



LATROBE CITY COUNCIL

MINUTES FOR THE SPECIAL COUNCIL MEETING HELD VIA AUDIO-VISUAL LINK AT 6PM ON 15 JUNE 2020

SM549

PRESENT:

Councillors:	Cr Dan Clancey, Mayor	East Ward
	Cr Alan McFarlane, Deputy Mayor	Central Ward
	Cr Graeme Middlemiss	Central Ward
	Cr Darren Howe	East Ward
	Cr Dale Harriman	East Ward
	Cr Kellie O'Callaghan	East Ward
	Cr Darrell White OAM	South Ward
	Cr Brad Law	West Ward
	Cr Sharon Gibson	West Ward
Officers:	Steven Piasente	Chief Executive Officer
	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 *COVID-19 Omnibus (Emergency Measures) Act 2020*, a Councillor may attend this Special Council Meeting remotely by electronic means of communication; and

Pursuant to section 395 *COVID-19 Omnibus (Emergency Measures) Act 2020* this Special 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

DEPUTY MAYOR MCFARLANE DECLARED A DIRECT INTEREST UNDER SECTION 77B OF THE *LOCAL GOVERNMENT ACT 1989* IN RESPECT TO ITEM 9.1, PROPOSED RESOLUTION 1.

5. ACKNOWLEDGEMENTS

Nil.

6. 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 Speakers

No registrations to speak were received from members of the public for tonight's meeting.

REGIONAL CITY GROWTH AND INVESTMENT

7. REGIONAL CITY GROWTH AND INVESTMENT

Agenda Item: 7.1

Agenda Item: Business and Community Support and Recovery Package

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 White

Seconded: Cr Gibson

That Council:

- 1. Recognises that the COVID-19 pandemic is continuing to have an economic and social cost on our community;**
- 2. Notes the results in the Latrobe City Council Business Survey COVID-19 report at attachment 1, involving 200 Latrobe City businesses;**
- 3. Endorses the implementation of a second phase Business and Community Support and Recovery Package of a value up to \$1,728,834 funded from an immediate allocation of \$200,000 in the 2019/2020 financial year and \$1,528,834 from the 2020/2021 budget, subject to Council adoption of this allocation in the 2020/2021 budget at a future Council meeting. The Business and Community Support and Recovery Package to include the following elements:**
 - a) Waiving street trading and outdoor dining permit charges and health registrations from 1 July 2020 to 30 June 2021 for Latrobe City owned and/or operated small to medium businesses that have previously been impacted by the restricted activities directions;**
 - b) Waiving planning permit fees from 1 July 2020 to 30 June 2021 for commercial and industrial applications that fit the Vicsmart Planning criteria;**
 - c) Introducing a Latrobe City 'Business Support Vouchers' program;**

- d) Developing and implementing a Small Business Grants program to provide grants up to a maximum of \$5,000;**
- e) Providing additional support for Chambers of Commerce/Trader Groups, including:
 - (i) An Events Partnership Program; and**
 - (ii) A Business Support Program;****
- f) Developing and implementing a further series of Latrobe City Webinars;**
- g) Establishing a dedicated business section on Council's corporate website to support local businesses;**
- h) Supports marketing initiatives that include:
 - (i) A contribution to Destination Gippsland for a region wide tourism campaign;**
 - (ii) Programs developed by the Communications team for media, social media and radio promotions and a further edition of the 12 page 'Connections' publication;****
- i) Waives permits or fees for sporting clubs for ground usage fees covering summer and winter seasons and rent for clubs/ organisations utilising Council owned lands/grounds and buildings from 1 July 2020 to 30 June 2021;**
- j) Waives venue hire fees for use by Latrobe City community groups from 1 July 2020 to 30 June 2021;**
- k) Extends the Community Grants Fund program to include new Community Grant fund criteria that encompasses:
 - Gap funding to assist in meeting operational costs where usual fundraising activities have been impacted;**
 - Funding to assist the staging of fundraising events that have been impacted by COVID-19 restrictions;**
 - Grants to assist in the purchase of equipment that supports continuation of on-line engagement activities.****
- l) Supports a budget allocation to fund additional staff resources of 1.5 equivalent fulltime positions to develop and implement the Business and Community Support and Recovery package, over the next 12 months.**

CARRIED UNANIMOUSLY

Executive Summary:

Council introduced a range of support measures and initiatives to support the business sector, community organisations and sporting groups that have been impacted by the COVID-19 pandemic at its Ordinary Council Meeting on 6 April 2020.

The adopted motion included amongst other things;

That Council receives a further report no later than 30 June 2020 in relation to the implementation of the measures outlined and to determine if a further Business and Community Support Package should be considered.

All of the support measures and initiatives have been implemented and monitored. This report contains data on the results, to date, of the implemented measures.

The COVID-19 pandemic is still impacting on the local business sector and the general community and it is anticipated that, whilst many businesses are starting to enter a recovery phase, the impacts will continue for some time.

Given the above, this report provides a number of initiatives for Council to consider as part of a phase 2, Business and Community Support and Recovery Package.

These initiatives include:

Business Supports

- Further waivers for fees and charges for Latrobe City owned and/or operated small to medium businesses that have previously been impacted by the restricted activities directions;
- Waiver of Planning Permit fees for commercial and industrial applications that fit Vicsmart Planning criteria;
- Business support vouchers;
- Small Business Grant Fund;
- Supports for Chambers/Trader Groups
- Marketing and communications initiatives;
- Webinars;

Community Supports

- Continued waiver of charges for sporting and community groups using Council owned buildings/facilities;
- Waiver of venue hire charges for community groups;
- Increasing Community Grant Funding Program

An allocation of funding is also included to provide additional staff resourcing to develop and implement the Business and Community Support and Recovery fund.

The total financial impact of the Business and Community Support and Recovery Package is \$1,728,834.

Background:

The COVID-19 pandemic has had a significant impact on the business community and general communities in Latrobe City. The financial and workforce impacts have been profound, with many businesses having to close due to government directives and many other businesses having to change business activities to remain able to trade (e.g. introduction of take away meals, delivery of meals and products etc).

Councillors responded to this impact on the business community and general community with a package of support measures to provide financial and non-financial support. The adopted motion on 6 April 2020 was as follows:

That Council:

1. *Recognises that the COVID-19 Pandemic will have significant and widespread community and economic impacts within Latrobe City.*
2. *Endorses the immediate implementation of a short-term Business and Community Support Package to be funded from the 2019-20 budget which includes;*
 - a) *Paying all invoices/suppliers no later than 14 day terms to improve cashflow (rather than the usual 30 days);*
 - b) *Refund street trading and outdoor dining permit charges from 1 March 2020 until 30 June 2020;*
 - c) *Refund charges for health registrations from 1 March 2020 to 30 June 2020, for Latrobe City owned and/or operated small to medium businesses impacted by the restricted activities direction;*
 - d) *Provide a minimum 50% reduction of rent for café and restaurant tenants in Council owned buildings until the date on prohibition on in-house dining is lifted;*
 - e) *In relation to point 2 (d) in the event that the state or federal government do not provide rental assistance by 30 June provide a rent reduction of 100% until the date on prohibition on in-house dining is lifted;*
 - f) *Providing a waiver of rent or fees for sporting groups utilising Council owned lands/grounds and buildings for the 2020 winter season;*
 - g) *Suspend rent or fees for community groups utilising Council owned lands/grounds and buildings for a rent amount equivalent to the period from 1 March 2020 to 30 June 2020;*

- h) *Implementation of a package of measures to assist with access to information relevant to business support grants and other information including;*
- *continuation of the COVID-19 business grants and programs page on Councils website.*
 - *establishment of a 'Business Help Desk' using Council's contact centre number as the gateway.*
 - *preparation and circulation of a COVID-19 e-newsletter, that will be sent fortnightly to the Latrobe City Council business database.*
- i) *Undertake a comprehensive marketing program, utilising all media platforms, to demonstrate Council's support for the business community;*
3. *Develop a Council COVID-19 Financial Hardship Policy that extends to investment and/or commercial properties and considers hardship circumstances relevant to payment of rates, fines and fees;*
4. *Receives a further report no later than 30 June 2020 in relation to the implementation of the measures outlined and to determine if a further Business and Community Support Package should be considered.*

To date, the impact of the support measures implemented as part of Council's motion include:

- Payment of local suppliers within 14 days instigated;
- Refund of street trading and outdoor dining permit charges and health registrations (1 March 2020 – 30 June 2020) 652 letters sent – value \$112,018;
- 50% reduction for café and commercial tenants in Council owned buildings (1 March 2020 – 30 June 2020) 5 letters sent – value \$6,260;
- Suspension of rent for community groups that hold a 2020 Winter Season Sporting Reserves and Pavilion Licence (1 March 2020 - 30 June 2020) - 35 letters sent - value \$40,000;
- Waiver of rent/fees for community groups utilising Council owned lands/grounds and buildings (1 March 2020 – 30 June 2020) 43 letters sent – value \$2,163;
- Business Surveys – 200 completed;
- 2 business roundtables with the Chambers of Commerce and Trader Groups;
- Business Helpdesk – 92 enquiries. Information and follow-up provided;
- COVID-19 specific e-newsletter 8 weekly editions;
- 8 webinars using local expertise to deliver topics of interest – cost \$7,500;
- Business website developed to showcase local businesses – 231 registered;

- Marketing initiatives, including 'Latrobe City is Open' and 12 page lift out 'Connections', social media posts and region wide reach on radio.

In addition to the above there are a range of activities complementing the Business and Community Support Program that are aiding the understanding of the impact of COVID-19 on our Communities. These include:

- Contact with all Kindergarten families including weekly contact with children not attending.
- Phone contact with 214 Fitness members and 81 Learn to Swim families.
- Phone and electronic contact and programming from libraries.
- Ongoing social media posts promoting connections to services despite the Covid-19 restrictions.
- Increase in the provision of shopping and/or meals on wheels services for aged clients
- Collaboration with Central West Gippsland Primary Care Partnership to remain up to date on activities being undertaken by local support services to assist the community to navigate the complex environment.
- Contact with existing community groups
- Changes to operations at the Pound to address social distancing

The establishment of the Community Helpline has now occurred and through demographic analysis and networks staff are now identifying community cohorts to contact to determine if they are accessing the available supports. This information will be collated and will help inform future recovery efforts and activities in the Municipal Public Health and Wellbeing Plan.

The total cost of the current initiatives in 2019/2020 financial year is \$167,941.

Survey results and Feedback

The impact of the pandemic on the local economy is now starting to be assessed by Council Officers and external research organisations and discussed with local businesses. From the results of the survey and anecdotal feedback from businesses, the impact on business has been mixed. Some businesses have been significantly impacted (41% in Business Survey) whereas other businesses have reported no change or have increased business (36% in Business Survey). The Business Survey also revealed that 71% of businesses did not have to lay off workers.

An updated copy of the Business Survey analysis is attached (Attachment 1).

The feedback from the Business roundtables identified areas for support, including a need for simplified information, assistance to access government supports, access to specific business support (e.g. online marketing) and relationship issues between landlords and tenants.

Council now has the opportunity to determine what further levels of support if any, should be provided to the business sector, sporting and community groups/ organisations and the general community.

The potential options include the following:

Business Support

1. Waive street trading and outdoor dining permit charges and health registrations for Latrobe City owned and/or operated small to medium businesses that have previously been impacted by the restricted activities directions, for the next financial year. The number of businesses that would be affected is approximately 571 – **Budget estimate \$354,834**;
2. Waive planning permit fees for the next financial year with a targeted criteria for support. The planning permit waiver of fees would apply to commercial and industrial applications that fit the Vicsmart criteria. This criteria includes commercial 1 Zone applications for projects under \$500,000 and industrial 1 zone land applications up to \$1 Million. Based on the past 5 years revenue this would equate to an average of 5% of revenue and around 20% of applications annually. The type of applications expected to benefit include new buildings and extensions to existing industrial and commercial premises It is estimated this support would benefit somewhere between 40-70 applications – **Budget estimate \$40,000**;
3. Latrobe City 'Business Support Vouchers'. The intent of the voucher program is to provide local small businesses with a voucher to access local professional services support, such as accountants, legal, online services. It would be conditional on the business providing the service being a Latrobe City business and matching the value of the voucher for the benefit of the business (e.g. a \$200 voucher being matched by \$200 of additional value by service provider, therefore providing a total of \$400 value to the small business). This program could assist up to 100 businesses – **Budget \$20,000**.

The City of Greater Geelong introduced a similar voucher system in response to the pandemic. After an expression of interest process it selected 25 service providers to be part of the program, these included human resources, marketing, financial management and legal support, small business mentoring and solutions orientated counselling. The City announced that as at 3 June 2020, 300 local businesses had applied with 270 businesses recorded as being supported through the program. The Council allocated \$100,000 to the program;

4. Develop and implement a Small Business Grants program. Grants would be up to a maximum of \$5,000. The program would be targeted to sectors that had been significantly impacted by the pandemic (e.g. cafes, restaurants and accommodation). The criteria would also stipulate employment creation / retention, new investment and benefits to community. Applications would be made through Smarty Grants and assessments could be made fortnightly or monthly, to assist a fast turnaround. A program such as this could support 60-100 businesses depending on the size of the grants – **Budget \$300,000**.

A number of other Gippsland councils have introduced a similar program. These include;

- Baw Baw Shire Council COVID-19 Business Support Grants – 4 streams of funding support. (1) Online support (2) infrastructure and equipment – up to \$5,000, (3) Marketing and (4) Employee development – up to \$2,000. Council allocated \$100,000 for this program;
- Bass Coast Council Business and Community Resilience Grants – 4 streams of funding support, (1) Online and e-commerce, (2) Training and Professional Development, (3) Other projects, and (4) Capital Works and Equipment. Funding amounts vary from \$1,000 to \$30,000 for individual projects. Council allocated \$700,000 for this program;
- South Gippsland Shire Council Business Support Grants to provide immediate relief to (a) local businesses that can demonstrate hardship, (b) provide short-term local stimulus and boost to the economy, and (c) promote and support innovative ways businesses are adapting. Council allocated \$300,000 (to be spent from June to September 2020).

5. Support for Chambers of Commerce/Trader Groups. This initiative would provide support for:

- An Event Partnership Program; Council Officers will work with the individual chambers and trader groups to develop and implement an event/series of events to boost consumer activity in retail activity centres. This could include street trader nights, virtual markets, 'Black Friday' style sales, shop local days or trader networking events. These activities will be supported by Council Officers to help with the facilitation and organisation.
Budget \$40,000;

- Business Support Program; Support chambers/trader groups to develop initiatives to strengthen the organisations and provide value to membership (e.g. workshops, street development). Consideration given to establishment of a Latrobe City wide Trader organisation.

Budget \$20,000;

- Latrobe City Gift Card; Council Officer support to assist the Latrobe City Business and Tourism Association to rebrand and reactivate the Latrobe City Gift card concept across the whole of the municipality. This would include cards, merchandising materials and implementation support.
Budget \$7,000;

6. Business Webinars. A further series of (no charge) webinars that focus on topics of interest to local businesses, with local businesses leading the sessions. Suggested topics based on feedback could include:

- Free online tools to help small business;
- Law and small business;

- Cashflow;
- Industrial relations and your business obligations;
- How to exit your business successfully;
- Women in leadership;
- Follow the leader: How to lead a team with warmth through a crisis;
- Mental health workshop.

It is anticipated the webinars will reach a collective audience of approximately 400 business operators/owners. **Budget \$10,000;**

7. Business Page Enhancement on Website. A page has been developed as part of Latrobe City Council's website. This provides a business register, for businesses to list the goods or services they provide, plus additional information on whether the business provides pick-up, delivery and/or online services. This has seen 231 businesses registering to date. The project would have the dedicated section of the website enhanced to improve the functionality of the business register within the Council business support section. As an example see Townsville's directory <https://www.townsville.qld.gov.au/about-townsville/living-in-townsville/townsville-shines/support-local-townsville>

Ongoing administrator support would be provided by Council Officers. Given the take-up of the offer to list on the website at no cost, it is anticipated that more than 300 businesses will list. **Budget estimate \$22,500;**

8. Marketing Initiatives. The marketing initiatives will include further regular social posts, buy local media releases and radio placements. It will also include another edition of the 'Connections' lift out. Based on previous distribution and audience numbers, these initiatives should reach more than 40,000 households. **Budget \$20,000;**
9. Tourism Marketing Campaign. Destination Gippsland has submitted a proposal to develop a Gippsland wide campaign 'Bringing Travellers Back Post COVID-19.' The total program will cost \$500,000. Latrobe City is being asked to **contribute \$30,000 to the campaign;**
10. Staff Resource. To effectively implement the business support and recovery package an additional staff resource for 12 months will be required to work in the Business Development team. **Budget \$105,000** (including all oncosts);

The total financial impact of the phase 2, Business Support and Recovery Package is **\$969,334.**

Community Support

1. Waiver of permits or fees for sporting clubs for ground usage covering summer and winter seasons (estimate \$80,000) and rent for clubs/ organisations utilising Council owned lands/grounds and buildings (estimate \$7,000) for the next

financial year. Estimated that 164 groups/clubs would be supported. **Budget estimate \$87,000;**

2. Waive venue hire fees for use by Latrobe City community groups for the next financial year. The estimated budget is based on the 2018/2019 revenue plus the additional cleaning costs required under the State Government StaySafe restriction. Estimated that up to 50 groups would be supported. **Budget estimate \$120,000;**
3. Extend the Community Grants Fund program to include new Community Grant fund criteria that encompasses:
 - Gap funding to assist in meeting operational costs where usual fundraising activities have been impacted;
 - Funding to assist the staging of fundraising events that have been impacted by COVID-19 restrictions;
 - Grants to assist in the purchase of equipment that supports continuation of on-line engagement activities.

It is estimated that up to 160 groups/organisations/clubs could be supported, variable subject to amount allocated per grant. **Budget \$500,000;**

4. Staff Resource. To effectively implement the community support and recovery package an additional staff resource of one employee for 6 months will be required to work in the Community team. **Budget \$52,500** (including all oncosts);

The total financial impact of the Community Support and Recovery Package is **\$759,500**.

The total financial impact of the Business and Community Support and Recovery Package is **\$1,728,834**.

Issues:

Strategy Implications

OBJECTIVE 1

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

OBJECTIVE 5

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

Communication

The phase 1, Business and Community Support Package has been widely promoted throughout the community. Methods of communication have included newspaper

articles, 'Connections' lift out, regular social media posts, weekly e-newsletter, business telephone surveys, street walks and business roundtables.

The proposed phase 2 Business and Community Support and Recovery Package has been developed mindful of the feedback received from these communications

Financial Implications

The financial implications of the Business and Community Support Package were set out in the Council Report that was adopted by Council on 6 April. As stated above, the financial implications for the 2019/2020 financial year is \$167,941.

If Councillors wish to implement the additional support measures detailed above, there will be additional financial implications. The estimated financial impact for will be:

• Business Support	\$969,334
• Community Support	<u>\$759,500</u>
TOTAL	\$1,728,834

Council may wish to consider funding an allocation towards the Business and Community Support and Recovery Package support from any 2019/2020 projected surplus to allow the immediate commencement of elements of the Package with the remainder being considered as part of the 2020/2021 budget considerations at a future Council meeting.

If Council was to adopt the Business and Community Support and Recovery Package as outlined in this report the overall total support would amount to;

• Business and Community Support Package (Phase 1)	\$167,941
• Business and Community Support and Recovery Package (Phase 2)	\$1,728,834
• Overall Assistance	\$1,896,775

Risk Analysis

Identified risk	Risk likelihood*	Controls to manage risk
Service Delivery Risk	Almost certain	Plan to be prepared to allocate tasks and engage additional support where

Impact on staff resourcing		needed
Occupational Health and Safety Risk Out of hours work	Likely	Rosters to be prepared for service delivery. Staff will work appropriate hours to ensure employment conditions are maintained
Financial Risk Budget implications from Package	Almost certain	To be considered as part of Package discussions
Reputational Risk Not delivering a response	Likely	Clear strategy and comprehensive marketing plan
Legal/Regulatory Risk Not following regulatory requirements	Possible	Ensure action and activities comply with appropriate rules and regulations
Strategic Risk Not continuing to deliver Council services	Possible	Plan to ensure adequate staffing and delivery timeframes

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

Legal and Compliance

There are no known Legal Implications from this report

Community Implications

The delivery of the adopted Business and Community Support Package has had a positive impact on the community. The actions implemented have informed and assisted business and community members. The result has been a positive impact and the feedback from businesses has been very positive.

Environmental Implications

There are no known environmental impacts from this report.

Consultation

Two Business Roundtables have been conducted with business community representatives. 200 Business Surveys have been conducted and 96 inquiries have been received through the Business Helpdesk. In addition, individual conversations have been held with business and community representatives through street walks

and telephone conversations. The Community Helpline has received 51 inbound calls to date and undertaken 38 outbound calls (as at 5 June 2020)

Other

The resourcing and staff implications for the Business and Community Support and recovery package are contained in various sections of 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 1989*.

Supporting Documents:

Nil

Attachments

1 [↓](#). Latrobe City Council Business Survey Covid-19

7.1

Business and Community Support and Recovery Package

- 1 Latrobe City Council Business Survey Covid-19..... 19**



Business Survey

COVID-19

June 2020





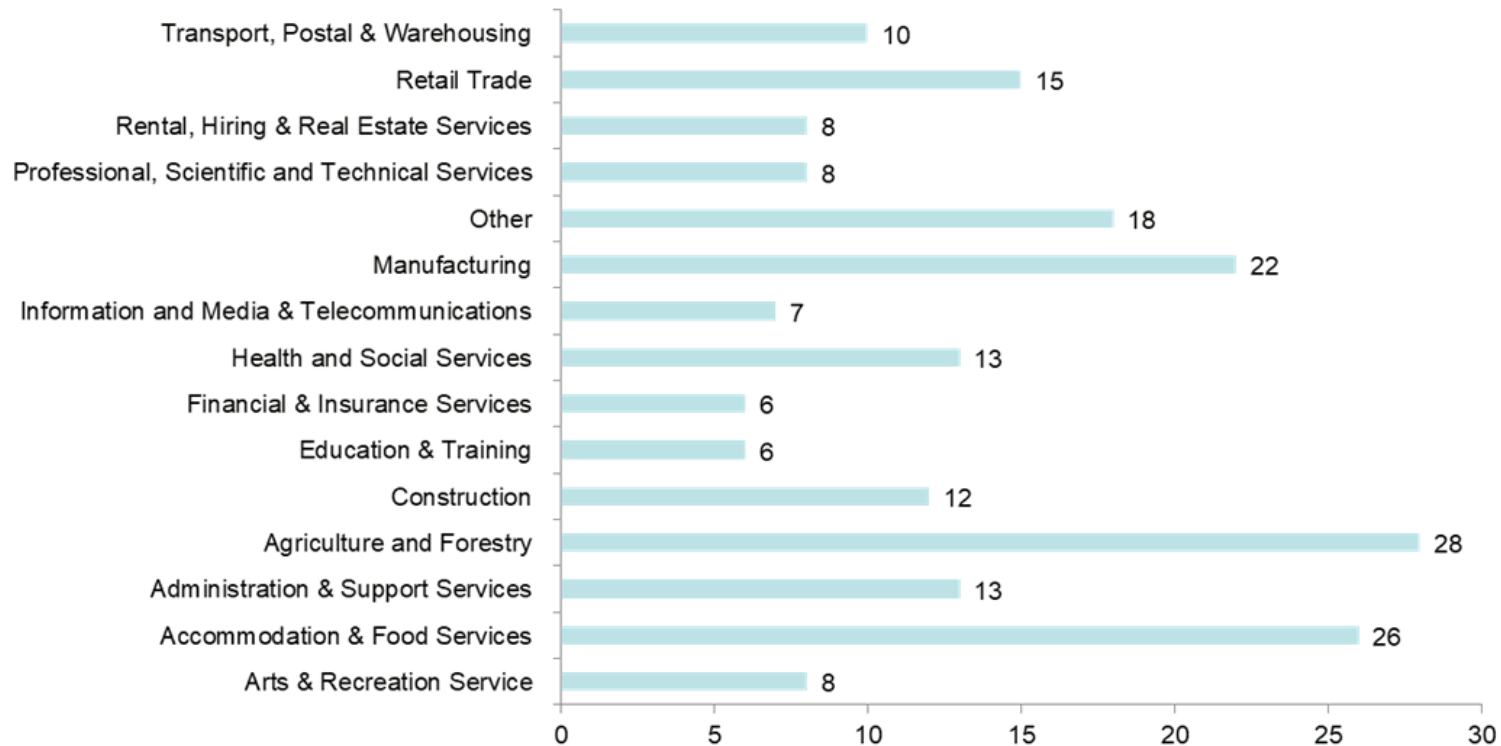
About the Survey

- The aim of the survey is to better understand the impact of COVID-19 on local economy. The information will assist Council in advocating on behalf of local businesses to State and Federal Government. It will help inform local recovery and support the development of programs that best respond to business needs.
- A total of 200 phone interviews were conducted by the Business Development Team. This approach allowed for in depth conversation, producing rich and useful information. Many businesses indicated they were grateful for Council's efforts in reaching out to the business community.
- The survey covered all industry categories in Latrobe.



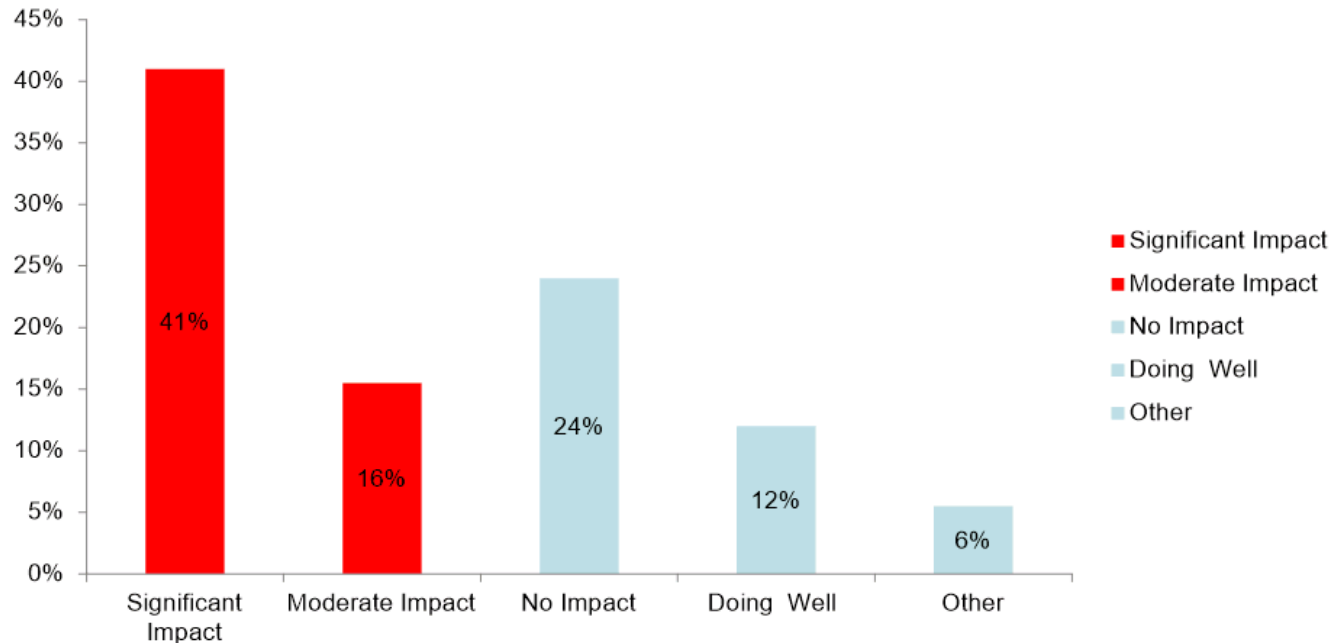
Business Categories

The survey covered 15 business categories





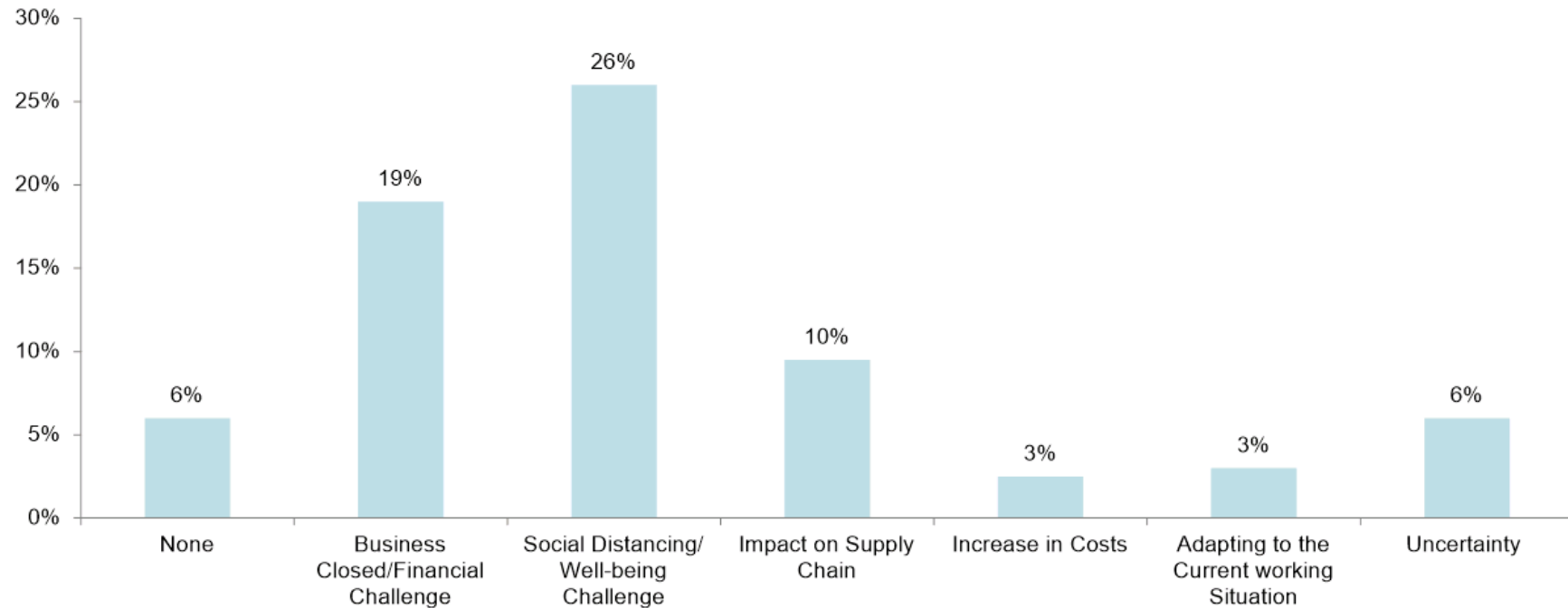
Q1. How are things going for your business currently



- 41% of businesses are significantly impacted by COVID-19 (e.g. businesses in sectors of Accommodation and Food Services, Arts and Recreation Services, Health and Social Services, and Other).
- 24% of businesses are not impacted
- 12% of businesses are doing well



Q2. What is the biggest challenge to date that you have encountered?

