	Building, Demolition or Renovation Waste (Plaster, Cement Sheeting, Tiles on Backings)	110.00	115.00
Motor Oil Containers	5 Litres and Under	0.50	0.50
	10 Litres to 20 Litres	1.00	1.00



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

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

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

REGIONAL CITY GROWTH & INVESTMENT					
Statutory Planning					
SERVICE TYPE PLANNING PERMITS	BASIS	2020/21 \$ (GST Inc)		2021/22 \$ (GST Inc)	
		Many of these fees are those prescribed under the Planning and Environment (Fees) Regulations 2016 and the Subdivision (Permit and Certification Fees) Regulations, but are not a complete representation of the Regulations.  Reference should be made to the Regulations to obtain the complete wording of individual fee regulations (GST exempt). * NOTE – Statutory Fees are subject to change at the discretion of the Minister for Planning.		1 fee unit =	14.81
<b>Use - To propose a new use of land or to change the use of land</b>					
<b>New use or change of use</b>	<i>Statutory State Government Fees</i>	Fee for Permit Application	1,318.10	Fee for Permit Application	89 fee units
		Fee to Amend Permit	1,318.10	Fee to Amend Permit	89 fee units
<b>Single dwelling</b>					
<b>To develop land or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:</b>					
Up to \$10,000	<i>Statutory State Government Fees</i>	Fee for Permit Application	199.90	Fee for Permit Application	13.5 fee units
		Fee to Amend Permit	199.90	Fee to Amend Permit	13.5 fee units
\$10,001 to \$100,000.		Fee for Permit Application	629.40	Fee for Permit Application	42.5 fee units
		Fee to Amend Permit	629.40	Fee to Amend Permit	42.5 fee units
\$100,001 to \$500,000		Fee for Permit Application	1,288.50	Fee for Permit Application	87 fee units
		Fee to Amend Permit	1,288.50	Fee to Amend Permit	87 fee units
\$500,001 to \$1,000,000		Fee for Permit Application	1,392.10	Fee for Permit Application	94 fee units
		Fee to Amend Permit	1,392.10	Fee to Amend Permit	94 fee units
\$1M to \$2M		Fee for Permit Application	1,495.80	Fee for Permit Application	101 fee units
		Fee to Amend Permit	1,392.10	Fee to Amend Permit	94 fee units

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

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

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

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

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

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

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



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

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

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

<b>REGIONAL CITY GROWTH &amp; INVESTMENT</b>				
<i>Community Halls</i>				
<b>SERVICE TYPE COMMUNITY HALLS</b>		<b>BASIS</b>	<b>2020/21 \$ (GST Inc)</b>	<b>2021/22 \$ (GST Inc)</b>
<b>Traralgon East Community Centre</b>	Commercial Hire	Base Rate 4 Hours	N/A	90.00
	Commercial -Cleaning Charge	(Subject to public health directions) per hire	N/A	75.00
	Community Hire	<i>Base Rate 4 Hours</i>	20.80	55.00
	Community -Cleaning Charge	(Subject to public health directions) per hire	N/A	55.00
<b>Traralgon South Hall</b>	Commercial Hire	<i>Base Rate 4 Hours</i>	N/A	90.00
	Commercial -Cleaning Charge	(Subject to public health directions) per hire	N/A	75.00
	Community Hire	<i>Base Rate 4 Hours</i>	20.80	55.00
	Community -Cleaning Charge	(Subject to public health directions) per hire	N/A	55.00
<b>Newborough Hall</b>	Commercial Hire	<i>Base Rate 4 Hours</i>	N/A	90.00
	Commercial -Cleaning Charge	(Subject to public health directions) per hire	N/A	75.00
	Community Hire	<i>Base Rate 4 Hours</i>	20.80	55.00
	Community -Cleaning Charge	(Subject to public health directions) per hire	N/A	55.00

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

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

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

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

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



# **URGENT BUSINESS**

**18. URGENT BUSINESS**

Business may be admitted to the meeting as urgent business in accordance with clause 17 of the Governance Rules, by resolution of the Council and only then if it:

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

**MEETING CLOSED TO  
THE PUBLIC TO  
CONSIDER  
CONFIDENTIAL  
INFORMATION**

**19. MEETING CLOSED TO THE PUBLIC TO CONSIDER CONFIDENTIAL INFORMATION**

The information in this section was declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020.

For the avoidance of doubt, section 66 of the *Local Government Act 2020* (which came into effect on 01 May 2020) also enables the Council to close the meeting to the public to consider confidential information as this term is defined under the *Local Government Act 2020*.

**MOTION**

**Moved:** Cr Howe  
**Seconded:** Cr Clancey

**That Council closes this Ordinary Meeting of Council to the public to consider confidential information on the following grounds:**

**(a) the information to be considered has been declared to be confidential information under section 77 of the Local Government Act 1989 and as a result this information is also confidential information under the Local Government Act 2020; and**

**(b) pursuant to section 66 of the *Local Government Act 2020* on the following grounds:**

- 19.1 LCC-686 Specialist Turf Supplies and Services**  
**Agenda item 19.1 *LCC-686 Specialist Turf Supplies and Services* is designated as confidential under subsection (g) of the definition of confidential information contained in section 3(1) of the *Local Government Act 2020*, as it relates to private commercial information, being information provided by a business, commercial or financial undertaking that—**  
**(i) relates to trade secrets; or**  
**(ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage. Releasing this information publicly and/or prematurely may prejudice the undertaking of this process**
- 19.2 Report of the CEO Recruitment, Performance and Remuneration Review Advisory Committee**  
**Agenda item 19.2 *Report of the CEO Recruitment, Performance and Remuneration Review Advisory Committee* is designated as**

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

**CARRIED UNANIMOUSLY**

**The Meeting closed to the public at 8.41 PM.**

**The meeting re-opened to the public at 8.45 PM.**

**There being no further business the meeting was declared closed at 8.45 PM.**

**I certify that these minutes have been confirmed.**

**Mayor:** \_\_\_\_\_

**Date:** \_\_\_\_\_