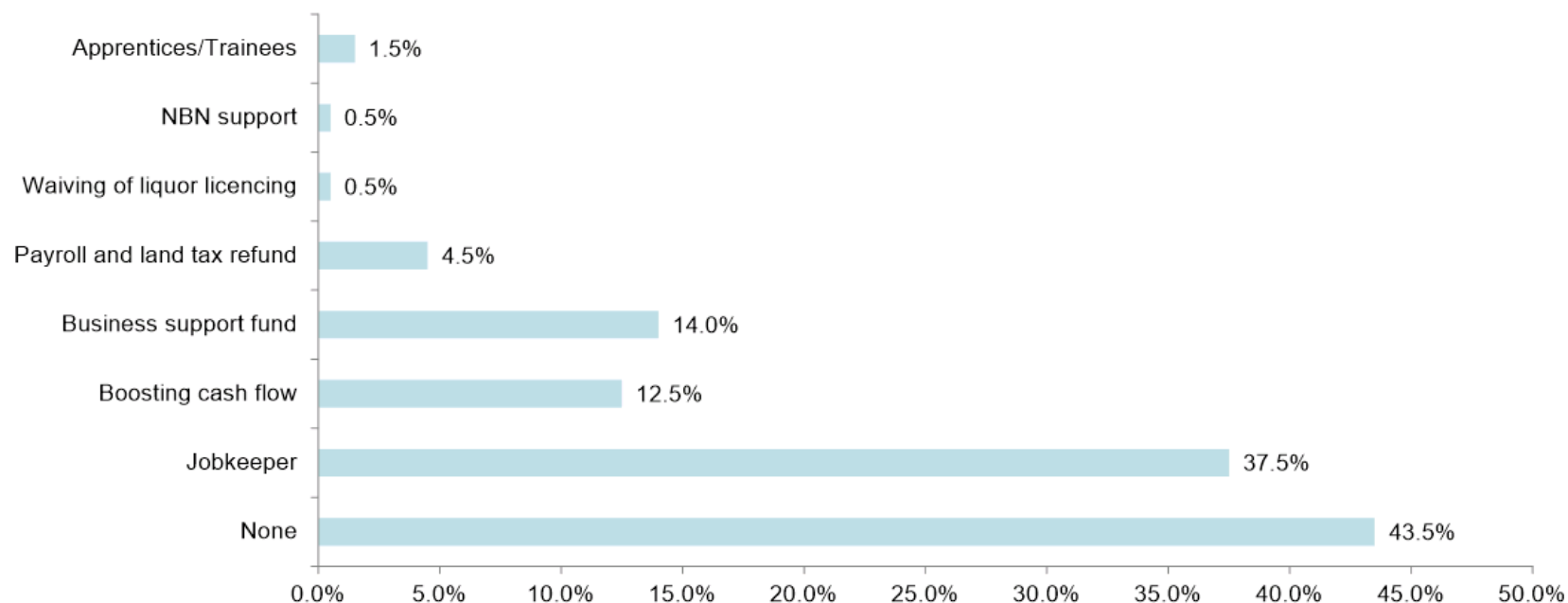


Key Challenges are:

- Social distancing and well-being challenges
- Business/events/shopfront closed and financial challenges
- Increase in costs
- Impact on supply chain affecting business
- Excess of stock or product
- Shortage of health equipment supply
- Working from home and adapting to the current working situation
- Uncertainty

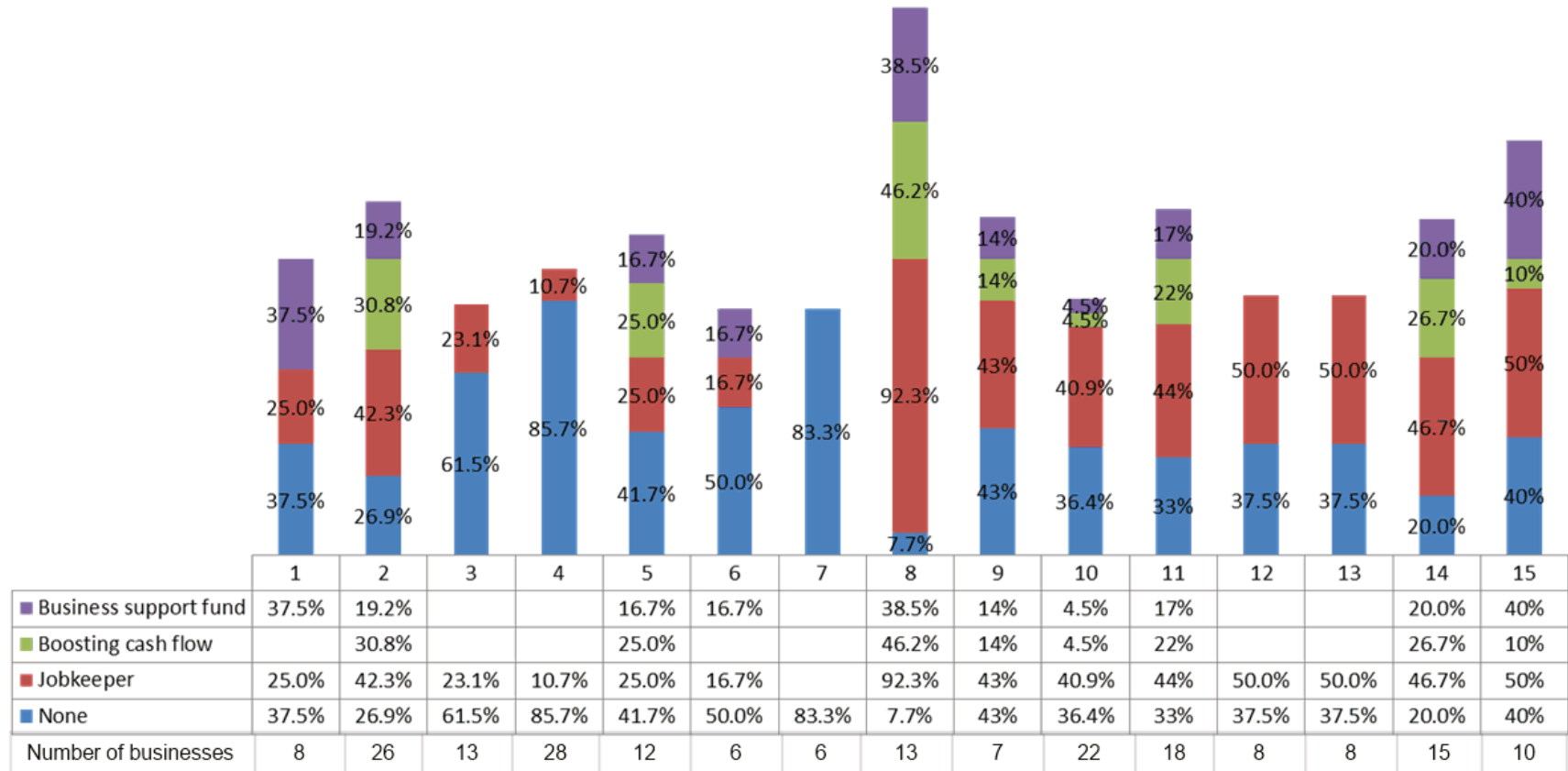


Q3. What State and Federal Government support package have you applied for and are they meeting your needs?



- 43.5% of businesses did not apply any support package (some businesses are not eligible, such as turnover drop less than 30%, no employees, etc.)
- 37.5% of businesses applied for Jobkeeper
- About 14% of businesses applied Business Support Fund
- About 13% of businesses applied Boosting cash Flow
- About 5% of businesses applied for Payroll and Land Tax Refund
- Only one business applied for Waiving of Liquor Licencing
- Three businesses applied for Wage subsidy to retain apprentices
- And one business applied for NBN Support

Q3. Continued (by sector)

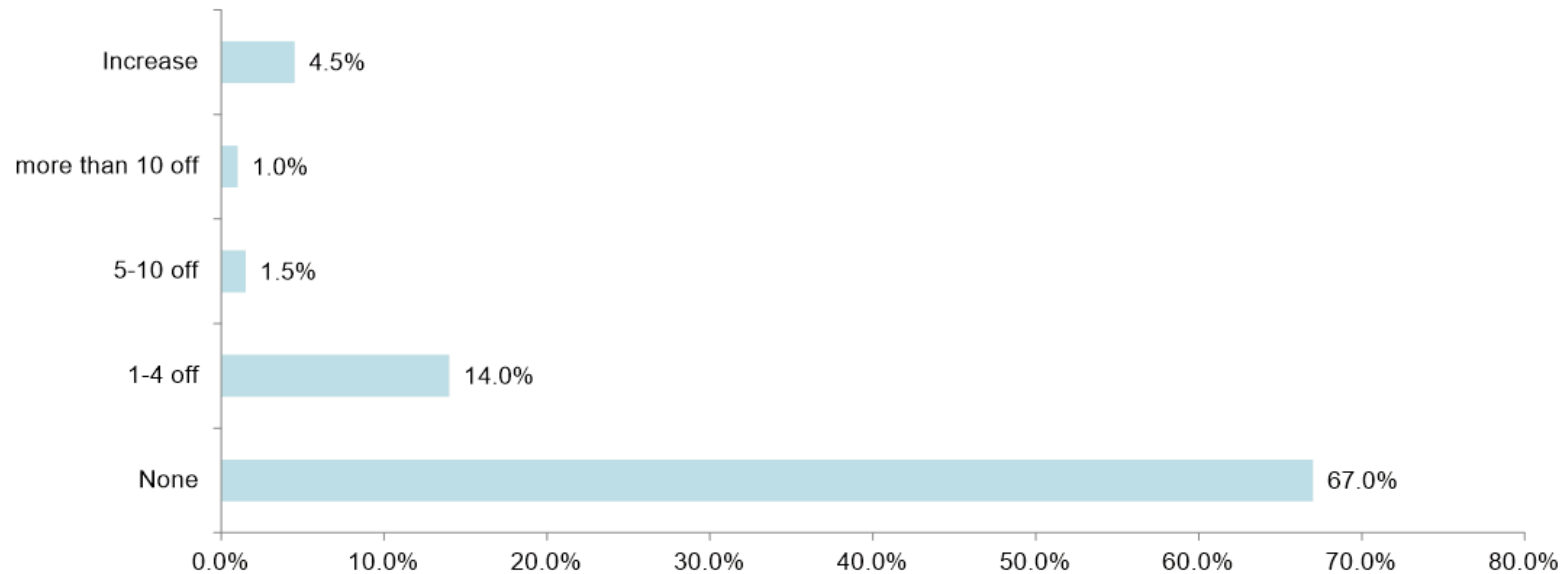


- 1. Arts & Recreation Services
- 2. Accommodation & Food Services
- 3. Administration & Support Services
- 4. Agriculture and Forestry
- 5. Construction
- 6. Education & Training
- 7. Financial & Insurance Services
- 8. Health and Social services
- 9. Information and Media & Telecommunications
- 10. Manufacturing
- 11. Other
- 12. Professional, Scientific and Technical Services
- 13. Rental, Hiring & Real Estate Services
- 14. Retail Trade
- 15. Transport, Postal & Warehousing



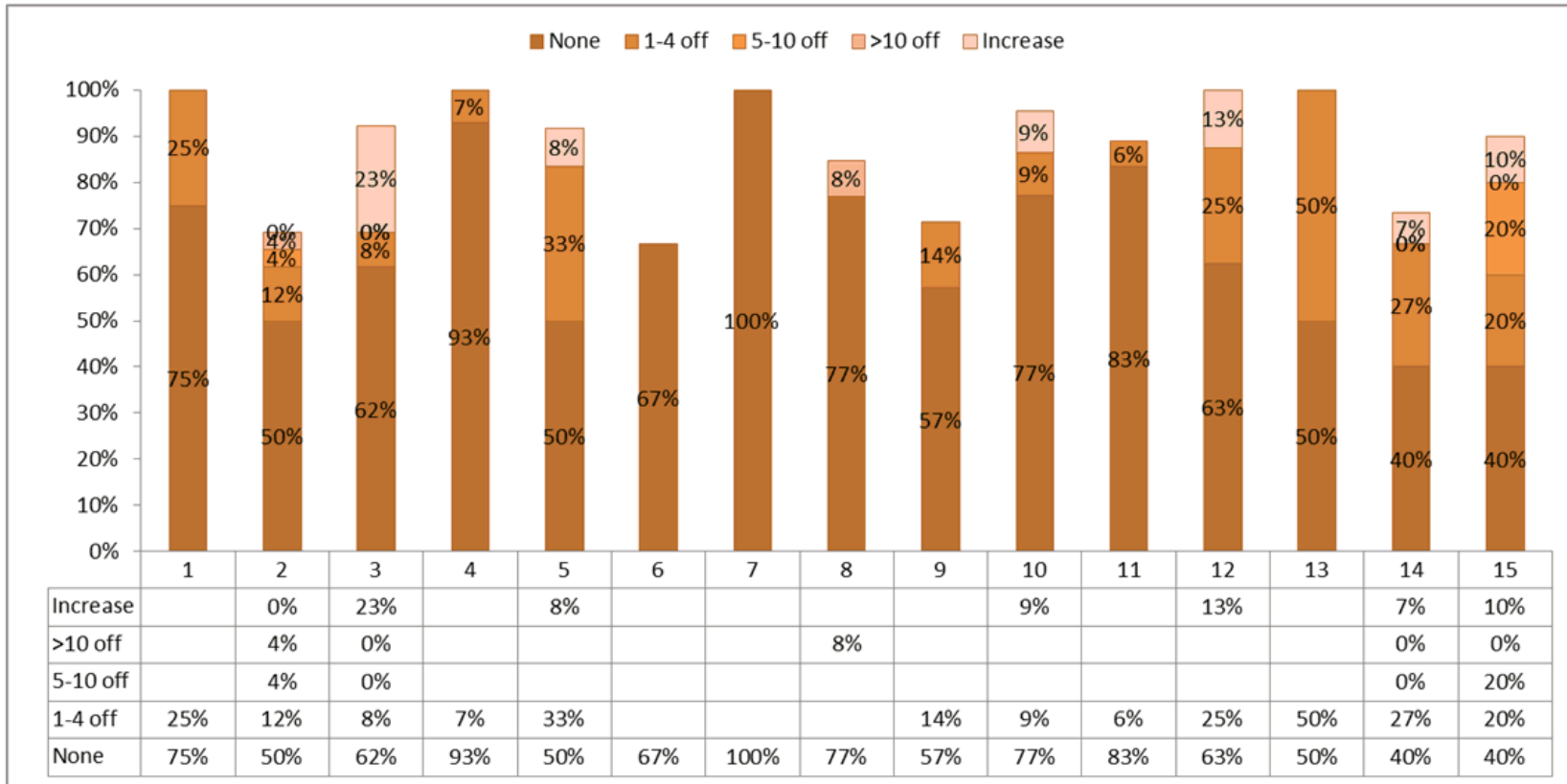


Q4. Have you had to put staff off as a result of COVID-19?



- The majority of businesses have not put staff off. Some applied for the Jobkeeper Fund, some businesses (23) have put staff on reduced working hours or asked staff to take leave.
- Casual staff are the most impacted group with many businesses putting casual staff off. Many of them are not eligible (work less than 12 months) for the Jobkeeper Fund.

Q4. Continued (by sector)

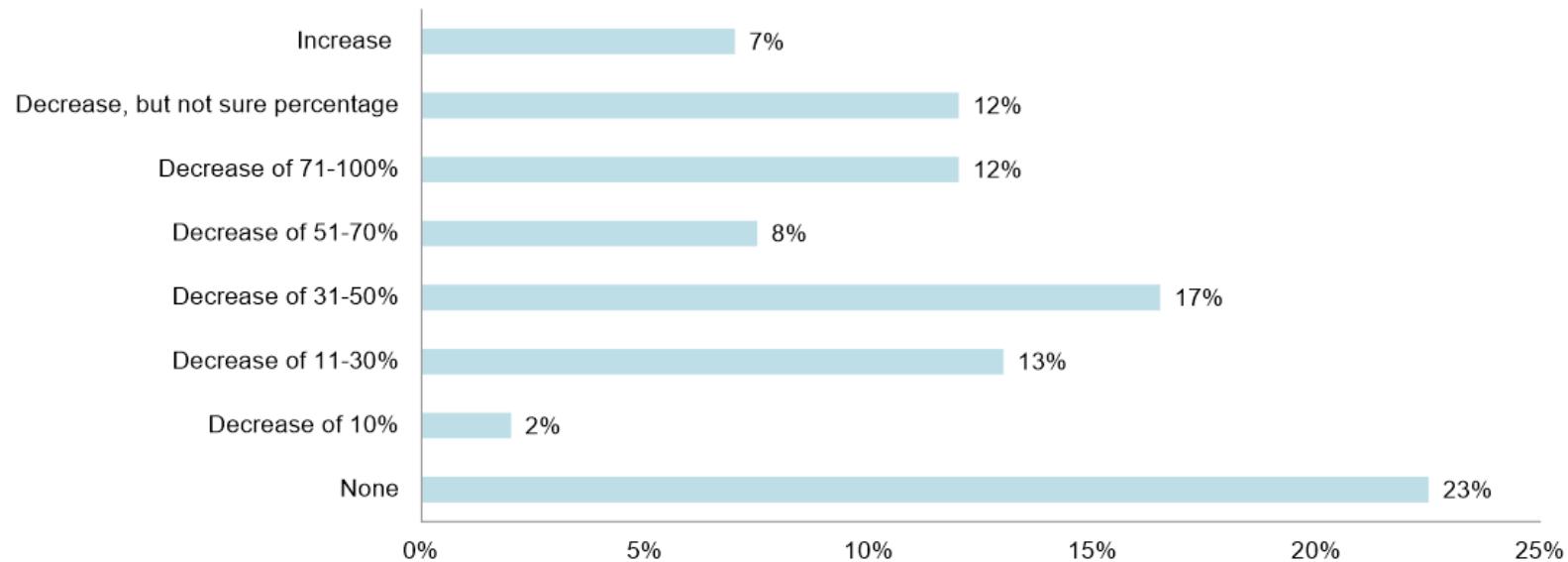


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| <ul style="list-style-type: none"> 1. Arts & Recreation Services 3. Administration & Support Services 5. Construction 7. Financial & Insurance Services 9. Information and Media & Telecommunications 11. Other 13 Rental, Hiring & Real Estate Services 15. Transport, Postal & Warehousing | <ul style="list-style-type: none"> 2. Accommodation & Food Services 4. Agriculture and Forestry 6. Education & Training 8. Health and Social services 10. Manufacturing 12. Professional, Scientific and Technical Services 14. Retail Trade |
|--|---|





Q5. Has the current situation resulted in a decline in your total turnover? Can you estimate the impact percentage?

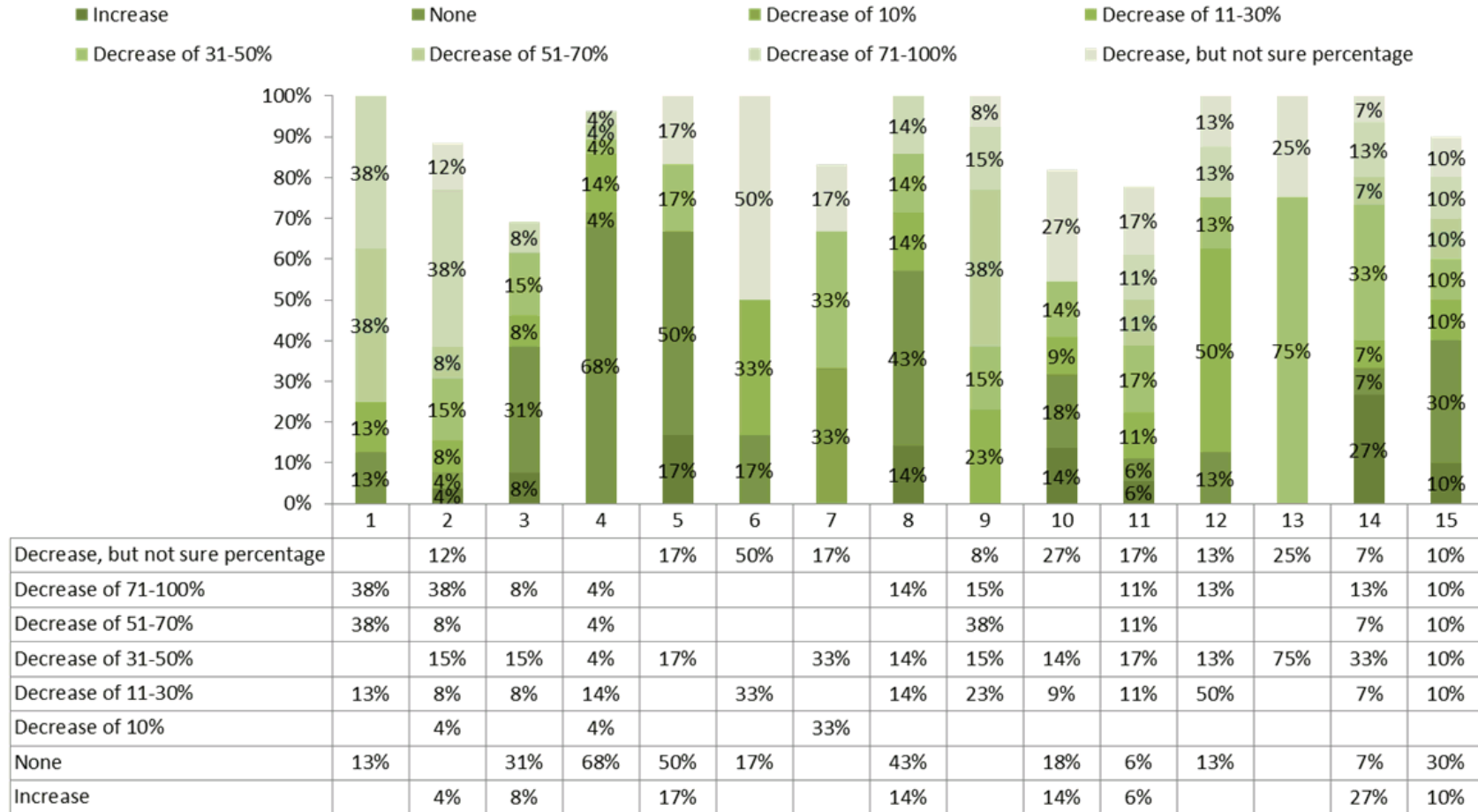


	None	Decrease of 10%	Decrease of 11-30%	Decrease of 31-50%	Decrease of 51-70%	Decrease of 71-100%	Decrease, but not sure percentage	Increase
Percentage	23%	2%	13%	17%	8%	12%	12%	7%

- About 23% of businesses have approximately the same turnover
- 7% of businesses have increased turnover
- About 65% of businesses have experienced a decrease in turnover of from 10% to 100%
- 5% of businesses did not answer this question



Q 5 Continued (by sector)



- 1. Arts & Recreation Services
- 2. Accommodation & Food Services
- 3. Administration & Support Services
- 4. Agriculture and Forestry
- 5. Construction
- 6. Education & Training
- 7. Financial & Insurance Services
- 8. Health and Social services
- 9. Information and Media & Telecommunications
- 10. Manufacturing
- 11. Other
- 12. Professional, Scientific and Technical Services
- 13 Rental, Hiring & Real Estate Services
- 14. Retail Trade
- 15. Transport, Postal & Warehousing





Q 5 Continued

- Industry sectors that are doing well and have not been significantly impacted by COVID-19 include Agriculture and Forestry, Construction and Transport and Postal. One business reported an increase in turnover of 300%.
- Industry sectors in which there has been a significant reduction in turnover as a result of the impact of COVID-19 include Accommodation and Food, Arts and Recreation, and Health and Social Services.



Q6. What opportunities if any have come about as a direct result of the COVID-19 situation? How have you adapted to the changed business conditions?

	Number of Business	Percentage
None	80	40%
Business Online	18	9%
Relationship Building	2	1%
New/Innovative Approaches	15	8%
Offer Delivery	3	2%
Safe Costs (travel, shopfront)	2	1%
Other (local supply, Australian made, other market)	3	2%

- COVID-19 has prompted some businesses to make innovative changes involving online businesses including Telehealth, and online classes.

Q7. What role do you see Council playing in assisting your business?

	Number of Business	Percentage
None	68	34%
Rate Reduction	16	8%
Support and Promote Local	17	9%
Providing Informaiton	14	7%
Speeding Up Grant and Planning Permit Process	3	2%
Free Events	2	1%

- More than 1/3 of businesses are unsure about what Council can do
- 34% of the businesses think that there is not much that local government can do
- Many businesses indicated they were grateful for Council's efforts in reaching out to the business community.
- Other support from Council includes rate reduction, support and promotion of local businesses etc.

ASSETS AND PRESENTATION

8. ASSETS AND PRESENTATION

Agenda Item: 8.1

Agenda Item: Community Sports Infrastructure Stimulus Program - Proposed Projects

Sponsor: General Manager, Assets and Presentation

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

Status: For Decision

MOTION

Moved: Cr McFarlane

Seconded: Cr White

That Council:

- 1. Endorses officers to seek funding via the Community Sports Infrastructure Stimulus Program for the following list of projects:**
 - Churchill Soccer Club Pavilion, Hazelwood South**
 - Lighting projects at George Bates Reserve Oval Yallourn North, Northern Reserve Netball Newborough, Traralgon Recreation Reserve Old Trafford Oval Traralgon and Ronald Reserve Oval Morwell**
 - Latrobe City Sports and Entertainment Stadium Morwell – grandstand upgrade**
- 2. Approves the prescribed level of support funding (10% of project cost) required for those projects that are successful in gaining the funding from the program; and**
- 3. Provides the authority for the CEO to enter into contractual obligations for the projects that prove successful in gaining funding.**

CARRIED UNANIMOUSLY

Executive Summary:

As part of the Victorian Government's support packages in response to the COVID-19 pandemic, it has released a Community Sports Infrastructure Stimulus Program aimed at providing economic activity through local sports facility upgrades and new construction projects.

The program in total has a budget of \$68 million to be distributed via application from Local Government Authorities (LGAs) primarily with support from clubs and associations as appropriate.

The applications are due by 19 June, 2020 and the projects need to be able to be commenced within six months and completed within two years. They are looking for projects that are either "shovel ready" or can be advanced quickly.

The program calls for projects between \$1 million and \$10 million and limits each authority to a maximum of three applications. It is process of application and there are no guarantees of success.

Each project/application requires a 10% contribution towards the cost of the project from the LGA and allows for a management fee of up 7.5% to be structured within the overall cost of the project.

The applications require either a Council resolution in support (preferred) of each project or a letter signed by the CEO recognising the time line for applications to be formulated.

There are a number of preferred outcomes stipulated in the package outline (see attached) as well as criteria for program eligibility which is very broad in its structure.

The program eligibility specifically allows for the packaging of similar projects to allow smaller projects to meet the \$1 million threshold.

Latrobe City has an approved Recreation Needs Assessment matrix (see attached) which identifies and ranks all known projects for this purpose. It is proposed that this matrix be used as the basis for the selection for the projects to be included in the three applications that are being developed.

The three projects/packages that are being proposed are:

- Churchill Soccer Club Pavilion, Hazelwood South
 - All plans are agreed and it is shovel ready
 - Total QS estimate of \$1.32 million
 - Council contribution of \$132,000
- Lighting projects at George Bates Reserve Oval Yallourn North, Northern Reserve Netball Newborough, Traralgon Recreation Reserve Old Trafford Oval Traralgon and Ronald Reserve Oval Morwell

- Lighting plans and cost estimates are currently being formulated and will be ready to include in the submission prior to June 19.
- It is estimated that the total package of works will cost \$1 million necessitating a contribution of \$100,000 from Latrobe City
- Latrobe City Sports and Entertainment Stadium (LCSES) Morwell – grandstand upgrade
 - A quote to refurbish and paint the steel structure of the grandstand was acquired from a specialist contractor and totals \$1,475,420
 - A design and cost plan is currently being finalised for the upgrade of expansion of access and egress capabilities to allow all of the seating capacity of the grandstand to be realised. This is expected to total \$500,00
 - A total request from the program will be \$2 million. Currently there is an allowance in the budgets for seed funding for upgrades to the LCSES which could be used if successful. It would require \$200,000.

Officers are seeking the feedback and direction from Council to pursue these projects and to submit the applications as prescribed.

Background:

As a result of the hardships and consequences of the COVID-19 pandemic the Victorian Government has released a \$68 million stimulus package directed specifically at creating economic activity and participation opportunities through sports infrastructure.

The details of the program and its criteria are in the attached program pack distributed by the government.

In summary the program:

General Summary

- \$68 million fund total
- Projects between \$1m and \$10m - up to 3 applications
- 10% contribution from LCC (1:10)
- Applications due 19 June
- Commence work within 6 months and complete within 2 years

Program Eligibility – Criteria

- Very broad
- Multi sports precincts
- Regional single sport precincts
- New indoor stadiums

- Aquatics – redevelopment of wet and dry areas
- Outdoor pools
- Sports fields and lighting
- Pavilions that include female friendly change areas/amenities
- Packaging of similar projects
- Additional scope to existing projects

The very tight timelines for the application process have led Council officers to propose a number of projects that have been identified as priorities within the previously approved Recreation Needs Assessment Matrix (see attached for complete list of all projects considered).

As prescribed by the stimulus program, authorities are allowed to present three separate applications totalling a minimum of \$1 million per application.

The three projects/packages that are being proposed are:

- **Churchill Soccer Club Pavilion, Hazelwood South**
 - All plans are agreed and it is shovel ready
 - Total QS estimate of \$1.32 million
 - Council contribution of \$132,000
- **Lighting projects at George Bates Reserve Oval Yallourn North, Northern Reserve Netball Newborough, Traralgon Recreation Reserve Old Trafford Oval Traralgon and Ronald Reserve Oval Morwell**
 - Lighting plans and cost estimates are currently being formulated and will be ready to include in the submission prior to June 19.
 - Whilst these projects are high on the priority list in the Recreation Needs Assessment, shovel ready plans were previously done but can be developed very quickly and are in the process to be ready prior to June 19.
 - LCC has undertaken a number of lighting projects in recent years and has a very strong knowledge on the relevant costs for each however a detailed cost plan for each one is being developed as part of the application process
 - It is estimated that the total package of works will cost \$1 million necessitating a contribution of \$100,000 from Latrobe City
- **Latrobe City Sports and Entertainment Stadium (LCSES) Morwell – grandstand upgrade**
 - A quote to refurbish and paint the steel structure of the grandstand was acquired from a specialist contractor and totals \$1,475,420

- A design and cost plan is currently being finalised for the upgrade of expansion of access and egress capabilities to allow all of the seating capacity of the grandstand to be realised. This is expected to total \$500,00
- A total request from the program will be \$2 million. Currently there is an allowance in the budgets for seed funding for upgrades to the LCSES which could be used if successful. It would require \$200,000.

Issues:

Strategy Implications

The securing of funding to undertake the identified projects would allow the delivery against the previously approved Recreation Needs Assessment which in turn relates specifically to a number of the Council Plan objectives.

It also provides economic stimulus to create jobs and activity during these unprecedented times of the COVID-19 Pandemic.

Communication

The development of the Recreation Needs Assessment Matrix involved extensive consultation with the various related stakeholders and this is used as the basis for the selection of the projects. It is proposed that further consultation will be undertaken if the applications are successful.

Financial Implications

The financial implications are only relevant if the applications are successful. The contribution of 10% to the overall project cost is considered extremely worthwhile. An allowance has been included in the 2020/21 budget to cater for the seed funding if successful.

Declaration of Interests:

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

Supporting Documents:

See attached

Attachments

- 1. [Recreation Needs Assessment Matrix](#)
- 2. [Community Sports Infrastructure Stimulus Program Guidelines](#)

8.1

Community Sports Infrastructure Stimulus Program - Proposed Projects

1	Recreation Needs Assessment Matrix	40
2	Community Sports Infrastructure Stimulus Program Guidelines	42

LIGHTING PROJECT DETAILS																																												
Key Priority Areas				KPA 1				KPA 2		KPA 3				KPA 4		KPA 5		KPA 6		KPA 7						Raw Score /125	Weighted Score																	
Weighting				2		1		2		1				1		3		2		2																								
Status Sheet ID Number	Reserve	User Group	Project Description	Past and Current Club based Participation Average Increase/Decrease over the past three years				Women and Girls Participation Average Numbers over three year period				What are the LCC trends and demands for the sport?		Cash Contribution to core components only and percentage of the total project cost				Does the project align with relevant masterplans?		Additional annual usage and events to the reserve that take place at the facility outside the annual seasonal allocation bookings		No Lighting		Non-Compliant Lighting				Ground surface usage			Alignment with Hardcourt Audit													
				All				Women and Girls										Events						Overused				Matches Potential use or within 4 hours of matching potential use			Underused			Short Term Priorities			Medium Term Priorities			Long Term Priorities			Non-Compliant Surfaces i.e.: court run-offs, lines etc.	
				5-10%+ Increase (10)	0-5% Increase (5)	1-5% Decrease (0)	5-10%+ Decrease (-5)	0 or 0 this current year (-10)	less than 10 (0)	Between 10-20 (5)	Between 20-30 (10)	30+ (15)	Increase/Retention (5)	Decrease (0)	20%+ (15)	10-20% (10)	1-10% (5)	0% (0)	Yes (5)	No (0)	Yes (1)	No (10)	Yes (5)	No (10)	Yes (10)	Yes (5)	Yes (0)	Yes (10)	Yes (5)	Yes (0)	Yes (5)	Yes (0)	Yes (5)											
104	Olympic Park Reserve Moe	Moe Soccer Club	Soccer - Upgrade lighting to main pitch		0			10		5							5		2		5				10									37	57									
423	Boolarra Memorial Park	Boolarra FNC	Upgrade ground lighting to Main Oval	10					0								5		0		5				5									30	55									
20	Gaskin Park Reserve Churchill	Churchill JFC	Gaskin Two Oval - Upgrade Lighting to training standard	10					5								5		4		5				0									34	54									
46	Maryvale Reserve Morwell	Latrobe Cricket Club	Senior Cricket Oval and Gridiron Pitch - Install Lighting		5				0								5		1		5				5									26	46									
184	Yinnar Recreation Reserve	Yinnar JFC	Eastern Oval (oval 2) Lighting upgrade	10					0								5		0		5				0									25	45									
388	Traralgon West Sporting Complex - Stoddart Oval	Combined Saints JFC	Oval lighting for Junior AFL						0								5		11		5				5									26	41									
108	Olympic Park Reserve Moe	Moe Soccer Club	Improve lighting on pitch 2		0				5								5		1		5				5									26	41									
450	Andrews Park West Churchill	Churchill Baseball Club, Churchill Cricket Club	Baseball/Cricket - Lighting Upgrade						0								5		0	10					0									15	40									
24	Gaskin Park Reserve Churchill	Churchill Tennis Club	Tennis lighting remaining courts - install lighting to the four northern courts which are not currently provided with it, to enable the expansion of the night competition		0				0								5		0		5													20	35									
451	George Bates Reserve Yallourn North	Yallourn North FNC	Upgrade AFL Oval Lighting		5				0								5		0		5				0									20	35									
358	Kevin Lythgo Reserve Traralgon	Traralgon Baseball Club	Baseball - Upgrade Lighting		0				0								5		0	10					0									15	35									
209	Toongabbie Recreation Reserve	Toongabbie Adult Riders Club, Toongabbie Riding for the disabled, Toongabbie Pony	Provide lighting to equestrian facilities														5		0	10					0									15	35									
53	Toners Lane Morwell	Morwell Baseball Club	Upgrade lighting to baseball diamonds		0				0								5		0	10					0									15	35									
5	Catterick Crescent Reserve Traralgon	Imperials CC	Upgrade training lights to sports oval		0				0								5		3		5				0									18	28									
46	Maryvale Reserve Morwell	Miners Gridiron	Provide additional training lights on the gridiron pitch														5		0		5				0									10	15									

Community Sports Infrastructure Stimulus Program

APPLICATION GUIDELINES



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MESSAGE FROM THE MINISTER FOR COMMUNITY SPORT

Coronavirus (COVID-19) has impacted Victorians right across the State and community sport has not been immune to those impacts.

However, as Victorians we can be proud that community sport provides a great opportunity for social inclusion and can strongly contribute to Victoria's economic recovery.

The Victorian Government recently announced the \$2.7 billion *Building Works* package, designed to support shovel-ready projects to get thousands of people back to work.

Through the support of this package I'm proud to launch the \$68 million *Community Sports Infrastructure Stimulus Program* which will fast-track investment into critical shovel-ready community sport and recreation infrastructure projects across Victoria by investing between \$1 million and up to \$10 million in successful projects.

Community sport and recreation makes a significant contribution to Victoria's economy and that's why the Victorian Government is fast-tracking projects from new indoor sports stadiums to new sports precincts, active recreation facilities and aquatic centres. These investments will support local economies by creating economic activity and hundreds of jobs for planners, architects, engineers, project managers, builders, carpenters, plumbers, electricians, maintenance staff, facility managers and operational personnel. Sourcing local materials will also enable many more Victorian businesses to thrive in these uncertain times.

And of course, it's not just local economies that will benefit, but community sport will benefit from thousands of new participation opportunities that will be created along with supporting home-grown talents and developing facilities to host local, regional, state and national events when it is safe to do so.

That's why we're keen to support projects that make a real difference to local communities especially initiatives that open more doors to participation for disadvantaged communities, which is what **Active Victoria** is all about. This program complements our record investment into community sports infrastructure since 2014 of over \$915 million including the *Local Sports Infrastructure Fund*, *World Game Facilities Fund* and *Community Cricket Program*.

I encourage Victorian communities to work with their Local Government Authorities and Alpine Resort Boards to submit applications for projects by Friday 19 June 2020.

I look forward to seeing new and exciting projects from the *Community Sports Infrastructure Stimulus Program* benefitting Victorians.

THE HON ROS SPENCE MP

Minister for Community Sport



COMMUNITY SPORTS INFRASTRUCTURE STIMULUS PROGRAM

1.1. Background

Coronavirus (COVID-19) has resulted in far reaching implications for the Victorian community and generating jobs and economic activity will be critical to the revival of Victoria's economy.

The \$68 million *Community Sports Infrastructure Stimulus Program* will support Victoria's economy by working with Local Government Authorities, Alpine Resort Boards and sporting organisations to fast-track shovel-ready community sport and active infrastructure projects across Victoria.

The program is part of the Victorian Government's \$2.7 billion *Building Works* package, designed to support shovel-ready projects to get thousands of people back to work.

The program is underpinned by the Department of Jobs, Precincts and Regions' priorities of ensuring the state's economy benefits all Victorians by creating more jobs for more people, building thriving places and regions and nurturing inclusive communities.

The Victorian Government is committed to supporting greater participation opportunities for all Victorians. There are significant groups of Victorians whose participation in sport and active recreation is well below the state average. Aboriginal Victorians, people with a disability, seniors, disengaged young people, culturally and linguistically diverse (CALD) communities, women and girls, LGBTI+ people and socio-economically disadvantaged all have significantly lower levels of participation.

1.2. Outcomes of the Program

The desired outcomes of the program are to:

- Provide a stimulus to local economic activity by planning, building and operating new or redeveloped significant community sport and active recreation infrastructure
- Respond to demand for new participation opportunities by considering strategic and well-planned projects that have broad community and sector support
- Improve diversity and inclusion by increasing participation by disadvantaged and under-represented groups identified in *Active Victoria*.

1.3. Organisational Eligibility

Only Local Government Authorities (LGAs) and the Alpine Resort Boards are eligible to apply for this program.

Eligible organisations are encouraged to consider a range of opportunities including partnerships that develop projects in schools and on Crown land.

Volunteer Committees of Management on Crown land should contact their respective LGA to discuss their proposed project being considered by this program.

1.4. Project Eligibility

Funding may be provided for the construction and/or upgrade of significant community sport and active recreation infrastructure that is ready to commence construction within six (6) months of executing a funding agreement with the Department of Jobs, Precincts and Regions. This may include but is not limited to:

- Multi-sports precincts that include the delivery of sports fields, sports courts and pavilions
- Regional or strategic single-sport precincts such as netball or football facilities
- New indoor multi-sport stadiums or new indoor courts
- New or redeveloped aquatic leisure centres including development of new water or dry program spaces
- New or redeveloped outdoor seasonal pools
- Active recreation spaces such as significant play spaces and shared recreation trails
- New sports fields, sports courts and surfaces that increase capacity or improve safety, including provision of sports lighting
- Pavilions including change rooms for participants that are female friendly and accessible
- Packaging of similar projects across multiple sites are permissible. For example, this may include grouping play spaces or sports lighting installations across multiple sites.
- Significant additional scope to existing projects to provide new participation opportunities. This may include new elements to a project that otherwise could not be delivered.

Along with recipients being required to commence construction within six (6) months of executing a funding agreement, projects will need to be completed within two years unless the project is of significant scale where completion within that timeframe isn't practical.

1.5. What will not be funded

- Applications submitted after the closing date will not be considered eligible and will not be assessed unless an extension has been requested and approved in writing by Sport and Recreation Victoria before the closing date
- Projects that have already been funded by the Victorian Government unless significant new and additional scope is identified
- Facilities where little or no public access is available
- Purchase of land
- Requests for retrospective funding, where projects have commenced construction or are completed prior to the execution of a funding agreement

- Buildings considered temporary or not permanent in nature or intended use
- Repair of facilities where the damage can be covered by insurance
- Equipment
- Requests for ongoing operational costs
- Routine or cyclical maintenance
- Projects that do not meet relevant sport or Australian standards.

Applications already being considered under the *2020-21 Local Sports Infrastructure Fund*, *2019-20 World Game Facilities Fund*, *2019-20 Community Cricket Program* or funded through *Local Sports Grants* are not eligible, unless the application is for additional scope not included within those projects.

Further, projects that have been supported through the *Community Sports Infrastructure Loans Scheme* are not eligible for funding.

1.6. Funding

Eligible applicants can submit up to **three (3)** applications.

Applications for funding from this program must be between **\$1 million** and **\$10 million**.

A 10 percent minimum local financial contribution of the funding amount sought is required to be committed and confirmed by LGAs or Alpine Resort Boards, for each application submitted. For example, a grant request of **\$1 million** should be matched with a contribution of at least **\$100,000**.

Contributions should be commensurate with the applicant's financial capacity and support for the project. Applicants cannot utilise other State Government funding as part of the minimum financial contribution. Local contributions may include funding from LGAs or other organisations such as clubs and the Federal Government.

Projects with a mix of funding, including confirmed and appropriate financial contributions will be highly regarded.

In-kind contributions will not be considered in determining the total project cost.

Applications may seek project management and non-construction expenses of up to 7.5 percent of the total project cost (exclusive of GST) or a maximum amount of \$500,000, whichever is lower. For example, a project with a \$6 million total project cost may include up to \$450,000 in the request towards project management and non-construction expenses.

The department reserves the right to negotiate a lower than requested funding amount for submitted applications.

1.7. Timelines

APPLICATIONS OPEN	APPLICATIONS CLOSE	OUTCOMES ADVISED	FUNDING AGREEMENTS EXECUTED FOR SUCCESSFUL PROJECTS
28 May 2020	19 June 2020	Late July 2020	July 2020 onwards
			

1.8. Application process

Eligible applicants must submit an application and supporting documents via the Sport and Recreation Victoria website for each individual application.

<https://sport.vic.gov.au/grants-and-funding/our-grants/community-sports-infrastructure-stimulus-program>

Applications must be submitted by **11.59pm, Friday 19 June 2020**.

Applications submitted after the closing date will not be considered eligible and will not be assessed unless an extension has been requested and approved in writing by Sport and Recreation Victoria before the closing date.

Applicants are required to liaise with their local Sport and Recreation Victoria representative to discuss their project idea/s prior to submission. Further questions on this program can also be directed to communityinfrastructure@sport.vic.gov.au



Community Sports Infrastructure Stimulus Program // 05

1.9. Assessment Criteria

CRITERIA	DESCRIPTION
The project provides suitable local economic stimulus benefits	How will the project support a post-coronavirus (COVID-19) recovery in your municipality or region including providing significant new economic activity, which includes: <ul style="list-style-type: none"> • job creation during construction and operation • supply chain opportunities including materials and maintenance • other economic benefits such as hosting future events that provide a visitor economy benefit
The application demonstrates strong sport and active recreation participation outcomes	Describe the sport and active recreation participation issues the project addresses and the outcomes that will result from the project. Evidence of need and these benefits can be demonstrated through supporting documentation (eg feasibility studies, Schedule of Use or similar, letters of support)
The application demonstrates strong sport and active recreation participation outcomes for disadvantaged and under-represented communities and cohorts	Describe the new sport and active recreation opportunities and initiatives that improve inclusion and diversity by disadvantaged and under-represented communities and cohorts, including Aboriginal Victorians, people with a disability, seniors, disengaged young people, culturally and linguistically diverse communities, women and girls, LGBTIQ people and socio-economically disadvantaged communities. Evidence of these benefits can also be demonstrated through supporting documentation (eg Schedule of Use or similar, letters of support)
The project scope is clear and is well designed and informed by Universal Design principles and Environmentally Sustainable Design considerations	Provide a clear scope of works proposed to be completed as part of this project Outline how Universal Design principles will be implemented in project planning and how Environmentally Sustainable Design considerations are reflected in the project budget
The application demonstrates the project is ready to commence construction within six (6) months	Outline the planning undertaken so far to demonstrate project readiness and the steps you will take to begin the project within six (6) months, including how the project will move to the construction phase. This should be supported by a Project Management Framework, CEO letter or council resolution confirming support for the project. Projects with a council resolution will be prioritised
The project is supported by local stakeholders and key organisations that will benefit from the project	Describe the previous community and stakeholder consultation undertaken for the project. Provide evidence of support through consultation reports, and current/previous letters of support from stakeholders such as tenant clubs and local stakeholders. Note: letters of support from State Sporting Associations are not required

Applications **must** be supported by the Mandatory Documents in Appendix 1.

Priority will be given to projects that:

- Will result in significant new economic benefits in the form of local economic activity and job creation through construction, operation and supply chain benefits. Applications prioritising local contractors which benefit the immediate economy will be prioritised.
- Provide evidence of the ability to commence construction within six (6) months of executing a funding agreement through the provision of mandatory documentation such as schematic plans and current cost plans (not more than 12 months old)
- Support communities with high levels of socio-economic disadvantage and communities that may be unable to generate funds required for large community infrastructure projects.
- Have experienced natural disasters (such as bushfires), and communities experiencing strong population growth.
- Include a mix of other confirmed funding contributions from project beneficiaries.

1.10. Resources and Additional Information

Additional guidelines, tools and resources can be found on the Sport and Recreation Victoria website to support your Application.

<https://sport.vic.gov.au/grants-and-funding/our-grants/community-sports-infrastructure-stimulus-program>



CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING

2.1. Funding Agreements

Successful funding applicants must enter into a Funding Agreement with the Department of Jobs, Precinct and Regions within one (1) month of receiving a funding agreement for a successful project, or the funding offer may be withdrawn.

The Minister for Community Sport reserves the right to withdraw funds for projects that do not commence within six (6) months of execution of a funding agreement without recipients demonstrating due cause.

Funds must be spent on the project as described in the application and outlined in the Funding Agreement unless changes are agreed in writing through a formal variation.

Variations to the project will need to be agreed to with Sport and Recreation Victoria. Some scope changes may require the approval of the Minister for Community Sport.

LGAs and Alpine Resort Boards must inform the participating organisations where applicable, of all funding arrangements and obligations regarding the grant.

The Local Jobs First policy will apply to projects where the value of the grant is above the threshold values of:

- i. \$3 million or more in metropolitan Melbourne, and
- ii. \$1 million or more in regional Victoria, or

Important details on this policy can be found at [Appendix 2](#).

Local Jobs First requirements will be built into all funding agreements where these thresholds apply.

Tenders for stimulus projects will be required to advertise for additional workers through the *Working for Victoria* platform in the first instance.

Facility tenant clubs are expected to adhere to the Fair Play Code (or related state sporting association Code of Conduct). Evidence of this adherence will be required as a funding agreement milestone.

The department reserves the right to add milestones or requirements to funding agreements that obligate the recipient to meet as a result of funding provided through this program. This may include, but not be limited to recognition, signage, participation in campaigns or activities consistent with State Government objectives or policies as outlined in *Active Victoria*.

Depending on the project this may include:

- Facility Management and Governance Plans
- Adherence to Healthy Choices Guidelines
- Demonstration of policies, practices and programs that support gender equality.

2.2. Acknowledging the Victorian Government's support and promoting success

Successful applicants will need to adhere to the *Sport and Recreation Victoria Infrastructure Grants Acknowledgement and Publicity Guidelines*.

APPENDIX 1

Mandatory Documents

MANDATORY DOCUMENTS INCLUDE:

Quantity survey, tender price or independent qualified expert report (not more than 12 months old)

Site specific schematic plans and aerial map showing the location of the project developed with stakeholder input including clear measurements (not applicable for modular construction projects). *Note: Concept plans, hand drawn plans, generic plans or plans from previous projects will not be accepted*

Evidence confirming any additional funding required to complete the project. Where funding from a club is indicated current bank statements demonstrating financial capacity for the contribution must be provided alongside a letter from an authorised officer of the club/organisation committing to a specific funding amount

Evidence of community engagement process and outcomes, including broader community and user groups

Letter from CEO or council resolution confirming that the project will be ready to proceed to construction within six (6) months of approval and that applicant funding is available to deliver the project. **Projects with a council resolution will be prioritised**

Project Management Framework or other detailed project plan with timelines demonstrating how the project can move from schematic designs to construction within six (6) months

Where relevant

Detailed area schedule for prefabricated/modular construction projects only

Lighting plans (including lux charts that are site specific for projects incorporating lighting)

Evidence of landowner consent consultation and support for non-LGA land such as Crown Land

A legally binding land-use agreement is required for any projects located on private land

For projects on school land, a minimum of a completed Joint Use Proposal to enter into a *Community Joint Use Agreement* is required with letters from both regional and central offices of Department of Education and Training

DESIRABLE

Business or feasibility planning documents (as a way of demonstrating need)

Schedule of Use or similar document demonstrating how participation will increase for specific clubs/groups

Environmentally Sustainable Design reports

Letters of support from local organisations that indicate the project scope, funding contribution and how the group either supports or benefits from the project. **Note: letters of support from State Sporting Associations are not required**

Soil testing/Geotechnical reports where relevant

Technical and/or Access Audits (where these have been completed)

Evidence that the Aboriginal Heritage Planning Tool has been completed (where this is applicable)

APPENDIX 2

Local Jobs First Policy

1. Overview

- (a) The Local Jobs First Policy (**LJF Policy**) issued under the *Local Jobs First Act 2003* supports businesses and workers by ensuring that small and medium size enterprises are given a full and fair opportunity to compete for both large and small government contracts, helping to create job opportunities, including for apprentices, trainees and cadets. The LJF Policy is implemented by Victorian Government departments and agencies to help drive local industry development.
- (b) The LJF Policy comprises the Victorian Industry Participation Policy (**VIPP**) and the Major Projects Skills Guarantee (**MPSG**).
 - i. VIPP seeks to ensure that small and medium-sized business are given full and fair opportunity to compete for government contracts.
 - ii. MPSG is a policy that provides job opportunities for apprentices, trainees and cadets on high value construction projects.
- (c) Local Jobs First applicable projects include but are not limited to:
 - i. purchase of goods and/or services, regardless of the method of procurement (including individual project tenders, State Purchase Contracts, supplier panels);
 - ii. construction projects (incorporating design and construction phases and all related elements), including individual projects, Public Private Partnerships, Alliance Contracts, Market Led Proposals, supplier panels and auctions; and
 - iii. grant and loan projects, including grant agreements or loan arrangements to private, non-government and local government organisations for a single or group of projects.
- (d) The LJF Policy applies to grant projects where the value of the grant is above the threshold values of:
 - i. \$3 million or more in metropolitan Melbourne, and
 - ii. \$1 million or more in regional Victoria, or

For further information, grant applicants should refer to the LJF Policy and Guidelines which can be found at www.localjobsfirst.vic.gov.au.

2. Definitions

Agency means Sport and Recreation Victoria within the Department of Jobs, Precincts and Regions.

Contestable Items means goods or services in a procurement process where there are competitive international and local suppliers. 'Competitive' means the suppliers are able to offer comparable goods or services that meet the specifications provided in this [Request for Grant Proposal / Grant Application]. Contestable items can be goods or services at any stage of a project, including maintenance.

Department has the meaning given in s 3(1) the *Local Jobs First Act 2003*.

Funding Agreement means the funding grant contract entered into between the Agency and the Grantee.

Guidelines means the Local Jobs First Supplier Guidelines, available at www.localjobsfirst.vic.gov.au.

ICN means Industry Capability Network (Victoria) Limited of Level 11, 10 Queens Road, Melbourne VIC 3004 ACN 007 058 120.

3. Consultation with Industry Capability Network (ICN) Victoria

- (a) To increase opportunities for local businesses within their project, successful grant recipients (Grantees) are required to consult with ICN regarding opportunities for local businesses, particularly with regard to Contestable Items. This is to better target the application of LJF towards areas of contestable procurement.
- (b) Successful Grantees are required to consult with ICN after the Grant Funding Agreement has been executed. Payment of monies under the Grant Funding Agreement may be based upon Grantees' compliance with the consultation requirement.
- (c) The consultation requirement involves the following steps:
 - i. The Agency will advise the Grantee that they must submit an Interaction Reference Number Form (IRN Form).
 - ii. Grantees must register with ICN online at www.icn.vic.org.au/ljf and go through the IRN Form submission process. The IRN Form requires Grantees to provide an indication of the nature of the grant activities to be undertaken or project being designed, and the likely services or the activity to be required.

- iii. ICN will review the Grantee's IRN Form and contact the Grantee to discuss opportunities for local industry.
- iv. Grantees must negotiate with ICN to determine how opportunities for local businesses or Contestable Items will be provided for in the project. This may involve ICN contributing to or reviewing draft designs or participating in particular project meetings.
- v. Consultation with ICN can take between 30 minutes and a few hours, depending upon the nature of the Contestable Items in the procurement activity.
- vi. Once consultation is complete, ICN will issue the Grantee with an Interaction Reference Number (IRN) and a reference letter. The reference letter will set out any agreements reached between ICN and the Grantee during consultation.
- vii. The Grantee must submit their IRN to the Agency's representative within 20 business days of the Grant Funding Agreement being executed to demonstrate to the Agency that they have consulted with ICN, and that ICN is satisfied local industry will be considered in the design of the project.



These guidelines are subject to changes at the discretion of the Minister for Community Sport.

Authorised by the Victorian Government
Department of Jobs, Precincts and Regions
1 Spring Street Melbourne Victoria 3000
Telephone (03) 9651 9999

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May 2020

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Available at Sport and Recreation Victoria's website sport.vic.gov.au



ORGANISATIONAL PERFORMANCE

9. ORGANISATIONAL PERFORMANCE

Agenda Item: 9.1

Agenda Item: 2020/21 Draft Budget (including fees & charges)

Sponsor: General Manager, Organisational Performance

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

Status: For Decision

Proposed Resolution 1:

That Council:

- 1. Confirms the proposed Salaries and Wages in the Early Learning and Care service to be included within the 2020/2021 Budget.**

Proposed Resolution 2:

That Council:

- 1. Confirms the proposed 2020/2021 Budget (including proposed fees and charges) annexed to this report as being the budget prepared by Council for the purposes of section 127 of the *Local Government Act 1989* (“the Budget”);**
- 2. Authorises the Chief Executive Officer to:**
 - a. give public notice of the preparation of the draft Budget in accordance with section 129 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 129 of the *Local Government Act 1989* at a Special Meeting of Council to be held on Monday 20 July 2020; and**
- 4. Gives notice of its intention to adopt the Budget at the Ordinary Meeting of Council to be held on Monday 3 August 2020 at the Corporate Headquarters, Morwell.**

MOTION

Moved: Cr Gibson
Seconded: Cr Middlemiss

That Council:

- 1. Provides the opportunity until 5pm 3 July 2020 for the community to provide feedback, as part of the budget consultation, regarding the options to increase the total rates payable in the 2020/21 financial year by:**
 - a) 1% (equivalent to an increase of \$14 for the average valued property in Latrobe City) or**
 - b) 2% (equivalent to an increase of \$28 for the average valued property in Latrobe City); and**
- 2. Provides general information to the community including details of:**
 - a) The cumulative impact of forgone revenue associated with a 0% and 1% rate increase over a ten year period being \$13.3m and \$6.65m respectively;**
 - b) What the reduced revenue may mean for Council services taking into account any further potential loss of revenue from power station closures;**
 - c) How the financial hardship policy can help ratepayers experiencing financial difficulty; and**
 - d) The proposal to provide business and community support to the value of \$1.73 million in the 2020/21 budget.**

For Crs Middlemiss, Gibson and Howe
Against: Crs White, O'Callaghan, Harriman, McFarlane, Clancey and Law

Lost

Cr Alan McFarlane left the meeting while resolution 1 was considered, the time being 06:47 PM

Cr Alan McFarlane returned to the meeting after resolution 1 had been passed, the time being 06:49 PM

Resolution 1:

MOTION

Moved: Cr Harriman

Seconded: Cr White

That Council:

1. **Confirms the proposed Salaries and Wages in the Early Learning and Care service to be included within the 2020/2021 Budget.**

CARRIED UNANIMOUSLY (Cr McFarlane absent)

Resolution 2:

MOTION

Moved: Cr McFarlane

Seconded: Cr Harriman

That Council:

1. **Confirms the proposed 2020/2021 Budget (including proposed fees and charges) annexed to this report as being the budget prepared by Council for the purposes of section 127 of the *Local Government Act 1989* (“the Budget”);**
2. **Authorises the Chief Executive Officer to:**
 - a. **give public notice of the preparation of the draft Budget in accordance with section 129 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 129 of the *Local Government Act 1989* at a Special Meeting of Council to be held on Monday 20 July 2020; and**
4. **Gives notice of its intention to adopt the Budget at the Ordinary Meeting of Council to be held on Monday 3 August 2020 at the Corporate Headquarters, Morwell.**

For Crs White, O’Callaghan, Harriman, Middlemiss, McFarlane, Howe, Clancey and Law

Against: Cr Gibson

Carried

Executive Summary:

This report seeks Council’s approval to release for community comment the draft 2020/2021 Budget (the draft budget).

This enables Council to meet its obligations under the Local Government Act 1989

(the Act) and the objectives of Council's Community Engagement Plan.

The draft budget has been prepared on the basis of a 0% increase in overall rates and charges (excluding the transfer station fees and State Government Landfill Levy) which is below the increase in rates permissible under State Government legislation. Due to this legislation limiting the amount by which councils may increase general rates in any year, Council is unlikely to be able to recover the amount foregone this year by not increasing rates to the maximum amount permissible, at a cost of approximately \$13.3 million over 10 years.

The transfer station fees are escalated on an annual basis and are retained by the facility operator as part of the contract remuneration. Similarly, the Landfill Levy is proposed to increase from 1 January 2021 by \$9.92 (30%) per tonne in line with the increase imposed by the State Government on waste disposed into landfills.

The draft budget provides for the continued delivery of services at current levels, whilst incorporating the proposed capital works program of \$85.335 million. New borrowings of \$10.00 million from the State Government's Community Infrastructure Loan program are proposed for the 2020/2021 financial year to undertake the Moe Rail Precinct Revitalisation Stage 2 (\$7.5M) and Kernot Hall Upgrade (\$2.5M) projects.

The COVID-19 pandemic has had a significant impact on the business sector in Latrobe City. While businesses in some sectors have been able to maintain operations or even increase turnover, many others have been adversely impacted and even had to close. The full impacts to the local economy are only now beginning to be assessed, it appears likely that effects will be evident for some time into the future.

There have also been a number of impacts on individuals and community groups. For individuals there is a level of ongoing fear about exposure to COVID-19 and in areas affected by previous disasters there is evidence of the effects of cumulative trauma. For community groups, which are vehicles for community activity and belonging, the most persistent concerns relate to ongoing viability to inability to undertake usual fund raising and how to modify their activities to comply with social distancing requirements.

Following the business and community impacts of the pandemic, the draft budget also includes an allowance of \$1.528 million for business and community support related to the current COVID-19 pandemic and the State of Emergency declared in Victoria, in addition to \$0.2 million provided for in the 2019/20 financial year. The support includes waiver of permits and fees, a grants program for small business and an extension to Council's community grants program.

Council's ability to set (and rebate) rates is highly regulated by legislation. It is important to bear in mind that any rates increase (including, as here no increase) applies to Council's total rate revenue and not individual properties. In many cases, an individual's rates bill may increase or decrease by more (or less) than a declared increase, including no increase. This happens because the value of the property has increased or decreased relative to the value of other properties in the

municipality.

The draft budget 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 127 of *the Act*, Council must prepare a budget for each financial year.

This report forms part of the statutory process for the adoption of the 2020/2021 Budget and complies with Section 129 of *the Act* which requires Council to give public notice that it has prepared a budget.

Furthermore *the Act* requires that copies of the proposed budget are made available for inspection for at least 28 days after the publication of the notice at the Council office and district offices and that it is also published on Council's website during this time.

Section 129 of *the Act* also states that a person has a right to make a submission under section 223 on any proposal contained in the proposed budget. Section 223 further requires that the public notice must specify the date that submissions will be received 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 Local Government (Planning and Reporting) Regulations 2014 further require the public notice to contain the date on which Council will meet to adopt its budget. Under *the Act* in the extraordinary circumstances currently prevailing this year this must be no later than 30 August.

No increase to rates and fees (except transfer station fee and landfill levy)

The draft budget proposes a 0% increase in general rates and charges, except for the transfer station fees and State Government Landfill Levy. This is below the increase in rates permissible under State Government legislation.

The transfer station fees will increase to allow Council to recover an increase in the fee passed on to Council. Similarly, the Landfill Levy is proposed to increase from 1 January 2021 by \$9.92 (30%) per tonne in line with the increase imposed by the State Government on waste disposed into landfills.

Business and Community Support

The COVID-19 pandemic has had a significant impact on the business sector in Latrobe City. While businesses in some sectors have been able to maintain operations or even increase turnover, government directives aimed at keeping our community safe have meant that financial and workforce impacts have resulted in adverse impacts for many and even a number of businesses having to close. For

many businesses to be able to remain trading during this time has meant a drastic change to their activities. While the impacts to the local economy are only now beginning to be assessed, it appears likely that effects will be evident for some time into the future.

While our community has been impressive and creative in managing the restrictions associated with COVID-19, individuals and community groups have experienced adverse impacts. For individuals there is a level of ongoing fear about exposure to COVID-19 and in areas affected by previous disasters there is evidence of the effects of cumulative trauma. We recognise the importance of community groups as vehicles for community activity and belonging, and our community has many and varied groups. The most persistent concerns from these groups relates to ongoing viability to inability to undertake usual fund raising and how to modify their activities to comply with social distancing requirements. The community support package will allow Council to reach out to individuals and community and work with partner agencies to rebuild the community.

As a result of the adverse business and community impacts from the COVID-19 pandemic, the draft budget also includes an allowance of \$1.528 million for business and community support related to the current coronavirus (COVID-19) pandemic and the State of Emergency declared in Victoria, in addition to \$0.2 million in support provided for in the 2019/20 financial year. The support includes waiver of permits and fees, a grants program for small business and an extension to the community grants program.

Current Service Levels Maintained and New Projects Funded

The draft budget provides for the continued delivery of services at current levels, whilst incorporating a capital works program of \$86.060 million. This includes \$19.734 million of capital grants and contributions and \$47.575 million of grants and Council funding received or allocated in prior years and forecasted to be carried forward, the Latrobe Creative Precinct and Gippsland Regional Aquatic Facility accounting for most of these funds.

The draft budget proposes new borrowings of \$10.00 million to undertake the Moe Rail Precinct Revitalisation Stage 2 \$7.5 million and Kernot Hall Upgrade \$2.5 million projects.

Impacts of No Rate Increase

Due to this legislation limiting the amount by which councils may increase general rates in any year, Council is unlikely to be able to recover the amount foregone this year by not increasing rates to the maximum amount permissible, at a cost of approximately \$13.3 million over 10 ten years.

No rates increase in the 2020/2021 financial year and the state government cap on rates, together with increasing utilities and other costs have presented some significant challenges for Council to maintain its current services and a robust capital works program into the future.

It should be noted underlying costs in many areas will still increase and Council's budget must also take account of growth in service volumes, increases in wages, State and Commonwealth contributions that may be indexed below CPI, any expansion in the range of council responsibilities and changes in service standards and spending requirements for asset maintenance and renewal.

Some individual rates assessments will still increase

Council's ability to set (and rebate) rates is highly regulated by legislation. It is important to bear in mind that any rates increase (including, as here no increase) applies to Council's total rate revenue and not individual properties.

In many cases, an individual's rates bill may increase or decrease by more (or less) than the capped rise amount. 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. In addition, the transfer station fee and landfill levy will rise in accordance with the pass through of State Government or other increases.

As a result of relative movement in valuation compared to other properties in the municipality, while the uniform percentage increase amount is set at 0%, ratepayers whose properties have increased in value by more relative to other ratepayers will pay more in rates than last year, with those ratepayers whose properties have decreased in value by more relative to other ratepayers will pay less in rates than previously. Overall the amount generated as general rates will remain the same as last year plus annualised growth associated with new assessments and improvements recognised through supplementary rates notices in 2019/20.

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

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

Legal and Compliance

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

Community Implications

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

Environmental Implications

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

Consultation

Upon adoption of the report's recommendation, a public notice will be published in the Latrobe Valley Express on 18 June 2020 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 Thursday 16 July 2020. Anyone who makes a submission will be provided the opportunity to speak to their submission at the Special Council Meeting to be held on Monday 20 July 2020.

Other

Not applicable.

Declaration of Interests:

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

Supporting Documents:

Nil

Attachments

1 [↓](#). Draft 2020/2021 Budget including Fees & Charges

9.1

2020/21 Draft Budget (including fees & charges)

1	Draft 2020/2021 Budget including Fees & Charges	65
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DRAFT

LatrobeCity
Budget
2020/2021



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2020/21 Budget Executive Summary

Executive 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 well being 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 these services and maintain and improve community infrastructure.

The draft budget has been prepared on the basis of a 0% increase in overall rates and charges (excluding the transfer station fees and State Government Landfill Levy) which is below the increase in rates permissible under the Victorian Government's Fair Go Rates System (FGRS) which caps annual rates increases to 2% for the 2020/21 financial year. Due to the legislation limiting the amount by which councils may increase general rates in any one year, council is unable to recover the amount foregone in a future year without applying to the Essential Services Commission for an above rate cap increase, therefore by not increasing rates to the maximum amount permissible, council is foregoing approximately \$13.3 million of revenue over the next 10 years.

The draft budget provides for the continued delivery of services at current levels, whilst incorporating the proposed capital works program of \$86.06 million. New borrowings of \$10.00 million from the State Government's Community Infrastructure Loan program are proposed for the 2020/2021 financial year to undertake the Moe Rail Precinct Revitalisation Stage 2 (\$7.5M) and Kernot Hall Upgrade (\$2.5M) projects.

The COVID-19 pandemic has had a significant impact on business and the community, in recognition of this, the draft budget includes a Business & Community Support Package of \$1.56 million which includes waiver of permits and fees, and additional grants funding for small business and community groups. This package is to be funded through the reallocation of cash reserves and accumulated cash surpluses from previous financial years.

A four year Strategic Resource Plan has been developed to assist Council in adopting a budget within a longer term prudent financial framework. The key objective of the Financial Plan is financial sustainability in the medium to long term, whilst still achieving the Council's strategic objectives as specified in the Council Plan and Latrobe 2026 Vision.

2020/21 Budget Executive Summary

The 2020/21 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 2020/21 Operating Budget predicts an operating surplus of \$16.1 million, after raising rates and charges of \$81.4 million and capital grants income of \$19.7 million. When excluding non recurrent capital funding and developer contributions, an underlying operating deficit of \$5.2 million is projected for 2020/21.

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 the operating budget surplus shown is a result of non cash revenue (i.e. developer contributed assets) and income generated to fund expenditure items that are not recognised in the Income Statement (i.e. capital expenditure and the repayment of borrowings). 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 provision for the impending cessation of Aged Care Services. In addition, revenue sources will be constrained by Council's decision to implement a 0% rate increase, meaning that it will be necessary to achieve income growth whilst containing costs in order to achieve a positive underlying operating position into the future.

New borrowings of \$10.0M are proposed in the 2020/21 budget year, whilst loan principal repayments for the year are expected to be \$2.6 million. As a result, Council borrowings will increase from \$18.5 million to \$25.9 million at the end of the financial year.

The 2020/21 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.

2020/21 Budget Budget Reports

Budget Reports

The following reports include all statutory disclosures of information and are supported by the analysis contained in sections 4 and 5 of this report.

This section includes the following reports and statements in accordance with the Local Government Act 1989 and the Local Government Model Financial Report.

- 1 Links to Council Plan
- 2 Services and service performance indicators
- 3 Financial statements
- 4 Notes to the financial statements
- 5 Financial performance indicators

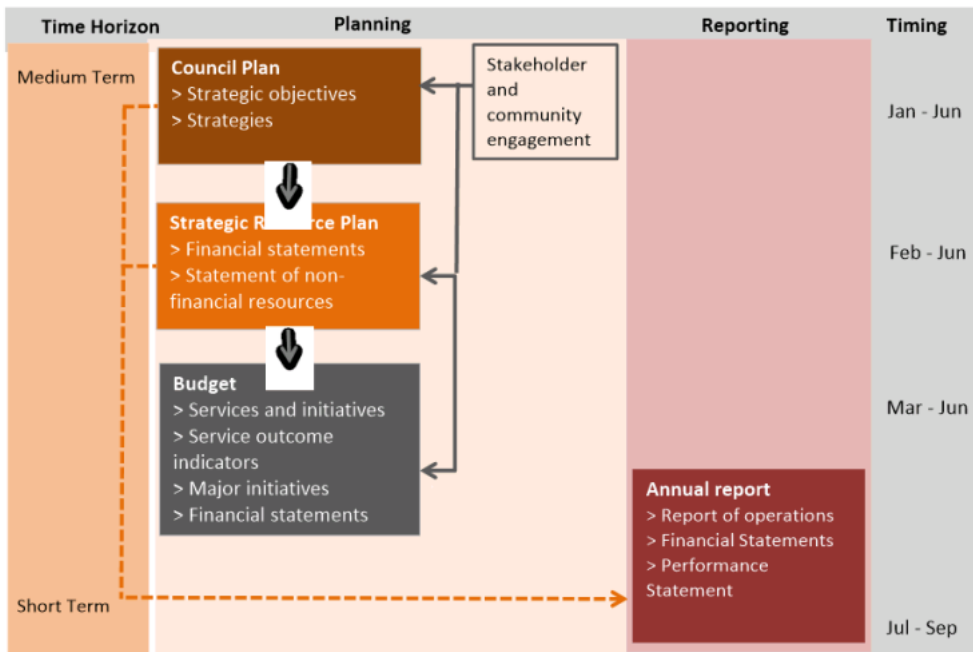
2020/21 Budget Link to the Council Plan

1. Link to the Council Plan

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

1.1 Planning and accountability framework

The Strategic Resource Plan part of and prepared in conjunction with the Council Plan, 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 Annual Budget is framed within the Strategic Resource Plan, considering the services and initiatives which contribute to achieving the strategic objectives specified in the Council Plan. The diagram below depicts the planning and accountability framework that applies to local government in Victoria.



Source: Department of Environment, Land, Water and Planning.

Feeding in to the above, Council has a long term plan (Latrobe 2026) which articulates a community vision, mission and values. The Council Plan is prepared with reference to Council's long term Community Plan.

The timing of each component of the planning 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 should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

2020/21 Budget Link to the Council Plan

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.

2020/21 Budget Link to the Council Plan

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

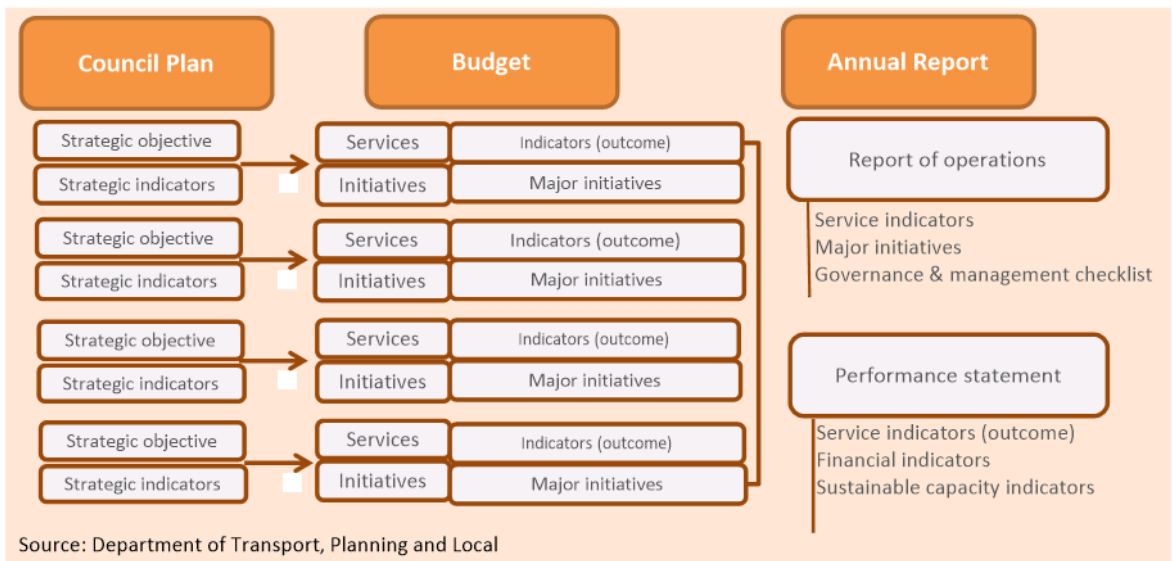
1. Support job creation and industry diversification to enable economic growth in Latrobe City.
2. Encourage improved education & training outcomes in Latrobe City.
3. Improve the liveability and connectedness of Latrobe City.
4. Improve the amenity and accessibility of Council services.
5. Provide a 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.

2020/21 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 2020/21 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



2020/21 Budget

Services & Service Performance Indicators

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

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

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Business Development	Provide business development advice, services and programs in accordance with the Latrobe City Council Economic Development Strategy 2016-2020.	1,760 (15) 1,745
Employment Development	Promote, coordinate and providing training and employment opportunities for aboriginal people.	335 (339) (4)
Latrobe Regional Airport	Maintain, develop and operate Latrobe Regional Airport in accordance with Civil Aviation Safety Authority regulations and the Latrobe Regional Airport Masterplan.	400 (397) 2
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.	363 (10) 353
International Relations	Deliver International Relations services in accordance with the Latrobe City International Relations Plan.	239 0 239
Regional Partnerships	Provide regional leadership and facilitate a successful transition for Latrobe City to a low carbon future.	155 0 155
Total		2,490

Major Initiative

MI1) Implement the updated Economic Development Strategy to maximise investment, support existing businesses and enhance job opportunities

MI2) Implement the adopted Advocacy Strategy to raise the profile of Latrobe as a Regional City and maximise effective partnerships with state and federal governments to deliver projects on a financially sustainable basis for ratepayers.

MI3) Continue to progress the development of Gippsland Logistics Precinct to attract investment

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]

2020/21 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.	3,747 (560) 3,187
Early Learning & Care	Deliver early Learning, Family Day Care, 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.	6,934 (5,893) 1,041
Total		4,228

Major Initiative

MI4) Continue to progress the Latrobe Creative Precinct Project which includes the Creative Industries Training Centre

Service	Indicator	Performance Measure	Computation
Libraries	Participation	Active library members	[Number of active library

2020/21 Budget

Services & Service Performance Indicators

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

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

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Arts	Deliver the Annual Latrobe Regional Gallery Exhibitions program and deliver Education and Public Participation programs across all arts facilities. Deliver the Annual Performing Arts Performances program. Manage and maintain Halls and Venues across the City.	2,650 (414) <u>2,236</u>
Civil Works Projects	Deliver Civil works projects across Latrobe City in accordance with relevant legislation and guidelines.	839 <u>0</u> 839
Infrastructure Design	Design civil works projects in consultation with the Latrobe City community.	988 <u>0</u> 988
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.	7,012 <u>0</u> 7,012
Building Services	Provide building advice, statutory services and enforcement action in accordance with the Building Act.	749 (499) <u>250</u>
Environment Sustainability	Provide Environmental planning, advice and services to internal and external stakeholders.	907 (53) <u>854</u>
Landfill Services	Operate and maintain the Latrobe City Hyland Highway Municipal Landfill facility in accordance with Environment Protection Authority licence conditions.	3,107 (2,343) <u>764</u>
Statutory Planning	Provide statutory planning services, advice and enforcement action in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	1,510 (261) <u>1,250</u>
Strategic Planning	Provide strategic planning services and advice in accordance with the Latrobe Planning Scheme and Planning and Environment Act.	638 <u>0</u> 638
Urban Growth	Develop, assess and coordinate the implementation of Development Plans and Development Contribution Plans for growth areas of Latrobe City.	385 <u>0</u> 385
Total		15,215

2020/21 Budget

Services & Service Performance Indicators

Major Initiatives

MI5) Complete the design and tender for the construction of the Moe Rail Revitalisation Project - Stage 2

MI6) Advocate with State Government regarding the construction of 800 new carparking spaces across the municipality

MI7) Complete the construction 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.

2020/21 Budget Services & Service Performance Indicators

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

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

Services

Business Area	Description of services provided	Expenditure
		(Revenue) Net Cost \$'000
Community Information	Deliver professional customer service at all Latrobe City Council service centres and libraries.	1,038 <u>(67)</u> 971
Aboriginal Liaison	Strengthen the relationship between the local Aboriginal Community and Latrobe City Council by delivering on the Statement of Commitment.	47 <u>0</u> 47
Communications	Provide communications, marketing and public relations services on behalf of Latrobe City Council.	945 <u>0</u> 945
Community Engagement	Provide community engagement support services to Latrobe City Council.	789 <u>0</u> 789
Community Grants	Assist local community groups through the coordination and delivery of the annual Latrobe City community grants program.	624 <u>0</u> 624
Total		3,376

Major Initiative

MI8) Deliver the refurbishment of Kernot Hall

2020/21 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.	7,030 (6,558) 472
Early Childhood Health & Development	Deliver enhanced maternal and child health services in accordance with Council adopted policies.	6,895 (5,292) 1,604
Leisure Facilities	Maintain and operate Latrobe City leisure centres, outdoor pools and stadiums together with managing and maintaining caravan park and day visitor facilities.	6,215 (3,249) 2,966
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.	7,114 (99) 7,015
Recreation and Open Space Planning	Provide Recreation and Open Space Planning advice for Latrobe City.	266 0 266
Recreation Liaison	Manage and maintain sporting reserves and work with community groups across Latrobe City.	795 (33) 762
Social support	Deliver the Planned Activity Group and Meals on Wheels Programs to eligible clients.	168 (122) 46
Health Services	Minimise the incidence of food borne illness pursuant to the Food Act. Deliver an Immunisation program in accordance with the Public Health and Wellbeing Act.	941 (446) 495
Infrastructure Planning	Provide Traffic Management and Asset Management planning, advice and services for Latrobe City in accordance with statutory and regulatory timeframes.	1,560 (310) 1,250
Local Laws	Deliver customer focussed Local Law services across the municipality in accordance with Local Law No. 2 and other relevant legislation.	2,476 (1,083) 1,393
Property and Statutory	Administer property management, advice and services of Latrobe City Council.	755 (235) 520
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.	2,294 0 2,294
Emergency Management	Provide Emergency Management services including preparedness, planning, response and recovery.	478 (126) 352
Total		19,434

2020/21 Budget

Services & Service Performance Indicators

Major Initiatives

MI9) Utilise service delivery and demographic data to reorient services for greater equity of access and outcomes.

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

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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

2020/21 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.	1,203 0 <u>1,203</u>
Mayoral & Council Support	Council Operations, provision of support services to Councillors, deliver civic functions and events across for Latrobe City Council.	639 0 <u>639</u>
Governance	Council meeting management, Freedom of Information, internal audit, committee management, statutory registers and legal support functions.	966 (79) <u>888</u>
Financial Services	Administer financial management, advice and services of Latrobe City Council, administer procurement processes for goods and services within Latrobe City Council, administer payroll for Latrobe City Council staff and administer the database of properties within Latrobe City Council, including property valuation and municipal rate collection.	3,456 (405) <u>3,051</u>
Information Services	Maintain the Latrobe City Council IT network infrastructure, assets, purchasing and licences and provide an effective secure environment for storage and disaster recovery. Develop and maintain a Geographical Information System (GIS) for broad use by the organisation. Maintain corporate information and Council documentation and information applications in accordance with regulatory guidelines.	4,174 0 <u>4,174</u>
Office of the CEO	Actively participate in the Gippsland Local Government Network.	697 0 <u>697</u>
People & Development	To provide advice, education and support to ensure the success of the organisation through effective leadership, resourcing and people management initiatives. To deliver a variety of learning initiatives and develop the knowledge, skills and confidence of our people.	2,565 0 <u>2,565</u>
Risk and Compliance	Provide Latrobe City Council with risk management support and advice, coordinate Occupational Health and Safety responsibilities and develop and implement a compliance framework. Administer Freedom of Information requests, Information Privacy requirements, maintain public registers, policies, audit activities and electoral functions for Latrobe City Council.	2,182 (51) <u>2,132</u>
Total		<u>15,348</u>

2020/21 Budget

Services & Service Performance Indicators

Major Initiative

MI10) Long term Financial Plan (Ensuring financial sustainability of Council).

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

2020/21 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.	1,237 (60) 1,177
Major Projects	Deliver major infrastructure projects from the Annual Capital Works Program.	520 0 520
Building Maintenance	This unit is to deliver the cyclic maintenance program on Latrobe City Council buildings.	5,532 0 5,532
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.	5,127 (2,688) 2,440
Total		9,669

Major Initiatives

MI11) Continue the Latrobe City Branding Project including a focus on opportunities for vulnerable communities and people (local and visitors).

Service Performance Outcome Indicators

Service	Indicator	Performance Measure	Computation
Statutory Planning	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

2020/21 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.	2,490	3,251	(761)
Encourage improved education & training outcomes in Latrobe City.	4,228	10,681	(6,453)
Improve the liveability and connectedness of Latrobe City	15,215	18,784	(3,569)
Improve the amenity and accessibility of Council services	3,376	3,443	(67)
Provide a connected, engaged and safe community environment, which is improving the the well-being of all	19,434	36,987	(17,553)
Ensure Council operates openly, transparently and responsibly	15,348	15,882	(534)
Grow the civic pride of our municipality and solidify Latrobe City's image as a key regional city.	9,669	12,416	(2,748)
Total	69,760	101,444	(\$31,684)
Expenses added in:			
Depreciation and amortisation	30,435		
Finance costs	651		
Deficit before funding sources	100,846		
Funding sources added in:			
Rates & charges revenue	(\$67,949)		
Waste charge revenue	(\$13,428)		
Capital Grants & Contributions	(\$19,734)		
Victoria Grants Commission General Purpose funding	(\$9,700)		
Developer contributions	(\$4,090)		
Interest income	(\$2,000)		
Total funding sources	(\$116,901)		
Operating (surplus)/deficit for the year	(\$16,055)		

2020/21 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 2020/21 has been supplemented with projection to 2023/24 extracted from the Strategic Resource Plan.

This section includes the following financial statements in accordance with the Local Government Act 1989 and the Local Government Planning and Reporting regulations 2014.

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

2020/21 Budget Financial Statements

3.1 Comprehensive Income Statement

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual 2019/20 \$'000	2020/21 \$'000	Projections		
				2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Income						
Rates and charges	4.1.1	80,464	81,377	83,139	84,939	86,778
Statutory fees & fines	4.1.2	2,363	2,126	2,726	2,781	2,837
User fees	4.1.3	12,899	12,277	13,146	11,369	11,596
Grants - Operating	4.1.4	20,509	25,274	25,527	22,247	22,469
Grants - Capital	4.1.4	54,931	19,734	1,717	1,751	1,786
Contributions - Monetary	4.1.5	557	90	92	94	96
Contributions - Non-Monetary	4.1.5	3,000	4,000	4,080	4,162	4,245
Net gain on disposal of property, infrastructure, plant & equipment		-	-	-	-	-
Other Income	4.1.6	5,344	3,707	3,828	3,874	3,922
Total income		180,067	148,585	134,255	131,217	133,729
Expenses						
Employee costs	4.1.7	58,112	60,030	63,153	57,491	58,756
Materials and services	4.1.8	41,715	37,216	37,904	37,948	37,785
Depreciation and amortisation	4.1.9	28,397	30,435	33,803	34,365	34,939
Bad and doubtful debts		8	9	10	10	10
Borrowing Costs		389	651	591	534	479
Other Expenditure	4.1.10	3,251	4,189	3,388	3,456	3,525
Total expenses		131,872	132,530	138,849	133,804	135,494
Surplus (deficit) for the year		48,195	16,055	(4,594)	(2,587)	(1,765)
Other comprehensive income						
Net Asset Revaluation movement		23,358	25,395	26,347	26,487	26,616
Total comprehensive result		71,553	41,450	21,753	23,900	24,851

2020/21 Budget Financial Statements

3.2 Balance Sheet

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual 2019/20 \$'000	2020/21 \$'000	Projections		
				2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Current assets						
Cash and cash equivalents		23,982	15,914	17,260	20,333	24,803
Trade and other receivables		8,242	10,028	9,540	9,571	9,747
Other financial assets		65,712	39,427	39,427	39,427	39,427
Other Assets		3,403	3,403	3,404	3,403	3,403
Total current assets	4.2.1	101,339	68,772	69,631	72,734	77,380
Non-current assets						
Trade and other receivables		10	10	10	11	11
Other financial assets		2	2	2	2	2
Property, infrastructure, plant and equipment		1,269,726	1,348,750	1,365,944	1,382,155	1,399,273
Intangible assets		701	89	1,496	793	90
Total non-current assets	4.2.1	1,270,439	1,348,851	1,367,452	1,382,961	1,399,376
Total assets		1,371,778	1,417,623	1,437,083	1,455,695	1,476,756
Current liabilities						
Trade and other payables		9,661	9,465	9,761	9,228	9,315
Trust funds & deposits		2,693	2,747	2,802	2,858	2,915
Provisions		15,870	15,270	15,270	14,470	13,220
Interest bearing liabilities	4.2.3	1,643	2,453	2,510	2,434	2,486
Total current liabilities	4.2.2	29,867	29,935	30,343	28,990	27,936
Non-current liabilities						
Provisions		18,151	15,851	15,661	14,161	13,911
Interest bearing liabilities	4.2.3	16,833	23,460	20,950	18,516	16,030
Total non-current liabilities	4.2.2	34,984	39,311	36,611	32,677	29,941
Total liabilities		64,851	69,246	66,954	61,667	57,877
Net assets		1,306,927	1,348,377	1,370,129	1,394,028	1,418,880
Equity						
Accumulated surplus		792,319	808,284	803,598	800,916	799,055
Reserves		514,608	540,093	566,531	593,112	619,825
Total equity		1,306,927	1,348,377	1,370,129	1,394,028	1,418,880

2020/21 Budget
Financial Statements

3.3 Statement of Changes in Equity

For the four years ending 30 June 2024

	Notes	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2020 Forecast Actual					
Balance at beginning of the financial year		1,235,374	744,259	487,586	3,529
Surplus for the year		48,195	48,195	-	-
Net asset revaluation increment		23,358	-	23,358	-
Transfer to other reserves		-	(141)	-	141
Transfer from other reserves		-	6	-	(6)
Balance at end of the financial year		1,306,927	792,319	510,944	3,664
2021					
Balance at beginning of the financial year		1,306,927	792,319	510,944	3,664
Surplus for the year		16,055	16,055	-	-
Net asset revaluation increment		25,395	-	25,395	-
Transfer to other reserves	4.3.1	-	-	-	-
Transfer from other reserves	4.3.1	-	(90)	-	90
Balance at end of the financial year	4.3.2	1,348,377	808,284	536,339	3,754
2022					
Balance at beginning of the financial year		1,348,377	808,284	536,339	3,754
Deficit for the year		(4,594)	(4,594)	-	-
Net asset revaluation increment		26,347	-	26,347	-
Transfer to other reserves		-	(92)	-	92
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,370,129	803,598	562,686	3,845
2023					
Balance at beginning of the financial year		1,370,129	803,598	562,686	3,845
Deficit for the year		(2,587)	(2,587)	-	-
Net asset revaluation increment		26,487	-	26,487	-
Transfer to other reserves		-	(94)	-	94
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,394,029	800,917	589,173	3,939
2024					
Balance at beginning of the financial year		1,394,029	800,917	589,173	3,939
Deficit for the year		(1,765)	(1,765)	-	-
Net asset revaluation increment		26,616	-	26,616	-
Transfer to other reserves		-	(96)	-	96
Transfer from other reserves		-	-	-	-
Balance at end of the financial year		1,418,880	799,056	615,789	4,035

2020/21 Budget Financial Statements

3.4 Statement of Cash Flows

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual 2019/20 \$'000	2020/21 \$'000	Projections		
				2021/22	2022/23	2023/24
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		80,308	81,775	84,299	86,036	87,800
Statutory fees & fines		2,363	2,136	2,764	2,817	2,870
User Fees		12,899	12,337	13,329	11,515	11,733
Grants - operating		20,509	25,398	25,883	22,534	22,734
Grants - capital		54,931	19,830	1,741	1,774	1,807
Contributions - monetary		557	90	92	94	96
Interest received		1,905	1,500	1,500	1,500	1,500
Trust funds and deposits taken		53	54	55	56	57
Other Receipts		3,439	2,218	2,361	2,406	2,451
Net GST refund/payment		3,069	9,172	4,461	4,056	4,136
Employee costs		(57,794)	(62,348)	(65,267)	(60,007)	(60,924)
Materials and services		(44,671)	(38,653)	(39,172)	(39,609)	(39,179)
Trust funds and deposits repaid				-		
Other payments		(10,553)	(7,251)	(5,802)	(5,907)	(5,155)
Net cash provided by operating activities	4.4.1	67,015	46,258	26,244	27,265	29,926
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(103,834)	(88,067)	(22,538)	(21,844)	(23,253)
Proceeds from sale of property, infrastructure, plant and equipment		662	670	683	697	711
Payments for investments		(150,000)	(150,000)	(50,000)	(50,000)	(50,000)
Proceeds from sale of investments		181,000	176,285	50,000	50,000	50,000
Net cash used in investing activities	4.4.2	(72,172)	(61,112)	(21,855)	(21,147)	(22,542)
Cash flows from financing activities						
Finance costs		(389)	(651)	(591)	(534)	(479)
Proceeds from borrowings		12,650	10,000	-	-	-
Repayment of borrowings		(9,239)	(2,563)	(2,453)	(2,510)	(2,434)
Net cash used in financing activities	4.4.3	3,022	6,786	(3,044)	(3,044)	(2,913)
Net increase/(decrease) in cash & cash equivalents		(2,135)	(8,068)	1,345	3,074	4,471
Cash & cash equivalents at beginning of year		26,117	23,982	15,914	17,260	20,333
Cash & cash equivalents at end of year		23,982	15,914	17,260	20,333	24,803

2020/21 Budget Financial Statements

3.5 Statement of Capital Works

For the four years ending 30 June 2024

	Notes	Forecast	Budget	Strategic Resource Plan		
		Actual 2019/20 \$'000	2020/21 \$'000	Projections		
				2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Property						
Land		300	0	0	0	0
Buildings		69,765	44,717	4,548	4,544	4,523
Heritage Buildings		1	0	0	0	0
Total property		70,066	44,717	4,748	4,544	4,523
Plant and Equipment						
Plant, Machinery & Equipment		2,534	2,987	2,057	2,099	2,140
Fixtures, Fittings & Furniture		10	10	10	10	11
Computers & Telecommunications		507	600	606	618	630
Artworks		15	15	15	15	16
Total Plant and Equipment		3,066	3,612	2,688	2,742	2,797
Infrastructure						
Roads		13,418	13,778	10,935	11,153	11,376
Bridges & Culverts		582	530	535	546	1,273
Footpaths & Cycleways		2,747	1,248	1,091	1,113	1,201
Drainage		433	150	152	155	215
Recreational, Leisure & Community Facilities		8,309	2,604	0	0	0
Waste Management		68	2,638	707	0	0
Parks, Open Space & Streetscapes		4,620	8,205	525	536	617
Aerodromes		0	0	0	0	0
Off Street Carparks		50	208	210	214	325
Other Infrastructure		475	2,370	0	0	0
Total Infrastructure		30,702	31,731	14,155	13,717	15,007
Total capital works expenditure	4.5.1	103,834	80,060	21,591	21,003	22,327
Represented by:						
New asset expenditure		56,174	50,984	1,316	1,244	1,229
Asset renewal expenditure		22,810	21,112	19,609	19,128	20,474
Asset expansion expenditure		217	0	0	0	0
Asset upgrade expenditure		24,633	7,965	666	631	624
Total capital works expenditure	4.5.1	103,834	80,060	21,591	21,003	22,327
Funding sources represented by:						
Grants		54,931	19,733	1,717	1,751	1,786
Contributions		416	0	0	0	0
Council cash		35,837	50,327	19,874	19,252	20,541
Borrowings		12,650	10,000	0	0	0
Total capital works expenditure	4.5.1	103,834	80,060	21,591	21,003	22,327

2020/21 Budget Financial Statements

3.6 Statement of Human Resources

For the four years ending 30 June 2024

	Forecast	Budget 2020/21 \$'000	Strategic Resource Plan		
	Actual		Projections		
	2019/20 \$'000		2021/22 \$'000	2022/23 \$'000	2023/24 \$'000
Staff expenditure					
Employee costs - operating	58,112	60,030	63,153	57,491	58,756
Employee costs - capital	4,740	2,117	2,164	2,211	2,260
Total staff expenditure	62,852	62,147	65,317	59,702	61,016
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	606.0	609.6	608.1	544.0	544.0
Total staff numbers	606.0	609.6	608.1	544.0	544.0

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

Division	Budget	Comprises	
	2019/20 \$'000	Full Time \$'000	Part Time \$'000
Office of the CEO	2,474	1,977	497
Regional City Growth and Investment	5,992	4,887	1,106
Organisational Performance	8,450	7,223	1,227
Assets and Presentation	11,892	11,634	258
Community Health and Wellbeing	25,832	11,276	14,556
Total	54,640	36,997	17,643
Casuals and other	5,390		
Total Operating Employee Costs	60,030		
Capitalised labour costs	2,117		
Total Employee Costs	62,147		

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

Division	Budget	Full Time	Part Time
	2019/20 \$'000	FTE	FTE
Office of the CEO	21.9	16.1	5.7
Regional City Growth and Investment	53.5	42.0	11.5
Organisational Performance	77.9	64.2	13.7
Assets and Presentation	122.3	119.1	3.3
Community Health and Wellbeing	295.0	107.8	187.2
Total	570.6	349.2	221.4
Casuals and other	18.0		
Total Operating FTE	588.6		
Capitalised FTE	20.9		
Total FTE	609.6		

2020/21 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 annual budget.

In developing the Strategic Resource Plan, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the Strategic Resource Planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2020/21 the FGRS cap has been set at 2.0%. 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 taking into consideration the impacts of COVID-19, maintaining service levels and a strong capital expenditure program, Council has determined that a 0% general increase will be applied for the 2020/21 financial year. Therefore revenue will increase by growth only which is equivalent to 1.4%.

A 0% increase in the garbage charge means that the rates have been maintained at the same level as 2019/20, however the State Government Landfill Levy has increased by 8% or \$1.70 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.

Total rates and charges for 2020/21 equate to \$81.4 million.

2020/21 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:

	2019/20 Budget	2020/21 Budget	Change	%
	\$'000	\$'000	\$'000	
General Rates*	53,716	54,373	657	1.2%
Municipal Charges*	5,389	5,415	26	0.5%
Garbage Charges	12,437	12,607	170	1.4%
Landfill Levy	751	821	70	9.3%
Cultural & Recreational Land Rates	84	92	8	9.5%
Payments in lieu of rates	7,765	7,938	173	2.2%
Supplementary rates & charges	108	131	23	21.3%
Total rates and charges	80,250	81,377	1,127	1.4%

* 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	2019/20 cents/\$CIV	2020/21 cents/\$CIV	Change
General rate for rateable residential properties	0.00466836	0.00449722	(3.7%)
General rate for rateable commercial properties	0.00466836	0.00449722	(3.7%)
General rate for rateable industrial properties	0.00466836	0.00449722	(3.7%)
General rate for rateable farm properties	0.00350127	0.00337292	(3.7%)
General rate for rateable derelict properties	0.01400508	0.01349168	(3.7%)
Rate concession for rateable recreational properties	0.00233418	0.00224861	(3.7%)
Rate concession for rateable recreational properties with gaming facilities	0.00280102	0.00269833	(3.7%)

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

Type or class of land	2019/20 \$'000	2020/21 \$'000	Change \$'000	%
General	51,154	51,850	696	1.4%
Farm	2,532	2,495	(37)	(1.5%)
Derelict properties	30	28	(2)	(6.7%)
Recreational 1*	31	30	(1)	(3.2%)
Recreational 2	53	61	8	15.1%
Total amount to be raised by general rates	53,800	54,464	664	1.2%

*Includes additional rate rebates totalling \$25,005 to be applied to two Recreational 1 properties.

2020/21 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	2019/20	2020/21	Change	
	Number	Number	No.	%
General	37,703	37,900	197	0.5%
Farm	1,026	960	(66)	(6.4%)
Derelict properties	8	8	0	0.0%
Recreational 1	11	11	0	0.0%
Recreational 2	4	4	0	0.0%
Total number of assessments	38,752	38,883	131	0.3%

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	2019/20	2020/21	Change	
	\$'000	\$'000	\$'000	%
General	10,957,584	11,529,338	571,754	5.2%
Farm	723,138	739,757	16,619	2.3%
Derelict properties	2,174	2,060	(114)	(5.2%)
Recreational 1	23,135	24,610	1,475	6.4%
Recreational 2	18,923	22,725	3,802	20.1%
Total value of land	11,724,954	12,318,490	593,536	5.1%

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	
	2019/20	2020/21	\$	%
Municipal	\$ 140.00	\$ 140.00	\$ 0.00	0.0%

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

Type of Charge	2019/20	2020/21	Change	
	\$	\$	\$	%
Municipal	5,389,020	5,415,480	26,460	0.5%

2020/21 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	
	2019/20	2020/21	\$	%
Garbage collection	352.00	352.00	-	0.0%
Landfill levy	21.30	23.00	1.70	8.0%
Total	373.30	375.00	1.70	0.5%

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

Type of Charge	2019/20	2020/21	Change	
	\$	\$	\$	%
Garbage collection	12,436,569	12,606,636	170,067	1.4%
Landfill levy	748,689	820,645	71,956	9.6%
Total	13,185,258	13,427,281	242,023	1.8%

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

Type of Charge	Per Rateable Property	Per Rateable Property	Change	
	2019/20	2020/21	\$	%
Garbage 120L Bin.	225.00	225.00	-	0.0%
Garbage 240L Bin	332.00	332.00	-	0.0%
Garbage 240L Bin - Special	256.00	256.00	-	0.0%
Recycling	77.00	77.00	-	0.0%
Organics/Green Waste	50.00	50.00	-	0.0%

2020/21 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

	2019/20 \$'000	2020/21 \$'000	Change \$'000	%
General Rates	53,716	54,373	657	1.2%
Municipal Charges	5,389	5,415	26	0.5%
Garbage Charges	12,437	12,607	170	1.4%
Landfill Levy	751	821	70	9.3%
Cultural & Recreational Land Rates	84	92	8	9.5%
Payments in lieu of rates	7,765	7,938	173	2.2%
Supplementary rates and charges	108	131	23	21.3%
Total Rates and charges	80,250	81,377	1,127	1.4%

4.1.1(l) Fair Go Rates System Compliance

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

	2019/20	2020/21
Total Base Rates & Municipal Charge*	\$ 57,664,297	\$ 59,796,321
Number of rateable properties*	38,737	38,868
Base Average Rates	1,488.61	1,538.45
Maximum Rate Increase (set by the State Government)	2.50%	2.00%
Capped Average Rate	\$ 1,525.83	\$ 1,569.22
Maximum General Rates and Municipal Charges Revenue	\$ 59,106,077	\$ 60,992,443
Budgeted General Rates and Municipal Charges Revenue	\$ 59,105,000	\$ 59,788,000

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 (2020/21: estimated \$0.131 million and 2019/20:\$0.108 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.

2020/21 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 0.00337292 for all rateable farm properties.
- A derelict properties rate of 0.01349168 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.

2020/21 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.

2020/21 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 0.01349168 and will generate \$27,793, which represents 0.05% 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.

2020/21 Budget Notes to the financial statements

4.1.2 Statutory fees and fines

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
Infringements and costs	620	808	188	30.3%
Town planning fees	10	9	(1)	(10.0%)
Land information certificates	54	62	8	14.8%
Permits	634	55	(579)	(91.3%)
Other	150	136	(14)	(9.3%)
Health Registrations	477	485	8	1.7%
Pool / Spa Registrations	79	200	121	153.2%
Animal Registrations	339	371	32	9.4%
Total statutory fees and fines	2,363	2,126	(237)	(10.0%)

4.1.3 User fees

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
Aged and health services	1,839	2,007	168	9.1%
Leisure centre and recreation	2,221	1,863	(358)	(16.1%)
Child care/children's programs	5,481	5,239	(242)	(4.4%)
Waste management services	2,202	2,343	141	6.4%
Other fees and charges	1,156	825	(331)	(28.6%)
Total user fees	12,899	12,277	(622)	(4.8%)

2020/21 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 2019/20 \$'000	Budget 2020/21 \$'000	Change	
			\$'000	%
Grants were received in respect of the following:				
Summary of grants				
Commonwealth funded grants	21,847	24,097	2,250	10.3%
State funded grants	53,593	20,911	(32,682)	(61.0%)
Total grants received	75,440	45,008	(30,432)	(40.3%)
(a) Operating Grants				
Recurrent - Commonwealth Government				
	9,641	15,721	6,080	63.1%
Financial Assistance Grants	6,294	12,388	6,094	96.8%
Aged and Disability Programs	2,975	2,988	13	0.4%
Employment Facilitation Programs	318	339	21	6.6%
Family & Childrens Programs	48	-	(48)	(100.0%)
Maternal & Child Health Program	6	6	0	0.0%
Recurrent - State Government	8,866	9,442	576	6.5%
Aged and Disability Programs	1,669	1,688	19	1.1%
Arts Programs	155	155	0	0.0%
Emergency Management	16	-	-	-
Environment Sustainability	33	33	-	-
Family & Childrens Programs	4,372	5,407	1,035	23.7%
Libraries	553	529	(24)	(4.3%)
Maternal & Child Health Program	1,796	1,452	(344)	(19.2%)
Rural Access Program	68	-	(68)	(100.0%)
School Crossings	204	178	(26)	(12.7%)
Total recurrent grants	18,507	25,163	6,656	36.0%
Non-recurrent - Commonwealth Government				
	31	20	(11)	(35.5%)
Environment Sustainability	31	20	(11)	(35.5%)
Non-recurrent - State Government				
	1,971	91	(1,880)	(95.4%)
Arts Programs	10	-	(10)	(100.0%)
Recreational, Leisure & Community Facilities	149	-	(149)	(100.0%)
Community Support & Development Programs	17	-	(17)	(100.0%)
Economic Development	127	15	(112)	(88.2%)
Education & Training	-	-	0	0.0%
Emergency Management	80	76	(4)	(5.0%)
Events And International Relations	222	-	(222)	(100.0%)
Family & Childrens Programs	5	-	(5)	(100.0%)
Public Lighting	81	-	(81)	(100.0%)
Other Infrastructure	30	-	(30)	(100.0%)
Other Recreation Facilities	1,250	-	(1,250)	(100.0%)
Total non-recurrent grants	2,002	111	(1,891)	256.0%
Total operating grants	20,509	25,274	4,765	23.2%

2018/19 Budget Notes to the financial statements

4.1.4 Grants (contd.)

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
(b) Capital Grants				
Recurrent - Commonwealth Government	2,550	2,550	0	0.0%
Roads to recovery	2,550	2,550	0	0.0%
Recurrent - State Government	0	0	-	-
Total recurrent grants	2,550	2,550	0	0.0%
Non-recurrent - Commonwealth Government	9,625	5,806	(3,819)	(39.7%)
Buildings	5,830	5,000	(830)	(14.2%)
Footpaths and Cycleways	328	-	(328)	(100.0%)
Parks, Open Space and Streetscapes	1,634	-	(1,634)	(100.0%)
Recreational, Leisure & Community Facilities	1,833	806	(1,027)	(56.0%)
Non-recurrent - State Government	42,756	11,378	(31,378)	(73.4%)
Buildings	4,745	5,000	255	5.4%
Footpaths and Cycleways	803	-	(803)	(100.0%)
Parks, Open Space and Streetscapes	1,471	-	(1,471)	(100.0%)
Recreational, Leisure & Community Facilities	34,545	2,079	(32,466)	(94.0%)
Roads	666	2,102	1,436	215.6%
Other Infrastructure	526	2,197	1,671	317.7%
Total non-recurrent grants	52,381	17,184	(35,197)	(67.2%)
Total capital grants	54,931	19,734	(35,197)	(64.1%)
Total Grants	75,440	45,008	(30,432)	(40.3%)

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 increase by 23.2% (or \$4.765 million) compared to 2019/20. This increase primarily relates to the expectation of not receiving any advance payments for Financial Assistant Grants in 2019/20 for 2020/21 (the expected funding of \$12.388 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.

2020/21 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 64.1% (or \$35.197 million) compared to 2019/20 mainly associated with funding received from the State and Federal Governments in relation to various Major Recreational facilities 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 2020/21 year.

4.1.5 Contributions

	Forecast Actual		Budget	Change	
	2019/20 \$'000	2020/21 \$'000	2020/21 \$'000	\$'000	%
Monetary	557	90		(467)	(83.8%)
Non-monetary	3,000	4,000		1,000	33.3%
Total contributions	3,557	4,090		533	15.0%

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 2020/21 budget is lower compared to 2019/20 due to 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. An increase is projected in the 2020/21 budget to closer reflect recent historic levels.

4.1.6 Other income

	Forecast Actual		Budget	Change	
	2019/20 \$'000	2020/21 \$'000	2020/21 \$'000	\$'000	%
Interest	2,435	2,000		(435)	(17.9%)
Other Rent	917	666		(251)	(27.4%)
Sales	643	657		14	2.2%
Contributions other	236	217		(19)	(8.1%)
Other	1,113	167		(946)	(85.0%)
Total other income	5,344	3,707		(1,637)	(30.6%)

Other income is projected to be lower in 2020/21 mainly due to reimbursements related to the 2019 Yinnar South Bushfires recognised in 2019/20 together with reduced interest income as Council spends money that has been received in advance primarily relating to capital grants.

2020/21 Budget Notes to the financial statements

4.1.7 Employee costs

	Forecast Actual		Budget	Change	
	2019/20		2020/21		
	\$'000		\$'000	\$'000	%
Salaries & Wages	49,287	51,531	2,244	4.6%	
Superannuation	4,809	4,791	(18)	(0.4%)	
Workcover	1,189	1,227	38	3.2%	
Fringe Benefits tax	344	360	16	4.7%	
Other	2,483	2,121	(362)	(14.6%)	
Total employee costs	58,112	60,030	1,918	3.3%	

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 3.3% or \$1.92 million compared to 2019/20 forecast. Salary and Wages have been budgeted in accordance with Council's Enterprise Bargaining Agreement and annual award increases for banded staff.

4.1.8 Materials and services

	Forecast Actual		Budget	Change	
	2019/20		2020/21		
	\$'000		\$'000	\$'000	%
Contract Payments	25,076	21,954	(3,122)	(12.5%)	
Building Maintenance	235	371	136	57.9%	
General Maintenance	4,537	4,545	8	0.2%	
Utilities	3,186	3,267	81	2.5%	
Office Administration	2,091	2,576	485	23.2%	
Information Technology	2,303	2,231	(72)	(3.1%)	
Insurance	948	1,039	91	9.6%	
Consultants	2,273	966	(1,307)	(57.5%)	
Other	1,066	267	(799)	(75.0%)	
Total materials and services	41,715	37,216	(4,499)	(10.8%)	

Materials and Services are forecast to decrease by 10.9% or \$4.499 million compared to 2019/20. This is mainly a result of higher levels of spending in 2019/20 as a result of funds carried forward from previous financial years and non-recurrent operating grants received.

2020/21 Budget Notes to the financial statements

4.1.9 Depreciation and amortisation

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
Property	5,962	7,186	1,224	20.5%
Plant & equipment	2,143	2,248	105	4.9%
Infrastructure	19,615	20,389	774	3.9%
Intangible Assets	677	612	(65)	(9.6%)
Total depreciation and amortisation	28,397	30,435	2,038	7.2%

Depreciation and amortisation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads and drains. The projected increase of \$2.038 million is mainly due to the completion of the 2019/20 capital works program and the projected completion of the Gippsland Regional Aquatic Facility in December 2020.

Refer to section 12. "Analysis of Capital Budget" for a more detailed analysis of Council's capital works program for the 2020/21 year.

4.1.10 Other expenses

	Forecast Actual	Budget	Change	
	2019/20 \$'000	2020/21 \$'000	\$'000	%
Auditors remuneration - VAGO	60	62	2	3.3%
Auditors remuneration - Internal	193	125	(68)	(35.2%)
Audit other	25	25	0	0.0%
Councillors' Allowances	316	323	7	2.2%
Operating lease rentals	80	70	(10)	(12.5%)
Grants	1,402	2,054	652	46.5%
Levies	1,175	1,530	355	30.2%
Total other expenses	3,251	4,189	938	28.9%

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 increase by \$0.94 million in 2020/21 predominantly due to the planned COVID-19 Business & Community support grants package and an increase in landfill levy fees payable to the State Government as a result of recently announced levy increases.

2020/21 Budget Notes to the financial statements

4.2 Balance Sheet

4.2.1 Assets

Current assets (\$32.567 million decrease) - mainly due to reduced cash and other financial assets (being cash investments) as a result of capital funding received in advance in 2019/20 that will be spent in the 2020/21 financial year. A more detailed analysis of this change is included in section 3.4. "Statement of Cash Flows".

Non current assets (\$78.412 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.

4.2.2 Liabilities

Current liabilities (\$0.068 million increase) - the increase in current liabilities (that is, obligations council must pay within the next year) is mainly due increased interest bearing liabilities to be repaid within 12 months as a result of new borrowings. This is partially offset by landfill provisions decreasing as Council rehabilitates its legacy landfill sites.

Non current liabilities (\$4.327 million increase) - the increase in non current liabilities (that is, obligations council must pay beyond the next year) is predominantly as result of new borrowings for capital works in 2020/21. Provisions decrease by a net of \$2.300 million due to landfill rehabilitation works to be carried out partially offset by a marginal increase in employee benefits.

4.2.3 Borrowings

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

	2019/20 \$'000	2020/21 \$'000
Amount borrowed as at 30 June of the prior year	15,065	18,476
Amount proposed to be borrowed	12,650	10,000
Amount projected to be redeemed	(9,239)	(2,563)
Amount of borrowings as at 30 June	18,476	25,913

2020/21 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 \$25.395 million.

Other reserves that 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 are transferred from the Accumulated Surplus of the Council to be separately disclosed.

4.3.2 Equity

Accumulated surplus which is the value of all net assets less Reserves that have accumulated over time. The increase in accumulated surplus of \$15.965 million results directly from the surplus for the year together with the movement in statutory reserves.

4.4 Statement of Cash Flows

4.4.1 Net cash flows provided by/used in operating activities

A decrease in cash flows from operating activities of \$20.757 million is mainly due to decreased inflow of capital grants \$35.110 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 \$11.060 million mainly due to decreased outflows (\$15.767 million) for property, plant and equipment (capital works) as a result of reduced external funding as the major recreation projects are completed.

4.4.3 Net cash flows provided by/used in financing activities

An increase in net inflows of \$3.764 million compared to 2019/20 is mainly the result of the principal repayment of an \$8.215 million interest only loan in the 2019/20 year leading to a reduced outflow of \$6.676 million. New borrowings of \$10.000 million (\$12.650 million in 2019/20) are budgeted for 2020/21 thus creating a reduction in cash inflows from new loans of \$2.650 million compared to the 2019/20 financial period.

2020/21 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 2020/21 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1 Summary

	Forecast	Budget 2020/21 \$'000	Change	
	Actual 2019/20 \$'000		\$'000	%
Property	70,066	44,717	(25,349)	(36.2%)
Plant and equipment	3,066	3,612	546	17.8%
Infrastructure	30,702	31,731	1,029	3.4%
Total	103,834	80,060	(23,774)	(22.9%)

	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	44,717	39,219	2,456	3,043	-	11,832	-	30,385	2,500
Plant and equipment	3,612	15	3,597	-	-	-	-	3,612	-
Infrastructure	31,731	11,751	15,059	4,922	-	7,901	-	16,330	7,500
Total	80,060	50,984	21,112	7,965	-	19,733	-	50,327	10,000

2020/21 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 Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
PROPERTY									
Buildings									
Kernot Hall Refurbishment	2,738	-	-	2,738	-	-	-	238	2,500
Safe Roof Access	200	-	-	200	-	-	-	200	-
Building Renewal Program	2,126	-	2,126	-	-	-	-	2,126	-
Traralgon Courthouse Toilet Upgrade	105	-	-	105	-	-	-	105	-
Victory Park Toilet Block	98	98	-	-	-	-	-	98	-
Bus Shelter	30	-	30	-	-	-	-	30	-
Latrobe Leisure Maintenance and Upgrade Program	300	-	300	-	-	-	-	300	-
Total Buildings	5,596	98	2,456	3,043	-	-	-	3,096	2,500
TOTAL PROPERTY	5,596	98	2,456	3,043	-	-	-	3,096	2,500

2020/21 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
Plant Replacement Program	2,115	-	2,115	-	-	-	-	2,115	-
Fleet Replacement Program	822	-	822	-	-	-	-	822	-
Latrobe Leisure Equipment Replacement Program	50	-	50	-	-	-	-	50	-
Total Plant, Machinery and Equipment	2,987	-	2,987	-	-	-	-	2,987	-
Fixtures, Fittings and Furniture									
Office Furniture & Equipment Replacement Program	10	-	10	-	-	-	-	10	-
Total Fixtures, Fittings and Furniture	10	-	10	-	-	-	-	10	-
Computers and Telecommunications									
IT Equipment Replacement Program	600	-	600	-	-	-	-	600	-
Total Computers and Telecommunications	600	-	600	-	-	-	-	600	-
Artworks									
Artwork Acquisitions	15	15	-	-	-	-	-	15	-
Total Artworks	15	15	-	-	-	-	-	15	-
TOTAL PLANT AND EQUIPMENT	3,612	15	3,597	-	-	-	-	3,612	-

2020/21 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
INFRASTRUCTURE									
Roads									
Gravel Road Resheet Program	905	-	905	-	-	-	-	905	-
Local Road Reseal Program	6,261	-	6,261	-	-	-	-	6,261	-
Difficult to Maintain Pavements Program	25	-	-	25	-	-	-	25	-
Road Rehabilitation Program	4,395	-	4,395	-	-	2,550	-	1,845	-
Traffic and Pedestrian Safety Program	90	68	-	23	-	-	-	90	-
Total Roads	11,676	68	11,561	48	-	2,550	-	9,126	-
Bridges									
Bridge and Major Culvert works	530	-	530	-	-	-	-	530	-
Total Bridges	530	-	530	-	-	-	-	530	-
Footpaths and Cycleways									
Footpath Replacement Program	1,050	-	1,050	-	-	-	-	1,050	-
Rose Garden Replacement of Gravel Paths	168	-	-	168	-	-	-	168	-
Gravel Path Renewal Project	30	-	30	-	-	-	-	30	-
Total Footpaths and Cycleways	1,248	-	1,080	168	-	-	-	1,248	-

2020/21 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
Drainage									
Minor Drainage Renewal Program	100	-	100	-	-	-	-	100	-
Stormwater Management/Outfall Renewal Program	50	-	50	-	-	-	-	50	-
Total Drainage	150	-	150	-	-	-	-	150	-
Recreational, Leisure and Community Facilities									
Community Sports Infrastructure Stimulus Program	200	-	-	200	-	-	-	200	-
Total Rec, Leisure and Comm'y Facilities	200	-	-	200	-	-	-	200	-
Waste Management									
Landfill Cell development	1,060	-	1,060	-	-	-	-	1,060	-
Total Waste Management	1,060	-	1,060	-	-	-	-	1,060	-

2020/21 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
Parks, Open Space and Streetscapes									
Play Space Implementation Plan Program	280	-	280	-	-	-	-	280	-
Moe Rail Precinct Revitalisation Stage 2	7,685	7,685	-	-	-	-	-	185	7,500
Streetscape design	50	50	-	-	-	-	-	50	-
Retaining Wall Renewal Program	190	-	190	-	-	-	-	190	-
Total Parks, Open Space and Streetscapes	8,205	7,735	470	-	-	-	-	705	7,500
Off Street Car Parks									
Offstreet carpark renewal	208	-	208	-	-	-	-	208	-
Total Off Street Car Parks	208	-	208	-	-	-	-	208	-
TOTAL INFRASTRUCTURE	23,277	7,803	15,059	416	-	2,550	-	13,227	7,500
TOTAL NEW CAPITAL WORKS FOR 2020/21	32,485	7,915	21,112	3,459	-	2,550	-	19,935	10,000

2020/21 Budget Capital Works Program

4.5.3 Works carried forward from the 2019/20 year

Capital Works Area	Asset expenditure type					Summary of funding sources			
	Project cost \$'000	New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
PROPERTY									
Buildings									
Latrobe Creative Precinct Design	26,201	26,201	-	-	-	10,000	-	16,201	-
Gippsland Regional Aquatics Centre	12,920	12,920	-	-	-	1,832	-	11,088	-
Total Buildings	39,121	39,121	-	-	-	11,832	-	27,289	-
TOTAL PROPERTY	39,121	39,121	-	-	-	11,832	-	27,289	-
INFRASTRUCTURE									
Roads									
Safe Traffic in Local Streets Program	2,102	-	-	2,102	-	2,102	-	-	-
Total Roads	2,102	-	-	2,102	-	2,102	-	-	-

2020/21 Budget Capital Works Program

4.5.3 Works carried forward from the 2019/20 year

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	Council cash \$'000	Borrow's \$'000
Recreational, Leisure and Community Facilities									
Morwell Recreation Reserve	2,404	-	-	2,404	-	1,053	-	1,351	-
Total Rec, Leisure and Community Facilities	2,404	-	-	2,404	-	1,053	-	1,351	-
Waste Management									
Landfill Biogas to Energy Project	1,578	1,578	-	-	-	-	-	1,578	-
Total Waste Management	1,578	1,578	-	-	-	-	-	1,578	-
Other Infrastructure									
Logistics Precinct and Intermodal Freight Terminal	2,370	2,370	-	-	-	2,196	-	174	-
Total Other Infrastructure	2,370	2,370	-	-	-	2,196	-	174	-
TOTAL INFRASTRUCTURE	8,454	3,948	-	4,506	-	5,351	-	3,103	-
TOTAL CARRIED FWD WORKS FROM 2019/20	47,575	43,069	-	4,506	-	17,183	-	30,392	-
TOTAL CAPITAL WORKS	80,060	50,984	21,112	7,965	-	19,733	-	50,327	10,000

2020/21 Budget Capital Works Program

4.6 CAPITAL WORKS (OPERATING)

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

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

4.6.1 Current Budget

PROPERTY

Buildings									
Taxi Rank and Bus Terminal Renewal	20	-	-	-	-	-	-	20	-
Demolition of Dilapidated Council Buildings	100	-	-	-	-	-	-	100	-
Total Buildings	120	-	-	-	-	-	-	120	-
TOTAL PROPERTY	120	-	-	-	-	-	-	120	-

INFRASTRUCTURE

Roads									
Traffic and Pedestrian Safety Program	235	-	-	-	-	-	-	235	-
Total Roads	235	-	-	-	-	-	-	235	-
Drainage									
Piped Systems Enhancement & Stormwater Quality Improvement	100	-	-	-	-	-	-	100	-
Total Drainage	100	-	-	-	-	-	-	100	-
Public Lighting									
New Street Lights installations	75	-	-	-	-	-	-	75	-
Public Lighting Replacement Program	135	-	-	-	-	-	-	135	-
Total Public Lighting	210	-	-	-	-	-	-	210	-

2020/21 Budget Capital Works Program

Capital Works Area	Project cost \$'000	Asset expenditure type				Summary of funding sources Council			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contrib'ns \$'000	cash \$'000	Borrow's \$'000
Parks, Open Space and Streetscapes									
Unserviceable Street Furniture Replacement Program	50	-	-	-	-	-	-	50	-
Bollard Installation	16	-	-	-	-	-	-	16	-
Taizhou Garden	63	-	-	-	-	-	-	63	-
Total Parks, Open Space and Streetscapes	129	-	-	-	-	-	-	129	-
Off Street Car Parks									
Upgrade to DDA compliance	50	-	-	-	-	-	-	50	-
Total Off Street Car Parks	50	-	-	-	-	-	-	50	-
Waste Management									
Transfer Station Upgrades	100	-	-	-	-	-	-	100	-
Landfill Rehabilitation	2,900	-	-	-	-	-	-	2,900	-
Transfer to Waste Reserve	2,045	-	-	-	-	-	-	2,045	-
Total Waste Management	5,045	-	-	-	-	-	-	5,045	-
Other Infrastructure									
Major Town Entry Signs replacement	100	-	-	-	-	-	-	100	-
Fire Hydrants	10	-	-	-	-	-	-	10	-
Total Other Infrastructure	110	-	-	-	-	-	-	110	-
TOTAL INFRASTRUCTURE	5,879	-	-	-	-	-	-	5,879	-
TOTAL CAPITAL WORKS (OPERATING)	5,999	-	-	-	-	-	-	5,999	-
TOTAL CAPITAL WORKS PROGRAM FOR 2020/21	86,060	50,984	21,112	7,965	-	19,733	-	56,327	10,000

2020/21 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.

Indicator	Measure	Notes	Actual 2018/19	Forecast 2019/20	Budget 2020/21	Strategic Resource Plan Projections			Trend +/-
						2021/22	2022/23	2023/24	
Operating Position									
Adjusted underlying result	Adjusted underlying surplus (deficit) / Adjusted underlying revenue	1	(5.0%)	(6.2%)	(4.1%)	(6.8%)	(5.4%)	(4.8%)	-
Liquidity									
Working Capital	Current assets / current liabilities	2	324.7%	339.3%	229.7%	229.5%	250.9%	277.0%	+
Unrestricted Cash	Unrestricted cash / current liabilities	3	(71.2%)	71.3%	44.0%	47.6%	60.3%	78.4%	+
Obligations									
Loans & Borrowings	Interest bearing loans and borrowings / rate revenue	4	19.3%	23.0%	31.8%	28.2%	24.7%	21.3%	+
Loans & Borrowings	Interest and principal repayments / rate revenue		2.9%	12.0%	3.9%	3.7%	3.6%	3.4%	+
Indebtedness	Non-current liabilities / own source revenue		26.9%	34.6%	39.5%	35.6%	31.7%	28.5%	+
Asset renewal	Asset renewal expenditure / depreciation	5	57.5%	82.3%	70.8%	59.1%	56.9%	59.8%	-
Stability									
Rates concentration	Rate revenue / adjusted underlying revenue	6	60.1%	64.8%	63.9%	63.9%	66.9%	67.1%	-
Rates effort	Rate revenue / property values (CIV)		0.7%	0.7%	0.7%	0.7%	0.7%	0.7%	o

2020/21 Budget Financial Performance Indicators

Indicator	Measure	Notes	Forecast		Budget 2020/21	Strategic Resource Plan Projections			Trend +/-
			Actual 2018/19	Actual 2019/20		2021/22	2022/23	2023/24	
Efficiency									
Expenditure level	Total expenditure / no. of assessments		\$3,534	\$3,403	\$3,408	\$3,546	\$3,394	\$3,412	-
Revenue level	Residential rate revenue / No. of residential assessments		\$1,675	1,731	\$1,745	\$1,780	\$1,816	\$1,852	+
Workforce turnover	No. of resignations & terminations / average no. of staff		12.5%	10.0%	10.0%	10.0%	10.0%	10.0%	o

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 decrease significantly in 2020/21 year due to reduced cash and investments mainly resulting from expenditure of funds on major capital works projects received/allocated in 2019/20.

3 Unrestricted Cash- Trend indicates Council's reducing recurrent liabilities as a result of decreasing landfill rehabilitation provisions as the capping of previous landfill sites at Moe and Morwell completed.

4 Debt compared to rates - Trends indicates Council's reducing reliance on debt against its annual rate revenue through redemption of long term debt based on no new borrowings currently forecasted after the 2020/21 financial year.

5 Asset renewal - This percentage indicates the extent of Council's renewals 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.

6 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
2020/21
Fees & Charges



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COMMUNITY HEALTH AND WELLBEING			
<i>Direct Care</i>			
SERVICE TYPE DIRECT CARE	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Home Care/Personal Care			
Low Income	<i>Per hour - gst free</i>	7.00	7.00
Couple Low Income	<i>Per hour - gst free</i>	9.60	9.60
Medium Income	<i>Per hour - gst free</i>	15.50	15.50
Couple Medium Income	<i>Per hour - gst free</i>	19.40	19.40
Full Cost (Non Public Holiday)	<i>Per hour - gst inc</i>	55.20	60.70
Full Cost (Non Public Holiday)	<i>Per 1/2 hour - gst inc</i>	30.60	33.70
Full Cost (Public Holiday)	<i>Per hour - gst inc</i>	112.20	123.40
Full Cost (Overtime)	<i>Per hour - gst inc</i>	82.80	91.10
Full Cost (Overtime)	<i>Per 1/2 hour</i>	53.00	58.30
Full Cost (Same Day Service)	<i>Per hour - gst inc</i>	112.20	123.40
Veterans Respite	<i>Fee as per agreement with DVA</i>	as per agreement	as per agreement
Veterans HCPC	<i>Fee as per agreement with DVA</i>	as per agreement	as per agreement
Respite Care			
Subsidised.	<i>Per hour - gst free</i>	4.60	4.60
Full Cost (Non Public Holiday)	<i>Per hour - gst inc</i>	55.20	60.70
Full Cost (Public Holiday)	<i>Per hour - gst inc</i>	112.20	123.40
Full Cost (Overtime)	<i>Per hour - gst inc</i>	82.80	91.10
Meals on Wheels Service <i>(includes all costs of providing meals)</i>			
Subsidised.	<i>Per meal</i>	9.50	9.50
Full cost meals.	<i>Per meal.</i>	15.70	15.70
Home Maintenance			
Single.	<i>Per hour - gst free</i>	12.40	12.40
Couple.	<i>Per hour - gst free</i>	18.60	18.60
Full Cost (Non Public Holiday)	<i>Per hour (Mon - Fri) - gst inc</i>	70.90	78.00
Landfill Fees.	<i>*refer waste disposal fees schedule.</i>		

COMMUNITY HEALTH AND WELLBEING			
<i>Direct Care</i>			
SERVICE TYPE DIRECT CARE	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Social Support Group			
Subsidised with Meal (Centre Based)	<i>Per session</i>	11.40	11.40
Subsidised without Meal (Outing)	<i>Per session</i>	6.30	6.30
Morning Melodies (plus cost of event paid at entry)	<i>Per session</i>	11.20	11.20
Special Events (costs to be advertised with notification of the event)	<i>Per session</i>		
Full Cost (Level 1 & 2 Funding)	<i>Per session</i>	29.10	32.00
Full Cost (Level 3 & 4 Funding)	<i>Per session</i>	55.20	60.70
Residing in Supported Accommodation	<i>Per session</i>	112.20	112.20
Cancellation Fees			
Full Cost CHSP/HACC PYP Clients	Less than 24 hours notice Less than 24 hours notice	Full Service Fee Service Fee	Full Service Fee Service Fee
Travel			
Full Cost	<i>Per Km</i>	1.10	1.10
Senior Citizens Centres Hire			
HACC eligible organisation/groups.		No Charge	No Charge
Community organisations/groups:			
Per hour.	<i>8am – 5pm.</i>	18.30	18.30
Evening.	<i>5pm – midnight.</i>	148.60	148.60
Full Day & Evening.	<i>8am – midnight.</i>	245.60	245.60
Commercial organisations			
Per hour	<i>8am – 5pm.</i>	30.90	30.90
Evening	<i>5pm – midnight.</i>	242.40	242.40
Full Day & Evening	<i>8am – midnight.</i>	400.00	400.00
Security Deposit:			
Without alcohol.		306.00	306.00
With alcohol.		561.00	561.00

COMMUNITY HEALTH AND WELLBEING			
<i>Public Libraries</i>			
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Consumables	USB Drive – 2GB	<i>Each</i>	9.50
	Individual Head Sets	<i>Per set</i>	6.50
Research Fee	Public Request.	<i>Per half hour.</i>	14.70
	Commercial/Community Group Request.	<i>(Charged in 30 minute blocks, with a minimum 1 block to be charged)</i>	29.50
Library Meeting Room	Community and Not For Profit Groups.	<i>Per hour</i>	No Charge
	Commercial.	<i>Per hour</i>	31.00
	Commercial.	<i>Full day – 10am-6pm.</i>	150.00
Fees	Replacement Cards.		3.70
	Inter Library Loan	<i>Other Victorian Public Libraries; All Academic Institutions; Interstate / International Loans.</i>	No Charge POA POA
Damaged or Lost Items	Replacement Cost	<i>Minimum Charge Additional costs will apply for the replacement of covers, cases, barcodes, repairs and replacements</i>	7.90
	Beyond Repair Magazine	<i>Replacement cost plus processing fee</i>	4.00
	Talking Books	<i>Replacement cost per CD</i>	17.00

COMMUNITY HEALTH AND WELLBEING			
<i>Public Libraries</i>			
SERVICE TYPE PUBLIC LIBRARIES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Photocopying	Black & White A4	<i>Per side</i>	0.20
	Black & White A3	<i>Per side</i>	0.40
	Colour Printing A4	<i>Per side</i>	0.70
	Colour Printing A3	<i>Per side</i>	0.90
Laminating	A4	<i>Per sheet.</i>	2.70
	A3	<i>Per sheet.</i>	3.70
Calico Library Bags	New Member		No Charge
	Additional/Replacement	<i>Per bag</i>	2.70
Events	Author Talk (standard)	<i>Per Event</i>	5.00
	Author Talk (Special, Literary Festival, high profile) - Member	<i>Per Event</i>	25.00
	Author Talk (Special, Literary Festival, high profile) - Non Member	<i>Per Event</i>	30.00
	Adult Workshops Library Member	<i>Per Half Day</i>	10.00
	Adult Workshops Non Library Member	<i>Per Half Day</i>	15.00
	Adult Workshops Library Member	<i>Full Day</i>	25.00
	Adult Workshops Non Library Member	<i>Full Day</i>	30.00

COMMUNITY HEALTH AND WELLBEING			
<i>Children Services</i>			
SERVICE TYPE		2019/20	2020/21
CHILDRENS SERVICES	BASIS	\$ (GST Inc)	\$ (GST Inc)
Family Day Care			
Fees During Core Hours	<i>(8am–6pm weekdays)</i>	8.50	8.50
Fees Outside of Core Hours	<i>Per child/hour weekdays</i>	9.00	9.00
Fee for weekend care	<i>Per child/hour weekend</i>	10.00	10.00
Public Holidays	<i>Per child/hour.</i>	11.50	11.50
Administration Fee	<i>Per hour of care provided.</i>	1.35	1.35
Communication Fee		13.00	13.00
Induction Training	<i>New care providers pp.</i>	37.00	37.00
Travel Charges	<i>Per km</i>	1.20	1.20
Holding Fee	<i>% of fee per child per hour.</i>	100%	100%
Meal Charges Per Child (Carers' home)			
Breakfast	<i>Each</i>	3.50	3.50
Lunch	<i>Each</i>	4.00	4.00
Dinner	<i>Each</i>	4.50	4.50
Snacks	<i>Each</i>	2.00	2.00
Early Learning Centre			
<i>(includes Carinya, Moe Place and Traralgon)</i>			
Full Time Care	<i>5 full days/child/week.</i>	460.00	460.00
Full Day Care	<i>Per day</i>	97.00	97.00
Half Day Care	<i>Per half day</i>	61.50	61.50
Holding Fee	<i>% Per place</i>	100%	100%
After Kinder Care	<i>Hourly</i>	16.00	16.00

COMMUNITY HEALTH AND WELLBEING			
<i>Children Services</i>			
SERVICE TYPE CHILDRENS SERVICES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Moe PLACE			
Moe Early Learning Centre			
Moe Vacation Care	<i>Full Day Care</i>	74.00	74.00
	<i>Excursion Levy -Local</i>	15.50	15.50
	<i>Excursion Levy - Out of Gippsland</i>	20.50	20.50
Basketball Stadium			
Court Hire - General	<i>Per hour</i>	50.00	50.00
Half Court Hire - General	<i>Per hour</i>	26.00	26.00
Court Hire - Schools	<i>Per hour</i>	40.60	40.60
Half Court Hire - Schools	<i>Per hour</i>	20.80	20.80
Court Hire	<i>Per Day (9am - 6pm)</i>	218.50	218.50
Community Kitchen			
Kitchen Hire	<i>Per hour</i>	14.60	14.60
Kitchen Hire	<i>Per day</i>	52.00	52.00
Meeting Rooms (Moe Place, Churchill Hub)			
Meeting Rooms			
Community and Not For Profit Groups.	<i>Per hour</i>	No Charge	No Charge
Commercial	<i>Per hour</i>	26.50	26.50
	<i>Per Day</i>	159.20	159.20
Preschools			
Enrolment administration fee	<i>3 & 4 year old programs</i>	30.00	30.00
Preschool – 4 yr old program	<i>Per Term (effective Jan 2021)</i>	280.00	280.00
Prekinder – 3 yr old program	<i>Per Term (effective Jan 2021)</i>	240.00	240.00

COMMUNITY HEALTH AND WELLBEING			
<i>Family Health Services</i>			
SERVICE TYPE FAMILY HEALTH SERVICES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Vaccinations Purchases			
Hep B.	<i>Per dose.</i>	32.00	32.00
Twinrix.	<i>Per dose.</i>	109.00	109.00
Flu.	<i>Per dose.</i>	31.00	31.00
Hep A.	<i>Per dose.</i>	98.00	98.00
Boostrix.	<i>Per dose.</i>	52.00	52.00
Nurse			
Attend Corporate Sessions	<i>Per nurse per hour</i>	62.50	62.50

COMMUNITY HEALTH AND WELLBEING				
<i>Leisure Facilities</i>				
SERVICE TYPE LEISURE FACILITIES		BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Indoor Pool – Swims	Adult	<i>16 years and over.</i>	6.60	6.60
	Child	<i>Child 5–15 yrs & High School Student</i>	4.70	4.70
	Concession	<i>Pension, Seniors & Health Care Card</i>	4.90	5.00
	Family*	<i>*As listed on Medicare Card</i>	17.60	17.60
	Schools	<i>Per child</i>	4.00	4.00
	Children	<i>4 years and under with adult swim.</i>	No Charge	No Charge
Visit Pass – Indoor pools 12 Month expiry from date of issue	Adult	<i>Visits x 10 – 10% discount</i>	59.40	59.40
	Child	<i>Visits x 10 – 10% discount</i>	42.30	42.30
	Concession	<i>Visits x 10 – 10% discount</i>	44.10	45.00
	Family	<i>Visits x 10 – 10% discount</i>	158.40	158.40
Indoor Pool – Swim Sauna Spa	Adult	<i>Each</i>	10.90	10.90
	Concession	<i>Each</i>	8.20	8.20
	After Entry/Class	<i>Each</i>	5.50	5.50
	Adult	<i>Multipass x 10 – 10% discount</i>	98.00	98.00
	Concession	<i>Multipass x 10 – 10% discount</i>	73.80	73.80
Indoor pool – swim sauna (CHURCHILL ONLY)	Adult	<i>Each</i>	9.50	9.50
	Concession	<i>Each</i>	7.10	7.10
	After Entry/class	<i>Each</i>	4.50	4.50

COMMUNITY HEALTH AND WELLBEING				
<i>Leisure Facilities</i>				
SERVICE TYPE		BASIS	2019/20	2020/21
LEISURE FACILITIES			\$ (GST Inc)	\$ (GST Inc)
Swim Lessons - Group	Infants	<i>Per class - Supervision 1:8</i>	13.40	13.40
	Preschool	<i>Supervision 1:5</i>	14.10	14.10
	School Age	<i>Per class</i>	14.80	14.80
	Adult	<i>Per class</i>	14.80	14.80
	Transition/Lap It Up	<i>Per class</i>	9.00	9.00
	Aust Swim Teacher	<i>Per instructor, per hour</i>	58.90	58.90
Swim Lessons - Group Concession (25% Discount)				
Health Care Card	Infants	<i>Per class - Supervision 1:8</i>	10.10	10.10
Health Care Card	Preschool	<i>Supervision 1:5</i>	10.60	10.60
Health Care Card	School Age	<i>Per class</i>	11.10	11.10
Health Care, Pension & Senior Card	Adult	<i>Per class</i>	11.10	11.10
Swim Lessons - Private				
	1:1	<i>Per half hour class, per person</i>	39.20	39.20
	1:2	<i>Per half hour class, per person</i>	29.50	29.50
	1:3	<i>Per half hour class, per person</i>	24.00	24.00
Swim Lessons - Private - Concession (25% Discount)				
Concession – Health Care Card	1:1	<i>Per half hour class, per person</i>	29.40	29.40
Concession – Health Care Card	1:2	<i>Per half hour class, per person</i>	22.10	22.10
Concession – Health Care Card	1:3	<i>Per half hour class, per person</i>	18.00	18.00
Other - Indoor Pools				
	Lane Hire	<i>Per hour.</i>	48.00	48.00
	Carnival Hire	<i>Per day 9am – 5pm</i>	975.00	975.00
	School Carnival Hire	<i>Per day 9am - 3pm</i>	918.00	918.00
	Wet Out of Hours – incl 1 Lifeguard plus 1 Duty Manager	<i>Per hour plus entry fee</i>	84.30	84.30
	Carnival Fee – incl 1 Lifeguard plus 1 Duty Manager	<i>Per hour.</i>	202.00	202.00

COMMUNITY HEALTH AND WELLBEING				
<i>Leisure Facilities</i>				
SERVICE TYPE		BASIS	2019/20	2020/21
LEISURE FACILITIES			\$ (GST Inc)	\$ (GST Inc)
Fitness Program	Group Fitness.	<i>Per class</i>	13.20	13.20
	Concession	<i>Pension, Seniors & Health Care Card</i>	9.90	9.90
	Personal Training.	<i>½ hour.</i>	37.40	37.40
		<i>1 hour.</i>	N/A	65.00
	Casual Gym.	<i>Per person</i>	16.00	16.00
	Casual Concession Gym.	<i>Pension, Seniors & Health Care Card</i>	12.00	12.00
	Youth Fit	<i>Class for specific ages</i>	8.80	8.80
	Life Fit Gym		6.50	6.50
Visit Pass – Group Fitness				
(12 Months Expiry from date of issue)		Adult.	<i>Visits x 10 – 10% discount</i>	118.80
		Concession.	<i>Visits x 10 – 10% discount</i>	89.10
	Youth Fit 13-15		<i>Visits x 10 – 10% discount</i>	79.20
	1/2 hr Personal Training		<i>Visits x 10 – 10% discount (half hour session)</i>	337.00
	1 hr Personal Training		<i>Visits x 10 – 10% discount (one hour session)</i>	n/a
Visit Pass - Gym				
(12 Months Expiry from date of issue)		Adult	<i>Visits x 10 – 10% discount</i>	144.00
		Concession	<i>Visits x 10 – 10% discount</i>	108.00

COMMUNITY HEALTH AND WELLBEING					
<i>Leisure Facilities</i>					
SERVICE TYPE LEISURE FACILITIES	BASIS	2019/20 \$ (GST Inc)		2020/21 \$ (GST Inc)	
Stadium (1)	Adult Competition.	<i>Per player per game</i>		6.50	6.50
	Concession Competition.	<i>High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card Holders</i>		4.90	4.90
	Junior Competition (during competition times only)	<i>Per player per game</i>		4.70	4.70
	Adult Training	<i>Per player per session #</i>		4.50	4.50
	Concession Training	<i>High School Students playing in Senior Competitions, Pension, Seniors & Health Care Card Holders</i>		3.40	3.40
	Junior Training (0-17 years)	<i>Per player per session #</i>		3.60	3.60
	Schools	<i>Per student</i>		3.60	3.60
	Court Hire - General	<i>Per court/hour.</i>		50.00	50.00
	Court Hire - Schools	<i>Per court/hour.</i>		40.60	40.60
	Tournament Fee*	<i>Per Court per Day (9am – 5pm)</i>		218.50	218.50
* 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	60.40
	Meeting Room Hire	<i>Per hour</i>		29.50	29.50
# Session is defined as 1 hour for Domestic basketball teams 2 hours for Squad & Representative basketball teams 2 hours for Badminton / Volleyball (in recognition of set up and pack up times)					
Visit Pass Cards - Stadium				x10 (10% discount)	X20 (15% discount)
12 Month expiry from date of issue (One visit used per hour or game)				x10 (10% discount)	X20 (15% discount)
	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

COMMUNITY HEALTH AND WELLBEING			
<i>Leisure Facilities</i>			
SERVICE TYPE LEISURE FACILITIES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Membership			
Membership Service Areas		<i>Gym Fitness - as per fitness timetable (including Aqua Aerobics) Pool (including pool, sauna & spa- where applicable)</i>	
Membership Administration Fee (per membership)	Upon joining	70.00	70.00
Bronze Membership			
Any one (1) of the above Membership Service Areas	Non Concession Concession * Off-Peak #	<i>Monthly</i> <i>Monthly</i> <i>Monthly</i>	49.00 36.80 29.40
Silver Membership			
Any two (2) of the above Membership Service Areas	Non Concession Concession * Off-Peak #	<i>Monthly</i> <i>Monthly</i> <i>Monthly</i>	60.00 45.00 36.00
Gold Membership			
All three (3) of the above Membership Service Areas	Non Concession Concession * Off-Peak #	<i>Monthly</i> <i>Monthly</i> <i>Monthly</i>	72.00 54.00 43.20
Corporate			
	21+ people	<i>Discounts valid on full price memberships only. Not valid on concession memberships Discounts off term memberships only</i>	20.00% 20.00%

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

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

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

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

COMMUNITY HEALTH AND WELLBEING			
<i>Leisure Facilities</i>			
SERVICE TYPE LEISURE FACILITIES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Athletic and Cycling Track			
Adult.	<i>Per participant</i>	4.70	4.70
Concession.	<i>Per participant</i>	3.50	3.50
Junior.	<i>Per participant</i>	3.20	2.60
Adult	<i>Visits x 10 – 10% discount</i>	42.30	42.30
Concession.	<i>Visits x 10 – 10% discount</i>	31.50	31.50
Junior.	<i>Visits x 10 – 10% discount</i>	28.80	23.40
School.	<i>Per student</i>	3.20	0
Club Hire.	<i>Per hour.</i>	46.70	46.70
Other/Athletic Carnival.	<i>Full day 9am – 3pm.</i>	576.40	0
Cycling / Athletic Club Hire of Bike/ Aths Track.	<i>Per annum / seasonal agreement</i>	995.60	995.60
Squash Courts	Hire.	<i>Per hour.</i>	15.30
Fitness Room Hire	Hire.	<i>Per hour.</i>	48.90
Gippsland Regional Cricket Centre			
Lane Hire	<i>Per hour (up to 4 players)</i>		39.00
Ball Machine Hire - includes lane, machine and balls	<i>Per Hour - includes Lane Hire</i>		50.00
Indoor Cricket	<i>Per Participant Per Competition</i>		12.00
School Clinic	<i>Per Clinic (3 hours)</i>		150.00
Parties	<i>Per Party - 2 hrs (up to 10 people)</i>		200.00
Meeting Room	<i>Per Hour</i>		30.00
Facility Hire	<i>Full Facility per Day (8 hours)</i>		1,560.00

COMMUNITY HEALTH AND WELLBEING			
<i>Outdoor Pools</i>			
SERVICE TYPE OUTDOOR POOLS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Entry Fees			
Adult.	<i>16 years and over.</i>	5.00	5.00
Children/ Student.	<i>Child 5 – 15 yrs & High School Student</i>	3.90	3.90
Concession.	<i>Pension, Seniors & Health Care Card</i>	4.10	4.10
Family.	<i>As listed on Medicare Card.</i>	14.60	14.60
Schools	<i>Per child</i>	3.90	3.90
Children.	<i>4 years and under with adult swim.</i>	No Charge	No Charge
Season Passes (Multi-venue)			
Single Adult Pass	<i>16 years and over.</i>	101.00	101.00
Children/ Student.	<i>Child 5 – 15 yrs & High School Student</i>	76.20	76.20
Concession.	<i>Pension, Seniors & Health Care Card</i>	78.80	78.80
Family.	<i>As listed on Medicare Card.</i>	245.00	245.00
Competitions – School Swim Carnival Hire			
School Carnival Full Day (9am - 3pm)	<i>Includes 1 Duty Manager.</i>	471.00	471.00
Other Carnival Full Day (9am - 5pm)	<i>Weekends or Public Holidays</i>	800.00	800.00
School Carnival Half Day (9am-12pm / 12pm-3pm)	<i>Mon - Fri</i>	328.00	328.00
Supervision Required at 1:100 ratio.	<i>Per hour.</i>	57.80	57.80
Out Of Advertised Operating Hours Hire			
Includes 1 Life Guard plus 1 Duty Manager.	<i>Per hour + entry fee per person</i>	84.30	84.30

COMMUNITY HEALTH AND WELLBEING			
<i>Caravan Parks</i>			
SERVICE TYPE CARAVAN PARKS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Lake Narracan – Caravan & Camping			
Site Fee Schedule	Permanent On Site.	<i>Powered per annum (includes 23 days/nights)</i>	1,571.00
	Powered Site.	<i>Per night (Up to 4 people)</i>	41.00
	Powered Site.	<i>Weekly (Up to 4 people)</i>	213.00
	Extra Person.	<i>Per night.</i>	16.50
	Unpowered Site.	<i>Per night - Family</i>	34.50
	Unpowered Site.	<i>Weekly - Family</i>	150.00
	Overnight.	<i>Per person.</i>	13.50
	Children.	<i>Aged 7 – 17 yrs.</i>	7.50

COMMUNITY HEALTH AND WELLBEING			
<i>Health Services</i>			
SERVICE TYPE HEALTH SERVICES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Septic Tanks – New Installations			
Fees are set by EPA Victoria from 1/7/2020	All System Types Inspections.	685.00	TBA
	<i>In excess of two.</i>	150.00	TBA
	Alteration – Major.	425.00	TBA
	Alteration – Minor.	190.00	TBA
	<i>Maximum.</i>	70.00	TBA
	Search Fee.	230.00	TBA
	Conveyancing Enquiry.	230.00	TBA
	<i>More than two years old.</i>	360.00	TBA
	Extension to Septic Tank Application.	360.00	TBA
	<i>Each</i>	685.00	TBA
	Septic Tank Report & Consent	685.00	TBA
	<i>Each</i>	150.00	TBA
	Additional Fixtures	150.00	TBA
Health Premises			
	New Premises Registration	540.00	540.00
	<i>Commercial Hairdressing & Low Risk Beauty (eyelashes, spray tans, makeup)</i>		
	New Premises Registration	540.00	540.00
	<i>Beauty Treatments-Medium</i>		
	New Premises Registration	360.00	360.00
	<i>Beauty Treatments - Home</i>		
	New Premises Registration	245.00	245.00
	<i>Mobile Hairdressing & Low Risk Beauty (eyelashes, spray tans, makeup)</i>		
	New Premises Registration	550.00	550.00
	<i>Comm Skin Pen/Colonic-High</i>		
	New Premises Registration	305.00	305.00
	<i>Ear-piercing Single Use-Medium</i>		
	New Premises Registration	535.00	535.00
	<i>Combination or 2 or more services</i>		
	Renting chair in another premises - New Registration	n/a	310.00
	<i>Skin penetration (incl tattooing, waxing, body piercing) 1-2 days per venue</i>		
	Renewal Premises Registration	460.00	460.00
	<i>Beauty Treatments-Medium</i>		
	Renewal Premises Registration	310.00	310.00
	<i>Beauty Treatments - Home</i>		
	Renewal Premises Registration	540.00	540.00
	<i>Comm Skin Pen/Colonic-High</i>		
	Renewal Premises Registration	185.00	185.00
	<i>Ear-piercing Single Use-Medium</i>		
	Renewal Premises Registration	525.00	525.00
	<i>Combination or 2 or more services</i>		
	Renting chair in another premises - Renewal	n/a	300.00
	<i>Skin penetration (incl tattooing, waxing, body piercing) 1-2 days per venue</i>		

COMMUNITY HEALTH AND WELLBEING					
<i>Health Services</i>					
SERVICE TYPE HEALTH SERVICES	BASIS	2019/20 \$ (GST Inc)		2020/21 \$ (GST Inc)	
Commercial Accommodation	New Registration.	630.00		630.00	
	Annual Renewal.	550.00		550.00	
Caravan Parks and Movable Homes <i>(Statutory Fee)</i>	<i>Triennium Fees</i>	1 Fee Unit = 14.81		1 Fee Unit = TBA	
	1-25 sites	17	251.80	17	TBA
	26-50 sites	34	503.60	34	TBA
	51-100 sites	68	1,007.10	68	TBA
	101-150 sites	103	1,524.00	103	TBA
Transfer of Registration	Food Act	455.00		455.00	
	Public Health and Wellbeing Act	235.00		235.00	
	Residential Tenancies Act	235.00		235.00	
Plan Approval Fee <i>(Non-compulsory establishment inspection fee)</i>	Food Act Premises.	140.00		140.00	
	Public Health & Wellbeing Act Premises.	115.00		115.00	
Food & Water Sample Administration Fee	Sample administration fee	210.00		210.00	
	Private water supply sample	205.00		205.00	

COMMUNITY HEALTH AND WELLBEING				
<i>Health Services</i>				
SERVICE TYPE		BASIS	2019/20	2020/21
HEALTH SERVICES			\$ (GST Inc)	\$ (GST Inc)
COMMERCIAL FOOD PREMISES				
Class 1 (Full Time)	New	<i>e.g. Hospitals / Nursing Homes / Childcare Centres</i>	760.00	760.00
	Renewal		695.00	695.00
Class 2A (Full Time)	New	<i>e.g. Restaurants, Fast Food, Deli's</i>	725.00	725.00
	Renewal		670.00	670.00
	New	<i>e.g. Supermarkets / Large Manufacturers</i>	1,425.00	1,425.00
	Renewal		1,150.00	1,150.00
Class 2B (Part Time)	New	<i>Minimal unpacked potential hazardous foods</i>	480.00	480.00
	Renewal		430.00	430.00
Class 3A (Full Time)	New	<i>Minimal unpacked potential hazardous foods</i>	420.00	420.00
	Renewal		365.00	365.00
	New	<i>Water Carters</i>	180.00	180.00
	Renewal		150.00	150.00
Class 3B (Part Time)	New	<i>Food is secondary activity (e.g. B&B)</i>	275.00	275.00
	Renewal		255.00	255.00
Class 3C (Full Time)	New	<i>Food is secondary activity (e.g. B&B)</i>	205.00	205.00
	Renewal		205.00	205.00
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	255.00
Additional Inspection Fee (non compliance after 2 visits)				
Class 1 (Full Time)		<i>Per Hour (Minimum)</i>	205.00	205.00
Class 2A (Full Time)		<i>Per Hour (Minimum)</i>	175.00	175.00
Class 2B (Part Time)		<i>Per Hour (Minimum)</i>	175.00	175.00
Class 3A (Full Time)		<i>Per Hour (Minimum)</i>	150.00	150.00
Class 3B (Part Time)		<i>Per Hour (Minimum)</i>	125.00	125.00

COMMUNITY HEALTH AND WELLBEING			
<i>Local Laws</i>			
SERVICE TYPE		2019/20	2020/21
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Parking (In accordance with Road Safety Act 1986) Penalties will be applied at maximum value, as per Council resolution on 2 December 2019	Parking Infringements. <i>Section 1</i> <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>		
Dog & Cat Registration Fees (In accordance with Domestic Animal Act 1994)	Full Registration Pensioner Concession	45.00 22.50	45.00 22.50
	<i>Where Microchipped and Desexed or Microchipped and Registered with applicable organisations as defined by the Domestic Animal Act 1994</i>		
	Non-Desexed Dog Full Registration Non-Desexed Dog Pensioner Concession	128.00 64.00	128.00 64.00
	Domestic Animal Business. Domestic Animal Business - Animal Dangerous, Menacing or renewals only for Restricted Dog Breeds	250.00 25.00 205.00	250.00 25.00 205.00
	Registration as Foster Carer (81/1994 Part 5B)	55.00	55.00
Dog & Cat Infringements (In accordance with Domestic Animal Act 1994)	<i>Section 1</i> <i>Penalty Units are defined by Section 5 of the Monetary Units Act 2004</i>		

COMMUNITY HEALTH AND WELLBEING			
<i>Local Laws</i>			
SERVICE TYPE		2019/20	2020/21
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Pound Release Fees – Domestic Animals			
Dog or cat release (where owner is identifiable by Council)	<i>Per animal plus charges below</i>	34.00	34.00
Dog or cat release (where owner is unidentifiable by Council)	<i>Per animal plus charges below</i>	115.00	115.00
*In Addition to Release Fees – Where Applicable			
Subsequent Releases	<i>Per animal</i>	123.00	123.00
Food and keep fees	<i>Per animal per day</i>	17.00	17.00
(In accordance with Domestic Animal Act 1994)			
Male dog desexing	<i>Per animal</i>	205.00	205.00
Female dog desexing	<i>Per animal</i>	345.00	345.00
Male cat desexing	<i>Per animal</i>	115.00	115.00
Female cat desexing	<i>Per animal</i>	215.00	215.00
Dog or cat microchipping	<i>Per animal</i>	60.00	60.00
Vaccination fee	<i>Per animal</i>	75.00	75.00
Vet Check fee	<i>Per animal</i>	52.00	52.00
Vet Report	<i>Per animal</i>	91.00	91.00
Animal Sales			
(In accordance with Domestic Animal Act 1994)			
Cat sale (including desexing fee)	<i>Per animal</i>	220.00	220.00
Dog sale (including desexing fee)	<i>Per animal</i>	380.00	380.00
Dog or cat sale (already desexed)	<i>Per animal</i>	170.00	170.00
Livestock			
Pound Release Large (horse, cow, bull, etc).	<i>Per animal</i>	178.50	178.50
Pound Release Small (sheep, pig, goat etc)	<i>Per animal</i>	97.00	97.00
Pound Release (Poultry)	<i>Per animal</i>		10.00
Food and Keep Fees.	<i>Per animal per day.</i>	27.50	27.50
Livestock Infringements	<i>Penalties will be applied as per the Livestock Act.</i>		
Livestock attendance for VicRoads	<i>Per Attendance</i>	617.00	617.00

COMMUNITY HEALTH AND WELLBEING			
<i>Local Laws</i>			
SERVICE TYPE		2019/20	2020/21
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Other Fees/Infringements			
Disabled Parking First Permit.	<i>Each</i>	No Charge	No Charge
Disabled Parking Additional Permits.	<i>Each.</i>	5.00	5.00
Shopping Trolley Release Fee.	<i>Per trolley</i>	178.50	178.50
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	673.20
Release fee for vehicles impounded in accordance with Schedule 11 of the Local Government Act.	<i>Per vehicle Plus standard tow fee per vehicle</i>	357.00 200.00	357.00 200.00
	<i>Plus immediate tow fee per vehicle Plus daily storage fee</i>	286.00 15.50	286.00 15.50
School Crossing Flags.	<i>Per set.</i>	92.00	92.00
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>		
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
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	55.00

COMMUNITY HEALTH AND WELLBEING			
<i>Local Laws</i>			
SERVICE TYPE		2019/20	2020/21
LOCAL LAWS	BASIS	\$ (GST Inc)	\$ (GST Inc)
Other Fees/Infringements (continued)			
Temporary outdoor eating facilities	<i>Per annum fee (inclusive of permit application fee) Consisting of up to 4 tables and a maximum of 12 chairs.</i>	151.00	151.00
Temporary outdoor eating facilities over four tables and/or over 12 chairs.	<i>Per annum fee (inclusive of permit application fee) Consisting of over 4 tables and/or over 12 chairs.</i>	306.00	306.00
Roadside Trading Permit	<i>Clause 82 – Local Law No. 2.</i>	438.00	438.00
Caravans as Temporary Accommodation permit.	<i>Clause 142 – Local Law No. 2 – Incorporates 6 month permit application for Health permit to reside in caravan.</i>	55.00	55.00
Administration Fee	<i>Administration Fee for the reconciliation and generation of an invoice to a property owner which has had force clear works completed by Council.</i>	80.00	80.00

COMMUNITY HEALTH AND WELLBEING						
<i>Building Services</i>						
SERVICE TYPE BUILDING PERMITS/FEES	BASIS	2019/20 \$ (GST Inc)		2020/21 \$ (GST Inc)		
Permit time extensions and inspections for lapsed permits	Minimum.		150.00		150.00	
Preparation of Section 173 Agreements For building over easements.	Per agreement		450.00		450.00	
Building File Search Fee	Linked to statutory fee	1 Fee Unit =	14.81	1 Fee Unit =	TBA	
	3.19 fee units	3.19	47.20	3.19 Units	TBA	
Building Certificates	Linked to statutory fee	1 Fee Unit =	14.81	1 Fee Unit =	TBA	
	3.19 fee units	3.19	47.20	3.19 Units	TBA	
Building Permit Lodgement Fees	8.23 fee units	8.23	121.90	8.23 Units	TBA	
Pool Registration Fees	Linked to statutory fee	1 Fee Unit =	14.81	1 Fee Unit =	TBA	
	Registration Fee	2.15 fee units	2.15	31.80	2.15 Units	TBA
	Pool history Search fee	3.19 fee units	3.19	47.20	3.19 Units	TBA
	Certificate of Compliance lodgement fee	1.38 fee units	1.38	20.40	1.38 Units	TBA
Certificate of Non-Compliance lodgement fee	26.00 fee units	26.00	384.80	26.00 Units	TBA	
Report and Consent	Linked to statutory fee	1 Fee Unit =	14.81	1 Fee Unit =	TBA	
	First	19.61 fee units	19.61	290.00	19.61 Units	TBA
	Additional	based on 50% of above fee		145.00	TBA	
	Temporary Structure Siting Approvals	Treated as a Report and Consent	19.61	290.00	19.61 Units	TBA
	Pope – Occupancy Permits	Treated as a Report and Consent	19.61	290.00	19.61 Units	TBA
Demolition	5.75 fee units	5.75	85.20	5.75 Units	TBA	
Building Permits (Disbursements excluded)	Value of works	Up to \$10,000	Each	850.00	850.00	
		\$10,001 to \$100,000	Each	Value/100+	750.00	
		\$100,001 to \$1,000,000	Each	Value/200+	1,250.00	
		Greater than \$1,000,000	Each	Value/300+	3,000.00	

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

ASSETS & PRESENTATION					
<i>Sports Stadiums, Grounds & Reserves</i>					
SERVICE TYPE	BASIS	2019/20		2020/21	
		\$ (GST Inc)		\$ (GST Inc)	
Latrobe City Sports & Entertainment Stadium		* Peak	* Off Peak	* Peak	* Off Peak
Commercial Rate					
Event Hire (pitches, toilets, change rooms, ticket booths, stadium seating for 1800 & lighting)	Hourly Hire (8am - 5pm) per hour	307.90	199.70	307.90	199.70
	Hourly Hire (5pm - midnight) per hour	619.00	400.60	619.00	400.60
	Day Hire (8am to 5pm)	1,248.50	624.20	1,248.50	624.20
	Night Hire (5pm to midnight)	2,492.80	1,243.30	2,492.80	1,243.30
	All Day (8am to midnight)	3,735.00	1,867.50	3,735.00	1,867.50
	Additional costs additional bins, cleaning & utility costs				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%	12.5%	12.5%
Ticketing service is available through Latrobe Performing Arts & Venues					
Community Rate					
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	154.00	96.80
	Hourly Hire (5pm - midnight) per hour	310.10	195.60	310.10	195.60
	Day Hire (8am to 5pm)	609.70	310.10	609.70	310.10
	Night Hire (5pm to midnight)	1,214.10	609.70	1,214.10	609.70
	All Day (8am to midnight)	1,817.60	914.70	1,817.60	914.70
	Additional costs additional bins, cleaning & utility costs				Cost recovery

ASSETS & PRESENTATION						
<i>Sports Stadiums, Grounds & Reserves</i>						
SERVICE TYPE	BASIS	2019/20		2020/21		
		\$ (GST Inc)		\$ (GST Inc)		
		# Night	# Day	# Night	# Day	
Sporting Use						
(includes pitches, toilets & change rooms only)						
	Schools	<i>Per day or night session</i>	124.80	62.40	124.80	62.40
	Latrobe City Clubs & Groups	<i>Per day or night session</i>	245.50	125.90	245.50	125.90
	Non Latrobe City Clubs & Groups	<i>Per day or night session</i>	368.30	184.10	368.30	184.10
Sundry Charges		Commercial	Community	Commercial	Community	
	Kiosk Hire (2 available)	<i>Per kiosk per session</i>	183.10	91.60	183.10	91.60
	External Public Address System Hire	<i>Per session</i>	125.90	61.40	125.90	61.40
	^ Bar Hire (2 available)	<i>Per bar per session</i>	368.30	184.10	368.30	184.10
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.						

ASSETS & PRESENTATION			
<i>Sports Stadiums, Grounds & Reserves</i>			
SERVICE TYPE	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Synthetic Field / Pitch Hire			
Latrobe City Synthetic Sports Field			
Morwell Recreation Reserve Synthetic Sports Field			
Latrobe City Sports and Entertainment Stadium Synthetic Pitch			
Whole Field	Association / Club	<i>Per season</i>	Seasonal Licence
	Tournaments	<i>Per day</i>	313.10
	Primary Schools (1)	<i>Per annum</i>	608.60
	Secondary Schools (2)	<i>Per annum</i>	1,218.30
	Casual Users	<i>Per hour</i>	66.60
	Lights	<i>Per hour</i>	28.10
Half Field	Tournaments	<i>Per day</i>	156.10
	Casual Users	<i>Per hour</i>	31.20
	Lights	<i>Per hour</i>	22.20
	Additional costs	additional bins, cleaning & utility costs	Cost recovery
Recreation Reserves / Community Room Hire			
Traralgon West Sports Complex Upstairs Pavilion			
Traralgon Railway Reservoir Conservation Reserve Community Room			
Latrobe City Synthetic Sports Field Upstairs Pavilion			
Morwell Recreation Reserve East Pavilion			
Ted Summerton Reserve Upstairs Pavilion			
Morwell Centenary Rose Garden Wing			
Lake Narracan Hovercraft Club Pavilion			
	User Groups	<i>Per hour</i>	No Charge
	Not for Profit Groups	<i>Per hour</i>	15.70
	Commercial Groups	<i>Per hour</i>	31.00
	Additional costs	additional bins, cleaning & utility costs	Cost recovery

ASSETS & PRESENTATION			
<i>Sports Stadiums, Grounds & Reserves</i>			
SERVICE TYPE	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Grounds			
Seasonal Facility Charge (3)			
Senior	Category A	<i>Per Six Month Allocation</i>	3,216.90
	Category B	<i>Per Six Month Allocation</i>	1,273.50
	Category C	<i>Per Six Month Allocation</i>	339.40
Junior	Category A	<i>Per Six Month Allocation</i>	1,604.30
	Category B	<i>Per Six Month Allocation</i>	769.90
	Category C	<i>Per Six Month Allocation</i>	206.00
Casual Use			
	Latrobe City Schools	<i>Per day</i>	No Charge
	Latrobe City Sporting Clubs and Recreation/Community Groups	<i>Per day</i>	38.50
	Non Latrobe City Sporting Clubs and Recreation/Community Groups	<i>Per day</i>	137.30
	For Profit Groups Businesses and Sporting Groups	<i>Per day</i>	514.00
	Additional costs	<i>additional bins, cleaning & utility costs</i>	Cost recovery
Outdoor Netball Centres and Tennis Centres Courts			
	Seasonal allocation - netball and tennis courts	<i>Per court, per annum</i>	106.10
Personal Trainers/Boot Camps			
	All trainers/boot camp	<i>per month</i>	55.20
		<i>6 month - Summer</i>	N/A
		<i>6 month - Winter</i>	150.00

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

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

^ Bar hire is subject to Liquor License and other conditions

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

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

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

ASSETS & PRESENTATION			
<i>Latrobe City Traffic School</i>			
SERVICE TYPE LATROBE CITY TRAFFIC SCHOOL	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Education Group : Playgroups, kindergartens, special school & school groups No Educator (Bond \$70)	<i>Per hour.</i>	42.00	42.00
Education Group : Playgroups, kindergartens, special school & school groups With Educator (No Bond)	<i>Per hour.</i>	69.00	69.00
Mobile Bike Education Trailer No Educator – Hire of bike trailer (Deposit \$200)	<i>Per day</i>	35.00	35.00
With Educator – Educator Services (No Deposit)	<i>Per hour</i>	33.00	33.00
Plus hire of bike trailer	<i>Per day</i>	35.00	35.00
Hire of Hand Cranked Tricycles With responsibility for repair or replacement of damaged unit	<i>Per bike/day.</i>	2.00	2.00
Private Groups No Educator (Deposit \$70)	<i>Per hour.</i>	66.00	66.00
With Educator (No Deposit)	<i>Per hour.</i>	133.00	133.00

ASSETS & PRESENTATION			
<i>Asset Protection</i>			
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Asset Protection Fees			
Road Openings.	<i>Provision of traffic management.</i>	189.00	189.00
Road Openings.	<i>No traffic management required.</i>	97.00	97.00
Occupation of Parking Bays.	<i>Per bay per day</i>	48.50	48.50
Road Occupations.	<i>Provision of traffic management.</i>	191.50	191.50
Road Occupations.	<i>No traffic management required.</i>	94.50	94.50
Building Site Asset Inspections: Urban:	<i>Excluding all Reblocking, Urban Front Fencing & Demolitions</i>		
Cost of Works < \$15,000			
Cost of Works > \$15,000			
Rural:	<i>Including all Reblocking, Urban Front Fencing & Demolitions</i>	189.00	189.00
		97.00	99.00
Asset Protection Fees for Service Installations in Areas by Parties Other Than Utilities or Their Agents			
Road Length less than 100m.		191.50	191.50
Each Additional 100m of Road Length.		102.00	102.00
Asset Protection Fee for Vehicle Crossing Works			
		102.00	102.00
Asset Protection Fee for Drainage Tapping in Urban Areas at Drainage Easements and Nature Strips Including Provision of Legal Point of Discharge or Drainage Information			
		102.00	102.00
Security Deposit as Detailed in Clause 10 of the Vehicle Crossing Policy			
		1,500.00	1,500.00
Parking Headworks Charge as Defined in Clause 11 of the Vehicle Crossing Policy			
		3,500.00	3,500.00

ASSETS & PRESENTATION			
<i>Asset Protection</i>			
SERVICE TYPE		2019/20	2020/21
ASSET PROTECTION FEES	BASIS	\$ (GST Inc)	\$ (GST Inc)
Security Bonds as Specified in Local Law No.3			
Cost of Works < \$15,000:	<i>Rural, Residential, Industrial and Commercial Building Sites for Builders with a 12 month Satisfactory Performance Record; Excluding all Reblocking, Front Fencing & Demolitions.</i>		
	<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 & 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

ASSETS & PRESENTATION					
<i>Asset Protection</i>					
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2019/20 \$ (GST Inc)		2020/21 \$ (GST Inc)	
Enquiries - Legal Point of Discharge or Drainage Information	<i>Set by Statute (State Government)</i>	1 Fee Unit =	14.81	1 Fee Unit =	TBA
	Urban Areas <i>based on 9.77 fee units</i>		34.50	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
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>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		Fee Units are defined by Section 5 of the Monetary Units Act 2004	
		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	162.91	11	TBA
Minor works not conducted on, or on any part of the roadway, shoulder or pathway.	<i>Set by Statute (State Government)</i>	5	74.05	5	TBA

ASSETS & PRESENTATION				
<i>Asset Protection</i>				
SERVICE TYPE ASSET PROTECTION FEES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)	
Fees for Utilities and Their Agents for Applications Under Schedule 7 to the Road Management Act 2004 for Municipal Roads on which the maximum speed limit for vehicles at any time is <u>not more</u> than 50kms per hour	<i>Set by Statute (State Government)</i>	Fee Units are defined by Section 5 of the Monetary Units Act 2004	Fee Units are defined by Section 5 of the Monetary Units Act 2004	
		1 Fee Unit =	14.81	
	<i>Set by Statute (State Government)</i>	20	296.20	20 Units
	<i>Set by Statute (State Government)</i>	5	74.05	5 Units
	<i>Set by Statute (State Government)</i>	11	162.91	11 Units
<i>Set by Statute (State Government)</i>	5	74.05	5 Units	

ASSETS & PRESENTATION			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE TRANSFER STATION FEES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
		General Waste	General Waste
Sedan/Wagon	<i>Seat up.</i>	12.50	12.80
	<i>Seat down.</i>	16.50	16.80
Utilities	Water line up to 1.8m Long Tray.	19.00	19.40
	Water Line over 1.8m Long Tray.	29.00	29.60
	Heaped up to 1.8m Long Tray.	25.00	25.50
	Heaped over 1.8m Long Tray.	36.00	36.70
Single Axle Trailers	Water Line up to 1.8m Long.	24.00	24.50
	Water Line 1.8m to 2.75m Long.	32.00	32.60
	Heaped up to 1.8m Long.	32.00	32.60
	Heaped 1.8m to 2.75m Long.	47.00	47.90
	Boxed up to 1.8m Long.	47.00	47.90
	Boxed 1.8m to 2.75m Long.	74.00	75.50
Tandem Axle Trailers	Water Line 2.75m to 3.75m Long.	50.00	51.00
	Heaped 2.75m to 3.75m Long.	89.00	90.80
	Boxed 2.75m to 3.75m Long.	121.00	123.40
Small Items	Mobile Garbage Bin (wheelie bin).	5.80	5.90
	Kitchen / Dining Chairs.	7.00	7.10
	Stools.	7.00	7.10
E-Waste (Electrical Items)	All e-waste including Computers, monitors, TVs and peripherals	5.70	5.80
	<i>endorsed in scope (per item)</i>	5.70	5.80
	<i>Out of scope - small (per item)</i>	N/A	6.00
	<i>Out of scope - large (per item)</i>	N/A	8.00

ASSETS & PRESENTATION			
<i>Waste Management - Transfer Stations</i>			
SERVICE TYPE TRANSFER STATION FEES	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Mattress or Base	Single	<i>Per item</i>	18.50
	Double/Queen/King	<i>Per item</i>	25.50
Medium Items	Lounge Chairs.	<i>Up to two</i>	15.00
	Small Cupboards.	<i>HDL – 1.3m x 0.6m x 1.2m.</i>	15.00
	2 Seat Sofa.		15.00
Large Items	Large Cupboards.	<i>HDL – 2.5m x 0.7m x 1.6m.</i>	24.50
	3 Seat Sofa.		24.50
Tyres	Car and Motor Cycle.		7.00
	Light Truck & 4WD.		12.00
Tyres on Rims	Car.		12.50
	Light Truck and Fork Lifts.		23.50
Recyclable Goods – Free of Charge (1)		No Charge	No Charge
Other Waste Management	Domestic Waste Card (2)	<i>Per annum.</i>	198.90
	Synthetic Mineral Fibre (SMF) Plastic Bags	<i>Each</i>	4.60
General Heavy Waste	Building, Demolition or Renovation Waste (Plaster, Cement Sheeting, Tiles on Backings)	<i>per m³</i>	N/A
Motor Oil Containers	5 Litres and Under	<i>Each</i>	N/A
	10 Litres to 20 Litres	<i>Each</i>	1.00

ASSETS & PRESENTATION			
<i>Waste Management - Landfill</i>			
SERVICE TYPE WASTE MANAGEMENT - LANDFILL (1)	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Clean Fill (1) Clean Fill – Only if required at Landfill.	01 Jul 2020 to 31 Dec 2020	<i>Per tonne – including landfill levy.</i>	45.00
	01 Jan 2021 to 30 Jun 2021	<i>Per tonne – including landfill levy.</i>	45.00
Putrescible Waste & Inert Waste	01 Jul 2020 to 31 Dec 2020	<i>Per tonne</i>	178.50
	01 Jan 2021 to 30 Jun 2021	<i>Per tonne (excluding contractual arrangements) Minimum charge 1 tonne (Includes State Government Landfill Commercial Levy \$83.15 per tonne)</i>	201.00
Dead Animals	Less than 30kg. Ex Vets	<i>Per animal</i>	14.00
		<i>Per bag (max 30kg)</i>	14.00
Industrial Waste	Synthetic Mineral Fibre Wrapped - Domestic Plastic Bags for Packaging	<i>Per cubic metre (m3)</i>	31.50
		<i>Per bag</i>	4.50
Hazardous Waste	Asbestos – Domestic. Latrobe City Residents Non-Latrobe City Residents	<i>Per m3</i>	56.00
		<i>Per 20kg package (2) must be removed and deposited by the resident, otherwise prescribed waste rate.</i>	56.00

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

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

REGIONAL CITY GROWTH & INVESTMENT						
<i>Statutory Planning</i>						
SERVICE TYPE PLANNING PERMITS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (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 2016. Reference should be made to the Regulations to obtain the complete wording of individual fee regulations (GST exempt). * NOTE – Statutory Fees are subject to change at the discretion of the Minister for Planning.						
Use - To propose a new use of land or to change the use of land						
New use or change of use	<i>Statutory State Government Fees</i>	Fee for Permit Application	1,318.10	Fee for Permit Application	TBA	
		Fee to Amend Permit	1,318.10	Fee to Amend Permit	TBA	
Single dwelling						
To develop land or to use and develop land for a single dwelling per lot, or to undertake development ancillary to the use of the land for a single dwelling per lot if the estimated cost of development included in the application is:	<i>Statutory State Government Fees</i>	Up to \$10,000	Fee for Permit Application	199.90	Fee for Permit Application	TBA
			Fee to Amend Permit	199.90	Fee to Amend Permit	TBA
		\$10,001 to \$100,000.	Fee for Permit Application	629.40	Fee for Permit Application	TBA
			Fee to Amend Permit	629.40	Fee to Amend Permit	TBA
		\$100,001 to \$500,000	Fee for Permit Application	1,288.50	Fee for Permit Application	TBA
			Fee to Amend Permit	1,288.50	Fee to Amend Permit	TBA
		\$500,001 to \$1,000,000	Fee for Permit Application	1,392.10	Fee for Permit Application	TBA
			Fee to Amend Permit	1,392.10	Fee to Amend Permit	TBA
		\$1M to \$2M	Fee for Permit Application	1,495.80	Fee for Permit Application	TBA
			Fee to Amend Permit	1,495.80	Fee to Amend Permit	TBA

REGIONAL CITY GROWTH & INVESTMENT					
<i>Statutory Planning</i>					
SERVICE TYPE PLANNING PERMITS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)		
VicSmart					
A permit that is subject of a VicSmart application if the estimated cost of the development is: <div style="text-align: right;">\$0 to \$10,000</div> <div style="text-align: right;">More than \$10,000</div> <div style="text-align: right;">Subdivide or Consolidate land</div>	<i>Statutory State Government Fees</i>	Fee for Permit Application	199.90	Fee for Permit Application	TBA
		Fee to Amend Permit	199.90	Fee to Amend Permit	TBA
		Fee for Permit Application	429.50	Fee for Permit Application	TBA
		Fee to Amend Permit	429.50	Fee to Amend Permit	TBA
		Fee for Permit Application	199.90	Fee for Permit Application	TBA
		Fee to Amend Permit	199.90	Fee to Amend Permit	TBA

REGIONAL CITY GROWTH & INVESTMENT						
Statutory Planning						
SERVICE TYPE PLANNING PERMITS		BASIS	2019/20 \$ (GST Inc)		2020/21 \$ (GST Inc)	
All Other Development						
To develop land if the estimated cost of the development is:	Up to \$100,000	Statutory State Government Fees	Fee for Permit Application	1,147.80	Fee for Permit Application	TBA
			Fee to Amend Permit	1,147.80	Fee to Amend Permit	TBA
	\$100,001 to \$1,000,000.		Fee for Permit Application	1,547.60	Fee for Permit Application	TBA
			Fee to Amend Permit	1,547.60	Fee to Amend Permit	TBA
	\$1,000,001 to \$5,000,000		Fee for Permit Application	3,413.70	Fee for Permit Application	TBA
			Fee to Amend Permit	3,413.70	Fee to Amend Permit	TBA
	\$5,000,001 to \$15,000,000		Fee for Permit Application	8,700.90	Fee for Permit Application	TBA
			Fee to Amend Permit	3,413.70	Fee to Amend Permit	TBA
	\$15,000,001 to \$50,000,000		Fee for Permit Application	25,658.30	Fee for Permit Application	TBA
			Fee to Amend Permit	3,413.70	Fee to Amend Permit	TBA
	More than \$50,000,000		Fee for Permit Application	57,670.10	Fee for Permit Application	TBA
			Fee to Amend Permit	3,413.70	Fee to Amend Permit	TBA

REGIONAL CITY GROWTH & INVESTMENT			
<i>Statutory Planning</i>			
SERVICE TYPE PLANNING PERMITS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Subdivision			
Subdivide an Existing Building	<i>Statutory State Government Fees</i>	Fee for Permit Application 1,318.10	Fee for Permit Application TBA
		Fee to Amend Permit 1,318.10	Fee to Amend Permit TBA
Subdivide land into 2 lots		Fee for Permit Application 1,318.10	Fee for Permit Application TBA
		Fee to Amend Permit 1,318.10	Fee to Amend Permit TBA
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 TBA
		Fee to Amend Permit 1,318.10	Fee to Amend Permit TBA
To subdivide land (\$1,318.10 for each 100 lots created)		Fee for Permit Application 1,318.10	Fee for Permit Application TBA
		Fee to Amend Permit 1,318.10	Fee to Amend Permit TBA
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 TBA
		Fee to Amend Permit 1,318.10	Fee to Amend Permit TBA

REGIONAL CITY GROWTH & INVESTMENT					
<i>Statutory Planning</i>					
SERVICE TYPE PLANNING PERMITS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (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	TBA
		Fee to Amend Permit	1,318.10	Fee to Amend Permit	TBA
Fees under Regulation					
For certification of a plan of subdivision Alteration of a plan under section 10(2) of the Act Amendment/re-certification of a certified plan under section 11(1) of the Act	<i>Statutory State Government Fees</i>		174.80		TBA
			111.10		TBA
			140.70		TBA
Administrative Charges					
Written Planning Advice Requests	<i>Per response</i>		90.00		90.00
Endorsed Plans: Plans to be endorsed under planning permit conditions	<i>Statutory State Government Fees</i>		325.80		TBA
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		150.00
Liquor Licence Applicant Information Requests	<i>Per application</i>		146.90		146.90
Certificate of Compliance under Section 97N	<i>Statutory State Government Fee- Per permit</i>		325.40		TBA
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		TBA
Secondary Consent	<i>Per permit</i>		318.00		318.00

REGIONAL CITY GROWTH & INVESTMENT			
<i>Strategic Planning</i>			
SERVICE TYPE	BASIS	2019/20	2020/21
AMENDMENTS TO PLANNING SCHEMES		Fee Units	Fee Units
Stage One	Considering a request to amend the planning scheme; and Taking action required by Division 1 of Part 3 of the Planning and Environment Act 1987; and Considering any submissions which do not seek a change to the amendment; and If applicable, abandoning the amendment in accordance with Section 28.	206.00	206.00
Stage Two	Considering submissions which seek a change to an amendment, and where necessary referring the submissions to a panel; and Providing assistance to a panel in accordance with Section 158; and Making a submission in accordance with Section 24(b); and Considering the report in accordance with Section 27; and After considering submissions and the report in accordance with Section 27, if applicable, abandoning the amendment in accordance with Section 28.	1,021.00	1,021.00
	<i>11-20 submissions</i>	2,040.00	2,040.00
	<i>21+ submissions</i>	2,727.00	2,727.00
Stage Three	Adopting the amendment or part of the amendment in accordance with Section 29; and Submitting the amendment for approval in accordance with Section 31.	32.50	32.50
Stage Four	Considering a request to approve an amendment in accordance with Section 35; and Giving notice of approval of an amendment in accordance with Section 36.	32.50	32.50
		2019/20	2020/21
		\$ (GST Inc)	\$ (GST Inc)
Administration Charges	General written advice of planning scheme amendment histories.	64.50	64.50
	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.	Various	Various

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

REGIONAL CITY GROWTH & INVESTMENT				
<i>Latrobe Regional Gallery</i>				
SERVICE TYPE		BASIS	2019/20	2020/21
LATROBE REGIONAL GALLERY			\$ (GST Inc)	\$ (GST Inc)
Meeting Room 1: with boardroom table	Commercial Rental	<i>Half day.</i>	115.00	115.00
		<i>Full day.</i>	200.00	200.00
	Community Rental	<i>Half day.</i>	53.00	53.00
		<i>Full day.</i>	101.00	101.00
Meeting Room 2: Room with kitchen table and lounge	Commercial Rental	<i>Half day.</i>	115.00	115.00
		<i>Full day.</i>	200.00	200.00
	Community Rental	<i>Half day.</i>	53.00	53.00
		<i>Full day.</i>	101.00	101.00
Studio Workshop - Commercial Not available on Public Holidays	Rental.	<i>Half day (4 hours)</i>	250.00	250.00
		<i>Full day.(10am - 5pm)</i>	400.00	400.00
		<i>Evening (After 5pm)</i>	POA	POA
		<i>Weekend</i>	POA	POA
Studio Workshop - Community Not available on Public Holidays	Rental.	<i>Half day (4 hours)</i>	53.00	53.00
		<i>Full day.(10am - 5pm)</i>	112.00	112.00
		<i>Evening (After 5pm)</i>	POA	POA
		<i>Weekend</i>	POA	POA

REGIONAL CITY GROWTH & INVESTMENT			
<i>Performing Arts Centre</i>			
SERVICE TYPE PERFORMING ARTS CENTRE	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Performing Arts Centre - Standard Rate			
<i>(Performances and Rehearsals)</i>			
Town Hall	<i>Per performance</i>	1,000.00	1,000.00
	<i>2nd performance same day</i>	500.00	500.00
	<i>Rehearsal rate - per hour</i>	75.00	75.00
Little Theatre	<i>Per performance</i>	850.00	850.00
	<i>2nd performance same day</i>	425.00	425.00
	<i>Rehearsal rate - per hour</i>	60.00	60.00
Other Events Non Theatrical - Standard Rate			
<i>* Session extensions up to 3 hours charged pro rata at the applicable session rate</i>			
Town Hall	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm -</i>	335.00	335.00
Little Theatre	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm -</i>	285.00	285.00
Performing Arts Centre - Community Rate			
<i>(Performances and Rehearsals)</i>			
Town Hall	<i>Per performance</i>	400.00	400.00
	<i>2nd performance same day</i>	200.00	200.00
	<i>Rehearsal rate - per hour</i>	30.00	30.00
Little Theatre	<i>Per performance</i>	340.00	340.00
	<i>2nd performance same day</i>	170.00	170.00
	<i>Rehearsal rate - per hour</i>	24.00	24.00
Other Events (Non-Theatrical) - Community Rate			
<i>* Session extensions up to 3 hours charged pro rata at the applicable session rate</i>			
Town Hall	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	134.00	134.00
Little Theatre	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	114.00	114.00

REGIONAL CITY GROWTH & INVESTMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Kernot Hall – Standard Rate*			
<i>* Session extensions up to 3 hours charged pro rata at the session rate</i>			
Hall 1	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	500.00	500.00
Hall 2	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	200.00	200.00
Whole Hall.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	700.00	700.00
Foyer	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	300.00	300.00
Kitchen.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	250.00	250.00
Kernot Hall – Community Rate			
<i>* Session extensions up to 3 hours charged pro rata at the session rate</i>			
Hall 1	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	200.00	200.00
Hall 2	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	80.00	80.00
Whole Hall.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	280.00	280.00
Foyer	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	120.00	120.00
Kitchen.	<i>Per Session (Morning -8am-1pm, Afternoon - 1pm-6pm, or Evening 6pm - 11pm)</i>	100.00	100.00
Moe Town Hall - Community Rate			
Hall Hire.	<i>Per Hour ** penalty rates apply after 11pm</i>	n/a	20.80

REGIONAL CITY GROWTH & INVESTMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Newborough Public Hall			
Standard Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, Concerts, Weddings,</i>	<i>8am – 5pm – daytime – per hour.</i>	51.00	N/A
	<i>5pm –midnight –evening –per session.</i>	357.00	N/A
Community Rate <i>(Bazaars, Fetes, Stalls, Presentation Nights, School Concerts, Weddings,</i>	<i>Per Hour ** Penalty Rate applies after 11pm</i>	20.40	20.40
	<i>5pm –midnight –evening –per session.</i>	142.80	N/A
Ronald Reserve Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation, Nights, School Concerts, Weddings, Social Events and Meetings)</i>	<i>Per hour.</i>	20.40	N/A
Churchill Community Hall – Community Rate <i>(Bazaars, Fetes, Stalls, Presentation, Nights, School Concerts, Weddings, Social Events and Meetings)</i>	<i>Per Hour ** penalty rates apply after 11pm</i>	20.40	20.40
Loy Yang Power Latrobe Community Sound Shell – Standard Rate Hire	<i>Plus clean up costs.</i>	337.00	337.00
Loy Yang Power Latrobe Community Sound Shell - Community Rate Daytime & Evening	<i>All Hours</i>	No Charge	No Charge
Traralgon East Community Centre Hall Hire.	<i>Per Hour ** penalty rates apply after 11pm</i>	20.40	20.40
Traralgon South Hall – Community Rate Hall hire	<i>Per Hour ** penalty rates apply after 11pm</i>	n/a	20.80

REGIONAL CITY GROWTH & INVESTMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Lighting Standard			
Kernot Hall I (Standard Rig Open White)	<i>Per event/performance</i>	200.00	200.00
Moe Town Hall (Standard Rig Open White)	<i>Per event/performance</i>	150.00	150.00
Performing Arts Centre (Standard Rig White/Colour)	<i>Per event/performance</i>	225.00	225.00
Loy Yang Power Latrobe Community Sound Shell (Standard Rig)	<i>Per session plus production equipment/resources</i>	800.00	800.00
Non-Standard			
Technician Fees	<i>2 x Technicians per hour (min 3 hours)</i>	90.00	90.00
Portable 6 x 400 watt lights	<i>Per Day (Including 3 hours of Technician)</i>	250.00	n/a
Piano			
Within hire period	<i>First day (includes tuning) subsequent per day</i>	280.00 102.00	280.00 102.00
Technician			
All Hirers	<i>All hirers, min 3 hrs - Per technician per hour (plus applicable penalties)</i>	46.00	46.00
All Hirers	<i>Penalty rate after 9hrs, per technician, per hour</i>	61.00	61.00
Front Of House			
Usher/Merchandise Seller	<i>All hirers - per hour (min 3 hrs) plus applicable penalties</i>	41.00	41.00
Front of House Manager	<i>All hirers - per hour (min 3 hrs) plus applicable penalties</i>	46.00	46.00
All Hirers	<i>Penalty rate after 9hrs, per staff member per hour</i>	61.00	61.00
Audio			
Kernot Hall PA System	<i>Per performance / event</i>	160.00	160.00
LPAC PA System	<i>Per performance / event</i>	160.00	160.00
Audio & Lighting Package			
Kernot Hall	<i>Per performance / event</i>	325.00	325.00
LPAC	<i>Per performance / event</i>	350.00	350.00

REGIONAL CITY GROWTH & INVESTMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Miscellaneous			
Venue Hire Penalty Rate	<i>After 11pm – per hour</i>	140.00	140.00
Kiosk	<i>Per hour</i>	26.00	26.00
Replacement salto disc	<i>Per item</i>	25.00	25.00
Excess rubbish removal (> 3m ² per hire)	<i>each additional 3m²</i>	105.00	105.00
Data Projector	<i>Per unit per performance/event/session</i>	N/A	50.00
Equipment			
Test and tag electrical equipment	<i>Per item</i>	9.00	9.00
Rostra	<i>Per unit per performance/event</i>	20.00	20.00
Rostra Technician Fees	<i>2 x Technicians per hour (min 3 hours)</i>	N/A	93.80
Follow Spot or Smoke Machine or Mirror Ball	<i>Per unit per performance/event</i>	60.00	60.00
Rope, glue, gaffer tape, batteries and other consumables	<i>Per item</i>	Based on Consumption	Based on Consumption
Radio Microphones	<i>per unit / per performance / event</i>	70.00	70.00
When 3 or more performances / events are booked	<i>per unit / per performance / event</i>	N/A	50.00
Folding tables	<i>Per item</i>	12.00	12.00
Hire of Table Cloths	<i>Per item</i>	12.00	12.00
Chairs	<i>Per item</i>	3.00	3.00

REGIONAL CITY GROWTH & INVESTMENT			
<i>Community Halls</i>			
SERVICE TYPE COMMUNITY HALLS	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Community Public/Products Liability Insurance \$10m cover with \$250 excess (subject to policy terms & conditions)			
Available to; Uninsured, non-high risk applicants, hiring any part, or all of a council owned or controlled facility, or involved in a council event or program or being a permit holder for a council event or program.			
Part A	Venue/ Facility Hirers	<i>Per hire (up to 52 times per year)</i>	15.00
Part B	Performers/ Stallholders/ Artists/ Street Stallholders/ Buskers/ Tutors and Instructors	<i>Per hire (up to 52 times per year)</i>	35.00
Ticketing			
All Hirers / All Venues <i>(Including Soundshell)</i>	Ticketing Fee per ticket		
	<i>Ticket value less than \$25.00</i>	2.00	2.00
	<i>Ticket value between \$25 - \$49.99</i>	3.00	3.00
	<i>Ticket value greater than \$49.99</i>	4.00	4.00
	<i>Complimentary tickets issued</i>	0.80	0.80
	<i>Fee per ticketing transaction</i>		
	<i>Tickets purchased via Telephone or Online</i>	2.00	2.00
	<i>Credit card transactions</i>	Bank Fee	Bank Fee
	<i>PayPal transactions</i>	N/A	Bank fee
Bulk Ticket Printing			
Available at all venues excluding Latrobe Performing Arts Centre			
	<i>Set of 250</i>	N/A	200.00
	<i>Set of 350</i>	N/A	280.00
	<i>Set of 500</i>	N/A	400.00
	<i>Set of 500+</i>	N/A	POA
Merchandise Commission			
Commercial - All Venues	<i>Total Sales</i>	12.50%	12.50%

REGIONAL CITY GROWTH & INVESTMENT			
<i>Latrobe Regional Airport</i>			
SERVICE TYPE LATROBE REGIONAL AIRPORT	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Airport Annual Licence Fees			
Recreational		152.60	152.60
Light Commercial		756.20	756.20
Commercial		1,514.70	1,514.70

These fees are set annually by the Latrobe Regional Airport Board and therefore the proposed 2020/21 fees may be subject to amendment following that process.

REGIONAL CITY GROWTH & INVESTMENT			
<i>Visitor Information Centre</i>			
SERVICE TYPE		2019/20	2020/21
VISITOR INFORMATION CENTRE	BASIS	\$ (GST Inc)	\$ (GST Inc)
Photocopying & Printing	Black and White A4	<i>Per sheet (single or double sided)</i>	0.50
	Colour A4	<i>Per sheet (single or double sided)</i>	1.50

ORGANISATIONAL PERFORMANCE						
<i>Governance</i>						
SERVICE TYPE GOVERNANCE		BASIS	2019/20 \$ (GST Inc)		2020/21 \$ (GST Inc)	
Freedom of Information		Application Fee	Set by Freedom of Information Act 1982		1 Fee Unit = 14.81 2 units 29.60	1 Fee Unit = TBA 2 Units TBA
Access Charges		Set by Freedom of Information (Access Charges) Regulations 2014		* As per Regulations		
		Search Charges - per hour		1.5 units 22.20	1.5 units TBA	
		Supervision Charges - per hour		1.5 units 22.20	1.5 units TBA	
		Photocopying Charges - per page		B&W 0.20	B&W TBA	
Community Public/Products Liability Insurance \$10m cover with \$250 excess (subject to policy terms & conditions)						
Available to; Uninsured, non-high risk applicants, hiring any part, or all of a council owned or controlled facility, or involved in a council event or program or being a permit holder for a council event or program.						
Part A Venue/ Facility Hirers		Per hire (up to 52 times per year)		15.00	15.00	
Part B Performers/ Stallholders/ Artists/ Street Stallholders/ Buskers/ Tutors and Instructors		Per hire (up to 52 times per year)		35.00	35.00	

ORGANISATIONAL PERFORMANCE			
<i>Property & Legal</i>			
SERVICE TYPE PROPERTY AND LEGAL	BASIS	2019/20 \$ (GST Inc)	2020/21 \$ (GST Inc)
Property and Legal			
Road Discontinuance/Closure & Sale of Land Application Fee.	<i>Per application</i>	255.00	255.00
Annual Lease/License Charge Non Commercial or Community & Non Profit Organisation.	<i>Per lease or licence per annum</i>	87.00	87.00
Off Street Car Parks			
Seymour Street Car Park (Traralgon)			
Car park space leases After Hours Call out Fee – Seymour Street Car Park	<i>Per space per annum Per callout</i>	1,280.00 Charged directly by Security Firm	1,280.00 Charged directly by Security Firm
Commercial Road Car Park (Morwell)			
Car park space leases	<i>Per space per annum</i>	862.00	862.00
Replacement Permit Stickers			
Replacement Permit Sticker	<i>First replacement in the financial year</i>	No Charge	No Charge
	<i>Subsequent replacements in the same financial year</i>	22.50	22.50

There being no further business the meeting was declared closed at 7.05pm.

I certify that these minutes have been confirmed.

Mayor: _____

Date: _____